

**Meeting of the San Bernardino Community College District Board of Trustees
Crafton Hills College, 11711 Sand Canyon Rd., Yucaipa
Learning Resource Building, Room 231
Business Meeting Agenda
April 11, 2019
Closed Session @ 4:00 p.m.
Public Meeting @ 5:00 p.m.**

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- 2.1. Conference with Labor Negotiators
Government Code 54957.6
Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- 2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
(2 cases)
- 2.3. Public Employee Performance Evaluation
Government Code 54957(b)(1)
Title: Chancellor
- 2.4. Conference with Legal Counsel – Anticipated Litigation
Government Code 54956.9(d)(2)
(3 cases)
- 2.5. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3)
Workers Comp Claim #541850, Workers Comp Claim #520382, Workers Comp Claim #556994

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

4. CONVENE CLOSED SESSION

5. RECONVENE PUBLIC MEETING

6. REPORT OF ACTION IN CLOSED SESSION

7. PUBLIC COMMENTS ON AGENDA ITEMS

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

8. PRESENTATIONS

8.1 IEPI Diversity Summit Presentation – Kristina Hannon, Executive Director HR (p5)

9. REPORTS

- 9.1. Board Committee Reports (p19)
- 9.2. Board Information Requests (p23)
- 9.3. Good News (p25)
- 9.4. San Bernardino Valley College Academic Senate
- 9.5. San Bernardino Valley College Classified Senate
- 9.6. San Bernardino Valley College Associated Students
- 9.7. Crafton Hills College Academic Senate
- 9.8. Crafton Hills College Classified Senate
- 9.9. Crafton Hills College Associated Students
- 9.10. CSEA
- 9.11. CTA

10. APPROVAL OF MINUTES

- 10.1. February 7, 2019 (p26)
- 10.2. March 14, 2019 (p30)

11. CONSENT AGENDA

The Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or citizen may request that an item be removed from this section for discussion.

Instruction/Student Services

- 11.1 Curriculum – CHC (p37)
- 11.2 Curriculum – SBVC (p43)
- 11.3 Donation – SBVC (p94)
- 11.4 Serving Alcoholic Beverages at Campus Events (p95)

Human Resources

- 11.5 Adjunct and Substitute Academic Employees (p96)
- 11.6 Contracts for Tenure Track Academic Employees (p98)
- 11.7 Non-Instructional Pay for Academic Employees (p100)
- 11.8 Salary Advancement for Academic Employees (p105)
- 11.9 Stipends (p107)
- 11.10 Interim Managers (p109)
- 11.11 Management Job Descriptions (p111)
- 11.12 Appointment of District Employees (p124)
- 11.13 Classified Job Descriptions (p126)
- 11.14 Employee Promotions (p136)
- 11.15 Placement of Classified Employees on the 39-Month Reemployment List (p138)

Business & Fiscal Services

- 11.16 Contracts At or Above \$92,600 (p140)
- 11.17 Establishment of a Capital Projects Fund 44 for Measure CC Bond Proceeds (p143)
- 11.18 Vacation Payout (p144)
- 11.19 Surplus Property and Authorization for Private Sale or Disposal (p145)
- 11.20 Resolution #2019-04-11-FS-1 Authorizing Temporary Interfund Borrowing (p147)
- 11.21 Resolution #2019-04-11-FS-2 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p149)
- 11.22 Appoint Members to the CBOC (p153)

Facilities

- 11.23 Bid #01-1819-01 and Contract to Commercial Roofing Systems, Inc. of Arcadia, CA (p155)
- 11.24 Bid #03-1819-02 and Contract to Caliber Construction, Inc. of Brea, CA (p157)
- 11.25 Resolution #2019-04-11-FPC Regarding the District's Intention to Issue Tax-Exempt General Obligation Bonds (p159)

Other Items

- 11.26 Reconfirm Student Trustee Privileges (p165)
- 11.27 Board Policies First Reading (p166)
- 11.28 Resolution to Grant Excused Absence of Trustee (p190)
- 11.29 Conference Attendance (p192)
- 11.30 District & College Expenses (p204)
- 11.31 Individual Memberships (p212)

12. ACTION AGENDA

- 12.1 Board Policies for Final Reading (p214)
- 12.2 Public Hearing and Acknowledgement of Initial Proposals to Reopen Negotiations from the CSEA Chapter 291 (p239)
- 12.3 Vote for Candidates 12.3 for the CCCT Board of Directors (p241)
- 12.4 Vision for Success First Reading (p244)

13. INFORMATION ITEMS

- 13.1 Applause Cards (p247)
- 13.2 Budget Report (p252)
- 13.3 Clery Report (p270)
- 13.4 Contracts Below \$92,600 (p272)
- 13.5 District Volunteers (p285)
- 13.4 General Fund Cash Flow Analysis (p287)
- 13.5 Key Performance Indicators (p289)
- 13.6 MOUs between SBCCD and the CSEA (p293)
- 13.7 MOUs between SBCCD and the CTA (p322)
- 13.8 Professional Expert, Short-Term, and Substitute Employees (p327)
- 13.9 Purchase Orders (p332)
- 13.10 Resignations and Retirements (p341)
- 13.11 Small Scale Construction Contracts (p343)

14. PUBLIC COMMENT ON NON-AGENDA ITEMS

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

15. ADJOURN

The next meeting of the Board: Study Session: Media Academy – April 18, 2019 at 12pm.

BOARD PRESENTATION – April 11, 2019

Institutional Effectiveness Partnership Initiative CCCCO Diversity Summit

Kristina Hannon, Executive Director, Human Resources

Introduction

This presentation will review statewide data regarding diversity in hiring, including updates from the State Chancellor's Office. It will also touch on SBCCD specifically and the next steps for our district.

Highlights

- › Studies have shown a correlation for underrepresented student outcomes if they took a course taught by an underrepresented minority group – equity gap closed between 20-50% (any group).
- › There are positive effects for degrees and transfers when courses taught by any underrepresented minority.
- › The Chancellor's Office has requested each district to commit to the vision of success by improving diversity in the recruitment and retention of its faculty and staff.

SBCCD Summary

There has not been a significant increase in racial diversity for faculty and staff at either campus since 2014. Methods in use to increase diversity in hiring include direct recruitment in diverse agencies and groups, reviewing minimum qualifications for all classifications to ensure job relevancy and removing any artificial barriers that may inadvertently exist.

The multiple methods form will be reviewed by the EEO committee and submitted for Board approval in June 2019. Other efforts include:

- › Revamped onboarding expected beginning fall 2019,
- › Screening Committee Handbook,
- › Diversity and EEO training opportunities for district employees (ongoing),
- › Professional Development opportunities for district employees (ongoing),
- › Creating adjunct pools/internships with local K-12 Administrators and Certificated Staff, and
- › Actively working on taking the District from Compliance to Competence.

SBCCD Student & Employee Demographics (Fall 2018)

		Total		Hispanic		African American		White Non-Hispanic	
		Head Count	Amount	%	Amount	%	Amount	%	
Crafton Hills College	Full & Part-Time Student	6,408	3,187	50%	228	4%	2,248	35%	
	Educational Administrator	11	3	27%	1	9%	6	55%	
	Classified Staff	109	41	38%	7	6%	55	50%	
	Academic, Temporary	215	42	20%	7	3%	135	63%	
	Academic, Tenured/Tenure Track	77	14	18%	6	8%	49	64%	
	Faculty and Staff	412	100	24%	21	5%	245	59%	
		Total	Hispanic	African American	White Non-Hispanic				
		Head Count	Amount	%	Amount	%	Amount	%	
San Bernardino Valley College	Full & Part-Time Student	13,220	9,068	69%	1,555	12%	1,538	12%	
	Educational Administrator	19	6	32%	4	21%	6	32%	
	Classified Staff	210	109	52%	26	12%	59	28%	
	Academic, Temporary	426	83	19%	29	7%	234	55%	
	Academic, Tenured/Tenure Track	181	43	24%	35	19%	83	46%	
	Faculty and Staff	836	241	29%	94	11%	382	46%	

IEPI- CCCCCO DIVERSITY SUMMIT

Being Comfortable with being Uncomfortable

Presented by Kristina Hannon
Executive Director of Human Resources

TODAY'S AGENDA

- Review State wide data regarding diversity in hiring
- Updates from the State Chancellor's Office
- SBCCCD Updates and Next Steps

Diversity and the Data

[2019.04.11.p5/14]

- Dr. Daisy Gonzales, Deputy Chancellor CCCCCO, shared data on student success and the relationship between success rates and a diversified faculty.
- Statewide data has not shown improvement in hiring diverse faculty
- The chancellors office asked each district to commit to the vision of success by improving diversity in the recruitment and retention of Community College Faculty and staff.

The Equity Gaps are Real

In our system, certain student groups are much less likely to reach a defined end goal such as a degree, certificate, or transfer:

Student Demographic Group	Completion Rate
African American	36%
American Indian/Alaskan	38%
Hispanic	41%
Pacific Islander	43%
Asian	65%
White	54%

Student Equity Gaps

[2019.04.11.p6/14]

- ▶ Studies have shown a correlation for underrepresented student outcomes if they took a course taught by an underrepresented minority group- equity gap closed between 20-50% (any group)
- ▶ Positive effects for degrees and transfer when courses taught by any underrepresented minority.

Student Success

Studies prove the educational benefits of a diverse faculty.

 **ACHIEVEMENT**

Closing achievement gaps by 20-50%

Fairlie, R. W., Hoffman, F., Oreopoulos, P. (2014). A Community College Instructor Like Me: Race and Ethnicity Interactions in the Classroom. American Economic Review, 104(8): 2567-2591.

Brutal Facts

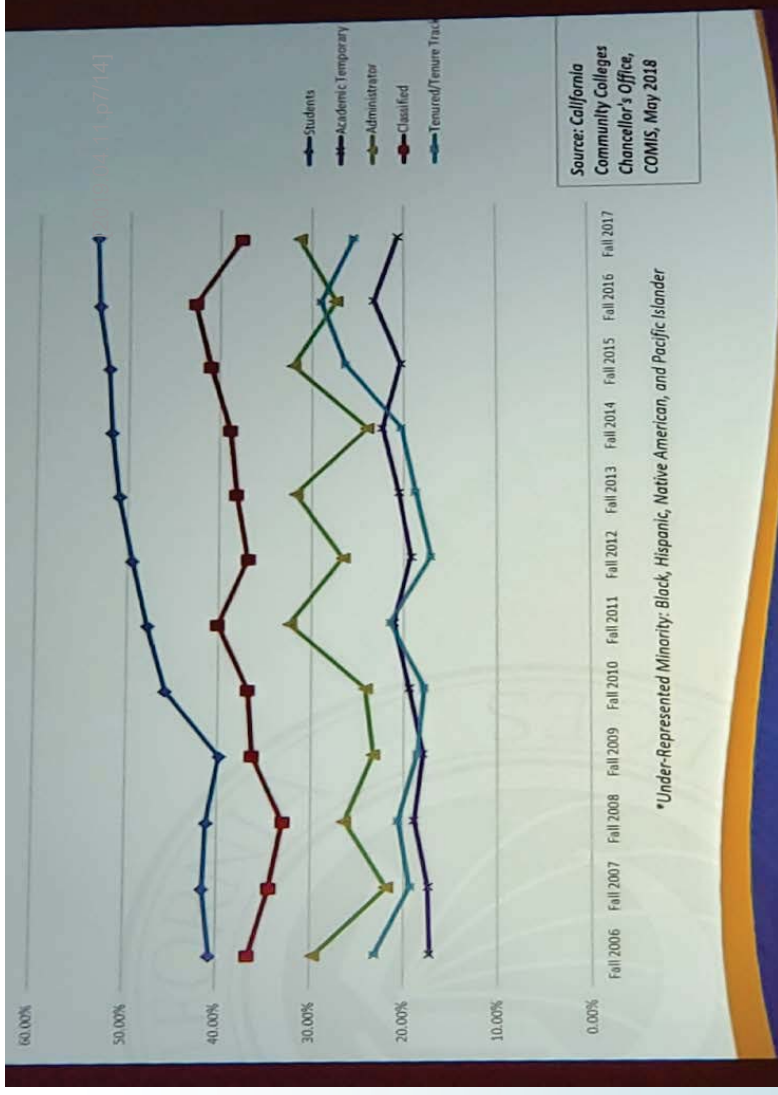
- ▶ The number of students of color has grown exponentially while the number of faculty of color hired has remained at the same level.
- ▶ When students of color are taught by faculty of color, they are more likely to pass and less likely to drop out
- ▶ Our institutions and systems are perfectly designed to get the results we get.
- ▶ We all come in with implicit and sometimes explicit biases
- ▶ None of us are as culturally fluent as we want to be

Underrepresented Minority- Student and Employee – 2006-2017

State wide data displaying Black, Hispanic, Native American and Pacific Islander racial demographics in comparison to Faculty, Staff, Administrators and Temporary Part-Time (Academic).

The State Chancellors Office is requiring us to change and restructure through looking at the data and policies.

A diverse workforce has a positive impact on the diverse students.



The Board of Governors directive to **all** Community College Districts :

[201904.11.p8/14]

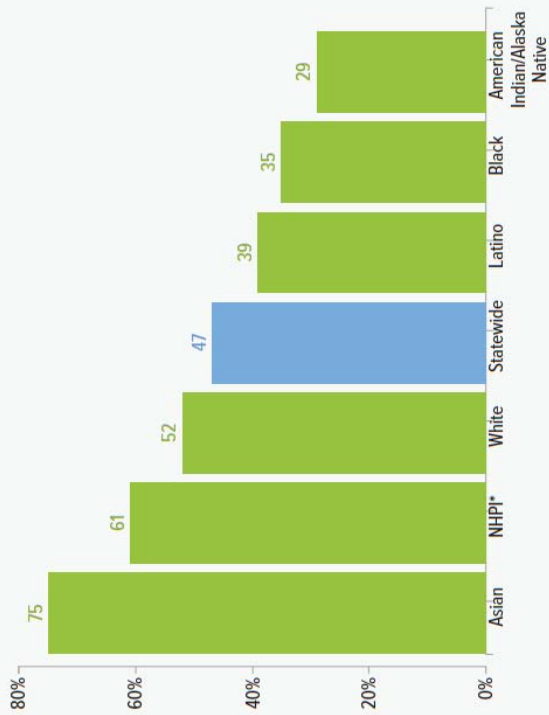
Strategic Vision Goal: Closing Equity Gaps

- “Reduce equity gaps through faster improvements among traditionally underrepresented student groups, with the goal of:
 - cutting equity gaps by 40 percent within 5 years
 - and fully closing those equity gaps for good within 10 years”

-Vision for Success, Goal #5

Percent of high school graduates who completed requirements, known as A-G, to attend UC or CSU

2016-2017



Note: *Native Hawaiian and Pacific Islander

Source: *The Campaign for College Opportunity*

Chart by Yuxuan Xie, Justin Allen and John Osborn D'Agostino

“But, it’s a pipeline issue!”

BETWEEN 2012-2016, THE CSU AND THE UC AWARDED A COMBINED **150,000** MASTER’S AND DOCTORATE DEGREES

OF THESE, MORE THAN **64,000** (43%) WERE AWARDED TO AFRICAN AMERICAN, AANHPI, LATINX AND MULTIETHNIC GRADUATES

3667876--San Bernardino City Unified

Level	Code	Hispanic	American Indian or Alaska Native	Asian Not Hispanic	Pacific Islander Not Hispanic	Filipino Not Hispanic	African American Not Hispanic	White Not Hispanic	Two or More Races Not Hispanic	No Response	Total
District	3667876	628	13	57	11	34	222	1,155	9	944	3,073
County	36	4,790	160	583	53	219	1,206	12,818	145	1,774	21,748
State	00	76,116	1,808	20,558	1,092	5,751	15,476	222,050	3,344	15,523	361,718

SBCCCD DATA- Crafton Hills Student

2019.04.11.p.11/14]

Demographics

	Fall 2018	
	Student Count	Student Count (%)
<input checked="" type="checkbox"/> Crafton Hills Total	6,408	32.65 %
African-American	222	3.46 %
American Indian/Alaskan Native	20	0.31 %
Asian	232	3.62 %
Filipino	142	2.22 %
Hispanic	3,187	49.73 %
Multi-Ethnicity	334	5.21 %
Pacific Islander	11	0.17 %
Unknown	12	0.19 %
White Non-Hispanic	2,248	35.08 %

SBCCD DATA- SBVC Student Demographics

[2019.04.11.p.12/14]

	Fall 2018	
	Student Count	Student Count (%)
<input checked="" type="checkbox"/> San Bernardino Total	13,220	67.35 %
African-American	1,476	11.16 %
American Indian/Alaskan Native	24	0.18 %
Asian	444	3.36 %
Filipino	161	1.22 %
Hispanic	9,068	68.59 %
Multi-Ethnicity	445	3.37 %
Pacific Islander	23	0.17 %
Unknown	41	0.31 %
White Non-Hispanic	1,538	11.63 %

Examining Our Data

[2019.04.11.p.13/14]

- There has not been a significant increase in racial diversity for faculty and staff at either campus since 2014. Methods in use to increase diversity in hiring include direct recruitment in diverse agencies and groups, reviewing minimum qualifications for all classifications to ensure job relevancy and removing any artificial barriers that may inadvertently exist.

Recruitment Efforts:

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

SBCCD Next Steps

[2019.04.11.p.14/14]

- The multiple methods form will be reviewed by the EEO committee and submitted for Board approval in June 2019. EEO Committee members have been able to attend trainings on diversity and professional development which will be incorporated into trainings and education for the campus. Both college Administration, Human Resources and Professional Development work group will also work with local agencies (SBCUSD and CSUSB) on bridge programs for students looking to work in the community college and degree/certificate programs for current employees. Other efforts include:
 - Revamped onboarding expected beginning fall 2019.
 - Screening Committee Handbook
 - Diversity and EEO training opportunities for district employees (ongoing)
 - Professional Development opportunities for district employees (ongoing)
 - Creating adjunct pools/internships with local K-12 Administrators and Certificated Staff
 - Actively working on taking the District from Compliance to Competence

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Senior Executive Assistant

DATE: April 11, 2019

SUBJECT: Board Committee Reports

RECOMMENDATION

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

BOT STANDING COMMITTEES (with committee charge)	2019 BOARD MEMBERS (chairs are bold)
<p>Budget Standing Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> • Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf. • Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings. • Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum. • Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees. 	<ol style="list-style-type: none"> 1. Gloria Harrison 2. Donald Singer 3. Anne Viricel 4. Elijah Gerard (Student Trustee is not included in quorum)

<ul style="list-style-type: none"> Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures. 	
<p>Career Technical Education Standing Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> Acting as a catalyst for the enhancement of career technical education working through the campuses, EDCT, and KVCR by exploring current feasibility for effectiveness, relevance and sustainability. 	<ol style="list-style-type: none"> Stephanie Houston John Longville Joseph Williams
<p>Legislative Standing Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> To develop and enhance relationships with legislators and legislative groups that represent the communities served by the district. To advocate for legislative change that can positively impact SBCCD and its mission to serve students. To examine proposed legislation and determine what legislation should be supported through Board resolutions. 	<ol style="list-style-type: none"> Frank Reyes Anne Viricel John Longville
<p>BOT AD HOC COMMITTEES (with committee charge)</p>	<p>2019 BOARD MEMBERS (chairs are bold)</p>
<p>Executive Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> Reviewing the board agenda with the Chancellor, prior to and after printing, and to offer guidance and initial direction to the Chancellor in items of board importance, prior to them coming to the Board for further discussion and/or action. Reviewing current board policies and administrative procedures in accordance with the requirements for accreditation and to stay current with any statutory or legal changes. 	<ol style="list-style-type: none"> John Longville, President Dr. Anne L. Viricel, VP Joseph Williams, Clerk

<ul style="list-style-type: none"> It may also develop new policies at the direction of the Board of Trustees. 	
<p>Foundations Ad Hoc Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> Studying the foundations, both auxiliary and independent for the purpose of efficiencies, consistencies, and coordination among foundations. 	<ol style="list-style-type: none"> Anne Viricel Donald Singer Gloria Harrison Autumn Blackburn (Student Trustee is not included in quorum)
<p>Board & Chancellor Evaluations Ad Hoc Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> Ensuring the timeliness of the Chancellor’s Evaluation in accordance with AP 2435. <ul style="list-style-type: none"> Seeking written feedback from employees and community representatives as outlined in the administrative procedure. Summarizing the evaluation of the chancellor for presentation and discussion be approved by the Board. Ensuring the timeliness of the Board’s Self-Evaluation in accordance with BP 2745. <ul style="list-style-type: none"> Recommending the instrument and/or process to be used in Board self-evaluation. Summarizing the evaluation for presentation and discussion at an annual Board retreat scheduled for that purpose. 	<ol style="list-style-type: none"> Anne Viricel Gloria Harrison John Longville

OVERVIEW

The purpose of the reports is for BOT Committee Chairs to communicate information to the full Board, leading to more engagement and interaction at upcoming board meetings.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Senior Executive Assistant

DATE: April 11, 2019

SUBJECT: Board Information Requests

RECOMMENDATION

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

OVERVIEW

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

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

San Bernardino Community College District
Board of Trustees Information Requests
Sorted by Planned Completion Date (updated 4/2/19)

Date of Request: 1/31/2019
Requested by: Trustee Harrison
Planned Completion Date: 6/30/19

Request: Bond Measure

Comments: Did we lose money on the last bond measure? If so, how much? What is the advantage of the design plan?

Date of Request: 2/21/2019
Requested by: Trustee Harrison
Planned Completion Date: 6/30/19

Request: Faculty Senate Workshops

Comments: Would like to attend faculty senate workshops.

Date of Request: 2/21/2019
Requested by: Trustee Williams
Planned Completion Date: 6/30/19

Request: AB 705

Comments: Would like a Study Session on AB 705.



GOOD NEWS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

April 2019 Edition



Crafton Hills College | San Bernardino Valley College | Empire KVCR



SBCCD KICKS OFF COLLEGE PROMISE

While many community colleges offer one year of free college to eligible students, the San Bernardino Community College District has gone above and beyond what most community colleges are doing.

On March 8, SBCCD officials announced The Free College Promise; two years of free college, free textbooks, plus each participant receives \$300 cash and the use of a laptop. "There is no GPA requirement and no essay," said SBCCD Chancellor Bruce Baron. This is the first self-funded two-year free college promise initiative in Inland Southern California.

The Free College Promise will start this fall with 1,000 high school graduates of the class of 2019. Priority will be given to grads from:

Bear Valley Unified School District, Colton Joint Unified School District, Redlands Unified School District, Rialto Unified School District, Rim of the World Unified School District, San Bernardino City Unified School District, Yucaipa-Calimesa Unified School District.

To be eligible, students must fill out the California Community College application, fill out the Free Application for Federal Student Aid (FAFSA) or California Dream Act application by August 1, 2019, and take a full course load each semester.



SBCCD HOSTS REGIONAL SPELLING BEE

Austin Leong of Serrano Middle School in Montclair is the champion of the San Bernardino County Spelling Bee sponsored by San Bernardino Community College District. His winning word was "coalition." The competition involving 24 spellers from K-12 schools across San Bernardino County lasted 49 rounds. Spellers competed at the San Bernardino Valley College auditorium on Saturday, March 16.

Leong now advances to compete in the 2019 Scripps National Spelling Bee in the Washington, D.C. area, and broadcast on ESPN channels May 29-31.

The competition encourages students to set goals and dedicate time to study and prepare. Participation also provides an opportunity for students to gain experience in public speaking and performing under pressure.

The Scripps National Spelling Bee provides the list of words for the regional competition. The Bee reaches an estimated 11 million students across the country and in other parts of the world with the classroom materials it provides to enrolled schools. The purpose of the Bee is to help students improve their spelling, increase their vocabularies, learn concepts and develop correct English usage that will help them all their lives.

SBCCD EMPLOYEE HEALTH FAIR

Live well, live happy. This is an ideology that many of the team in human resources (HR) of the San Bernardino Community College District are expressing to employees.

This year's health fair held on April 11th, hosted more than 20 vendors that offered plenty of respective resource information and giveaways that will help SBCCD employees improve their health and wellness. Some of the resources offered were

free health screening tests including: body fat, blood pressure, grip strength, body water percentage and brief massages. Raffle and food was provided at no cost to employees by Go Fusion N' Grill food truck & SBVC's very own Culinary Arts food truck.

A San Bernardino Community College District publication by the Office of the Chancellor
114 S. Del Rosa Drive, San Bernardino, CA 92408 | 909.382.4000 | www.SBCCD.edu

**Meeting of the San Bernardino Community College District Board of Trustees
Embassy Suites by Hilton, 3663 E. Guasti Rd., Ontario, CA 91761
Mid-Year Retreat Minutes
February 7, 2019
8:30 a.m.**

Facilitated by Dr. Pamela J. Fisher, ACCT Consultant
"Building a New Team"

MEMBERS PRESENT

Dr. Anne L. Viricel, Vice President
Gloria Macías Harrison, Trustee
Joseph Williams, Clerk
Dr. Stephanie Houston, Trustee
Frank Reyes, Trustee
Dr. Donald L. Singer, Trustee

ABSENT

John Longville, President
Autumn Blackburn, SBVC Student Trustee
Elijah Gerard, CHC Student Trustee

ADMINISTRATORS PRESENT

Bruce Baron, Chancellor

1. CALL TO ORDER:

Vice President Viricel called the meeting to order at 8:47am.

2. PUBLIC COMMENTS

Celia Huston spoke to the upcoming accreditation visit.

Dr. Fisher recommended the Board consider meeting with the academic senates before the next site visit. The accrediting team will want to know how informed you are as a Board. They want to make sure the Board is aware of previous findings, how they will address the findings, and what steps have been taken to address the findings as a governing board. Trustee Singer shared his experience serving on team visits and encouraged the trustees to get involved in accrediting teams to learn about the process. Trustee Houston shared (via email) a whitepaper on Accreditation Reform from the U.S. Department of Labor (December 2008). Celia Huston shared a link <http://www.accjc-accreditationcourse.org> for trustees to gain a better understanding of accreditation through the online orientation presentation. The orientation course could be used as part of the evidence for the visit.

Pam reminded the Board of the important steps for accreditation. The Board should periodically review how they are doing, as a Board, and assesses their progress, which is formally done annually. The Board also has a policy to address this. The Board should discuss the results and plans and create a plan for the areas that need improvement. Most importantly the Board should follow through to close the circle.

3. Who We Are and Why We Are Here

Dr. Fisher asked each trustee to share who they are with a brief story of their childhood; where you grew up, how many brothers or sisters, where you fell in the in the lineup, and a family value that was pervasive for you - family value or family experience that you still carry with you every day. The Chancellor and each trustee shared their stories.

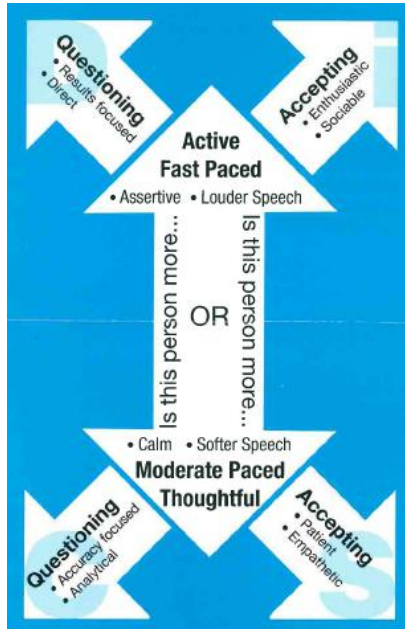
Trustees were then asked, and responded to, why they give themselves to the District and why they ran for office.

4. Our Communication Styles

Trustee Houston completed the test and results from last year were recalled.

- D – Joseph, John, Anne, Stephanie
- I – Frank, Gloria
- S – Bruce, Don
- C – Anne, Frank Gloria

Pam discussed the different styles and how to best communicate with each style.



ACCT Quiz
24-40 range

5. Best Practices of Effective Governing Boards: What We Have Learned

A. A Quick Assessment

Some of our Board members come with close ties to the college. Former employees can be an issue because people know you and depending on how you handle issues that are brought to you. Your role as a trustee versus your role at work. You're all in decision making roles. As a trustee you don't act as an individual, you act as a Board.

B. Policies and Protocols

The most important part is you are one of seven and have to act as a whole. Outside of the room, you cannot speak for the board unless you are given direction the Board has provided.

C. A Brief History

D. Changes We Have Made and What Could be Improved

6. Review Progress on the Board's 2018-2019 Goals

The Board reviewed progress on their goals and had discussion.

7. ANNOUNCEMENT OF CLOSED SESSION ITEMS

Public Employee Performance Evaluation

Government Code 54957(b)(1)

Title: Chancellor

8. CONVENE TO CLOSED SESSION

The Board convened to closed session at 1:15pm.

9. RECONVENE OPEN SESSION

The Board reconvened to open session at 1:55pm.

10. REPORT OF ACTION IN CLOSED SESSION

None

11. Planning for the Future

- Alignment of State Vision and SBCCD Strategic Plan
- New Executive Leadership Team
- Priorities Board Directives for 2019-2020 General Fund Budget
- Fiscal Challenges and Opportunities

VII. Next Steps

Who Will We Serve?

- Impact on Mission
- Implications of New Funding Formula
- Alternative Funding and Partnerships to Ensure We Serve the Most Needy

Strategic Priorities is what you want to achieve. Tactics is how we are going to get there. If the strategy is building strong CTE programs, the tactics are the benchmarks. We all need to be clear on the language with definition of terms because there's sometimes we've used terms interchangeably. When you're cascading your strategic plan, celebrate milestones so the Board knows what phase of the strategic plan we at in relation to the strategy. Include activities the Board agrees to do, with milestones so when it's time to update, we're doing the activities related to the strategy and goal. Board items - Tie them to strategies.

Strategic Plan Issues

- Board Role (early)
- Remind/Revisit
- Agree on Terminology
- (Tie) Strategic Plan to Agenda Items

- Keep It In Front of Us

Presentations

When it comes to enrollment, the number in is not in relation to success and it's not integrated into how the budget works. Red, green, and yellow lights don't provide a complete picture.

Show where we are, where we thought we would be, unexpected challenges and what is the outcome and direction of the unexpected occurrence.

Have very frank discussions.

Not a summary of all the things that are going on.

Format of Board Presentations

- Intro: So what? Value
- Executive Summary
- Report and Appendix (do not read to them)
- Q&A
- Dialogue

Consider sending information to board committees according to their communication style. Committees should let staff know what they want to receive. The Board needs to provide more clarity on what they want to ensure they receive the information as prescribed to staff. The Board needs follow through. When you have a BOT committee, it's a BOT Committee, not with large numbers of staff. What is my role as a board member on committees? Is it necessary to have each one of the committees? What is the strategic charge and board role? Is there a need for a BOT committee of oversight and planning of new facility?

Going Forward

- Revisit Use of Committees
 - Need Criteria?
 - Charge
 - Role/Authority
- Structure of Study Sessions
 - No Action
 - More Time for Board Dialogue

Bring ideas to the table where your colleagues can respond and the Board will give direction.

Chancellor to present plan on the approach – show them what has been done and where it's going and the board can give direction on what they would like to know. The Board needs to take charge of their agendas. Summary of presentations are needed.

The next meeting of the Board: Business Meeting – February 21, 2019. Vice President Viricel adjourned the meeting at 2:37pm.

Joseph Williams, Clerk
SBCCD Board of Trustees

**Meeting of the San Bernardino Community College District Board of Trustees
San Bernardino Valley College, 701 S. Mt. Vernon Ave.,
Business Building B100, San Bernardino, CA 92408
Business Meeting Minutes
March 14, 2019
Closed Session @ 4:00 p.m.
Public Meeting @ 5:00 p.m.**

MEMBERS PRESENT

John Longville, President
Dr. Anne L. Viricel, Vice President (left at 6:10pm)
Joseph Williams, Clerk
Gloria Macías Harrison, Trustee (arrived at 4:14pm)
Dr. Stephanie Houston, Trustee
Frank Reyes, Trustee
Elijah Gerard, CHC Student Trustee (arrived at 4:55pm)

ABSENT

Dr. Donald L. Singer, Trustee
Autumn Blackburn, SBVC Student Trustee

ADMINISTRATORS PRESENT

Bruce Baron, Chancellor
Jose Torres, Executive Vice Chancellor
Diana Rodriguez, SBVC President
Dr. Kevin Horan, CHC President

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 4:00pm. Trustee Reyes led the pledge of allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- 2.1. Conference with Labor Negotiators
Government Code 54957.6
Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- 2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
(1 cases)
- 2.3. Public Employee Performance Evaluation
Government Code 54957(b)(1)
Title: Chancellor
- 2.4. Conference with Legal Counsel – Anticipated Litigation
Government Code 54956.9(d)(2)
(1 case)

- 2.5. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3)
Liability Claim #529295

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

None.

4. CONVENE CLOSED SESSION

Closed session convened at 4:03pm.

5. RECONVENE PUBLIC MEETING

Public meeting reconvened at 5:10pm. Without objection, the Board agreed to reorder the agenda to hear item 14 with item 7.

6. REPORT OF ACTION IN CLOSED SESSION

The Board unanimously took action to approve settlement of Liability Claim #529295.

7. PUBLIC COMMENTS

Public comments on non-agenda items were heard.

Vanessa Perez, Time for Change
Aimee Durante, Time for Change
Gaby Rawung, Region IX
Felicia Jones, Promise Funding
Aujanee Butler, Promise Funding
Jewel Patterson, Promise Funding

8. PRESENTATIONS

8.1 None

9. REPORTS

9.1. Board Committee Reports

- Trustee Houston gave a report on the CTE Committee.
- Trustee Harrison reported on Measure CC. Timeline with checkoff with what has already been accomplished. RFP for construction management program has gone out and closed. There are four candidates for construction management companies. There is discussion about committee composition and process. Ensure campuses are involved and input is given. Enrollment will be reviewed and shared with the BOT before the next meeting.
- Trustee Reyes reported on the Promise. The State Chancellor and two elected officials were in attendance at the Promise Kick-Off.
- Trustee Viricel reported on the Foundation Committee.

9.2. Good News (p5)

9.3. San Bernardino Valley College Academic Senate – The Senate re-elected curriculum co-chair, continues to work toward the Vision for Success.

9.4. San Bernardino Valley College Classified Senate – Giving ten \$250 scholarships this year. Attended College Night at Citizens Business Bank Arena.

9.5. San Bernardino Valley College Associated Students – no report.

9.6. Crafton Hills College Academic Senate – no report.

9.7. Crafton Hills College Classified Senate – Giving 14 scholarships this year.

9.8. Crafton Hills College Associated Students – no report.

- 9.9. CSEA – Logo is professional and ties the campuses together. Classification study is underway. Invest in workers to get a better return on investment. Asking for Caesar Chavez Day is a District is in Ed Code to be negotiated.
- 9.10. CTA – Meridyth McLauren attended SBCCD Promise Kick-Off. She thanked Trustee Houston for attending the CTA Executive meeting. CTA will continue to invite Board members to their committee meetings. Negotiations on the Oracle item is complete, but CTA is still negotiating salaries. Meridyth read a statement and asked for the minutes to reflect all faculty members who endorsed the statement (as attached).

Without objection, the Board agreed to reorder the agenda to take action hear item 14 with item 7.

10. APPROVAL OF MINUTES

- 10.1. January 17, 2019 (p6)
- 10.2. January 31, 2019 (p11)
- 10.3. February 21, 2019 (p14)

Trustee Gerard moved approval of the minutes of January 17, 2019, January 31, 2019, and February 21, 2019. Trustee Harrison seconded the motion.

AYES: Longville, Viricel, Williams, Harrison, Houston, Reyes, Gerard

NOES: None

ABSENT: Singer, Blackburn

ABSTENTIONS: None

11. CONSENT AGENDA

Trustee Williams moved approval of the consent agenda as amended. Trustee Harrison seconded the motion.

AYES: Longville, Viricel, Williams, Harrison, Houston, Reyes, Gerard

NOES: None

ABSENT: Singer, Blackburn

ABSTENTIONS: None

Instruction/Student Services

- 11.1 Curriculum – CHC (p22)
- 11.2 Approval to Serve Alcoholic Beverages – Donor Appreciation (p26)
- 11.3 Curriculum – SBVC (p27)

Human Resources

- 11.4 Adjunct and Substitute Academic Employees (p36)
- 11.5 Appointment of Temporary Academic Employees (p39)
- 11.6 Contracts for Tenure Track Academic Employees (p41)
- 11.7 Non-Instructional Pay for Academic Employees (p43)
- 11.8 Grant Tenure (p54)
- 11.9 Stipends (p56)
- 11.10 District Volunteers (p58)
- 11.11 Professional Expert, Short-Term, and Substitute Employees (p62)
- 11.12 Promotions (p67)
- 11.13 Resignations (p69)
- 11.14 Retirements (p71)
- 11.15 Interim Managers (p73)
- 11.16 Appointment of District Employees (p75)

Business & Fiscal Services

- 11.17 Purchase Order Report (p78)
- 11.18 Professional Services Contracts-Agreements (p85)
- 11.19 Routine Contracts-Agreements and Memorandums of Understanding (p88)
Amended to remove Pandora contract in the amount of \$10,000.
- 11.20 Resolution #2019-03-14-FS Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p89)
- 11.21 Vacation Payout (p115)

Facilities

- 11.22 Send and Publish Notices Related to Requesting a Waiver from the Board of Governors (p116)
- 11.23 Non-Bond Construction Change Orders and Contract Amendments (p118)
- 11.24 Amendment 02 to the Contract with NCA Studio of Los Angeles, CA (p122)
- 11.25 Small Scale Construction Contract with Champion Electric, Inc. of Riverside, CA (p125)
- 11.26 Small Scale Construction Contract with Los Angeles Air Conditioning, Inc. of La Verne, CA (p126)
- 11.27 Small Scale Construction Contract with Mesa Energy Systems, Inc. dba EMCOR Services Mesa Energy of Irvine, CA (p128)
- 11.28 Small Scale Construction Contract with R. Dependable Construction, Inc. of San Bernardino, CA (p129)
- 11.29 Small Scale Construction Contract with Three Peaks Corp. of Calimesa, CA (p131)

Other Items

- 11.30 Board Policies for First Reading (p133)
- 11.31 Resolution to Grant Excused Absence of Trustees (p158)
- 11.32 Conference Attendance (p161)
Amended to remove conference attendance for Joseph Williams
Conference Name: San Bernardino County Trade Mission to South Korea
Travel Dates: 4/19/2019 - 4/28/19
- 11.33 District & College Expenses (p171)
- 11.34 Individual Memberships (p179)

12. ACTION AGENDA

- 12.1 Board Policies for Second Reading (p181)
 - BP & AP 3590 Energy Conservation
 - BP & AP 4100 Graduation Requirements for Degrees and Certificates
 - BP & AP 4226 Multiple & Overlapping Enrollment
 - BP & AP 4232 Pass/No Pass
 - BP & AP 6330 Purchasing
 - BP & AP 7130 Compensation
 - BP & AP 7160 Professional Development
 - BP & AP 7385 Salary Deductions

Trustee Williams moved approval of the Board Policies for second reading. Trustee Harrison seconded the motion.

AYES: Longville, Viricel, Williams, Harrison, Houston, Reyes, Gerard

NOES: None

ABSENT: Singer, Blackburn

ABSTENTIONS: None

12.2 Board Self-Evaluation Instrument and Process (p212)

Trustee Williams moved approval of the Board self-evaluation instrument and process.
Trustee Harrison seconded the motion.

AYES: Longville, Viricel, Williams, Harrison, Houston, Reyes, Gerard

NOES: None

ABSENT: Singer, Blackburn

ABSTENTIONS: None

12.3 Chancellor's Evaluation Instrument and Process (p219)

Trustee Harrison moved approval of the Chancellor's evaluation instrument and process.
Trustee Reyes seconded the motion.

AYES: Longville, Viricel, Williams, Harrison, Houston, Reyes, Gerard

NOES: None

ABSENT: Singer, Blackburn

ABSTENTIONS: None

12.4 Unified Foundation Documents for Second Reading (p225)

Trustee Viricel moved approval of the Unified Foundation Documents for second reading.
Trustee Houston seconded the motion.

AYES: Longville, Viricel, Williams, Harrison, Houston, Reyes

NOES: None

ABSENT: Singer, Blackburn

ABSTENTIONS: Gerard

13. INFORMATION ITEMS

13.1 Applause Cards (p249)

13.2 Budget Report (p256)

13.3 Clery Report (p274)

13.4 General Fund Cash Flow Analysis (p276)

13.5 Key Performance Indicators (p278)

~~**14. PUBLIC COMMENT ON NON-AGENDA ITEMS**~~

~~Item 14 was reordered and heard with Item 7.~~

15. ADJOURN

The next meeting of the Board: Business Meeting – Crafton Hills College (LRC 231)
on April 11, 2019 at 4pm. President Longville adjourned the meeting at 6:18pm.

Joseph Williams, Clerk
SBCCD Board of Trustees

We appreciate the District's commitment "to make its full-time and part-time salary schedules more competitive with the benchmark/comparison districts."

We also appreciate the District's commitment to a Board Policy on honesty and integrity, under which it promises "public accountability and transparency."

However, these dual commitments make it difficult to understand the District's initial wage offer.

While the District could have committed only to increasing wages without an external standard, it committed instead to more competitive wages.

We urge the District to reconsider its wage offer in light of its commitments.

I present to the board the list of names of faculty members who endorse this statement.

Moore, Sandra
Gomez, Edward
Mogovejo, Pablo
Jones, Dianna
Roller, Gayle
Storm, Brian
Banola, John
Sullivan, Laurie
Rabago, Ralph
Zarate, Rangel
Saadeh, Miriam
Vierra, Jessica
Williams, Gary
Mestas, Marie
Carter, Yancie
Al-Sherif, Tahirah
Alderson, Kristin
Orozco, Debbie
Johnson, Heather
Bernardo, Yecica
Hecht, Andrea
Hauge, Kristin
Lopez, Leonard
Pires, Romana

Torres, Michael
Notarangelo, Joseph
Lawler, Kenneth
Reichert, Nicholas
Garcia, David
Menchaca, Patricia
Phillips, Ted
Nguyen, Hoang
Huston, Celia
Cervantes, Jeffery
Hawkins, Damaris
Jones, E.J.
Adams, Kathryn
Langenfeld, Elizabeth
Anton, Michael***
McAtee, Robert
Glover, Earline **
Gonzaga, Laurence
Knight, Denise
Alvarez, Vicente
Dubash, Leigh
Andrews, Breanna
Meyer, Stacy
Chatterton, Micah

Like, Craig
Hughes-Curtis, Lindsay
Bray, Linda
Ruiz, Sandra
Bjerke, Jennifer
Tariq, Ayesha
King, Melissa
Rojas, Daniel
Bailes, Brandi
Razvan, Dinu
Myers Hyatt, Dianna *
Sadler, Roger
Hoglund, Richard
Buckner, Jason
Buckley, Patrick
Courts, Janet
Moreno, Dolores
Romero, Jose
Chen, Hsu-Chia
Fernandez, Irving
Barnett, Kellie
Marquis, Jeanne
Firtha, Christie
Beene, Yvonne

Meta, Reginald
Gray-Castro, Sara
Caddell, Tonneka
Elbert, Rebecca
Wrightstone, Brad
Burkhart, Angelina
Evans-Perry, Virginia
Murphy, Joel
Tommasini, Alexandra
McCool, Karol *
Martinez, Francisco
Wilkins, Janice
Hunter, Diane
Wilson, Sherri
Lim, Sunggon
Jaramillo, Richard
Bungard, Patrick
Gibbons, Ann
Che, Yon
Pave, Adam
Tasaka, Bethany
Vasquez, Tatiana
Pfhaler, Diane
Bowlin, Bradford
Blanck, Bob
Massad, Sana
Joshua, Judith
Hoang, Dung
Anton, Michael
Nguyen, Leon
Casillas, David
Sandy, Hannah
Nguyen, Bryan
Lee, Yvette ??
Wooten, Andre
McCoy, Danielle
Douthit, Milly
Torres, Christina
Hopper, Randi
Kelley-Silagy, Deana
Linfield, Leon
Sichter, Patrick
Peterson, Heather

Murillo, Joan*
Plascencia, Moses
Schmitt, Christopher
Lawler, Mary
Nelson, Brandy
Valdez, Maria
Moneymaker, Melinda
Hill, June
Strong, Terri
Recinos, Jose
Mansourian, Farhad
Milligan, Joshua
Youseff, Suzan
Lillard, Sheri
Weiler, Lindsay
Orton, Renee
Crow, Kathryn
Samson, Danae
Avelar, Amy
Morning, S.**
Sobhanian, Soha
Jimenez, Belinda
Hughes, Richard
Ribadu, Isa
Cuny, Lucas
Blacksher, Anthony
Assuma, Michael
Boebinger, Kelly
Rippy, Scott
Burns-Peters, Davena
Stevens, Sara
Granado, Alycia
McGee, Kellie
Burkhalter, Elizabeth
Free, Sheila
Goliff, Wendy
Bartlett, Ryan
Ding, Grace
Callahan, Kenyon
Gergis, Nader
Hamlett, Cynthia
Antilla, Ruben
Lee, Joo

Adler, Dawn
Petrovic, Snezana
Hellerman, Steven
Algattis, Daniel
Powell, Roger
Herrera, Jaime
Teegarden, Thomas
Williams, Mark
Regalado, Sean
Cuevas, Dion
Gosnik, Khoosheh
Bogh, Debbie
Moeung, Botra
Buffong, Keynasia
Gregory, Leslie
Fry, Maureen
DiPonio, Gwendolyn
Jacques, Paul
Prewitt, Cynthia
Pielke, Janet
Stewart, James
Calderon, Colleen
Cline, Melissa
Dowlatabadi,
Mohammad
Blanquet, Rebeca
Romero, Markazan
Smith, Glenn
Honn, Ronald
Vasquez, Marylou
Sanders, Danya
Loukeh, Alison
Kuntz, John
Valle, Samuel
Mayo, Ana
Bond, Matthew
Burlison, Debra
Bond, Lauren
Neyses, Amber
Burlison, Debra
Anemelu, Victoria
McLaren, Meridyth

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Kevin Horan, President, CHC
PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC
DATE: April 11, 2019
SUBJECT: Consideration of Approval of Curriculum - CHC

RECOMMENDATION

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

OVERVIEW

The courses, certificates, and degrees at CHC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2019-2020 and 2020-2021 College Catalog.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
April 11, 2019

NEW COURSE

Addition to the 2020-2021 College Catalog

Discipline:	Kinesiology – Dance Activities
Department:	Kinesiology and Health Education
Course ID:	KIN/D 150A
Course Title:	Belly Dancing I
Units:	.5 – 1
Minimum Semester Hours:	
Lab:	24 – 48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Learn muscle control and fluidity while strengthening the core, encouraging good posture, improving flexibility, and gaining body confidence. Learn the basic movements and isolations as well as the flexibility, and gaining body confidence. Learn the basic movements and isolations as well as the posture and styling of belly dance. No previous dance experience necessary.
Schedule Description:	Learn muscle control and fluidity while strengthening the core, encouraging good posture, improving flexibility, and gaining body confidence. Learn the basic movements and isolations as well as the posture and styling of belly dance. No previous dance experience necessary.
Rationale:	This course helps to improve the fitness level of our students, encourages the love of dance and exposes students to music and culture from various parts of the world.
Equate:	Course not offered at SBVC
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Discipline:	Kinesiology – Fitness Activities
Department:	Kinesiology and Health Education
Course ID:	KIN/F 107C
Course Title:	Zumba Fitness III
Units:	.5 – 1
Minimum Semester Hours:	
Lab:	24 – 48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Uses international musical rhythms with low and high-intensity dance moves to improve your fitness level. Intermediate-advanced Zumba.
Schedule Description:	Uses international musical rhythms with low and high-intensity dance moves to improve your fitness level. Intermediate-advanced Zumba.

Rationale: KIN/F 107AB have been approved.
Equate: Course not offered at SBVC
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Discipline: Kinesiology – Fitness Activities
Department: Kinesiology and Health Education
Course ID: KIN/F 107D
Course Title: Zumba Fitness IV
Units: .5 – 1
Minimum Semester Hours:
Lab: 24 – 48
Prerequisite: None
Corequisite: None
Departmental Recommendation: None
Catalog Description: Uses international musical rhythms with low and high-intensity dance moves to improve your fitness level. Advanced Zumba.
Schedule Description: Uses international musical rhythms with low and high-intensity dance moves to improve your fitness level. Advanced Zumba.
Rationale: KIN/F 107AB have been approved.
Equate: Course not offered at SBVC
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Discipline: Kinesiology – Fitness Activities
Department: Kinesiology and Health Education
Course ID: KIN/F 121C
Course Title: Mind and Body Fusion III
Units: .5 – 1
Minimum Semester Hours:
Lab: 24 – 48
Prerequisite: None
Corequisite: None
Departmental Recommendation: None
Catalog Description: Blends stretching, functional movement, balance, meditation and stress reduction to align the mind and body at the intermediate-advanced level. Appropriate for all ages and those with disabilities.
Schedule Description: Blends stretching, functional movement, balance, meditation and stress reduction to align the mind and body at the intermediate-advanced level. Appropriate for all ages and those with disabilities.
Rationale: KIN/F 121AB have been approved.
Equate: Course not offered at SBVC
Effective: Fall 2020

NEW COURSE***Addition to the 2020-2021 College Catalog***

Discipline:	Kinesiology – Fitness Activities
Department:	Kinesiology and Health Education
Course ID:	KIN/F 121D
Course Title:	Mind and Body Fusion IV
Units:	.5 – 1
Minimum Semester Hours:	
Lab:	24 – 48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Blends stretching, functional movement, balance, meditation and stress reduction to align the mind and body at the advanced level. Appropriate for all ages and those with disabilities.
Schedule Description:	Blends stretching, functional movement, balance, meditation and stress reduction to align the mind and body at advanced level. Appropriate for all ages and those with disabilities.
Rationale:	KIN/F 121AB have been approved.
Equate:	Course not offered at SBVC
Effective:	Fall 2020

NEW COURSE***Addition to the 2020-2021 College Catalog***

Discipline:	Kinesiology – Fitness Activities
Department:	Kinesiology and Health Education
Course ID:	KIN/F 166B
Course Title:	Barre Fitness II
Units:	.5 – 1
Minimum Semester Hours:	
Lab:	24 – 48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Barre Fitness uses traditional ballet movements and barres to build lean muscle mass, increase endurance, improve flexibility and balance. Intermediate Level.
Schedule Description:	Barre Fitness uses traditional ballet movements and barres to build lean muscle mass, increase endurance, improve flexibility and balance. Intermediate Level.
Rationale:	KIN/F 166A has been approved.
Equate:	Course not offered at SBVC
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Discipline:	Kinesiology – Fitness Activities
Department:	Kinesiology and Health Education
Course ID:	KIN/F 166C
Course Title:	Barre Fitness III
Units:	.5 – 1
Minimum Semester Hours:	
Lab:	24 – 48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Barre Fitness is an upbeat fitness class that uses ballet-inspired movements and barres to build lean muscle mass, increase endurance and strength, improve flexibility and balance. No dance experience required. Intermediate-advanced level.
Schedule Description:	Barre Fitness is an upbeat fitness class that uses ballet-inspired movements and barres to build lean muscle mass, increase endurance and strength, improve flexibility and balance. No dance experience required. Intermediate-advanced level.
Rationale:	KIN/F 166A has been approved.
Equate:	Course not offered at SBVC
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Discipline:	Kinesiology – Fitness Activities
Department:	Kinesiology and Health Education
Course ID:	KIN/F 166D
Course Title:	Barre Fitness IV
Units:	.5 – 1
Minimum Semester Hours:	
Lab:	24 – 48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Barre Fitness is an upbeat fitness class that uses ballet-inspired movements and barres to build lean muscle mass, increase endurance and strength, improve flexibility and balance for students at the advanced level.
Schedule Description:	Barre Fitness is an upbeat fitness class that uses ballet-inspired movements and barres to build lean muscle mass, increase endurance and strength, improve flexibility and balance for students at the advanced level.
Rationale:	KIN/F 166A has been approved.
Equate:	Course not offered at SBVC
Effective:	Fall 2020

MODIFY COURSE

Changes to the 2020-2021 College Catalog

COURSE ID	COURSE TITLE
SOC 150	GERONTOLOGY

Departmental Recommendation: Successful completion of SOC 100 or SOC 100H. Eligibility for ENGL 101
Rationale: Six-year revision
Equate: SOC 150
Effective: Fall 2020

DISTRIBUTED EDUCATION

Course ID: KIN/F 168A 100% Online
Course Title Yoga I
Rationale: Increase DE offerings
Effective: Fall 2019

DISTRIBUTED EDUCATION

Course ID: KIN/F 168B 100% Online
Course Title Yoga II
Rationale: Increase DE offerings
Effective: Fall 2019

DISTRIBUTED EDUCATION

Course ID: KIN/F 168C 100% Online
Course Title Yoga III
Rationale: Increase DE offerings
Effective: Fall 2019

DISTRIBUTED EDUCATION

Course ID: KIN/F 168D 100% Online
Course Title Yoga IV
Rationale: Increase DE offerings
Effective: Fall 2019

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Dina Humble, Vice President, Instruction, SBVC
DATE: April 11, 2019
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

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

OVERVIEW

The courses, certificates, and degrees at SBVC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2019-2020 or 2020-2021 College Catalog.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
April 11, 2019

CONTENT REVIEW

No Changes to the College Catalog

CIT 215	PSYCH 100	PSYCH 102	PSYCH 110
PSYCH 111	PSYCH 112	PSYCH 201	

Rationale: Content Review
Effective: Fall 2019

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: ARCH 015
Course Title: Survey of Design and Drafting Software Applications
Units: 2
Lecture: 1 contact hour(s) per week
16 - 18 contact hours per semester
Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester
Outside of Class Hours: 2 hour(s) per week
Prerequisite: None
Catalog Description: This course is an introduction to the theories and principles of industry-related software applications in the design and drafting fields. Topics of the course include dimensional graphics, three-dimensional modeling, and electronic mapping applications. Principal software applications will be explored as they relate to the fields of architecture, design, manufacturing, construction, and urban planning.
Schedule Description: This course is an introduction to the theories and principles of industry-related software applications in the design and drafting fields. Topics of the course include dimensional graphics, three-dimensional modeling, and electronic mapping applications. Principal software applications will be explored as they relate to the fields of architecture, design, manufacturing, construction, and urban planning.
Rationale: This new course will be added to the new certificates developed by the department. This allows the department to keep pace with industry expectations and standards and provide a broad overview of industry applications.
TOP Code: 0201.00
Equate: Course not offered at CHC.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	ARCH 098
Course Title:	Environmental Design Work Experience
Units:	1 - 4
Work Experience:	60 - 300 contact hour(s) per semester
Prerequisite:	ARCH 111 or ARCH 112 or ARCH 145 or ARCH 145H
Catalog Description:	This course involves supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. See department for specific guidelines.
Schedule Description:	This course involves supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. See department for specific guidelines.
Rationale:	This course will support student success and diversity in the opportunities for learning beyond the traditional classroom setting. It will also support community relations with the student population base.
TOP Code:	0201.00
Equate:	Course not offered at CHC.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	ARCH 110
Course Title:	Introduction to Architecture
Units:	2
Lecture:	2 contact hour(s) per week 32 - 36 contact hours per semester
Outside of Class Hours:	4 hour(s) per week
Departmental Advisory:	ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Catalog Description:	This course explores the professional and academic path of the architect and aspects of the architect's relation to allied professions. Lectures will include licensing, academic options and pathways, history of the profession, practice, design theory, structures, and personal goal setting. Guest speakers and an office visit will provide students a firsthand opportunity to observe multiple aspects of the profession.
Schedule Description:	This course explores the professional and academic path of the architect and aspects of the architect's relation to allied professions. Lectures will include licensing, academic options and pathways, history of the profession, practice, design theory, structures, and personal goal setting. Guest speakers and an office visit will provide students a firsthand opportunity to observe multiple aspects of the profession.
Rationale:	New course will restructure course offered to improve the articulation of courses to the primary target schools California Polytechnic University at Pomona and San Luis Obispo, as well as other options.
TOP Code:	0201.00
Equate:	Course not offered at CHC.

Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: ARCH 111
Course Title: Sketching and Design Visualization
Units: 2
Lecture: 1 contact hour(s) per week
16 - 18 contact hours per semester
Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester
Outside of Class Hours: 4 hour(s) per week
Prerequisite: None.
Catalog Description: This introductory course in architectural visualization and drawing techniques will focus on how to communicate three-dimensional designs in a two-dimensional medium. Subjects and techniques include, orthographic projection, isometrics, basic one- and two-point perspectives, pralines, plan views, elevations, and line types. Emphasis on sketching and hand drafting and sketch-up media will be introduced in developing graphic skills.
Schedule Description: This introductory course in architectural visualization and drawing techniques will focus on how to communicate three-dimensional designs in a two-dimensional medium. Sketching and hand drafting and sketch-up media will be used in developing skills.
Rationale: This course will better align with the university offerings to improve transfer into impacted programs. Employer and advisory committee have identified these as base skills necessary prior to Computer Aided Drafting.
TOP Code: 0201.00
Equate: Course not offered at CHC.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: ARCH 112
Course Title: Architectural Design and Theory I
Units: 4
Lecture: 2 contact hour(s) per week
32 - 36 contact hours per semester
Laboratory: 6 contact hour(s) per week
96 - 108 contact hours per semester
Outside of Class Hours: 4 hour(s) per week
Prerequisite: None.
Catalog Description: This beginning architectural design course includes the perceptual and physical study of two and three-dimensional design theories, principles and compositional techniques used in the creation and manipulation of architectural form, space and light. Focus will be on the fundamental design skills and will progress to a three-dimensional architectural design project including consideration of approach, transition and destination. Models, drawings and graphics to study and communicate the design.
Schedule Description: This beginning architectural design course includes the perceptual and physical study of two and three-dimensional design theories, principles and compositional techniques used in the creation and manipulation of architectural form, space and light.

Rationale: This course will enhance transfer and articulation with the universities. This course will provide design communication skills that architecture and environmental students need.

TOP Code: 0201.00
Equate: Course not offered at CHC.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: **ARCH 113**
Course Title: Design Visualization and Presentation
Units: 4
Lecture: 2 contact hour(s) per week
32 - 36 contact hours per semester
Laboratory: 6 contact hour(s) per week
96 - 108 contact hours per semester
Outside of Class Hours: 4 hour(s) per week
Departmental Advisory: ARCH 111 and ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Catalog Description: This is an advanced studio course that builds on a basic understanding of design communication, strengthening complexity and design intention in two and three-dimensional design and three-dimensional visualization techniques, including freehand sketching, graphic conventions, modeling, shade/shadow, color rendering, graphic presentations, and a magazine page project-based presentation. This course is intended to provide the visual communications skills needed to describe architecture and participate in the design communication process. It is project-based with projects selected by the instructor to build a student's range of expression, while focusing on a variety of visualization techniques and media.
Schedule Description: This is an advanced studio course that builds on a basic understanding of design communication, strengthening complexity and design intention in two and three-dimensional design and three-dimensional visualization techniques, including freehand sketching, graphic conventions, modeling, shade/shadow, color rendering, graphic presentations, and a magazine page project-based presentation.
Rationale: This course will enhance transfer and articulation with the universities, and best serve the needs of our student population.
TOP Code: 0201.00
Equate: Course not offered at CHC.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	ARCH 130
Course Title:	Computer-Aided Design (CAD) Drafting
Units:	2
Lecture:	1 contact hour(s) per week 16 - 18 contact hours per semester
Laboratory:	3 contact hour(s) per week 48 - 54 contact hours per semester
Outside of Class Hours:	2 hour(s) per week
Prerequisite:	None.
Catalog Description:	This course introduces Computer-Aided Design (CAD) as used to produce two-dimensional architectural drawings. PCs with AutoCAD will be used and instruction will focus on using a computer to draw a simple project, including the following drawing types: floor plan, site plan, elevation, and enlarged section/details. Students should have basic knowledge of computer operation and file management.
Schedule Description:	This course introduces Computer-Aided Design (CAD) as used to produce two-dimensional architectural drawings. PCs with AutoCAD will be used and instruction will focus on using a computer to draw a simple project, including the following drawing types: floor plan, site plan, elevation, and enlarged section/details. Students should have basic knowledge of computer operation and file management.
Rationale:	This course provides a basic professional skill needed by a student wishing to transfer, as well as obtain professional work. Course is supported by the Advisory Committee and is a key skill listed for employment.
TOP Code:	0201.00
Equate:	Course not offered at CHC.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	ARCH 131
Course Title:	Introduction to Building Information Modeling (BIM)
Units:	2
Lecture:	1 contact hour(s) per week 16 - 18 contact hours per semester
Laboratory:	3 contact hour(s) per week 48 - 54 contact hours per semester
Outside of Class Hours:	2 hour(s) per week
Departmental Advisory:	ARCH 130
Catalog Description:	This course introduces Building Information Modeling (BIM) as used to produce a three-dimensional architectural model with detailed construction information. PCs with Autodesk Revit will be used, and instruction will focus on computer modeling a simple project and extracting construction documentation. Students should have basic knowledge of computer operation and file management.
Schedule Description:	This course introduces Building Information Modeling (BIM) as used to produce a three-dimensional architectural model with detailed construction information. PCs with Autodesk Revit will be used, and instruction will focus on computer modeling a simple project and extracting construction documentation. Students should have basic knowledge of computer operation and file management.

Rationale: This course provides a basic professional skill needed by a student wishing to transfer, as well as obtain professional work. Course is supported by the Advisory Committee and is a key skill listed for employment.

TOP Code: 0201.00
Equate: Course not offered at CHC.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: ARCH 133
Course Title: Introduction to 3D Modeling and Design
Units: 2
Lecture: 1 contact hour(s) per week
16 - 18 contact hours per semester
Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester
Outside of Class Hours: 2 hour(s) per week
Prerequisite: None.
Catalog Description: This course introduces 3-D Modeling for design visualization using Rhino software. Hands-on instruction will focus on digitally modeling designs with rectilinear and non-rectilinear geometry, including preparing files for fabrication and presentation. Students should have basic knowledge of computers and file management.

Schedule Description: This course introduces 3-D Modeling for design visualization using Rhino software. Hands-on instruction will focus on digitally modeling designs with rectilinear and non-rectilinear geometry, including preparing files for fabrication and presentation. Students should have basic knowledge of computers and file management.

Rationale: This course provides a basic professional skill needed by a student wishing to transfer, as well as obtain professional work. Course is supported by the Advisory Committee and is a valuable skill listed for employment and critical to transfer.

TOP Code: 0201.00
Equate: Course not offered at CHC.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: ARCH 231
Course Title: Advanced Building Information Modeling (BIM)
Units: 2
Lecture: 0.5 contact hour(s) per week
8 - 9 contact hours per semester
Laboratory: 4.5 contact hour(s) per week
72 - 81 contact hours per semester
Outside of Class Hours: 1 hour(s) per week
Prerequisite: None.
Catalog Description: This course introduces Building Information Modeling (BIM) as used to produce a 3-dimensional architectural model with detailed construction information. PCs with Autodesk Revit will be used and instruction will focus on computer modeling a simple project and extracting construction documentation. Students should have basic knowledge of computer operation and file management as well as construction.

Schedule Description: This course introduces Building Information Modeling (BIM) as used to produce a 3-dimensional architectural model with detailed construction information. PCs with Autodesk Revit will be used and instruction will focus on computer modeling a simple project and extracting construction documentation. Students should have basic knowledge of computer operation and file management as well as construction.

Rationale: This course provides a professional skill needed by a student wishing to transfer, as well as obtain professional work. Course is supported by the Advisory Committee and is a key skill listed for employment.

TOP Code: 0201.00
Equate: Course not offered at CHC.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: **ARCH 233**
Course Title: Advanced 3D Modeling and Design
Units: 2
Lecture: 1 contact hour(s) per week
16 - 18 contact hours per semester
Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester
Outside of Class Hours: 2 hour(s) per week
Prerequisite: ARCH 133
Catalog Description: This course introduces fundamental skills of coding and 3-D computational design using Rhino software with additional plug-ins. Hands-on instruction will focus on parametrically modeling and testing design variations with rectilinear and non-rectilinear geometry, including preparing files for fabrication and presentation. Students should have basic knowledge of 3-D modeling.

Schedule Description: This course introduces fundamental skills of coding and 3-D computational design using Rhino software with additional plug-ins. Hands-on instruction will focus on parametrically modeling and testing design variations with rectilinear and non-rectilinear geometry, including preparing files for fabrication and presentation.

Rationale: This course provides a basic professional skill needed by a student wishing to transfer, as well as obtain professional work.

TOP Code: 0201.00
Equate: Course not offered at CHC.
Effective: Fall 2020

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID: **CIT 127**
Course Title: Introduction to Computer Forensics
Units: 3
Lecture: 2 contact hour(s) per week
32 - 36 contact hours per semester
Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester
Outside of Class Hours: 4 hour(s) per week
Prerequisite: CIT 160

Catalog Description: This course will introduce basic tools, techniques, and procedures for collecting, capturing, and preserving digital evidence that can be admitted and used in computer forensics processes. Topics include securing and analyzing a computer system and network system, evaluating suspect data and files, and composing reports based on investigative findings.

Schedule Description: This course will introduce basic tools, techniques, and procedures for collecting, capturing, and preserving digital evidence that can be admitted and used in computer forensics processes. Topics include securing and analyzing a computer system and network system, evaluating suspect data and files, and composing reports based on investigative findings.

Rationale: This course transfers to Cal State San Bernardino and it is equivalent to their ITIS 165.

TOP Code: 0799.00

Equate: Course not offered at CHC.

Effective: Fall 2020

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID: CS 077

Course Title: Introduction to C-Sharp

Units: 4

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

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

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

Departmental Advisory: MATH 095 or MATH 096

Catalog Description: This course is an introduction to C# (C Sharp) app development. C# is a sophisticated and type-safe object-oriented language that empowers developers to build a variety of secure and robust applications that run on the .NET Framework. Topics will include fundamental object-oriented programming concepts like loops, arrays, logic, debugging, database, using the C# languages in a game development environment, files, and game development.

Schedule Description: This course is an introduction to C# (C Sharp) app development. C# is a sophisticated and type-safe object-oriented language that empowers developers to build a variety of secure and robust applications that run on the .NET Framework. Topics will include fundamental object-oriented programming concepts like loops, arrays, logic, debugging, database, using the C# languages in a game development environment, files, and game development.

Rationale: This course will provide students with a flexible and powerful tool for the development of enterprise application, web technologies, and games using an in-demand programming language and development environment.

TOP Code: 0701.10

Equate: Course not offered at CHC.

Effective: Fall 2019

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	ELEC 215C
Course Title:	Electrical Control of Hydraulic-Pneumatic Systems
Units:	4
Lecture:	2 contact hour(s) per week 32 - 36 contact hours per semester
Laboratory:	6 contact hour(s) per week 96 - 108 contact hours per semester
Outside of Class Hours:	6 hour(s) per week
Prerequisite:	ELECTR 115 and ELECTR 116
Catalog Description:	This course introduces hydraulic/pneumatic fundamentals, principle of electrical control of hydraulic/pneumatic systems, electrical concepts of ladder diagrams, functional systems of electrical/hydraulic/pneumatic sequencing of actuators, industrial applications, industrial-type hydroelectric and electro pneumatic circuits, and troubleshooting electrically-controlled hydraulic/pneumatic systems.
Schedule Description:	This course introduces hydraulic/pneumatic fundamentals, principle of electrical control of hydraulic/pneumatic systems, electrical concepts of ladder diagrams, functional systems of electrical/hydraulic/pneumatic sequencing of actuators, industrial applications, industrial-type hydroelectric and electro pneumatic circuits, and troubleshooting electrically-controlled hydraulic/pneumatic systems.
Rationale:	This course has been developed as a response to industry advisors' recommendations in our area, the Inland Empire. In this area, we have seen a huge growth in warehousing; distribution centers, as well as packaging operations in the vast industrial complexes that have been built in the last fifteen years. This course will be part of the Industrial Automation Certificate.
TOP Code:	0934.00
Equate:	Course not offered at CHC.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	FTVM 098
Course Title:	Media Arts Work Experience
Units:	1 - 4
Work Experience:	60 - 300 contact hour(s) per semester
Prerequisite:	None
Catalog Description:	Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. See department for specific guidelines.
Schedule Description:	Supervised training, in the form of on the job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. See department for specific guidelines.
Rationale:	New FTVM Work Experience course.
TOP Code:	0604.00
Equate:	Course not offered at CHC.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	HUMSV 132
Course Title:	Diverse Populations
Units:	3
Lecture:	3 contact hour(s) per week 48 - 54 contact hours per semester
Outside of Class Hours:	6 hour(s) per week
Departmental Advisory:	READ 100 and ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Catalog Description:	This course explores the cultural impact of race, nationality, gender, sexual orientation, age, socio-economic status, and religion on substance use and access to treatment. The course will provide exposure to the fundamentals of cross-cultural counseling of individuals and families with substance use disorders, and common cultural barriers to traditional dependency counseling are examined.
Schedule Description:	This course explores the cultural impact of race, nationality, gender, sexual orientation, age, socio-economic status, and religion on substance use and access to treatment. The course will provide exposure to the fundamentals of cross-cultural counseling of individuals and families with substance use disorders, and common cultural barriers to traditional dependency counseling are examined.
Rationale:	The modification of this course is to align with the accreditation standards of our certificate through California Association of Alcohol and Drug Educators, CAADE, per guidelines manual.
TOP Code:	2104.00
Equate:	Course not offered at CHC.
Effective:	Fall 2020

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID:	NURS 130
Course Title:	Psychiatric Technician to Professional Nurse Transition
Units:	2
Lecture:	27 contact hour(s) per semester
Laboratory:	27 contact hour(s) per semester
Outside of Class Hours:	54 contact hour(s) per semester
Prerequisite:	None
Catalog Description:	This course prepares Licensed Psychiatric Technician's (LPT) to transition into the Registered Nursing (RN) program. This course is a first-year course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients. This course includes role transition content, nursing process, standards of practice, and critical thinking in nursing. A challenge examination covering first semester foundations nursing content will determine eligibility for placement within the first semester of the program. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.
Schedule Description:	This course prepares Licensed Psychiatric Technician's (LPT) to transition into the Registered Nursing (RN) program. This course includes role transition content, nursing process, standards of practice, and critical thinking in nursing. A

challenge examination covering first semester foundations nursing content will determine eligibility for placement within the first semester of the program. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Rationale: Our college currently has a psychiatric technician program and we want to create a pathway from psych tech to RN.
TOP Code: 1230.10
Equate: Course not offered at CHC.
Effective: Fall 2019

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID: NURS 140
Course Title: Vocational to Professional Nurse
Units: 2
Lecture: 18 contact hour(s) per semester
Laboratory: 54 contact hour(s) per semester
Outside of Class Hours: 36 contact hour(s) per semester
Prerequisite: None
Catalog Description: This course prepares Licensed Vocational Nurses (LVN) to transition into the Registered Nursing (RN) program. This course is a first-year course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients. This course includes role transition content, nursing process, standards of practice, and critical thinking in nursing. A challenge examination covering first semester medical-surgical nursing content will determine eligibility for placement within the first or second semester of the program. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Schedule Description: This course prepares Licensed Vocational Nurses (LVN) to transition into the Registered Nursing (RN) program. This course includes role transition content, nursing process, standards of practice, and critical thinking in nursing. A challenge examination covering first semester medical-surgical nursing content will determine eligibility for placement within the first or second semester of the program. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Rationale: Accreditation/Licensure requirements.
TOP Code: 1230.10
Equate: Course not offered at CHC.
Effective: Fall 2019

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID:	NURS 150
Course Title:	Foundations of Nursing
Units:	4
Lecture:	36 contact hour(s) per semester
Laboratory:	108 contact hour(s) per semester
Outside of Class Hours:	72 contact hour(s) per semester
Prerequisite:	None
Catalog Description:	This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and the evaluation of patient care for diverse adults and older adults ages 65 and over by focusing on universal practices including physical assessment, safety, infection control, hygiene, body mechanics, activity/exercise, nutrition, pain management, cultural awareness, communication and documentation. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.
Schedule Description:	This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and the evaluation of patient care for diverse adults and older adults ages 65 and over by focusing on universal practices including physical assessment, safety, infection control, hygiene, body mechanics, activity/exercise, nutrition, pain management, cultural awareness, communication and documentation. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.
Rationale:	Accreditation/Licensure requirements.
TOP Code:	1230.10
Equate:	Course not offered at CHC.
Effective:	Fall 2019

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID:	NURS 151
Course Title:	Introduction to Medical Surgical Nursing
Units:	5
Lecture:	45 contact hour(s) per semester
Laboratory:	135 contact hour(s) per semester
Outside of Class Hours:	90 contact hour(s) per semester
Prerequisite:	NURS 150
Catalog Description:	This course is a first-year course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and the evaluation of patient care for diverse adults and adults ages 65 and over, nursing care and administration of medication for patients with the basic healthcare needs in pulmonary, musculoskeletal, cardiovascular, neurological, immunological, gastrointestinal, genitourinary, and endocrine body systems, as well as patients undergoing general surgery and/or requiring wound care. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation

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

Schedule Description:

This course is a first-year course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and the evaluation of patient care for diverse adults and adults ages 65 and over, nursing care and administration of medication for patients with the basic healthcare needs in pulmonary, musculoskeletal, cardiovascular, neurological, immunological, gastrointestinal, genitourinary, and endocrine body systems, as well as patients undergoing general surgery and/or requiring wound care. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Rationale: Accreditation/Licensure requirements.
TOP Code: 1230.10
Equate: Course not offered at CHC.
Effective: Fall 2019

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID: NURS 160
Course Title: Nursing Care of the Childbearing Family and Newborn
Units: 4
Lecture: 36 contact hour(s) per semester
Laboratory: 108 contact hour(s) per semester
Outside of Class Hours: 72 contact hour(s) per semester
Prerequisite: NURS 150 and NURS 151
Corequisite: NURS 161
Catalog Description: This course is a first-year nursing course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for childbearing families. Maternity nursing also focuses on the biophysical aspects of human reproduction, assessment and management of the antepartal, intrapartal, and postpartal periods, and newborn care. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Schedule Description:

This course is a first-year nursing course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for childbearing families. Maternity nursing also focuses on the biophysical aspects of human reproduction, assessment and management of the antepartal, intrapartal, and postpartal periods, and newborn care. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Rationale: Accreditation/Licensure requirements.
TOP Code: 1230.10
Equate: Course not offered at CHC.
Effective: Fall 2019

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID:	NURS 161
Course Title:	Beginning Medical Surgical Nursing
Units:	5
Lecture:	45 contact hour(s) per semester
Laboratory:	135 contact hour(s) per semester
Outside of Class Hours:	90 contact hour(s) per semester
Prerequisite:	NURS 150 and NURS 151
Corequisite:	NURS 160
Catalog Description:	This is first-year course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients and adults ages 65 and over with selected healthcare needs in respiratory, cardiovascular, neurological, immunological, gastrointestinal, genitourinary, and endocrine body systems. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.
Schedule Description:	This is a first-year course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients and adults ages 65 and over with advanced healthcare needs in respiratory, cardiovascular, neurological, immunological, gastrointestinal, genitourinary, and endocrine body systems. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.
Rationale:	Accreditation/Licensure requirements.
TOP Code:	1230.10
Equate:	Course not offered at CHC.
Effective:	Fall 2019

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID:	NURS 250
Course Title:	Nursing Care of Children and their Families
Units:	4
Lecture:	36 contact hour(s) per semester
Laboratory:	108 contact hour(s) per semester
Outside of Class Hours:	72 contact hour(s) per semester
Prerequisite:	NURS 160 and NURS 161
Corequisite:	NURS 251
Catalog Description:	This is a first-year course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse pediatric populations and their families. Pediatric nursing also focuses on a family-centered approach to the nursing care of infants and children. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings. REGISTRATION IS LIMITED TO

STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.

Schedule Description: This is a first-year course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse pediatric populations and their families. Pediatric nursing also focuses on a family-centered approach to the nursing care of infants and children. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Rationale: Accreditation/Licensure requirements.
TOP Code: 1230.10
Equate: Course not offered at CHC.
Effective: Fall 2019

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID: NURS 251
Course Title: Intermediate Medical Surgical Nursing
Units: 5
Lecture: 45 contact hour(s) per semester
Laboratory: 135 contact hour(s) per semester
Outside of Class Hours: 90 contact hour(s) per semester
Prerequisite: NURS 160 and NURS 161
Corequisite: NURS 250
Catalog Description: This is a second-year course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients and adults aged 65 and over with selected healthcare needs in neurological, gastrointestinal, respiratory, genitourinary, immunological, cardiovascular, and endocrine diseases. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Schedule Description: This is a second-year course that focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients and adults aged 65 and over with advanced healthcare needs in neurological, gastrointestinal, respiratory, genitourinary, immunological, cardiovascular, and endocrine diseases. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Rationale: Accreditation/Licensure requirements.
TOP Code: 1230.10
Equate: Course not offered at CHC.
Effective: Fall 2019

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID:	NURS 260
Course Title:	Mental Health Nursing
Units:	4
Lecture:	36 contact hour(s) per semester
Laboratory:	108 contact hour(s) per semester
Outside of Class Hours:	72 contact hour(s) per semester
Prerequisite:	NURS 250 and NURS 251
Corequisite:	NURS 261
Catalog Description:	This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients and adults aged 65 and over with mental health disorders. Psychiatric nursing also focuses on neurobiological theories, risks and interventions for suicide, substance abuse, and other mental health disorders. Application of KSAs will occur in the hospital, on-campus skills laboratory, and simulation settings. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.
Schedule Description:	This course focuses on the nurse's role in the collection of assessment data, identifying the relevance of the data collected, the analysis of patient priorities, the implementation of nursing interventions, and evaluation of patient care for diverse adult patients and adults aged 65 and over with mental health disorders. Psychiatric nursing also focuses on neurobiological theories, risks and interventions for suicide, substance abuse, and other mental health disorders. REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.
Rationale:	Accreditation/Licensure requirements.
TOP Code:	1230.10
Equate:	Course not offered at CHC.
Effective:	Fall 2019

NEW COURSE

Addition to the 2019-2020 College Catalog

Course ID:	NURS 261
Course Title:	Complex Care and Leadership
Units:	5
Lecture:	45 contact hour(s) per semester
Laboratory:	135 contact hour(s) per semester
Outside of Class Hours:	90 contact hour(s) per semester
Prerequisite:	NURS 250 and NURS 251
Corequisite:	NURS 260
Catalog Description:	This is a second-year nursing course that builds upon previously learned knowledge, skills and attitudes while focusing on the application of the nursing process, discrimination of data, and identification of care priorities in order to manage complex needs of adults ages 65 and over, critically ill or injured adults with single or multisystem failure. Complex Care and Leadership provides learning opportunities for leadership, community outreach and disaster nursing. Correlated clinical experiences provide the senior student opportunities to assume nursing responsibilities in complex care areas and to function as part of

an inter-professional team as a pre-licensed preceptee. Application of knowledge, skills and attitudes (K-S-A) will occur in the hospital, on-campus skills laboratory, and simulation settings. The course also reviews graduate responsibilities for the National Council Licensure Examination (NCLEX) application and professional employment/licensure responsibilities. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Schedule Description:

This is a second-year nursing course that builds upon previously learned knowledge, skills and attitudes while focusing on the application of the nursing process, discrimination of data, and identification of care priorities in order to manage complex needs of adults ages 65 and over, critically ill or injured adults with single or multisystem failure. Complex Care and Leadership provides learning opportunities for leadership, community outreach and disaster nursing. Correlated clinical experiences provide the senior student opportunities to assume nursing responsibilities in complex care areas and to function as part of an inter-professional team as a pre-licensed preceptee. Application of knowledge, skills and attitudes (K-S-A) will occur in the hospital, on-campus skills laboratory, and simulation settings. The course also reviews graduate responsibilities for the National Council Licensure Examination (NCLEX) application and professional employment/licensure responsibilities. **REGISTRATION IS LIMITED TO STUDENTS WHO HAVE COMPLETED PROGRAM PREREQUISITES AND HAVE BEEN ACCEPTED INTO THE NURSING PROGRAM.**

Rationale: Accreditation/Licensure requirements.
TOP Code: 1230.10
Equate: Course not offered at CHC.
Effective: Fall 2019

MODIFY COURSE

Changes to the 2019-2020 or 2020-2021 College Catalog

COURSE ID	COURSE TITLE
ARCH 200	ARCHITECTURAL DESIGN I

Course ID: ARCH 212
Course Title: Architectural Design and Theory II
Prerequisite: ARCH 110
Departmental Advisory: ARCH 111 and ARCH 113
Catalog Description: This course will explore architectural and environmental design relationships between various programmatic models, normative building types, and technological themes with emphasis on physical, cultural, and historic contexts. The student will develop creative design skills and problem-solving techniques as they apply to the architectural and related profession. Prerequisite may be waived subject to portfolio review of recent (within 5 years) work by Architecture department. (Formerly ARCH 200)

Schedule Description:

This course will explore architectural and environmental design relationships between various programmatic models, normative building types, and technological themes with emphasis on physical, cultural, and historic contexts. The student will develop creative design skills and problem-solving techniques as they apply to the architectural and related profession. Prerequisite may be

waived subject to portfolio review of recent (within 5 years) work by Architecture department. (Formerly ARCH 200)
 Formerly ARCH 200, updating so students can transfer to Cal Poly.
 Course not offered at CHC.
 Fall 2020

Rationale:
Equate:
Effective:

COURSE ID	COURSE TITLE
ARCH 201	ARCHITECTURAL DESIGN II

Course ID: ARCH 213
Course Title: Advanced Architectural Design II
Prerequisite: ARCH 212
Catalog Description:

Advanced architectural design processes are explored in the urban setting, with the relationships between a variety of programmatic models, normative building types, and technological themes within specific physical, cultural and historic contexts. Focus is on advanced problems solving in spatial relationships, structures, and human requirements of advanced model building, based on challenging design criteria, communication and editing a design narrative. (Formerly ARCH 201)

Schedule Description:

This course is a continuation of ARCH 212. Architectural design processes are explored, in addition to the relationships between a variety of programmatic models, normative building types, and technological themes within specific physical, cultural and historic contexts. This exploration includes advanced problems solving in spatial relationships, structures, and human requirements of advanced model building (formerly ARCH 201).

Rationale: Formerly ARCH 201, updating to allow students to transfer to Cal Poly.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
ARCH 270	PORTFOLIO DESIGN

Course ID: ARCH 070
Prerequisite: ARCH 112 or ARCH 113
Catalog Description:

This course is designed to assist architecture students in the preparation of their portfolio. The design portfolio is required to transfer to most four-year/five-year Architecture programs. This course also benefits the student entering the job force in documenting their experience. (Formerly ARCH 270)

Schedule Description:

This course is designed to assist architecture students in the preparation of their portfolio. The design portfolio is required to transfer to most four-year/five-year Architecture programs. This course also benefits the student entering the job force in documenting their experience. (Formerly ARCH 270)

Rationale: This course enables the student to prepare a job or transfer portfolio. The number change to 070 from 270 permits students to prepare the portfolio at an earlier level in their academic careers. Course content is more appropriate at a lower level for both job and transfer preparation.

Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
BIOL 100	GENERAL BIOLOGY

Departmental Advisory: ENGL 101 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Rationale: Updating departmental advisory to meet requirements of AB705.
Equate: BIOL 100
Effective: Fall 2020

COURSE ID	COURSE TITLE
BIOL 109	HISTORY OF LIFE

Departmental Advisory: ENGL 101 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Rationale: Updating departmental advisory to meet requirements of AB705.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
BIOL 109H	HISTORY OF LIFE - HONORS

Departmental Advisory: ENGL 101 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Rationale: Updating departmental advisory to meet requirements of AB705.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CIT 160	INTRODUCTION TO INFORMATION SYSTEMS SECURITY

Prerequisite: CIT 232
Rationale: Updating requisites to align with C-ID
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
HUMSV 181	ALCOHOL/DRUG STUDIES: INTRODUCTION

Course ID: HUMSV 130
Course Title: Introduction to Addiction Studies
Departmental Advisory: ENGL 101 or ENGL 101H as determined by the SBVC assessment process and READ 100.
Catalog Description: This course provides an exploration of the psychological, sociological, and physical causes and effects of substance use disorder. Also included, are overviews of the biopsychosocial nature of addiction; the impact of addiction on children, families and society; contemporary treatment and prevention approaches; and the addiction counseling profession. (FORMERLY HUMSV 181)

Schedule Description: This course provides an exploration of the psychological, sociological, and physical causes and effects of substance use disorder. Also included, are overviews of the biopsychosocial nature of addiction; the impact of addiction on children, families and society; contemporary treatment and prevention approaches; and the addiction counseling profession. (FORMERLY HUMSV 181)

Rationale: The modification of this course is to align with the accreditation standards of our certificate through California Association of Alcohol and Drug Educators, CAADE, per guidelines manual.

Equate: Course not offered at CHC.

Effective: Fall 2020

COURSE ID	COURSE TITLE
HUMSV 131	SELECTED STUDIES IN ALCOHOL/DRUG

Course ID: **HUMSV 281B**

Course Title: Co-Occur Disorders

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

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

Departmental Advisory: READ 100 and ENGL 101 or ENGL 101H as determined by the SBVC assessment process.

Catalog Description: This course reviews the major concepts, definitions, and features of co-occurring mental health disorders associated with addiction. Skills in recognizing co-occurring disorders, referral and case management of clients, and appropriate scope of practice are emphasized. Common types of mental health issues associated with addiction, including mood, anxiety, and adjustment disorders, post-traumatic stress disorder, and unresolved issues of childhood abuse, are covered as well as an overview of appropriate treatment and management approaches. (Formerly HUMSV 281B)

Schedule Description: This course reviews the major concepts, definitions, and features of co-occurring mental health disorders associated with addiction. Skills in recognizing co-occurring disorders, referral and case management of clients, and appropriate scope of practice are emphasized. Common types of mental health issues associated with addiction, including mood, anxiety, and adjustment disorders, post-traumatic stress disorder, and unresolved issues of childhood abuse, are covered as well as an overview of appropriate treatment and management approaches. (Formerly HUMSV 281B)

Rationale: Historically, originally in the 200-number series (formerly 281B Dual Diagnosis) part of our specialized selected studies courses. This course is now required to be a part of the new curriculum for the addiction's studies certificate, per the accreditation guidelines from California Association of Alcohol and Drug Educators, CAADE. This course is also aligned with the new C-id course approved curriculum for Addiction Studies, ADS 190X Co-Occur Disorders.

Equate: Course not offered at CHC.

Effective: Fall 2020

COURSE ID	COURSE TITLE
HUMSV 188	ALCOHOL/DRUG: MEDICAL ASPECTS

Course ID: HUMSV 133
Course Title: Pharmacology
Departmental Advisory: HUMSV 130
Catalog Description: The biological impact of alcoholism and other drug dependencies, with an emphasis on the treatment and recovery processes, and the role of medical professionals as members of the recovery team are reviewed in this course. (Formerly HUMSV 188)
Schedule Description: The biological impact of alcoholism and other drug dependencies, emphasizing the treatment and recovery process and the role of medical professionals are reviewed in this course. This course is approved for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing. Provider #01480 for 45 contact hours. (Formerly HUMSV 188)
Rationale: Course alignment with the accreditation manual and guidelines from California Association of Alcohol and Drug Educators, CAADE.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
HUMSV 186	ALCOHOL/DRUGS IN THE FAMILY

Course ID: HUMSV 134
Course Title: Family Dynamics of Addiction
Departmental Advisory: READ 100 and ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Catalog Description: This course offers an overview of family dynamics associated with alcoholism and drug addiction; the impact of the diseases on family members; family-oriented approaches to recovery; and the reintegration of the family into the community. (Formerly HUMSV 186)
Schedule Description: This course offers an overview of family dynamics associated with alcoholism and drug addiction; the impact of the diseases on family members; family-oriented approaches to recovery; and the reintegration of the family into the community. This course is approved for continuing education credit for nurses. Provider approved by the California Board of Registered Nursing. Provider #01480 for 45 contact hours. (Formerly HUMSV 186)
Rationale: Updating course title to Family Dynamics of Addiction
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
HUMSV 189	DRUG/ALCOHOL: PREVENTION AND INTERVENTION

Course ID: HUMSV 135
Course Title: Prevention, Intervention and Recovery
Departmental Advisory: READ 100 and ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Catalog Description: This course provides a comprehensive overview of theories and strategies for the prevention of substance use disorders. Primary, secondary, and tertiary and evidence-based prevention models will be introduced and assessed. Prevention

programs and activities appropriate for the community, school, parents and family, and work-sites will be covered. Strategies such as education, public policies, media/information dissemination, ethnic, cultural, and gender-specific approaches, environmental risk reduction, and alternatives will be presented and assessed for their application to different target populations. (Formerly HUMSV 189)

- Schedule Description:** This course provides a comprehensive overview of theories and strategies for the prevention and intervention and recovery of substance use disorders. (Formerly HUMSV 189)
- Rationale:** Course alignment with manual and guidelines from accreditation standards by California Association of Alcohol and Drug Counselors, CAADE.
- Equate:** Course not offered at CHC.
- Effective:** Fall 2020

COURSE ID	COURSE TITLE
HUMSV 183	ALCOHOL/DRUG COUNSELING I

- Course ID:** **HUMSV 136**
- Course Title:** Addiction Studies: Basic Counseling
- Prerequisite:** HUMSV 130 and HUMSV 179
- Catalog Description:** This course is designed for students seeking a certificate in Addiction Studies. Included topics are the dynamics of the helping relationship, analysis and implications of common characteristics of substance dependent individuals, demonstration and practice of assessment, interviewing and referral techniques; and review of counseling skills and case management. (Formerly HUMSV 183)
- Schedule Description:** Course topics include the dynamics of helping relationships, characteristics of substance dependent individuals, and counseling skills. (Formerly HUMSV 183)
- Rationale:** Updating course title to Addiction Studies and updating Course ID.
- Equate:** Course not offered at CHC.
- Effective:** Fall 2020

COURSE ID	COURSE TITLE
HUMSV 184	ALCOHOL/DRUG: COUNSELING II

- Course ID:** **HUMSV 137**
- Course Title:** Addiction Studies: Group Counseling II
- Prerequisite:** HUMSV 136 and HUMSV 230 and HUMSV 232
- Catalog Description:** This course is designed for students seeking a certificate in Addiction Studies, and includes practical implications and experience in various recovery and crisis intervention modalities; investigation of and experience in group dynamics; analysis and interpretation of critical aspects of counseling; analysis of the role of significant others in the recovery process; discussion of current treatment interventions; and the process of case management and record keeping. (Formerly HUMSV 184)
- Schedule Description:** This course is designed for students seeking a certificate in Addiction Studies, and includes practical implications and experience in various recovery and crisis intervention modalities. (Formerly HUMSV 184)
- Rationale:** Updating course title to Addiction Studies and updating Course ID.
- Equate:** Course not offered at CHC.
- Effective:** Fall 2020

COURSE ID	COURSE TITLE
HUMSV 179	LEGAL/ETHICAL ISSUES IN HUMAN SERVICES

Course Title: Law and Ethics
Departmental Advisory: READ 100 and ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Catalog Description: This course explores the legal, ethical, professional and personal issues involved in the treatment of substance use disorder. Emphasis is placed on professional responsibility and patient rights as well as issues of the work place and professional growth.
Schedule Description: This course explores the legal, ethical, professional and person issues involved in the treatment of substance use disorder. Emphasis is placed on professional responsibility and patient rights as well as issues of the work place and professional growth.
Rationale: Aligning course with the accreditation manual and guidelines from California Association of Alcohol and Drug Educators, CAADE, and updating course content for review. Updating name and DA change.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
HUMSV 197A	ALCOHOL/DRUG: INTERN SEMINAR I

Course ID: **HUMSV 230**
Course Title: Addiction Studies: Internship Seminar I
Corequisite: HUMSV 232
Catalog Description: This course is an introduction to the duties and work objectives of counselors in addiction studies and related fields. Basic skills are developed through discussion and demonstration. This course serves as a lecture-based support for students in fieldwork. (Formerly HUMSV 197A)
Schedule Description: This course is an introduction to the duties and work objectives of counselors in addiction studies related fields. (Formerly HUMSV 197A)
Rationale: Updating course title to Addiction Studies.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
HUMSV 197B	ALCOHOL/DRUG: INTERN SEMINAR II

Course ID: **HUMSV 231**
Course Title: Addiction Studies: Internship Seminar II
Corequisite: HUMSV 233
Catalog Description: This course reviews job skills such as case management, assessment, and counseling. These skills are monitored and enhanced through class discussion and demonstration in this lecture-based foundation to the student field work. (Formerly HUMSV 197B)
Schedule Description: This course reviews job skills such as case management, assessment, and counseling. These skills are monitored and enhanced through class discussion and demonstration in this lecture-based foundation to the student field work. (Formerly HUMSV 197B)
Rationale: Updating course title to Addiction Studies.

Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
HUMSV 198A	ALCOHOL/DRUG: FIELD WORK I

Course ID: HUMSV 232
Course Title: Addiction Studies: Field Work I
Lecture: 2 contact hour(s) per week
 32 - 36 contact hours per semester
Outside of Class Hours: 4 hour(s) per week
Corequisite: HUMSV 230
Catalog Description: This course provides supervised field work in the areas of orientation, screening, goal setting and evaluation, and the beginning techniques of alcohol and drug counseling at specific agencies. Students work in their assigned agencies a minimum of 10 hours per week. (Formerly HUMSV 198A)
Schedule Description: This course provides supervised field work in the areas of orientation, screening, goal setting and evaluation, and the beginning techniques of alcohol and drug counseling at specific agencies. Students work in their assigned agencies a minimum of 10 hours per week. (Formerly HUMSV 198A)
Rationale: Updating course title to Addiction Studies.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
HUMSV 198B	ALCOHOL/DRUG: FIELD WORK II

Course ID: HUMSV 233
Course Title: Addiction Studies: Field Work II
Corequisite: HUMSV 231
Catalog Description: This course provides supervised field work in the areas of on the job skills such as treatment planning, intake and assessment and facilitation of groups in the field of alcohol and drug counseling at specific agencies. Students work in their assigned agencies a minimum of 10 hours per week. (Formerly 198B)
Schedule Description: This course provides supervised field work in the areas of on the job skills such as treatment planning, intake and assessment and facilitation of groups in the field of alcohol and drug counseling at specific agencies. Students work in their assigned agencies a minimum of 10 hours per week. (Formerly 198B)
Rationale: Updating course title to Addiction Studies.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
PSYCH 100H	GENERAL PSYCHOLOGY - HONORS

Departmental Advisory: READ 015 or eligibility for READ 100 as determined by the SBVC assessment process. ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Rationale: Adding READ 015 or eligibility for READ 100 as advisory. Updating Textbooks
Equate: PSYCH 100H

Effective: Fall 2020

COURSE ID	COURSE TITLE
RELIG 175	THE LITERATURE AND RELIGION OF THE BIBLE

Catalog Description: This course covers The English Bible as literature and as religion including an examination of the types of literature found in the Bible, the historical and religious context in which the literature was developed and an extensive reading of the two testaments. This course is also offered as ENGL 175. RELIG 175 is the transferable equivalent of ENGL 075. A student taking RELIG 175 may not earn credit for ENGL 075.

Schedule Description: This course covers The English Bible as literature and as religion including an examination of the types of literature found in the Bible, the historical and religious context in which the literature was developed and an extensive reading of the two testaments. This course is also offered as ENGL 175. RELIG 175 is the transferable equivalent of ENGL 075. A student taking RELIG 175 may not earn credit for ENGL 075.

Rationale: Content Review/ENGL 175 update as well.

Equate: RELIG 175

Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 100	INTRODUCTION TO ELECTRONIC MEDIA

Course ID: **FTVM 101**

Departmental Advisory: ENGL 101 or ENGL 101H

Catalog Description: This course introduces the history, structure, function, economics, content, and evolution of radio, television, film, the internet, and new media, including traditional and mature formats. The social, political, regulatory, ethical, and occupational impact of electronic media are also studied. (FORMERLY RTVF 100)

Schedule Description: This course introduces the history, structure, function, economics, content, and evolution of radio, television, film, the internet, and new media. The course includes the social, political, regulatory, ethical, and occupational impact of electronic media. (FORMERLY RTVF 100)

Rationale: Updating Course ID to FTVM.

Equate: Course not offered at CHC.

Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 101	INTRODUCTION TO MEDIA AESTHETICS AND CINEMATIC ARTS

Course ID: **FTVM 102**

Departmental Advisory: ENGL 101 or ENGL 101H

Catalog Description: This course introduces the close analysis of film and television and examines the broad questions of form and content, aesthetics and meaning, and history and culture. The course also explores the diverse possibilities presented by the cinematic art form through an examination of a wide variety of productions, national cinemas, and film movements. The topics include modes of production,

Schedule Description: narrative and non-narrative forms, visual design, editing, sound, genre, ideology and critical analysis. (Formerly RTVF 101)
 This course introduces the close analysis of film and television and examines the broad questions of form and content, aesthetics and meaning, and history and culture. (Formerly RTVF 101)

Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 102	ANNOUNCING AND PERFORMING IN ELECTRONIC MEDIA

Course ID: **FTVM 110**
Departmental Advisory: ENGL 101 or ENGL 101H
Catalog Description: This course will give instruction and practice in performing and announcing. Topics include interpretation of copy, news casting, music continuity, interviewing, and the operation of audio equipment while performing. Students will practice commercial material and improvisational announcing. (Formerly RTVF 102)

Schedule Description: This course will give instruction and practice in performing and announcing. Topics include interpretation of copy, news casting, music continuity, interviewing, and the operation of audio equipment while performing. Students will practice commercial material and improvisational announcing. (Formerly RTVF 102)

Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 120	INTRODUCTION TO AUDIO PRODUCTION

Course ID: **FTVM 111**
Departmental Advisory: ENGL 101 or ENGL 101H
Catalog Description: This course serves as an introduction to the theory and practice of audio production for radio, television, film and digital recording applications. Students will learn the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Students gain hands on experience recording, editing, mixing and mastering audio. Upon completion, students will have basic knowledge of applied audio concepts, production workflow, equipment functions, and audio editing software. (Formerly RTVF 120)

Schedule Description: This course serves as an introduction to the theory and practice of audio production for radio, television, film and digital recording applications. Students will learn the fundamentals of sound design and aesthetics, microphone use, and digital recording equipment. Students gain hands on experience recording, editing, mixing and mastering audio. (Formerly RTVF 120)

Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 121	DIGITAL AUDIO POST PRODUCTION

Course ID: FTVM 112
Departmental Advisory: ENGL 101 or ENGL 101H
Catalog Description: This postproduction course provides specialized training in digital audio workstations and synchronization with the visual image for radio, television, film, and multimedia. Topics include the use of audio postproduction techniques and the skills necessary to compete in the entertainment, communications and multimedia industries. (Formerly RTVF 121)
Schedule Description: This postproduction course provides specialized training in digital audio workstations and synchronization with the visual image for radio, television, film, and multimedia. (Formerly RTVF 121)
Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 131	DIGITAL VIDEO EDITING

Course ID: FTVM 114
Course Title: Introduction to Digital Video Editing
Departmental Advisory: ENGL 101 or ENGL 101H
Catalog Description: This course includes theory and practice in digital video editing techniques including exploring professional video editing programs; basic video and audio editing techniques; use of effects, titles, and graphics; capturing and importing; custom software settings; and exporting to the web, DVD, or other media. (Formerly RTVF 131)
Schedule Description: This course includes theory and practice in digital video editing techniques including exploring various editing programs; basic editing techniques; use of effects, titles, and graphics; capturing and importing; custom software settings; and exporting. (Formerly RTVF 131)
Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 104	BASIC WRITING FOR BROADCASTING

Course ID: FTVM 120
Prerequisite: None
Catalog Description: This course provides instruction and practice in writing and editing for news, commercials, multi-camera and single camera productions, and electronic media. Topics include how to write for speaking, writing objectively, journalism ethics, and legal issues such as libel and right to privacy. (Formerly RTVF 104)
Schedule Description: This course provides instruction and practice in writing and editing for news, commercials, multi-camera, single camera, and electronic media. (Formerly RTVF 104)
Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 106	MEDIA WRITING

Course ID: FTVM 121
Prerequisite: None
Departmental Advisory: ENGL 101 or ENGL 101H
Catalog Description: This is an introductory course in writing for the film and electronic media. The emphasis is on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. The course also includes a writing evaluation component as a significant part of the course requirement. (Formerly RTVF 106)
Schedule Description: This is an introductory course in writing for the film and electronic media. The emphasis is on preparing scripts in proper formats, including fundamental technical, conceptual and stylistic issues related to writing fiction and non-fiction scripts for informational and entertainment purposes in film and electronic media. (Formerly RTVF 106)
Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 134	ACTING AND DIRECTING FOR TELEVISION AND FILM

Course ID: FTVM 122
Catalog Description: This course provides instruction and practice in acting and directing for television and film, including voice, poise, and character development. (Formerly RTVF 134)
Schedule Description: This course provides instruction and practice in acting and directing for television and film, including voice, poise, and character development. (Formerly RTVF 134)
Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 130	INTRODUCTION TO STUDIO PRODUCTION

Course ID: FTVM 130
Course Title: Survey of TV Studio and Film Production
Departmental Advisory: ENGL 101 or ENGL 101H
Catalog Description: This course introduces theory, terminology and operation of a single camera, multi-camera television studio and control room. Topics include studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production. (Formerly RTVF 130)
Schedule Description: This course introduces theory, terminology and operation of a single camera, multi-camera television studio and control room. Topics include studio signal flow, directing, theory and operation of camera and audio equipment, switcher operation, fundamentals of lighting, graphics, video control and video recording and real-time video production. (Formerly RTVF 130)

Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 132	LIGHTING AND CINEMATOGRAPHY

Course ID: **FTVM 131**
Departmental Advisory: ENGL 101 or ENGL 101H
Catalog Description: This course introduces the theory, terminology, and process of motion picture production for film and television. Topics include basic cinematography including the operation, function and creative uses of production, basic scriptwriting, camera operation, shot composition, lighting, and basic sound recording. (Formerly RTVF 132)
Schedule Description: This course introduces the student to the equipment and techniques of lighting design and motion picture cinematography using digital film. Students will work on a significant film project. (Formerly RTVF 132)
Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 133	VIDEO FIELD PRODUCTION

Course ID: **FTVM 132**
Course Title: Commercial Video Production
Prerequisite: FTVM 130 or FTVM 131
Departmental Advisory: ENGL 101 or ENGL 101H
Catalog Description: This is an introductory course in the theory, terminology, and operation of commercial video production. The topics include composition, camera operation, portable lighting, video recorder, audio control, and editing. The aesthetics and fundamentals of scripting, producing, and directing for broadcast commercial or video to be used in other multimedia platforms. (Formerly RTVF 133)
Schedule Description: This is an introductory course in the theory, terminology, and operation of commercial video production for broadcast or social media outlets. The topics include topics in composition, camera operation, portable lighting, video recorder, audio control, and editing. (Formerly RTVF 133)
Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 220	RADIO STATION OPERATIONS

Course ID: **FTVM 213**
Prerequisite: FTVM 111
Departmental Advisory: FTVM 112
Catalog Description: This course offers an emphasis on individual and group production of short and long-form radio projects. Projects include remote broadcasts, promotional spots, features, music programming, and news; as well as project

development, management and implementation. All student projects will air on the student radio-station KJRP, with some selected projects also airing on our PBS station, KVCR. (Formerly RTVF 220)

Schedule Description: This course offers an emphasis on individual and group production of short and long-form radio projects. Projects include remote broadcasts, promotional spots, features, music programming, and news. (Formerly RTVF 220)

Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 222	INDEPENDENT STUDY IN RADIO/TELEVISION/FILM

Course ID: **FTVM 222**
Course Title: Independent Study in Film, Television, and Media
Catalog Description: Students with previous course work in FTVM may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of FTVM. Prior to registration, a written contract must be prepared. See instructor for details. (Formerly RTVF 222)

Schedule Description: Students with previous course work in FTVM may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of FTVM. Prior to registration, a written contract must be prepared. See instructor for details. (Formerly RTVF 222)

Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 230	INTERMEDIATE STUDIO PRODUCTION

Course ID: **FTVM 233**
Course Title: TV Studio Production
Prerequisite: FTVM 130
Catalog Description: This is an in-depth course in techniques of planning, producing, writing, and directing television programs; with an emphasis on polishing technical skills, creativity, and teamwork. Explores advanced video switching techniques, video recording and editing formats, program rundowns, timing, and advanced director's cues. (Formerly RTVF 230)

Schedule Description: This is an in-depth course in techniques of planning, producing, writing, and directing television programs; with an emphasis on polishing technical skills, creativity, and teamwork. (Formerly RTVF 230)

Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 231	ADVANCED VIDEO PRODUCTION

Course ID: FTVM 234
Course Title: Intermediate Video Production
Lecture: 2 contact hour(s) per week
 32 - 36 contact hours per semester
Laboratory: 9 contact hour(s) per week
 144 - 162 contact hours per semester
Prerequisite: FTVM 130 or FTVM 131 and FTVM 120 or FTVM 121
Catalog Description: In this course students plan, produce, write, shoot, and edit programs that can use either studio production or single camera video production with editing equipment. The course includes hands-on experience using HD and 4K video cameras, location sound, and nonlinear editing equipment. Students will create their own video productions, individually and in teams. (Formerly RTVF 231)
Schedule Description: In this course students plan, produce, write, shoot, and edit programs that can use either studio production or single camera video production with editing equipment. The course includes hands-on experience using HD and 4K video cameras, location sound, and nonlinear editing equipment. Students will create their own video productions, individually and in teams. (Formerly RTVF 231)
Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 232	NEWS AND FILM STYLE DIGITAL VIDEO EDITING

Course ID: FTVM 215
Course Title: Intermediate Digital Video Editing
Prerequisite: FTVM 114
Catalog Description: This intermediate level course provides students with the skills and technologies to edit both fiction and documentary films as well as other forms of visual media. (Formerly RTVF 232)
Schedule Description: This intermediate level course provides students with the skills and technologies to edit both fiction and documentary films as well as other forms of visual media. (Formerly RTVF 232)
Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
RTVF 240	MOTION PICTURE PRODUCTION

Course ID: FTVM 235
Course Title: Cinema Production
Prerequisite: FTVM 130 or FTVM 131 and FTVM 121
Catalog Description: This in-depth course covers producing for motion pictures and television. It includes script development, preproduction planning, production concepts, and postproduction editing concepts. (Formerly RTVF 240)

Schedule Description: This in-depth course covers producing for motion pictures and television. It includes script development, preproduction planning, production concepts, and postproduction editing concepts. (Formerly RTVF 240)

Rationale: Updating Course ID to FTVM.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
KIN 201	MENTAL SKILLS FOR SPORT PERFORMANCE

Catalog Description: This course develops an understanding of the mental aspects of sport performance and the mental skills that can be used to enhance sport performance.

Schedule Description: This course develops an understanding of the mental aspects of sport performance and the mental skills that can be used to enhance sport performance.

Rationale: Adding DE and removing 'formerly' note from descriptions.
Equate: Course not offered at CHC.
Effective: Fall 2020

COURSE DELETION

HUMSV 182 HUMSV 190 RTVF 221

Rationale: Courses are no longer offered.
Effective: Fall 2020

DISTRIBUTED EDUCATION

ARCH 015	ARCH 070	ARCH 098	ARCH 110
ARCH 111	ARCH 112	ARCH 113	CIT 160
CIT 215	FTVM 101	FTVM 120	FTVM 121
HUMSV 133	HUMSV 135	KIN 201	PSYCH 100
PSYCH 100H	PSYCH 102	PSYCH 110	PSYCH 111
PSYCH 112	PSYCH 201	RELIG 175	

Rationale: **100% ONLINE**

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

Effective: Fall 2019 or Fall 2020

ADMINISTRATIVE APPROVALS

Rationale: The Vice President of Instruction has approved the following requisite changes to conform with AB-705.

ACCT 200	
Departmental Advisory:	CIT 101 or CIT 114; removing ENGL 015 and MATH 090 Departmental Advisories
Effective:	Fall 2019

ART 100	ART 120	ART 121	ART 126B
ART 126C	ART 161	ART 175B	ART 175C
ART 212B	ART 212C	ART 270B	
Departmental Advisory:	ENGL 101 or ENGL 101H		
Effective:	Fall 2019		

ASTRON 120	
Departmental Advisory:	MATH 095 or MATH 096 and Eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Effective:	Fall 2019

BIOL 100*	BIOL 102	BIOL 104*	BIOL 109*
BIOL 109H*	BIOL 141*	BIOL 155	BIOL 205
BIOL 207	BIOL 250*	BIOL 260*	BIOL 270
Departmental Advisory:	Eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.		
Effective:	Fall 2019 (*Fall 2020 due to articulation)		

BIOL 100*	BIOL 109*	BIOL 109H*	BIOL 155
BIOL 206*	BIOL 260*		
Departmental Advisory:	MATH 096 or eligibility for MATH 095 as determined by the SBVC assessment process.		
Effective:	Fall 2019 (*Fall 2020 due to articulation)		

BUSAD 103	BUSAD 105	BUSAD 106	BUSAD 110
BUSAD 112	BUSAD 120	BUSAD 151	
Departmental Advisory:	ENGL 101 or ENGL 101H		
Effective:	Fall 2019		

BUSAD 050	
Departmental Advisory:	MATH 962
Effective:	Fall 2019

BUSCAL 091	
Prerequisite:	Remove MATH 952 prerequisite.
Effective:	Fall 2019

CHEM 101	CHEM 105	CHEM 110	
Prerequisite:	ENGL 101 or ENGL 101H or READ 100		
Effective:	Fall 2019		

CHEM 101*	CHEM 105	CHEM 150	CHEM 150H
Prerequisite:	MATH 096 or eligibility for MATH 095 as determined by the SBVC assessment process.		
Effective:	Fall 2019 (*Fall 2020 due to articulation)		

CHIN 101			
Departmental Advisory:	None; Removing ENGL 015 Departmental Advisory		
Effective:	Fall 2019		

CIT 101	CIT 116	CIT 118	CIT 232
Departmental Advisory:	None; Removing ENGL 015 Departmental Advisory		
Effective:	Fall 2019		

CIT 140*	CIT 160	CS 110*	CS 190*
Prerequisite:	None; Removing all ENGL 015 prerequisites		
Effective:	Fall 2019 (*Fall 2020 due to articulation)		

CIT 091	CIT 101	CIT 140*	CS 120*
Prerequisite:	None; Removing all MATH prerequisites and Departmental Advisories.		
Effective:	Fall 2019 (*Fall 2020 due to articulation)		

COMMST 100	COMMST 100H	COMMST 111	COMMST 125
COMMST 135	COMMST 140	COMMST 174	COMMST 176
Departmental Advisory:	READ 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.		
Effective:	Fall 2019		

CULART 180	CULART 201	CULART 205	CULART 280
FN 162			
Departmental Advisory:	None		
Effective:	Fall 2019		

CULART 205	FN 162		
Departmental Advisory:	None; Removing all MATH Departmental Advisories.		
Effective:	Fall 2019		

ENGR 100			
Departmental Advisory:	Eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.		
Effective:	Fall 2019		

LIB 065	LIB 066	LIB 070	
Departmental Advisory:	READ 015		
Effective:	Fall 2019		

MATH 090	MATH 093	MATH 095	MATH 942B
MATH 942C	MATH 952	MATH 952A	MATH 952B
MATH 952C	MATH 952D		
Prerequisite:	None; removing all MATH prerequisites.		
Effective:	Fall 2019		

MATH 222	
Prerequisite:	MATH 095 or MATH 096
Effective:	Fall 2019

PHYSIC 101	
Prerequisite:	Eligibility for MATH 095 or MATH 096 or higher.
Effective:	Fall 2019

PHYSIC 150A	
Prerequisite:	PHYSIC 101 and MATH 103 or eligibility for MATH 151 or higher and eligibility for ENGL 101 or ENGL 101H
Effective:	Fall 2019

PHYSIC 200	
Prerequisite:	PHYSIC 101 and eligibility for ENGL 101 or ENGL 101H or higher and MATH 250
Effective:	Fall 2019

PS 101	PS 112
Prerequisite:	ENGL 101 or ENGL 101H or READ 100
Effective:	Fall 2019

PS 101	
Prerequisite:	Removing MATH Prerequisite.
Effective:	Fall 2020 due to articulation

PSYCH 100	PSYCH 100H	PSYCH 102	PSYCH 111
PSYCH 118	PSYCH 201		
Departmental Advisory:	READ 015 or eligibility for READ 100 as determined by the SBVC assessment process.		
Effective:	Fall 2019		

RTVF 100	RTVF 101	RTVF 120	RTVF 121
RTVF 130	RTVF 131	RTVF 132	RTVF 133*
Departmental Advisory:	READ 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.		
Effective:	Fall 2019 (*Fall 2020 due to articulation)		

RTVF 104	RTVF 106
Prerequisite:	Eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Effective:	Fall 2019

RTVF 240	
Prerequisite:	READ 015 or eligibility for ENGL 101 or ENGL 101H as determined by the SBVC assessment process.
Effective:	Fall 2020 due to articulation

SDEV 015	
Corequisite:	ENGL 101 or ENGL 101H
Departmental Advisory:	READ 015
Effective:	Fall 2020 due to articulation

SDEV 016	
Prerequisite:	READ 015
Effective:	Fall 2019

SDEV 102	SDEV 103
Departmental Advisory:	READ 015
Effective:	Fall 2019

NEW CERTIFICATE

3D MODELING AND DESIGN CERTIFICATE

This certificate is designed to prepare students for entry-level employment in the fields of architecture; civil, structural, mechanical, electrical engineering, urban planning, interior design, landscape design, manufacturing, and related fields. Computer Aided Drafting, CAD, Rhino and Grasshopper are the primary tool used to produce and present documents in these fields. Students completing this certificate will most likely find employment with a licensed architect, registered structural engineer, mechanical engineer or for local, state or federal governmental agency or urban planning or municipal utility or home improvement and remodeling specialty business.

REQUIRED COURSES:		Units
ARCH 111	Sketching and Design Visualization	2
ARCH 112	Architectural Design and Theory I	4
ARCH 130	Computer-Aided Design (CAD) Drafting	2
ARCH 133	Introduction to 3D Modeling and Design	2
ARCH 233	Advanced 3D Modeling and Design	2
TOTAL UNITS		12

Effective: Fall 2020

NEW CERTIFICATE

BUILDING INFORMATION AND 3D MODELING CERTIFICATE

This certificate is designed to prepare students for entry-level employment in the fields of architecture; civil, structural, mechanical, electrical engineering, urban planning, interior design, landscape design, manufacturing, construction and related fields. Computer Aided Drafting, CAD, Rhino, Grasshopper, and REVIT are the primary tools used to produce and present documents in these fields. Students completing this certificate will most likely find employment with a licensed architect, registered structural engineer, mechanical engineer or for local, state or federal governmental agency or urban planning or municipal utility or home improvement and remodeling specialty business, construction management firm or field office.

REQUIRED COURSES:		Units
ARCH 111	Sketching and Design Visualization	2
ARCH 112	Architectural Design and Theory I	4
ARCH 133	Introduction to 3D Modeling and Design	2
ARCH 233	Advanced 3D Modeling and Design	2
ARCH 131	Introduction to Building Information Modeling (BIM)	2

ARCH 231	Advanced Building Information Modeling (BIM)	2
ARCH 146	History of Architecture: Renaissance through Modern or	3
ARCH 146H	Architecture History: Renaissance to Modern - Honors	3

TOTAL UNITS **17**
This is a Gainful Employment Program

Effective: Fall 2020

NEW CERTIFICATE

BUILDING INFORMATION MANAGEMENT (BIM) CERTIFICATE

This certificate is designed to prepare students for entry-level employment in the fields of architecture; civil, structural, mechanical, electrical engineering, urban planning, interior design, landscape design, manufacturing, construction management and related fields. Computer Aided Drafting, CAD, and Building Information Management (BIM) are the primary tools used to produce and present documents in these fields. Students completing this certificate will most likely find employment with a licensed architect, registered structural engineer, mechanical engineer or for local, state or federal governmental agency or urban planning or municipal utility or home improvement and remodeling specialty business or field office of a construction management firm.

REQUIRED COURSES:		Units
ARCH 111	Sketching and Design Visualization	2
ARCH 112	Architectural Design and Theory I	4
ARCH 130	Computer-Aided Design (CAD) Drafting	2
ARCH 131	Introduction to Building Information Modeling (BIM)	2
ARCH 231	Advanced Building Information Modeling (BIM)	2

TOTAL UNITS **12**

Effective: Fall 2020

NEW CERTIFICATE

DIGITAL FORENSICS CERTIFICATE

This certificate consists of 18 units that will prepare students with the knowledge required for analyzing, investigating, and writing reports pertaining to basic digital forensics. This certificate will help to prepare students for entry-level work in the digital forensics field.

REQUIRED COURSES:		Units
CIT 091	Computer Network Fundamentals (Cisco Networking Academy)	3
CIT 101	Introduction to Computer Literacy	3
CIT 127	Introduction to Computer Forensics	3
CIT 128	Introduction to Linux OS	3
CIT 155	Systems and Network Administration	3
CIT 160	Introduction to Information Systems Security	3

TOTAL UNITS **18**

This is a Gainful Employment Program

Effective: Fall 2019

NEW CERTIFICATE

MEDIA DEVELOPMENT CERTIFICATE

This certificate is designed to prepare students for career paths in story development and production planning for film, tv, and media. The emphasis is in writing and production planning.

REQUIRED COURSES:

	Units
FTVM 102 Introduction to Media Aesthetics and Cinematic Arts	3
FTVM 120 Basic Writing for Broadcasting	3
FTVM 121 Media Writing	3
FTVM 122 Acting and Directing for Television and Film	3
or	
FTVM 130 Survey of TV Studio and Film Production	3

TOTAL UNITS **12**

Effective: Fall 2020

NEW CERTIFICATE

POST PRODUCTION CERTIFICATE

The Post Production certificate is designed to prepare students for career paths in the post production of film, TV, and electronic media. This certificate covers areas of audio engineering, audio recording, video editing, effects, and color correction.

REQUIRED COURSES:

	Units
FTVM 101 Introduction to Electronic Media	3
FTVM 112 Digital Audio Post Production	3
FTVM 114 Introduction to Digital Video Editing	3
FTVM 213 Radio Station Operations	3
FTVM 215 Intermediate Digital Video Editing	3

TOTAL UNITS **15**

Effective: Fall 2020

NEW CERTIFICATE

PRODUCTION CERTIFICATE

The production certificate is designed to prepare students for career paths in film, tv, and media production. It emphasizes production of short narrative, documentary, and long form media content. Note: Students who wish to pursue the Associates in Media Production the department advises students to take FTVM 102.

REQUIRED COURSES:

	Units
FTVM 111 Introduction to Audio Production	3
FTVM 130 Survey of TV Studio and Film Production	3
FTVM 131 Lighting and Cinematography	3
FTVM 132 Commercial Video Production	3
or	
FTVM 110 Announcing and Performing in Electronic Media	3
FTVM 234 Intermediate Video Production	3
or	
FTVM 235 Cinema Production	3

TOTAL UNITS **15**

Effective: Fall 2020

NEW CERTIFICATE

SOCIAL MEDIA FIELD PRODUCTION CERTIFICATE

This certificate offers students a greater pathway to develop social media video content. Students will conduct field-based productions to create content. This certificate will emphasize how to create a brand identity.

REQUIRED COURSES:		Units
FTVM 102	Introduction to Media Aesthetics and Cinematic Arts	3
FTVM 121	Media Writing	3
FTVM 132	Commercial Video Production	3
FTVM 215	Intermediate Digital Video Editing	3

TOTAL UNITS **12**

Effective: Fall 2020

NEW CERTIFICATE

SOCIAL MEDIA NARRATIVE PRODUCTION CERTIFICATE

This certificate broadens students' understanding of aesthetics of video, audio, and sound design. It also expands their production skills, and offers for more advanced techniques in post-production.

REQUIRED COURSES:		Units
FTVM 111	Introduction to Audio Production	3
FTVM 112	Digital Audio Post Production	3
FTVM 213	Radio Station Operations	3
or		
FTVM 235	Cinema Production	3
FTVM 233	TV Studio Production	3

TOTAL UNITS **12**

Effective: Fall 2020

NEW CERTIFICATE

SOCIAL MEDIA STUDIO PRODUCTION CERTIFICATE

This certificate helps to prepare students with the fundamentals of studio production for social media. Students will learn how to produce content utilizing a professional studio environment for a variety of social media platforms.

REQUIRED COURSES:		Units
FTVM 101	Introduction to Electronic Media	3
FTVM 120	Basic Writing for Broadcasting	3
FTVM 130	Survey of TV Studio and Film Production	3
FTVM 114	Introduction to Digital Video Editing	3

TOTAL UNITS **12**

Effective: Fall 2020

MODIFY CERTIFICATE

ADDICTION STUDIES CERTIFICATE

This certificate is designed to provide students with career preparation at the vocational certificate level in the field of substance abuse intervention and counseling for those preparing for careers in substance use disorder counseling or other related human or social services fields.

REQUIRED COURSES:

	Units
HUMSV 130 Introduction to Addiction Studies	3
HUMSV 131 Co-Occur Disorders	3
HUMSV 132 Diverse Populations	3
HUMSV 133 Pharmacology	3
HUMSV 134 Family Dynamics of Addiction	3
HUMSV 135 Prevention, Intervention and Recovery	3
HUMSV 140 Case Management in Public Service	3
HUMSV 179 Law and Ethics	3

CHOOSE ONE OF THE FOLLOWING COURSES:

	Units
HUMSV 170 Introduction to Human Services	3
PSYCH 100 General Psychology	3
SOC 100 Introduction to Sociology	3

REQUIRED FIELD WORK COURSES:

Prior to field work courses, students must complete at a minimum:

HUMSV 130, HUMSV 136, and HUMSV 179.

	Units
HUMSV 136 Addiction Studies: Basic Counseling I	3
HUMSV 137 Addiction Studies: Group Counseling II	3
HUMSV 230 Addiction Studies: Internship Seminar I	1
HUMSV 231 Addiction Studies: Internship Seminar II	1
HUMSV 232 Addiction Studies: Field Work I	2
HUMSV 233 Addiction Studies: Field Work II	2

Total Units **39**

This is a Gainful Employment Program

Rationale: Formerly Alcohol/Drug Studies Certificate
Effective: Fall 2020

MODIFY CERTIFICATE

COMPUTER SCIENCE CERTIFICATE

This certificate is designed to provide students with the fundamentals of software engineering, information processing concepts, and programming to prepare them for entry-level positions as programmers for scientific and business applications.

REQUIRED COURSES:

	Units
CIT 100 Introduction to Personal Computers	3
CS 077 Introduction to C-Sharp	4
CS 110 Fundamentals of Computer Science	3
CS 120 Introduction to Visual Basic.NET	4
CS 220 Advanced Visual Basic.NET Programming	4

SELECT ONE OF THE FOLLOWING COURSES:

	Units
CS 190 Programming in C++	4
CS 215 Programming with Java	4

TOTAL UNITS

22

This is a Gainful Employment Program

Rationale: Adding CS 077 to Required Courses.
Effective: Fall 2019

MODIFY CERTIFICATE

GENERAL ELECTRICIAN CERTIFICATE

This certificate will allow an "Electrician Trainee" to sit for the California State General Electrician Certification examination. These courses also satisfy the continuing education requirement every three years for certified electricians.

REQUIRED COURSES:	Units
OSHA 030 Federal OSHA Outreach: Construction Industry Safety	2
ELEC 216C Introduction to Industrial Electricity	4
ELEC 217C Industrial Electricity	4
ELEC 218C Controlling Industrial Electricity	4
ELECTR 110 Direct Current Circuit Analysis	3
ELECTR 111 Direct Current Circuit Laboratory	1
ELECTR 115 Alternating Current Circuit Analysis	3
ELECTR 116 Alternating Current Circuit Laboratory	1
ELECTR 230 Semiconductor Devices	3
ELECTR 235 Solid State Circuit Analysis	4
ELECTR 265 Digital Logic Design	4
INSPEC 014 Advanced Construction Inspection: National Electrical Code (NEC)	3
KIN 231 First Aid and CPR	3
TECALC 087 Technical Calculations	4
INSPEC 029 Community Relations for Building Personnel	3

TOTAL UNITS

46

Rationale: Updating INSPEC course IDs.
Effective: Fall 2019

MODIFY CERTIFICATE

INDUSTRIAL AUTOMATION CERTIFICATE

Students will be prepared for high paying careers in the many existing and future automated manufacturing plants, smart warehouses, and high technology distribution and material handling centers, usually located near major railroad hubs, airports, and interstate freeways. Nearly every product in the supply chain is processed through a complex network of automated material handling, transportation, and logistics centers. This certificate program focuses on the electronic technology responsible for monitoring, controlling, and actuating automated processes involved with all phases of material processing, packaging, and handling systems. Students will be equipped with technical information on mechanical, electrical, analog and digital electronics, Programmable Logic Controllers (PLCs), Programmable Automation Controllers (PACs), Supervisory Control and Data Acquisition (SCADA) systems, fluid power systems, computer hardware and software, networking, interfacing, robotics, sensors and actuators typically used in automated equipment.

These courses are all required for the Industrial Automation certificate:	Units
OSHA 035 Federal OSHA Outreach: General Industry Safety	2
ELECTR 110 Direct Current Circuit Analysis	3
ELECTR 111 Direct Current Circuit Laboratory	1
ELECTR 115 Alternating Current Circuit Analysis	3
ELECTR 116 Alternating Current Circuit Laboratory	1

ELEC 101	Supply Chain Technology	3
ELEC 215C	Electrical Control of Hydraulic-Pneumatic Systems	4
ELEC 217C	Industrial Electricity	4
ELEC 218C	Controlling Industrial Electricity	4
ELEC 219C	Industrial Electronic Systems Controls II	4
ELECTR 265	Digital Logic Design	4
Total Units		33

Rationale: Adding ELEC 215C
Effective: Fall 2019

NEW DEGREE

ARCHITECTURE AND ENVIRONMENTAL DESIGN A.S. DEGREE MAJOR

To graduate with a specialization in Architecture and Environmental Design, a student must complete the following courses in addition to the general breadth requirements for an Associate's Degree. For transfer students, these courses will provide students with the tools needed to construct a portfolio that will be required to transfer into Architecture Programs at 4-year institutions. Along with a successful portfolio, these courses should also constitute the first two years of an Architecture Program. In addition, these courses should help students interested in transferring to 4-year institutions in Environmental Design fields, and as Landscape Architecture, Interior Design and Urban Planning majors.

REQUIRED COURSES:

	Units
ARCH 110	2
ARCH 111	2
ARCH 112	4
ARCH 113	4
ARCH 130	2
ARCH 131	2
ARCH 133	2
ARCH 145	3
or	
ARCH 145H	3
ARCH 146	3
or	
ARCH 146H	3
ARCH 212	4
ARCH 213	4
ARCH 231	2
ARCH 233	2
ENGL 102	4
or	
ENGL 102H	4
MATH 103	4
PHYSIC 151	4

RECOMMENDED COURSES:

	Units
ARCH 015	2
ARCH 070	1
COMMST 100	3
or	
COMMST 100H	3

COMMST 125	Critical Thinking Through Argumentation and Debate	3
MATH 108	Introduction to Probability and Statistics	4
	or	
MATH 151	Precalculus	4
Total Units		48

Effective: Fall 2020

NEW DEGREE

INFORMATION SYSTEMS AND TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To graduate with a specialization in Information Systems and Technology students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum 60 semester units). The A.S. Degree in Information Systems and Technology is designed to prepare students who wish to pursue a Bachelor Degree from a four-year institution.

REQUIRED COURSES:		Units
ECON 208	Business and Economic Statistics	4
	or	
MATH 108	Introduction to Probability and Statistics	4
BUSAD 210	Business Law	3
CIT 101	Introduction to Computer Literacy	3
CIT 116	Database Management: Access	3
CIT 140	Introduction to Systems Analysis and Design	3
CIT 160	Introduction to Information Systems Security	3
CIT 215	Database Management Systems	3
CIT 232	Computer Network Fundamentals	3
CS 120	Introduction to Visual Basic.NET	4
MATH 102	College Algebra	4
	or	
MATH 151	Precalculus	4
RECOMMENDED COURSES:		Units
CS 215	Programming with Java	4
CS 077	Introduction to C-Sharp	4
TOTAL UNITS		33

Effective: Fall 2020

NEW DEGREE

NURSING ASSOCIATE OF SCIENCE DEGREE

This degree program is designed to prepare students to become Registered Nurses who provide nursing care to assist patients in attaining their maximum level of wellness. Graduates are eligible to apply for their Associate Degree in Nursing (ADN) and take the National Counsel Licensure Examination – RN (NCLEX-RN). The program is accredited by the California State Board of Registered Nursing and the Accreditation Commission for Education in Nursing (ACEN).

Accepted Students are admitted in the Fall and Spring semesters. Students must complete required prerequisites to apply. Applicants must pass a background check, drug screen, and meet the health requirements prior to entry. California law allows for denial of the RN license based on any conviction or legal action related to nursing practice. For further information, go to: www.rn.ca.gov. SBVC reserves the right to deny students entry based on background check and drug screen.

REQUIRED PREREQUISITE COURSES:

A minimum of 2.5 GPA in the following GE courses:

- A. Freshman Composition, ENGL 101 with a grade of C or higher
- B. Intermediate Algebra, MATH 095 or MATH 096 or higher with a grade of C or higher
- C. Elements of Public Speaking, COMMST 100 or 100H or Interpersonal Communication, COMMST 111 with a grade of C or higher
- D. Introduction to Sociology, SOC 100 or 100H or Cultural Anthropology, ANTHRO 102 with a grade of C or higher
- E. Humanities-6 units 3 max from applied area- See SBVC GE courses for more information

Science courses listed below must be completed with a grade of C or higher and a minimum G.P.A. of 2.75 in the four courses:

- Human Anatomy and Physiology, BIOL 250 & 251 or BIOL 260 & 261
- Microbiology, BIOL 270
- General Psychology, PSYCH 100 or PSYCH 100H

All courses must meet the cumulative 2.5 GPA to apply

Note: BIOL 261 (or BIOL 250 & 251) and BIOL 270 must be taken within 5 years of application to the program; Online sciences will not be accepted. BIOL- 250 & BIOI-251 must be completed at the same institution.

APPLICATION TO THE NURSING PROGRAM

Applications to the nursing program may only be submitted when all program prerequisites have been completed and met GPA requirements. Admission to the program is competitively based on a points system. Applications must be received only during August 1st -September 1st (spring semester) or January 2 – February 2 (fall semester). Applications are available online during the application periods. Incomplete applications will not be accepted. The HESI Exam is by invitation only.

Submit the following to the Health Science Division Office, HLS 101:

- A. Application
- B. Online
- C. Evaluation of Prior college credit
- D. Unofficial Transcripts (SBVC students ONLY)
- E. Social security card or TAX ID number – copy made by Nursing office

Submit the following to Admissions and Records:

- A. Official college transcripts from all colleges or universities attended except for SBVC Transcripts must be issued within the last 6 months and document that the program prerequisites have been completed
- B. International transcripts must be evaluated for equivalency
- C. High school completion or equivalent (transcript, G.E.D. or the California State High School Proficiency Exam or a degree from a U.S. accredited institution)
- D. International students need their high school equivalency evaluated by outside agency

SELECTION PROCESS

Applicants will be selected based on a multi-criteria selection process (point system). Selected applicants will be invited back to take the HESI exam that will determine entry into the nursing program. Entrance to the nursing program is limited

to students who have completed all prerequisites, met all GPA requirements, taken the HESI exam, and been accepted into the nursing program.

LVN to RN PROGRAM

Applications will be admitted via the same point system that Generic ADN students are admitted, although in a different pool. Applicants will be required to adhere to all of the same regulations set forth by the multi-criteria point system. All prerequisites are required to be completed prior to submitting an application. Potential LVN applicants will also be sent a Health Education Systems, Inc. Exam (HESI-A2) invite. Please note that the application periods will be the same as the ADN application.

Requirements for LVN to RN:

- A. Completed all Prerequisites. (Same as the RN program)
- B. One year full-time work experience as an LVN
- C. Current California LVN license.
- D. Letter of verification- letter verifying employment as an LVN
- E. Detailed Résumé summarizing work experience as an LVN (employer, type of patient care unit, month/year starting and ending dates).

LVN to RN courses upon entry: Complete each of the following courses with a 78% or higher: NURS 130 (includes challenge exams to determine eligibility to enter the following courses NURS 250, 251, 260, and 261).

A 30-unit completion option is available to Licensed Vocational Nurses per the California BRN code of Regulations 1429. However, it is important to note that LVNs choosing to take the 30-unit option can never be qualified as graduates of the SBVC ADN program and will permanently be referred to as having attained a Nursing Non-Degree/Non-Graduate Status. This option is recognized only in the State of California.

To graduate with an Associate of Science degree with a major in nursing, complete each of the following courses with a 78% or higher along with the general education breadth requirements. (The Prerequisites that are required)

Required Nursing Courses:	Units
First Semester	
NURS 150 Foundations of Nursing	4
NURS 151 Introduction to Medical Surgical Nursing	5
Second Semester	
NURS 160 Nursing Care of the Childbearing Family and Newborn	4
NURS 161 Beginning Medical Surgical Nursing	5
Third Semester	
NURS 250 Nursing Care of Children and their Families	4
NURS 251 Intermediate Medical Surgical Nursing	5
Fourth Semester	
NURS 260 Mental Health Nursing	4
NURS 261 Complex Care and Leadership	5
TOTAL UNITS	36

Rationale: Accreditation/Licensure requirements.
Effective: Fall 2019

MODIFY DEGREE

CIT - MANAGEMENT INFORMATION SYSTEMS ASSOCIATE OF SCIENCE DEGREE

The Management Information Systems Associates of Science degree prepares students to work with Computerized Information Systems that involve substantial use of databases and servers. Students with this degree are prepared for employment related to computer systems, networks, databases, or information security. To graduate with a specialization in CIT Management Information Systems, students must complete all requirements for this degree plus the general breadth requirements. (minimum total = 60 units)

REQUIRED COURSES		Units
BUSAD 127	Business Communication	3
CIT 101	Introduction to Computer Literacy	3
CIT 102	Advanced Computer Literacy	3
CIT 114	Spreadsheets: Excel	3
CIT 116	Database Management: Access	3
CIT 160	Introduction to Information Systems Security	3
CIT 215	Database Management Systems	3
CIT 232	Computer Network Fundamentals	3
TOTAL UNITS		24

Rationale: Updating Degree to be relevant to current job market.
Effective: Fall 2019

MODIFY DEGREE

COMPUTER SCIENCE ASSOCIATE OF SCIENCE DEGREE

This degree is designed to provide students with the fundamentals of software engineering, information processing concepts, and programming to prepare them for entry-level positions as programmers for scientific and business applications.

REQUIRED COURSES:		Units
CIT 100	Introduction to Personal Computers	3
CS 077	Introduction to C-Sharp	4
CS 110	Fundamentals of Computer Science	3
CS 120	Introduction to Visual Basic.NET	4
CS 220	Advanced Visual Basic.NET Programming	4
SELECT ONE OF THE FOLLOWING COURSES:		Units
CS 190	Programming in C++	4
CS 215	Programming with Java	4
Total Units		22

Rationale: Adding CS 077 to Required Courses.
Effective: Fall 2019

MODIFY DEGREE

FILM ASSOCIATE OF ARTS DEGREE

The Associates of Art degree in Film is designed to prepare students for entry-level jobs in the Film industry in a variety of areas including narrative, documentary production, writing, preproduction, and editing.

Required (Core) Course:		Units
FTVM 101	Introduction to Electronic Media	3
	or	
COMMST 135	Mass Media and Society	3
Required Courses: Film Concentration		Units
FTVM 102	Introduction to Media Aesthetics and Cinematic Arts	3
FTVM 121	Media Writing	3
FTVM 114	Introduction to Digital Video Editing	3
FTVM 235	Cinema Production	3
Additionally, choose two (2) from the following:		Units
FTVM 098	Media Arts Work Experience	1 - 4
FTVM 131	Lighting and Cinematography	3
FTVM 132	Commercial Video Production	3
FTVM 122	Acting and Directing for Television and Film	3
TOTAL UNITS		21

Rationale: Updating Degree title from RTVF (Film) to Film, and changing courses to FTVM department.
Effective: Fall 2019

MODIFY DEGREE

FILM, TELEVISION, AND ELECTRONIC MEDIA ASSOCIATE OF SCIENCE TRANSFER DEGREE

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

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

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

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

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

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

REQUIRED CORE COURSES: Select two courses (6 units)	Units
COMMST 135 Mass Media and Society	3
or	
FTVM 101 Introduction to Electronic Media	3
FTVM 102 Introduction to Media Aesthetics and Cinematic Arts	3
FTVM 121 Media Writing	3
 List A: Select one course from each area (6 units total)	 Units
Audio	Units
FTVM 111 Introduction to Audio Production	3
FTVM 213 Radio Station Operations	3
 Video or Film Production	 Units
FTVM 130 Survey of TV Studio and Film Production	3
FTVM 131 Lighting and Cinematography	3
FTVM 132 Commercial Video Production	3
 List B: Select one course not already selected (3 units)	 Units
FTVM 112 Digital Audio Post Production	3
FTVM 234 Intermediate Video Production	3
 List C: Select one course not already selected (3 units)	 Units
FTVM 110 Announcing and Performing in Electronic Media	3
FTVM 114 Introduction to Digital Video Editing	3
FTVM 120 Basic Writing for Broadcasting	3
FTVM 122 Acting and Directing for Television and Film	3
FTVM 215 Intermediate Digital Video Editing	3
FTVM 233 TV Studio Production	3
FTVM 235 Cinema Production	3
MAJOR TOTAL:18	Units
CSU GE-Breadth or IGETC for CSU Requirements: 37-39 (Total units that may be double-counted for CSU-GE or IGETC: 6)	Units
CSU ELECTIVES (as needed to reach 60 transferable units): 3-9	Units
<hr/> TOTAL UNITS	<hr/> 60

Rationale: Updating and changing courses to FTVM department.
Effective: Fall 2020

MODIFY DEGREE

MEDIA PRODUCTION ASSOCIATE OF ARTS DEGREE

The Associate of Art degree in Media Production is designed to prepare students for entry-level jobs in audio production and recording and online media platforms. These areas include public relations, internal communications, podcasts, remote and studio production, writing, preproduction, and editing.

Required (Core) Courses:	Units
FTVM 101 Introduction to Electronic Media	3
or	
COMMST 135 Mass Media and Society	3
Required Courses:	Units

FTVM 110	Announcing and Performing in Electronic Media	3
FTVM 120	Basic Writing for Broadcasting	3
FTVM 111	Introduction to Audio Production	3
FTVM 112	Digital Audio Post Production	3
FTVM 213	Radio Station Operations	3
FTVM 233	TV Studio Production	3
Choose (1) of the following courses:		Units
FTVM 130	Survey of TV Studio and Film Production	3
	or	
FTVM 132	Commercial Video Production	3
	or	
FTVM 234	Intermediate Video Production	3
Total Units		24

Rationale: Formerly RTVF (Radio) AA Degree. Updating title, description, and department code to FTVM.
Effective: Fall 2020

MODIFY DEGREE

TELEVISION ASSOCIATE OF ARTS DEGREE

The Associate in Art degree in TV is designed to prepare students for entry-level jobs in the television and new media industries in a variety of areas including serialized narrative and documentary, remote and studio production, writing, preproduction, and editing.

Required (Core) Courses:		Units
FTVM 101	Introduction to Electronic Media	3
	or	
COMMST 135	Mass Media and Society	3
Required Courses:		Units
FTVM 130	Survey of TV Studio and Film Production	3
FTVM 114	Introduction to Digital Video Editing	3
FTVM 132	Commercial Video Production	3
Choose one (1) course from the following:		Units
FTVM 120	Basic Writing for Broadcasting	3
	or	
FTVM 121	Media Writing	3
Choose one (1) course from the following:		Units
FTVM 131	Lighting and Cinematography	3
	or	
FTVM 233	TV Studio Production	3
Choose one (1) course from the following:		Units
FTVM 122	Acting and Directing for Television and Film	3
	or	
FTVM 233	TV Studio Production	3
	or	
FTVM 234	Intermediate Video Production	3
TOTAL UNITS		21

Rationale: Updating title from RTVF (Television) to Television, description and changing to FTVM.

Effective: Fall 2020

PROGRAM DELETIONS

**CIT – COMPUTER INFORMATION TECHNOLOGY ASSOCIATE OF ARTS DEGREE
RTVF ASSOCIATE OF ARTS DEGREE
RTVF CERTIFICATE
RTVF (FILM) CERTIFICATE
RTVF (RADIO) CERTIFICATE
RTVF (TELEVISION) CERTIFICATE**

Effective: Fall 2020

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Dina Humble, Vice President, Instruction, SBVC
DATE: April 11, 2019
SUBJECT: Consideration of Approval of Donation – SBVC

RECOMMENDATION

It is recommended that the Board of Trustees accepts the following donation from Allison Transmission.

OVERVIEW

The following donation is being made to the Diesel Program within the Applied Technology, Transportation, and Culinary Arts Division:

<u>Donation</u>	<u>Source</u>
(1) Allison 4500 RDS Cut-Away Display Transmission.	Allison Transmission

ANALYSIS

A donation of this equipment will assist the student within the Diesel Program in furthering their studies in the Automatic Transmission classes.

INSTUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence.

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Z. Rodriguez, President, SBVC
PREPARED BY: Andronik Nazarian, Interim Director, Development and Community Relations and Paul Bratulin, Director. Marketing and Public Relations
DATE: April 11, 2019
SUBJECT: Consideration of Approval to Serve Alcoholic Beverages at Campus Events - SBVC

RECOMMENDATION

It is recommended that the Board of Trustees approve alcoholic beverages (wine, spirits, beer, etc.) to be served at three upcoming campus events:

1. Wednesday, May 8, 2019 from 5:00 p.m. – 5:45 p.m.
 - a. SBVC, Scholarship Donor Reception, the event will take place at SBVC in the Business Conference Room.
2. Friday, May 10, 2019 from 5:00 p.m. – 8:00 p.m.
 - a. SBVC, 24th Annual Spotighting Our Success, the event will take place at SBVC in the Campus Center.
3. Thursday, October 24, 2019 from 5:00 p.m. – 9:00 p.m.
 - a. SBVC, Taste & Tour Fundraiser, the event will take place at SBVC outside of the Athletics Complex.

OVERVIEW

In the planning of these upcoming events, it has been decided that alcoholic beverages (wine, spirits, beer, etc.) will be served on the SBVC campus.

ANALYSIS

Per Board Policy 3560 and in accordance with the California law, the SBVC 24th Annual Spotighting Our Success (wine only) and the Taste & Tour Fundraiser (wine, spirits & beer) are private events that are open to the public and where wine, spirits and beer will be served and an alcoholic license will be obtained.

The SBVC Scholarship Donor Reception is a private event, by invitation only, event that is not open to the public and where alcohol will not be sold. According to the California Department of Alcoholic Beverage Control, a license is not required if alcohol is not sold and is held for a private (invitation only) event.

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Diana Rodriguez, President, SBVC
Dr. Kevin Horan, President, CHC
Kristina Hannon, Executive Director, Human Resources

DATE: April 11, 2019

SUBJECT: Consideration of Approval of Adjunct and Substitute Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as indicated on the attached list.

OVERVIEW

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis. Adjunct employees not assigned will remain in the pool for future consideration during the 2018-19 academic year.

ANALYSIS

All requirements for employment processing have been completed and Human Resources has cleared the individual(s) for employment.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost for employment of adjunct and substitute academic employees is included in the appropriate budgets.



Adjunct and Substitute Academic Employees

Submitted for Board Approval April 11, 2019

[v.3.27.2019.p.1|1]

Crafton Hills College

	Course Subject	Discipline per Minimum Qualifications
Prado, Victor	Reading	Reading

San Bernardino Valley College

	Course Subject	Discipline per Minimum Qualifications
Blandford, Amy	Child Development	Child Development
Garcia, Sophia	Accounting	Accounting
Nolasco, Jesus	Mathematics	Mathematics

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Diana Rodriguez, President, SBVC
Kristina Hannon, Executive Director, Human Resources

DATE: April 11, 2019

SUBJECT: Consideration of Approval of Contracts for Tenure Track Academic Employees

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

The cost of these contracts will be included in the appropriate budgets.



Contracts for Tenure Track Academic Employees Submitted for Board Approval April 11, 2019

[v.3.27.2019.p.1|1]

Two-Year Probationary Contract for Years Three & Four

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

	Division
Olivera, Christopher*	CHC Social, Information and Natural Sciences, Science

Second Year Probationary Status

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

	Division
Olivera, Christopher*	CHC Social, Information and Natural Sciences, Science

*Originally approved at the March 14, 2019 Board meeting, this item revises approval for Christopher Olivera who should get a two-year probationary contract for years three and four since he was a full-time, temporary faculty member for one year immediately preceding being hired permanently which, per Ed Code, should be counted toward his tenure.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Diana Rodriguez, President, SBVC
Dr. Kevin Horan, President, CHC
Kristina Hannon, Executive Director, Human Resources

DATE: April 11, 2019

SUBJECT: Consideration of Approval of Non-Instructional Pay for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve non-instructional pay for academic employees as indicated on the attached.

OVERVIEW

Non-instructional pay, at a rate of \$52.00 per hour beginning July 1, 2018, is requested on a periodic basis to assist departments with various research, projects, committee work, or events on campus or in the community.

ANALYSIS

Approval of non-instructional pay for academic employees per the attached list is being submitted for approval.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of the non-instructional pay is included in the appropriate budget.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2019

[v.3.23.2019.p.1|4]

San Bernardino Valley College

	From	To	Not to Exceed		Project
			Hours	Amount	
Loh Myers, Susan Basic Skills Categorical Fund	02/01/18	06/30/19	20	\$1,040.00	English Department Community of Practice <i>Ratification: Ratification: The Basic skills Committee approved this request at the end of the fall semester. Finalizing participants and cost has taken the first month of the semester.</i>

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Baccari, Angelica Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Bailes, Brandi Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Begley, David Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Burke, Jeffrey Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Chairez, Octavio Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Davila, Rosa Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
De Los Reyes, Chloe Guided Pathways	01/10/19	05/24/19	21	\$1,092.00	Corequisite English Training <i>Ratification: Left off the original list by mistake.</i>
Dinu, Razvan Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2019

[v.3.23.2019.p.2]4

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Enciso-Villasenor, Jairo Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Friday, Brian Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Gibson, Kathy Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Grigsby, Michael Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Gutierrez, Juan Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Hamlett, Ryan Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Hanley, Jodi Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Hidalgo, Joshua Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Homier, Samantha Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Juan, Shirley Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Lastra, Ulises Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Leon, Ralph Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
McCoy, Danielle Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Meekins, Jack Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2019

[v.3.23.2019.p.3|4]

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Moreno, Omar Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Nguyen, Keim Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Nguyen, Uyen Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Piamonte, Rennard Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Pierce, Leah Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Punsalan, Kevin Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Ramirez, Robert Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Ramirez, Steven Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Reid, Shirley Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Rippy, Scott Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Robertson, Jillian Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Robinson, Jessie Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Roche, Joshua Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Sadiq, Fahima Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 11, 2019

[v.3.23.2019.p.4|4]

Crafton Hills College

	From	To	Not to Exceed		Project
			Hours	Amount	
Seager, Elena Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Smith, Deborah Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Smith, Jeffery Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math
Verschell, Jeff Guided Pathways	04/26/19	06/30/19	12	\$624.00	AB-705 Training for Math

District Support Services

	From	To	Not to Exceed		Project
			Hours	Amount	
Recinos, Jose Human Resources General	3/6/19	3/8/19	4	\$208.00	Administer CSEA Bilingual/Bi-literate Stipend Exam <i>Ratification: Assigned to task after March board cutoff.</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: Consideration of Approval of Salary Advancement for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the advancement of salary for academic employees as indicated on the attached list.

OVERVIEW

The advancement of salary for academic employees on the attached list is submitted for approval.

ANALYSIS

The academic employees listed on the attached have completed the number of units necessary for classification advancement per the agreement between SBCCD and the San Bernardino Community College District Teachers Association.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of these salary advancements is included in the appropriate budgets.



Salary Advancement for Academic Employees

Submitted for Board Approval April 11, 2019

	From Column/ Step	To Column/ Step	Amount	Days of Service	Effective Date
Wilkins, Janice Articulation Officer/Counselor SBVC Counseling	G8	H9	\$494.85/day	200	7/1/19

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Dr. Kevin Horan, President, CHC
Diana Rodriguez, President, SBVC
Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: Consideration of Approval to Pay Stipends

RECOMMENDATION

It is recommended that the Board of Trustees approve payment of stipends per the attached list.

OVERVIEW

Stipends are based on the appropriate bargaining unit agreements.

ANALYSIS

The stipends listed on the attached are submitted for approval.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The payment of stipends is included in the appropriate budgets.



Payment of Stipends

Submitted for Board Approval April 11, 2019

[v.3.27.2019.p.1|1]

Coach – Fall 2018 to Spring 2019

	Site & Department	Stipend
Brewer, Quincy	SBVC Athletics	\$600

Ratification: March Board deadline was missed due to not knowing how far the men's basketball team would go in the playoffs that began Friday, March 1, 2019.

Other Stipends – Academic Year 2018-19

	Site & Department	Stipend
Corales, Athena	SBVC Nursing	\$832
Dubois-Eastman, Kim	SBVC Nursing	\$832
Hill, June	SBVC Nursing	\$832
Hutchison, Jacob	SBVC Nursing	\$832
Maurizi, Tamara	SBVC Nursing	\$832
Obra, Violy	SBVC Nursing	\$832
Simental, Yolanda	SBVC Nursing	\$832
Trusheim, Deborah	SBVC Nursing	\$832

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: Consideration of Approval to Appoint Interim Managers

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

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate budgets.



Appointment of Interim Managers

Submitted for Board Approval April 11, 2019

[v.3.27.2019.p.1|1]

	Effective Dates	Range & Step	Annual Salary	New or Replacing	Fund	Live Scan Clearance
Lester, Wendy Interim, Assistant Manager, Workforce Development DIST EDCT	4/12/19 to 6/30/19	4A	\$56,355.79	Brittany Sysawang	Employment Training Panel Grant	6/18/18
Taha, Sipel Interim Director, Corporate & Strategic Relations DIST KVCR	4/12/19 to 6/30/19	19A	\$117,159.63	Ralph Cooper	KVCR	3/12/19

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: Consideration of Approval of Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the management job descriptions as attached:

- Assistant Director of Resource Development, Salary Range 12 (revised),
- Local Business Outreach Administrator – Measure CC, Salary Range 16 (new), and
- Campus Project Manager – Measure CC, Salary Range 16 (new).

OVERVIEW

The **Assistant Director of Resource Development** position is being revised to accurately reflect the intent and nature of the position.

The new **Local Business Outreach Administrator** and **Campus Project Manager** positions are 100% related to, and will be funded by, Measure CC. The attached organization structure has been reviewed by the Board Budget Committee and indicates the function of these positions in the upcoming bond program.

ANALYSIS

The attached job descriptions reflect the representative duties and responsibilities, and the appropriate minimum qualifications for the positions involved.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

ASSISTANT DIRECTOR OF RESOURCE DEVELOPMENT

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the supervision of the Director, ~~of Resource Development and Grants, the Assistant Director of Resource Development~~ contributes significantly to the overall success of ~~Crafton Hills College and the Crafton Hills College~~ Foundation. The position is responsible for generating external support for the ~~college-Foundation~~, including fundraising, ~~alumni relations~~, individual major gifts, annual giving, planned giving, capital campaigns, endowments, planned annuities, scholarships, corporate giving, fundraising and donor appreciation events, and ~~academic and campus~~ program donations.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Build and nurture relationships, and solicit donations.
2. Participate in community groups and events related to generating external sources of income to support the College and Foundation.
3. Identify and analyze new fundraising opportunities, solicit funds and in-kind gifts, and identify and plan special events to support fundraising efforts.
4. Develop and implement donor recognition programs.
5. Evaluate and analyze resource development activities, and make recommendations for strengthening overall resource development efforts.
6. Assist in overall strategic planning for the Office of Resource Development and Grants.
7. Coordinate alumni program (research, outreach, events).
8. Maintain extensive knowledge of federal tax legislation as it affects educational philanthropy and communicate such information to the prospects and donors.
9. Research current funding and planned giving trends and tools, tax laws, etc. Stay current with these trends by attending planned giving and resource development seminars and training, and through web based learning and appropriate literature.
10. Work collaboratively with the Foundation, developing strategies and activities in accordance with Foundation by-laws and with the rules and regulations governing non-profit, 501(c)(3) organizations.
11. Conduct research related to fundraising efforts.

12. Adhere to guidelines for maintaining the confidentiality and security of all Foundation matters.
13. Assist with preparation and dissemination of the Resource Development Annual Report.
14. Use appropriate technology including donor databases for planning and recognition purposes.
15. Attend and participate in professional development opportunities.
16. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

Operational characteristics, services, and activities of an external resource development program.
 Principles, methods, procedures, and strategies of fundraising / resource development, Foundation, scholarship, and alumni development.
 Planning and implementation of development programs using college and community resources
 Pertinent federal and state regulations governing non-profit organizations
 Principles of fundraising in major gifts, annual giving, planned giving, capital campaigns, endowments, planned annuities, scholarships, corporate giving, alumni relations, fundraising and donor appreciation events, and academic and campus program donations.
 Use of technology in maintaining accurate resource development data. English usage, spelling, grammar, and punctuation.
 Principles of public and non-profit administration.
 Applicable uses of word processing, spreadsheet and database software packages. Principles and practices of program development and administration.

Ability to:

Participate in the development and administration of goals, objectives, and procedures for assigned area. Gather and analyze data and situations and make appropriate decisions.
 Prepare and present comprehensive, concise, clear oral and written reports.
 Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
 Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
 Establish and maintain relationships with alumni, community members, corporations, and potential donors.
 Establish and maintain cooperative relationships in a diverse learning environment. Design, create, and implement use of resources.
 Plan, organize, and coordinate multiple activities. Renew and sustain giving.
 Secure long term fundraising capabilities.
 Lead volunteers as effective fundraisers and representatives of the institution.
 Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties. Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines Education/Training:

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

Required Experience:

Two (2) years of experience in fundraising, preferably in a higher educational setting or a non-profit organization.

Preferred Experience:

1. Experience in a higher educational setting.
2. Experience in business, marketing, finance, community relations, fundraising and/or event-planning.
3. Experience in a non-profit organizations.
4. A Master's degree from an accredited college or university.

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.

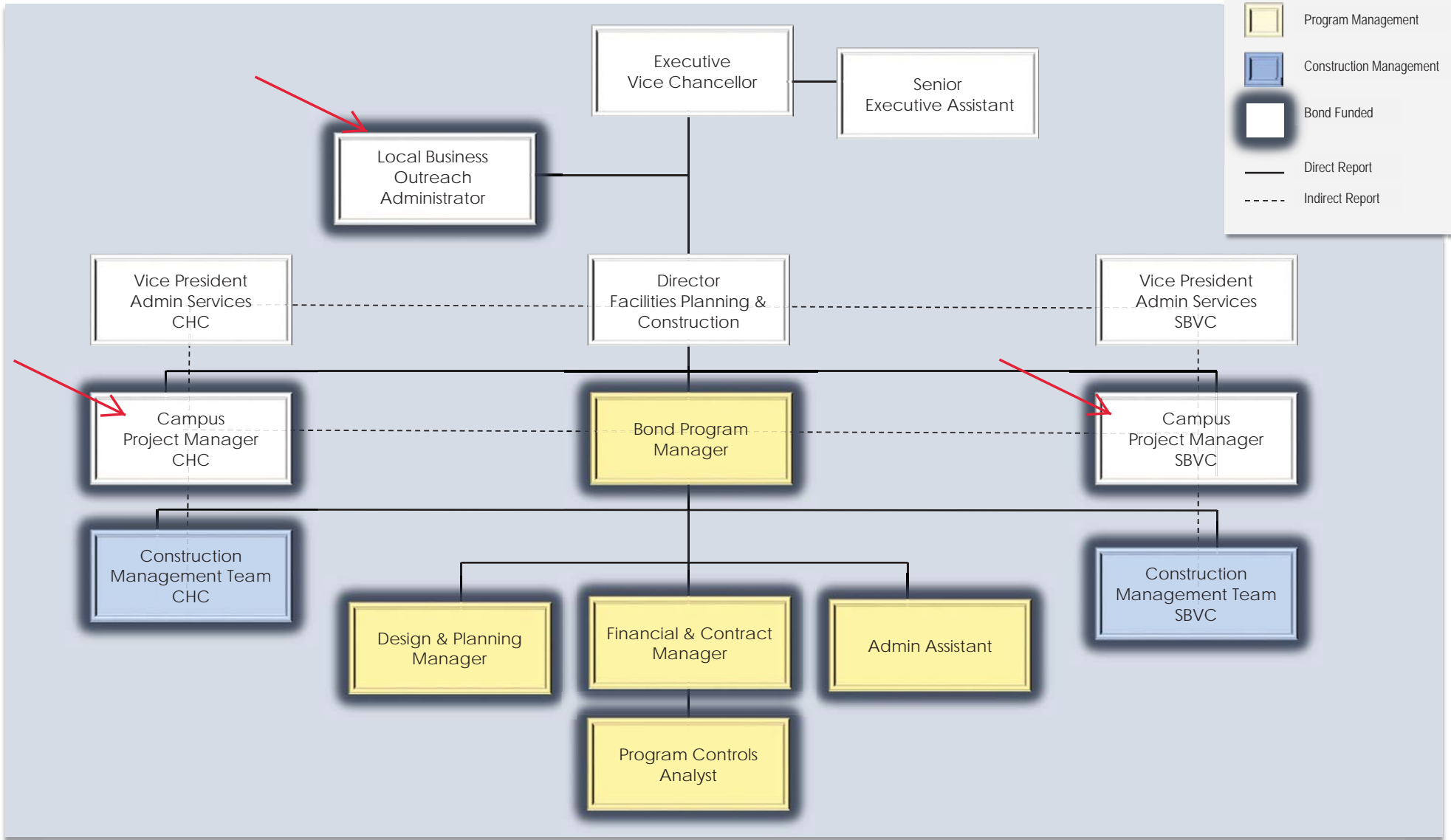
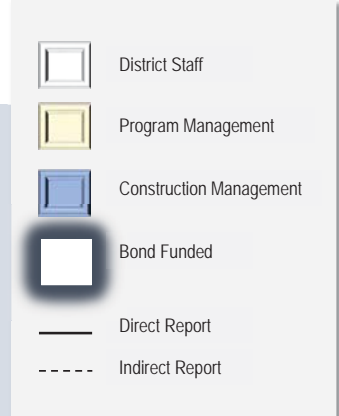
Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office 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 15, 2012~~ Revised April 11, 2019
Range: 12

Measure CC Bond Program: Proposed Staffing & Communication Plan



LOCAL BUSINESS OUTREACH ADMINISTRATOR, MEASURE CC

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Local Business Outreach Administrator plans, coordinates and implements District's policies and functions associated with Measure CC Bond Program for the local business participation; raises awareness about various opportunities the District has to offer local, minority, women, and veteran owned enterprise (Local/MBE/WBE/Veterans) programs through trade associations, community events, and written communications; runs small vendors boot camps and be a resource to local community business that is part of the District geographical area; plays advisory role for local businesses to ensure awareness and compliance with public contract process.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; leads by example; actively participates in and supports district wide participatory governance components and activities and other collaborative processes; encourages professional excellence among the staff and consultants; promotes an organizational culture of customer service, collaboration, and quality services; and advocates for the successful implementation of the District's Local/MBE/WBE/Veterans program.

This position is a full-time management position, based on the availability of Measure CC capital improvement funding.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

In conjunction with the District's Executive Vice Chancellor, Director of Facilities Planning and Construction and Bond Program Manager, the Local Business Outreach Administrator:

1. Directs and administers the successful implementation of the District facilities initiative related to the local, minority, women, and veteran owned businesses (Local/MBE/WBE/Veterans) opportunities program
2. Organizes and participates in outreach activities to promote long-term competitive capacity for local small contractor and subcontractors; local minority, women and veterans organizations; and other community organizations.
3. Regularly attends meetings with local and community organizations, state and federal representatives, regulatory officials, trade associations and engage in other necessary outreach.
4. Attends and provides information to Local/MBE/WBE/Veterans, community groups, business and trade organizations, unions, education agencies, and public concerning the procurement policies and procedures applicable to Measure CC bond program;
5. Helps coordinate programs such as a Small Contractor Boot Camp to improve the competitive capacity of small contractors through a hands-on and comprehensive training to compete for Measure CC bond program opportunities;
6. Coordinates and manage seminars at various regional location to provide contractor assistance in bonding and certification, how to bid on contracts, estimating and scheduling, access to capital,

information about labor compliance and the Community Benefits Agreement if applicable for Measure CC;

7. Provides training to all firm performing work with the District and how to use PlanetBids or similar software platforms;
8. Develops and cultivates relationships with businesses and program management team to coordinate and leverage resources in support to the District Local/MBE/WBE/Veterans policy;
9. Assist local vendors/contractors on how to understand and secure surety bonding I order to bid on Measure CC bond program;
10. Performs detailed contract compliance procedures using applicable platforms to monitor prompt payment and the utilization of Local/MBE/WBE/Veterans is all construction contractor, design, construction management, and professional services contracts;
11. Conducts Local/MBE/WBE/Veterans program performance analysis and create utilization reports for the Board of Trustees, Chancellor, Executive staff, and for public distribution;
12. Creates and maintains a database, which houses local contractor and trade businesses; work with local centers for military recruitment, assessment and veteran's employment, apprenticeship programs, and union/hiring halls to establish a solid outreach component, which ensures local hires are aware of opportunities;
13. Works with the district program manager and other consultants, contractors, sub-contractors to ensure public work competencies of local contractor and trade businesses;
14. Perform outreach to "local" community groups and organizations to share information about the District projects and initiative programs that can benefit local contractors and local hires in the construction industry;
15. Creates and maintains monthly reporting mechanism in compliance with the District local policy and continuous assessment tool to evaluate implantation of these goals on bi-annual basis;
16. Assumes additional managerial duties as appropriate to the position;
17. Directs and administers the successful implementation of the District's Community Benefits Agreement
18. Performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

1. Public contracting processes; such as request for proposal, request for qualifications, and low-bid, design-build, lease-leaseback and public works construction contracts;
2. Effective use of business principles and strategies in construction and professional services contracting and development;
3. Knowledge of the ethnic, cultural and geographical diversity of communities throughout the District service area of Inland Empire;
4. Develop and execute strategies that will increase access and the competitive capacity of local, minority, women, and veteran owned enterprise in the bond program;
5. Anticipate emerging challenges to maximize business community participation and satisfaction.

Ability to:

1. Demonstrate understanding of the District board policy regarding local, minority, women, and veteran owned enterprise programs
2. Participate in the development and administration of goals, objectives, and procedures for assigned area;
3. Gather and analyze data and situations and make appropriate decisions;
4. Prepare and present comprehensive, concise, clear oral and written reports;
5. Analyze problems, identify alternative solutions, and implement recommendations in support of goals;
6. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities;
7. Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties;
8. Provide leadership based on ethics and principles as they relate to the District management functions and operations;
9. Communicate clearly and concisely, both orally and in writing;
10. Establish and maintain effective working relationships with those contacted in the course of work;
11. Analyze problems, identify alternative solutions, project consequences, and implement recommendations effectively.

Education and Experience Guidelines

Education/Training:

A Bachelor's degree in Arts/Science from an accredited college or university or a related field.

Required Experience:

Five years increasingly responsible experience creating, managing and/or implementing programs to support the participation of diverse local, minority, women, and veteran owned enterprise programs to succeed on major local programs

License Requirement:

Possession of a valid California driver's license.

Preferred Experience:

1. Experience in the Public Education (K-12) or California Community Colleges in facilities planning and capital improvement or facilities bond implementation;
2. Preferred coursework emphasis in business, communications, public administration, public policy, public relations, construction management, engineering, or other coursework supplemented by direct, documented experience in this field;
3. Ability to obtain California Property and Casualty Brokers License to help local, minority, women, and veteran owned enterprise address barriers to bonding and insurance.

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 environments and may be exposed to occasional hazards of construction sites and extreme weather conditions. Travel between sites is required.

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 up to 25 lbs.; 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 and may be exposed to moderate noise levels at construction sites.

Board Approved: April 11, 2019
Range: 16

Submitted for Board Approval

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

CAMPUS PROJECT MANAGER, MEASURE CC

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.*

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Campus Project Manager plans, oversees and implements District's functions associated with Measure CC Bond Program for the campuses; provides management oversight in collaboration with the Campus Vice President of Administrative Services of major and minor capital projects at a campus site; serves as liaison between the program management team, architects, contractors, campus administrative personnel, and maintenance staff; provides technical expertise regarding construction processes and procedures.

To foster a culture of collaboration, mutual respect, innovation, and continuous improvement throughout the District; leads by example; actively participates in and supports Campus-wide participatory governance components and activities and other collaborative processes; encourages professional excellence among the staff and consultants; promotes an organizational culture of customer service, innovation, and quality services; and advocates for the ongoing maintainability, functionality and operability of the Campus during the planning, design, procurement, construction, commissioning and post-construction phase for Campus local bond projects.

This position is a full-time management position, based on the availability of Measure CC capital improvement funding.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

In conjunction with the District's Director of Facilities Planning, Vice Presidents, and Construction and Bond Program Manager, the Campus Project Manager:

1. Serve as district administrator of Measure CC facilities improvement projects;
2. Coordinate, assist and participate in the selection process of architects and other consultants, development of plans and specifications and for all assigned facilities improvements, including coordination with district support services, program management team, campus administration and representatives of local, county, state and federal agencies;
3. Develop, analyze, and implement of Measure CC construction projects; monitor and oversee programming, design, and construction-related activities relative to the Measure CC endowment; Participate and monitor various programming, design, and construction related activities, including the work of architects, contractors, and other consultants;
4. Coordinate and ensure the collaborative development of projects including participation of campus administration, maintenance and operations, and representative departmental stakeholders to include faculty, staff, and management personnel;
5. Ensure project consistency with the needs and expectations of educational programs and services and compliance with the District's Measure CC Capital Improvement Program;
6. Provide technical expertise, information and assistance to the campus administration regarding construction needs, plans, priorities, and procedures. Assist the Bond Program Manager in the

preparation, solicitation, and review of bids, proposals, and administration of contract documents related to capital construction projects; Provide recommendation to multiple concurrent projects, including assisting in the development of project schedules and budgetary cost controls, reviewing architectural drawings and bid documents;

7. Actively participate in and support District-wide participatory governance activities, supports the campus administration, as related to facilities capital improvement and maintenance coordination issues;
8. Review and authorize payments, related to construction activities, and maintain project fiscal controls and cost management;
9. Coordinate project review or approval from the Division of the State Architect, local municipal authorities, and the District's Office of Environmental Health & Safety; coordinate permit applications as necessary;
10. Monitor projects to ensure compliance with District and campus standards, specifications, policies, and procedures, including inspection of completed projects for accuracy, completeness, and compliance with established contracts;
11. Review and evaluate project progress and determine necessary actions to resolve problems; assist in the preparation and maintenance of records, reports, and files related to projects, contractors, plans, specifications, financial activity and assigned duties;
12. Assist in preparation of recommendations and justifications regarding facilities improvement budget requests and request authorization for expenditures according to district policies and applicable regulations;
13. Provide on-going assistance of capital improvement projects; monitor document status for all assigned projects including for example submittals, requests for information, field clarifications, change orders, schedules, pay requests and as built documentation;
14. Assist in administering project budgets, schedules, logistics, status reports and claims; approve expenditures including change orders to ensure construction of new facilities in accordance to plans and specifications within the approved scope, budget and time frame;
15. Monitor and evaluate project design and construction operations and activities and coordinate corrective actions as necessary; evaluate work products and results of supervised consultants and contractors; assess problem projects for recommendation;
16. Coordinate installation of project utility company services including electrical, gas, potable and recycled water; assist with procurement and installation of furniture; assist with move-in of new facility;
17. Coordinate closeout of projects including punch list, submittals, training of maintenance and operations personnel, filing of Notice of Completion, and Division of the State Architect close out; and approval of final payment and release of retention monies;
18. Enter data related to capital improvement projects into data management software using specified applications;
19. Ensure the timely and accurate processing and maintenance of records, reports and files related to assigned facilities planning and construction projects, including drawing files of buildings, floor plans and campus site plans to maintain documentation of existing District and campus facilities;
20. Assumes additional managerial duties as appropriate to the position; performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

1. Operational characteristics, services, and activities of facilities planning and construction programs;
2. Principles, practices, method and procedures of facilities planning and construction project management; capital improvement; facilities bond programs and financing; and public contracting;
3. State capital planning standards and specifications;
4. Building technologies, complex building design and construction standards and issues;
5. Principles and practices of program development and administration;
6. Principles and practices of budget preparation and administration;
7. Principles of supervision, training, and performance evaluation;
8. Public works bidding process and applicable laws;
9. Building codes; construction delivery methods; building methods and materials;
10. Principles, practices and procedures of Division of State Architect (DSA) requirements;
11. General practices and procedures involved in public contracts, purchasing, and contract administration;
12. Principles and practices for construction cost controls and document controls;
13. Computer systems and software applications related to the design and construction, including but not limited to Computer Aided Design (CAD) and Building Information Modeling (BIM);
14. Applicable local, State, and Federal laws, codes, ordinances, regulations, policies and procedures.

Ability to:

1. Oversee and participate in the management of a comprehensive facilities planning & construction management program and activities;
2. Participate in the selection and recommendation for the program consultants and contractors;
3. Participate in the development and administration of goals, objectives, and procedures for assigned area;
4. Gather and analyze data and situations and make appropriate decisions;
5. Prepare and present comprehensive, concise, clear oral and written reports;
6. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals;
7. Interpret building specifications and drawings;
8. Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities;
9. Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties;
10. Provide leadership based on ethics and principles as they relate to facilities planning and construction management functions and operations;
11. Communicate clearly and concisely, both orally and in writing;
12. Establish and maintain effective working relationships with those contacted in the course of work;
13. Plan, organize and direct the preparation, distribution, review and approval of planning, construction, contractual, architectural and engineering documents, correspondence and related materials.

14. Analyze problems, identify alternative solutions, project consequences, and implement recommendations effectively.
15. Inspect completed projects and contractor work for accuracy, completeness and compliance with established contracts, standards, and specification

Education and Experience Guidelines

Education/Training:

A Bachelor's degree in Engineering, Architecture, Construction, Construction Management, Business Administration from an accredited college or university or a related field.

Required Experience:

Five years increasingly responsible experience involving the management of construction projects, including supervisory or lead responsibility and administering/monitoring of construction contracts.

License Requirement:

Possession of a valid California driver's license.

Preferred Experience:

1. Experience in the California Community College facilities planning, construction management and capital improvement or facilities bond and financing experience;
2. California registered Architect or Engineer,
3. Certified Construction Manager (CCM), Certified Project Manager Professional (PMP), Associate or Certified by Design Build Institute of America (DBIA).

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 environments and may be exposed to occasional hazards of construction sites and extreme weather conditions. Travel between sites is required.

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 up to 25 lbs.; 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 and may be exposed to moderate noise levels at construction sites.

Board Approved: April 11, 2019

Range: 16 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: Consideration of Approval to Appoint District Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve appointment of the employees on the attached list and, as necessary, approve the corresponding employment contracts as well.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

All requirements in the employment process have been or will be completed. Employees will not commence work until all requirements are met.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate budgets.



Appointment of District Employees

Submitted for Board Approval April 11, 2019

[v.3.27.2019.p.1|1]

	Start Date	Salary Schedule, Range & Step	Hourly Rate	New or Replacing	Fund	Live Scan Clearance
Molina, Melinda Food Service Worker I SBVC Child Development Center	4/15/19	Classified 18A	\$15.14	New	Child Development Center	9/7/18
Boyd, Lafayette Food Service Worker I SBVC Child Development Center	5/1/19	Classified 18A	\$15.14	Maria Sanchez	Child Development Center	3/12/19
Navarette, Belinda Admissions & Records Technician CHC Admissions & Records	4/15/19	Classified 32B	\$22.46	Reyna Uribe	Admissions & Records	3/12/19
Hernandez-Miller, Karen E. Child Development Assistant SBVC Child Development Center	4/15/19	Classified 20A	\$15.89	New	Child Development Center	TBD [†]
Torres, Arnoldo Library Media Clerk SBVC Library	4/15/19	Classified 26A	\$18.44	John Kevari	Library	TBD [†]

[†]Live Scan clearance pending; employee will not start without clearance.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: Consideration of Approval of Classified Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the classified job descriptions as attached:

- Development Coordinator, Salary Range 45 (replaces Alumni Development Coordinator, Salary Range 36),
- Alternate Media and Assistive Technology Specialist, Salary Range 48 (replaces Assistive Technology Specialist, Salary Range 42), and
- Laboratory Technician Electricity/Electronics, Salary Range 38 (new).

OVERVIEW

The attached job descriptions are necessary to accurately reflect position duties, responsibilities, and minimum qualifications.

ANALYSIS

The attached job descriptions reflect the representative duties and responsibilities, and the appropriate minimum qualifications for the positions involved. They have been negotiated with and agreed upon by the CSEA, and are subject to procedures required by CSEA Policy 610.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

ALUMNI-DEVELOPMENT 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, the Alumni Development Coordinator plans, coordinates, and implements alumni fundraising development activities including coordination of alumni membership drives, contributions, publications, special events, and computer data input. This position prepares a variety of reports and correspondence and also responds to a variety of inquiries from alumni, faculty, ~~and staff,~~ managers, members Foundation Board Directors, donors, and the general public.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. ~~Assists with the design, implementation, and c~~oordinatesion of all ~~alumni~~ fundraising activities from inception to completion.
2. Responds to inquiries from alumni, faculty, staff, and the general public.
- ~~2.3.~~Assists with department campaigns to increase annual financial contributions ~~from alumni and organizations~~ through direct mail, and special events.
- ~~3.4.~~Composes and edits a variety of correspondence including fundraising letters, event letters, welcome and thank you acknowledgements, event and program information, mailing inserts and tax donation letters.
- ~~4.5.~~Assists in c~~oordinates~~ing and ~~schedules~~ing production of marketing communications materials for fundraising including ordering, printing, and delivery of materials, tracking inventory, and mailing production.
- ~~5.6.~~Assists in the c~~oordinates~~ion of volunteer activities and volunteer involvement ~~with college alumni and others.~~
- ~~6.7.~~Assists in p~~lans~~ning and ~~organizes~~ing special development-related events on and off campus ~~as necessary.~~
- ~~7.~~ ~~Responds to alumni, faculty, staff members and general public in a courteous manner; provides appropriate information; and resolves complaints in an efficient and timely manner.~~
8. Maintains ~~database of donors and culls records to use for fundraising activities.~~ donor data including gift processing, tracking activities in donor files, donor research, developing prospect and invitation lists, and provides reports as requested.
9. ~~Attends and p~~articipates in professional group meetings; provides appropriate information within area of responsibility.
- ~~10.~~ ~~maintains awareness of new trends and developments in the field of fundraising; and i~~ncorporates new developments as ~~appropriate~~assigned in the field of advancement, development, and fundraising.
11. Assists with donor identification, cultivation and stewardship in scholarship review and award process; ensures that awards match donor's intent.
12. Assists with proposals, maintains records, and oversees reporting as needed.
13. Assists with the administration of Foundation funded programs in accordance with Foundation bylaws, policies, and procedures, District and College policies and procedures, and state and federal requirements.

9.14. Monitors expenditures for Foundation funding, including grants, endowments, scholarships, department, program, and other funds. Reviews documentation and funding requests for accuracy.

10.15. Performs ~~related other~~ duties as ~~assigned~~required, related to the primary job duties of the position.

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:

Methods, procedures, and techniques used to successfully solicit funds from various sources.
Principles and practices of marketing and public relations.
Principles of ~~graphic design and website maintenance~~advancement, development, and fundraising, including customer service and donor confidentiality.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, graphic design, and databases.
Principles of business letter writing and basic report preparation.
Fundraising practices using direct mail, telemarketing, e-marketing, and ~~special~~ events.
Principles and procedures of record keeping and filing.
English usage, spelling, grammar, and punctuation.
Pertinent federal, state, and local codes, laws, and regulations including philanthropic, commercial, governmental, and individual laws, regulations, and tax benefits applicable to fund-raising.

Ability to:

Assist in the development, planning, and implementation of a comprehensive fund-raising program geared to specific goals and objectives.
Organize, coordinate and complete special events, including theme ideas, marketing, outreach, budgeting and tracking.
Assist in evaluating the effectiveness of fundraising.
Interpret and apply applicable federal, state, and local laws, codes, and regulations.
Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
Adapt to changing technologies and learn functionality of new equipment and systems.
Plan and organize work to meet changing priorities and deadlines.
Meet critical deadlines while working with frequent interruptions.
Organize data, maintain records, and prepare reports.
Work independently in the absence of supervision.
Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
Work with and exhibit sensitivity to and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - A typical way to obtain the knowledge & abilities would be:

Education/Training:

~~Completion of the twelfth grade supplemented by college course work which includes~~An Associate's degree or the equivalent of 60 semester units with major coursework in business administration, ~~marketing, advertising~~ or a ~~closely~~ related field from an accredited college or university.

Required Experience:

~~Two years~~Four (4) years of experience in a customer service focused environment involving a high level of interpersonal contact ~~development, marketing, fundraising, or sales.~~

Preferred:

1. ~~1. Bachelor's degree from an accredited college or university with major course work preferably in business administration, marketing, advertising, or a closely-related field.~~
2. ~~2. Fundraising or development Experience in development, marketing with a Foundation, nonprofit, or grant-based program. or fundraising in a community college environment.~~
3. Experience in the California Community College environment.

License or Certificate:

Possession of a valid California 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 primarily in a standard office setting; occasionally travel from site to site; and extended periods of time viewing computer monitor.

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

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

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

Board Approved: ~~January 14, 2012~~ April 11, 2019 ~~February 21, 2019~~

Range: ~~3645~~

**ALTERNATE MEDIA AND ASSISTIVE
TECHNOLOGY SPECIALIST**

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 direction of the appropriate Administrator, provides a variety of technical support for ~~District~~ the campus Assistive-assistive Technology-technology program to meet the needs of access technology for students with disabilities; trains students in the use of assistive technology and alternate media ~~instruments~~; promotes universal design and facilitates the production of alternate media enabling students, staff and the community with disability access to all instructional services provided by the District.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Coordinates timely delivery of and access to instructional materials for students with disabilities which includes, but is not limited to: evaluating end users' functional limitations and recommending applicable assistive hardware and software.
- 1.2. Develops the District's campus Assistive-assistive Technology-technology program; maintains stays currency-current with AT-assistive technology guidelines, policies, and regulations; informs staff of and implements mandated/legislative changes.
3. Provides-Creates, converts, and manages course materials in appropriate alternative print formats including, but not limited to: Braille, large print, e-text, transcriptions, plain text, and audio formats; evaluates and trains students with disabilities in the use of assistive technology.
- 2.4. Manages and creates access to disabled students of alternate media database and assistive technology accounts to provide additional technology resources to support and maximize learning processes.
- 3.5. Defines-Provides resources to meet instructional needs for student with disabilities as it related relates to accessibility; researches available options and makes recommendations; evaluates and trains students in the use of assistive technology.
- 4.6. Works collaboratively with Information Technology staff to Install/install, configures, and maintains Assistive-assistive Technology-technology hardware, software, and computer peripherals in computer laboratories District-wide; troubleshoots and resolves hardware and software issues; installs-upgrades; meets with vendors' representatives to clarify and resolve issues relative to assistive technology hardware and software.
7. Serves as primary contact person within which oversees campus computer labs regarding situations that relate to assistive technology and alternate media production; responds to questions; and resolves issues as necessary; recommends new physical configuration for instructional labs as necessary.
- 5.8. Trains and provides work direction to short-term or student workers as assigned.
- 6.9. Meets and consults with appropriate staff and/or end users regarding upgrades or purchasing of new computer systems and peripherals and/or modifications to network infrastructures to enhance service; researches, evaluates, recommends, and procures the purchase of assistive technology equipment including computer systems, associated peripherals, software and hardware, and related assistive technology equipment and supplies.

- ~~7.10.~~ Performs a variety of administrative support duties in relation to the ~~Assistive-assistive Technology-technology~~ program; creates ~~Assistive-assistive Technology-technology~~ guidelines and instructional materials for staff information and training; conducts assistive technology workshops; prepares and updates an ~~an staff~~-assistive technology handbook for students, staff, and faculty.
- ~~8.11.~~ Responds to a variety of inquiries related to assistive technology and alternate media production from students, staff, faculty, and the public; resolves complaints in an efficient and timely manner.
- ~~9.12.~~ Utilizes ~~the Internet, electronic mails~~ specialized equipment hardware and software such as Braille Embossers, Picture (PIAF) graphic maker machines, and other access technologies technology systems to obtain current technical information related to assigned duties.
- ~~10.13.~~ Maintains current inventory system for personal computer, network, and related peripheral equipment, as needed for Assistive Technology support; maintains a record of equipment repairs and parts utilized.
- ~~11.14.~~ Performs ~~related-other~~ duties as required, related to the primary job duties.

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:

Disabled Students Programs and Services policies and procedures.
Applications of adaptive or assistive computer technology for students with disabilities.
Principles and applications of assistive software design, implementation, installation, configuration and troubleshooting.
Principles, theories, methods and techniques associated with computers, computer networks, and computer peripheral equipment.
Computer hardware concepts and technologies.
Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
Personal computer preventive maintenance requirements and procedures.
English usage, spelling, grammar, and punctuation.
Pertinent federal, state, and local codes, laws, and regulations.

Ability to:

Perform complex technical work to install, configure and test hardware and assistive technology software.
Train students on the use of Assistive Technology.
Design, install, and configure instructional computer laboratory networks.
Develop and implement lab procedures in compliance with assistive technology guidelines.
Maintain confidentiality of confidential and/or sensitive information.
Analyze data and situations to identify alternative solutions to problems.
Work independently and collaboratively.
Work under pressure and meet deadlines and timetables.
Understand and follow oral and written instructions.
Plan, organize, and conduct meetings, workshops, and training sessions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science, education, or a related field.

Experience:

~~Two~~ Three years of related ~~assistive~~ technology 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.

Range 4248

Board Approved: April 11, 2019

Johnson & Associates Revised: January 2007

*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 Dean, working with minimal supervision, performs a variety of skilled and semi-skilled activities related in the Electricity/Electronics Program; orders, issues, prepares, and maintains laboratory materials, supplies, and associated equipment.

Positions in the Laboratory Technician class are assigned duties requiring considerable technical knowledge and ability in the assigned field of specialization. Incumbents are expected to exercise independent judgment in the performance of duties and are responsible for supervising and maintaining all laboratory supplies, materials, equipment, and records. Positions in this class specialize in the assigned subject area.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Sets up and prepares class demonstrations and experiments working from knowledge of the subject area, reference materials, course outline, and without specific instructions.
2. Conducts inventories, orders, receives, and stocks materials, supplies, and equipment for laboratory use.
3. Issues and maintains records on materials loaned to students, instructors, and other departments; issues and maintains records on lockers.
4. Performs duties following customary safety regulations, including the usage of equipment and materials, and shop safety practices.
5. Demonstrates the safe and effective operation, and use of laboratory tools and equipment.
6. Explains tool room procedures, and responds to students' questions regarding the nomenclature, use, and availability of tools, materials, and supplies.
7. May calibrate, maintain, and perform repairs on electrical equipment and supplies.
8. May assist faculty in assembling printed class materials.
9. May supervise and assign work of student assistants.
10. May maintain expenditure records and provide data for budget estimates.
11. Performs other duties as required, related to the primary job duties.

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:

- Methods and procedures of preparing instructional materials used in appropriate laboratory.
- Sufficient human relation skills to guide students and student workers, and to convey technical concepts.
- Operational characteristics of laboratory apparatus, equipment, and materials pertaining to assigned laboratory and subject area.
- Safety factors necessary in operating and working with laboratory equipment, apparatus, and materials.
- Customary test equipment including, but not limited to oscilloscopes, signal generators, spectrum analyzers, logic analyzers, digital multi-meters (DMM's), etc.
- Knowledge of oscilloscopes, signal generators, spectrum analyzers, logic analyzers, digital multi-meters (DMM's).
- Automation systems and Programmable Logic Controller (PLC) and Programmable Automation Controller (PAC) systems to include wiring and testing and troubleshooting techniques.
- Principles and procedures of record keeping and filing. Basic inventory and purchasing processes and procedures. English usage, spelling, grammar, and punctuation.

Ability to:

- Set up, modify, service, adjust, and make minor repairs to laboratory apparatus and equipment. Prepare instructional equipment for laboratory exercises.
- Maintain the lab and equipment in a safe and organized manner including the handling of hazardous or dangerous materials and equipment as required for some labs.
- Read and understand technical manuals and schematics electrical and electronic (blue print and schematic).
- Demonstrate to students the use of laboratory tools and equipment.
- Listen actively and effectively, identify and solve problems, and facilitate problem solving.
- Operate office equipment including computers and supporting word processing
- Perform routine record keeping and report writing duties.
- Work independently and collaboratively.
- Plan and organize work to meet changing priorities and deadlines. 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:

Completion of thirty (30) semester units from an accredited institution supplemented by specialized training in the electrical and electronic fields of automation, including communication, computers, or electrical wiring.

Laboratory Technician – Electricity/Electronics

Classified Range: 38

Board Approved: 04/11/2019 P. 3|3

Completion of twelfth grade or equivalent and four (4) years of experience can be used in the absence of the thirty (30) semester units.

Experience:

Two (2) years of experience in the electricity/electronics field.

License or Certificate:

Possession of any certification within the electronic fields such as, but not limited to:

Federal Communications Commission (FCC)

General Radiotelephone Operator License (GROL)

National Electrical Manufacturers Association (NEMA) Solar Installation Certification

Electronics Technician Association (ETA) certification

Desirable Experience:

Experience in wiring and troubleshooting of control systems such as Programmable Logic Controllers (PLC), relays, contactors, motors (Direct Current and Alternate Current), single and three phase motors, data wiring, cabling, fiber optic splicing, Time-Domain Reflectometry (TDR) usage, Closed Circuit Television (CCTV) audio/video installations, as well as solar system installation. Some mechanical and pneumatic actuator knowledge as it applies to robotics and mechatronics.

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 laboratory setting; exposure to dusts, fumes, noise; work with laboratory and mechanical equipment and apparatus.

Physical: Primary functions require sufficient physical ability and mobility to work in a laboratory 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 heavy amounts of weight; to operate laboratory, mechanical and electronic shop equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information; requires the wearing of personal protective equipment including safety glasses or goggles, lab coats, rubber or plastic gloves, respirators, or face shields.

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.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: Consideration of Approval of Employee Promotions

RECOMMENDATION

It is recommended that the Board of Trustees approve the promotion of SBCCD employees as indicated on the attached list.

OVERVIEW

The promotion of employees on the attached list is submitted for approval.

ANALYSIS

These employees have gone through the recruitment process and are being recommended for promotion.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of these promotions is included in the appropriate budgets.



Employee Promotions

Submitted for Board Approval April 11, 2019

[v.3.27.2019,p.1|1]

	From	To	Annual Salary	Schedule Range Step	New/ Replacing	Fund	Effective Date
Krehbiel, Deanna	Manager, Workforce Development	Director, Economic Development & Corporate Training	\$125,145.99	Management 16H	New	Strong Work Force	4/12/19

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: Consideration of Approval to Place Classified Employees on the 39-Month Reemployment List

RECOMMENDATION

It is recommended that the Board of Trustees approve the placement of classified employees on the 39-Month Reemployment List as indicated on the attached.

OVERVIEW

In accordance with Article 14: Leaves of the Collective Bargaining Agreement between SBCCD and the CSEA, when all an employee's available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of 39 months.

ANALYSIS

The employees listed on the attached have exhausted all available leaves of absence.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Placement of Classified Employees on the 39-Month Reemployment List

Submitted for Board Approval April 11, 2019

[v.3.27.2019.p.1|1]

	Effective Date
Angulo, Adam HVAC/R Technician SBVC Maintenance	3/18/2019

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 11, 2019
SUBJECT: Consideration of Ratification for Contracts at or Above \$92,600

RECOMMENDATION

It is recommended that the Board of Trustees ratify the contracts on the attached list which are routine in nature, support the ongoing operation of the District, and have a total contract cost at or above \$92,600.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. District staff is presenting the attached purchase and/or contract requests, which meet or exceed the formal bid limits, for Board approval in the form of ratification.

ANALYSIS

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$92,600. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The attached purchase and or contract requests have been budgeted for via purchase requisition.

Contracts & Agreements for Ratification

Board Date 04-11-2019

Control No	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Proposed Amendments
16980	AppleOne Employment Services dba Act 1 Group	Professional Services	Fiscal Services/SBCCD	\$ 410,000.00	\$ 210,000.00
	(16980) Temporary employment services for a Data Entry Clerk, Billing Clerk, Staff Accountant and Senior Accounting to help with backlog; temporary employment will end once backlog is cleared prior to the 6/30/19 contract end date; This is to approve an increase of \$210,000				
3696	Henry Broadcasting CO	Lease	KVCR/KVCR	\$ 424,774.80	\$ 141,591.60
	(3696) Lease - Lease for Box Springs Transmitter Site - this is to approve Amendment 02 to modify the leased space from 0.171 acres to 0.256 acres for an additional cost of \$783.55 per month; total monthly rent \$2,359.86				
5265	KCETLink	Lease	KVCR/KVCR	\$ 4,320,000.00	\$ 185,000.00
	(5265) Lease - Translator Lease with Palm Springs Station PSTV for Transmission of KVCR Programs; this is to approve the contract extension for five years for an additional amount of \$185,000 (\$37,000 annually)				
12252	Keenan & Associates	Professional Services	Human Resources/SBCCD	\$ 440,000.00	\$ 88,000.00
	(12252) Self-insured claims administration for District's worker compensation program at a cost of \$88,000 per year; this is to approve a term extension through 06-30-2020 at the current rate schedule				
16693	Redlands, City of	Instructional Agreement	CTE/CHC	\$ 1,771,000.00	Revised Contract Language Only

Contracts & Agreements for Ratification

Board Date 04-11-2019

Control No	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Proposed Amendments
11762	(16693) Instructional Service Agreement for in-service fire personnel; This is to approve Amendment 01 - Contract language clarification and to set annual not to exceed student instructional hours at 20,000 San Bernardino County Sheriff's Department	Instructional Agreement	Police Science/SBVC	\$ 3,821,728.50	\$ 714,474.00
	(11762) Basic Training Agreement for Police Science Program: Rate \$3.93 Per Student Per Instructional Hour; this is to approve Amendment 04 - Increase 18/19 contact hours by 50,550 for an increase of \$714,474				

Total Number of Contracts 6

Totals \$ 11,187,503.30 \$ 1,339,065.60

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: April 11, 2019
SUBJECT: Consideration of Approval to Establish Capital Projects Fund 44 for Measure CC Bond Proceeds

RECOMMENDATION

It is recommended that the Board of Trustees approve the creation of Capital Projects Fund 44 for the Measure CC bond proceeds.

OVERVIEW

According to page 2-15 of the California Community Colleges Budget & Accounting Manual, "Capital Projects Funds are used to account for financial resources to be used for the acquisition or construction of major capital facilities and other capital outlay projects (other than those financed by proprietary and fiduciary funds). Resources accumulated for future acquisition or construction of capital projects are recorded in this fund."

ANALYSIS

It has been determined that the establishment of a separate fund in anticipation of accounting for the Measure CC Bond proceeds is in line with California Community Colleges budgeting and accounting procedures.

BOARD IMPERATIVE

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

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: April 11, 2019
SUBJECT: Consideration of Approval of Vacation Payout

RECOMMENDATION

It is recommended that the Board of Trustees approve payout of the following vacation time.

	# Days	Rate	Total
Marty Milligan Director, SBVC Disabled Student Programs and Services	30	\$495.92	\$14,877.60

OVERVIEW

Based on legal opinion, the County of San Bernardino requires that the payout of vacation time to community college district administrative personnel be approved by its governing board.

ANALYSIS

This board item authorizes the payout of vacation to SBCCD administrative personnel.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Payment will be made from the appropriate funds.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 11, 2019
SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

OVERVIEW

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

ANALYSIS

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

Fixed Assets Surplus Report
April 11, 2019

Asset #	Date Retired	Description	Initial Value	Current Value
30756	3/20/2019	CPU	\$1,290.74	\$0.00
32777	3/20/2019	VISUAL PRESENTER	\$1,853.30	\$0.00
32792	3/20/2019	OPTIPLEX 9010	\$864.36	\$0.00
32800	3/20/2019	OPTIPLEX 9010	\$864.36	\$0.00
32872	3/20/2019	OPTIPLEX 9010	\$1,142.86	\$0.00
32911	3/20/2019	OptiPlex 3011	\$1,056.71	\$0.00
32974	3/20/2019	OPTIPLEX 9020	\$1,384.03	\$0.00
37101	3/20/2019	OPTIPLEX 9020	\$1,456.05	\$0.00
37340	3/20/2019	OPTIPLEX 9020	\$975.44	\$0.00
37350	3/20/2019	OPTIPLEX 9020	\$975.44	\$0.00
38012	3/20/2019	SYSTEM, COMPUTER	\$1,540.14	\$0.00
38418	3/20/2019	PROJECTOR, VIDEO	\$3,488.49	\$0.00

Non-Fixed Assets Surplus Report

Scaler	1 ea
Box of Misc Cables	3 ea
Keyboards	6 ea
Box of Power Supplies	2 ea
CD Drives	2 ea
UPS Battery	1 ea
HP Jet Direct Server	2 ea
Monitors	6 ea
Crestron Media System	1 ea
Projector	2 ea
Label Printer	1 ea
Epson Printer	1 ea

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director, Fiscal Services
DATE: April 11, 2019
SUBJECT: Consideration of Approval to Adopt Resolution #2019-04-11-FS-1
Authorizing Temporary Interfund Borrowing

RECOMMENDATION

It is recommended that the Board of Trustees approve a resolution to authorize temporary interfund borrowing between all funds to meet cash flow needs in the 2019-20 fiscal year.

OVERVIEW

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

ANALYSIS

Adoption of this resolution will allow SBCCD to maintain the necessary flexibility to address any cash flow shortfalls.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Approval of this board item will be positive for cash flow.

**RESOLUTION #2019-04-11-FS-1 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AUTHORIZING TEMPORARY INTERFUND BORROWING**

[v.3.22.2019.p.1|1]

ON MOTION of Member _____, seconded by Member

_____, the following resolution is hereby adopted:

WHEREAS, the San Bernardino County Treasurer does not have authority to honor warrants drawn on school district funds with insufficient cash balances in the absence of an approved borrowing arrangement with the district; and

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, actual interfund transfers shall be accounted for as temporary loans between funds and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the San Bernardino Community College District hereby authorizes, for fiscal year 2019-20, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

- All Funds

2. The Governing Board of the San Bernardino Community College District hereby authorizes the Chancellor or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

PASSED AND ADOPTED by the Governing Board on April 11, 2019, by the following vote:

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

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

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

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

_____ Secretary of the Governing Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Lawrence P. Strong, Director, Fiscal Services

DATE: March 14, 2019

SUBJECT: Consideration of Approval to Adopt Resolution #2019-04-11-FS-2
Approving Transfers from the Reserve for Contingencies to Various
Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2019-04-11-FS-2 approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

OVERVIEW

The 2018-19 Final Budget adopted by the Board of Trustees on September 13, 2018 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees may approve the transfer of funds from the reserve for contingencies to any expenditure classifications via the adoption of a resolution by a two-thirds majority vote.

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

RESOLUTION #2019-04-11-FS-2 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS

[v.3.25.2019.p.1]3]

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

WHEREAS, on the 13th day of September, 2018, the San Bernardino Community College District (the District) adopted the 2018-19 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

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

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

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

PASSED AND ADOPTED by the Board of Trustees on April 11, 2019, by the following majority vote:

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

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

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

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

_____ Secretary of the Board of Trustees

RESOLUTION #2019-04-11-FS-2 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS

[v.3.25.2019.p.2]3]

EXHIBIT A

Fund 110 General Fund, Unrestricted			24,649,958	2018-19 Initial Fund Balance	
			(1,250,238)	Net Change from Previously Approved Transfers	
			23,399,720	Current Fund Balance	
			22.1%		
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
4/11/2019	2/22/2019	190612	(19,558)	4000 Supplies & Materials	To restore current year budget for FY 2018 invoices which were paid on FY 2019 during transition to new financial system.
			(60,731)	5000 Other Expenses	
			(4,353)	6000 Capital Outlay	
4/11/2019	2/22/2019	190645	(74,000)	4000 Supplies & Materials	To cover the cost of SBVC Spring Schedule and SBVC Viewbook which were formerly printed through outside services but were printed in-house in 2019.
4/11/2019	3/14/2019	190772	(16,187)	5000 Other Expenses	To restore current year budget for FY 2018 invoices which were paid on FY 2019 during transition to new financial system.
			(174,829)	Total Approved at this Board Meeting	
			23,224,891	Fund Balance After Transfer(s)	
			21.9%		

Fund 125 General Fund, Restricted			1,057,815	2018-19 Initial Fund Balance	
			(168,630)	Net Change from Previously Approved Transfers	
			889,185	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
4/11/2019	2/26/2019	190666	(93,000)	5000 Other Expenses	To pay Omnitrans contract.
			(93,000)	Total Approved at this Board Meeting	
			796,185	Fund Balance After Transfer(s)	

Fund 410 Capital Outlay			7,780,937	2018-19 Initial Fund Balance	
			(330,115)	Net Change from Previously Approved Transfers	
			7,450,823	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
4/11/2019	2/16/2019	190667	(71,417)	5000 Other Expenses	To cover cost for renewal of Oracle contracts in 2018-19.
			(71,417)	Total Approved at this Board Meeting	
			7,379,406	Fund Balance After Transfer(s)	

RESOLUTION #2019-04-11-FS-2 OF THE BOARD OF TRUSTEES OF THE
 SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
 TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
 VARIOUS EXPENDITURE CLASSIFICATIONS

[v.3.25.2019.p.3]3]

Fund 590 FCC Auction Proceeds			84,527,139	2018-19 Initial Fund Balance	
			(9,400,000)	Net Change from Previously Approved Transfers	
			75,127,139	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
4/11/2019	2/22/2019	190632	(5,000,000)	7300 Interfund Transfers Out	To transfer approved FCC Auction Proceeds fuding of campus program review: \$ 1,971,000 to SBVC and \$3,029,000 to CHC.
			(5,000,000)	Total Approved at this Board Meeting	
			70,127,139	Fund Balance After Transfer(s)	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Jose F. Torres, Executive Vice Chancellor
DATE: April 11, 2019
SUBJECT: Consideration of Approval to Appoint Members to the Citizens Bond Oversight Committee (CBOC)

RECOMMENDATION

It is recommended that the Board of Trustees appoint the following individuals to serve as members of the independent Citizens Bond Oversight Committee for the implementation of Proposition M and Measure CC facilities bond program.

- › Betsy Starbuck, Member Representing a Bona-Fide Taxpayer Organization
- › Evelyn Olive, Member Representing Students
- › Sam Irwin, Member Representing a Foundation
- › Frankie Jimenez, Member Representing a Local Business Organization
- › Don Averill, Member Representing Senior Citizens
- › Dana Carter, Member at Large
- › Jim Mulvihill, Member at Large
- › Sonja Wilson, Member at Large
- › Kristin Washington, Member at Large

OVERVIEW

After a bond authorized under Proposition 39 is passed, State law requires that a district appoint an independent CBOC consisting of at least seven members of the community. The purpose of the committee is to review the expenditure of bond funds. In accordance with Education Code Section 15278(b), the Committee shall perform the following tasks.

- › Inform the public concerning the District's expenditure of Proposition M and Measure CC bond proceeds;
- › Review expenditure reports produced by the District to ensure that Proposition M and Measure CC bond proceeds are expended only for the purposes set forth in Proposition M and Measure CC; and
- › Present to the Board in public session, an annual written report outlining the CBOC's activities and conclusions regarding the expenditure of Proposition M and Measure CC bond proceeds.

ANALYSIS

All appointments to the CBOC are made by the Board of Trustees from applications submitted to SBCCD. All candidates have indicated their willingness to comply with the Ethics Code contained in the CBOC Bylaws.

Among those members of the community being recommended for appointment are former members of the Measures P and M CBOC, Betsy Starbuck and Sam Irwin. Betsy is a board

member of the League of Women Voters, which is a bona-fide taxpayer organization, and Sam is a longtime member of the CHC Foundation.

Also up for appointment is SBCCD Chancellor Emeritus Don Averill who brings with him an extensive, first-hand knowledge of our district as well as 57 years in education and counseling. The candidate representing students is Evelyn Olive, who attends Crafton and is active in supporting the Disabled Students Programs and Services Department. Candidate Frankie Jimenez is active in the construction industry and will serve as a member representing the local business community.

Also on the list are four members of the community at large – Jim Mulvihill, former teacher and member of the San Bernardino City Council; Dana Carter, Principal of the Yucaipa Adult School; Sonja Wilson, a longtime resident of San Bernardino County interested in joining a community organization; and Kristin Washington of Redlands CA who is active on the boards of several political groups.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This item carries no financial implications.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose Torres, Executive Vice Chancellor
PREPARED BY: Ernie Loera, Facilities Project Manager
DATE: April 11, 2019
SUBJECT: Consideration of Approval to Award Bid #01-1819-01 and Contract to Commercial Roofing Systems, Inc. of Arcadia, CA

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #01-1819-01 and contract to Commercial Roofing Systems, Inc. of Arcadia, CA for the North Hall Roof Replacement Project at SBVC in the amount of \$437,892.40. This includes the base contract of \$398,084.00 as well as any and all change orders up to 10%, approved by the Executive Vice Chancellor as set forth in the original contract.

OVERVIEW

The roof at SBVC's North Hall has been leaking and causing interior damage. It is critical to eliminate future leaks as well as remove the existing saturated roofing materials to prevent possible corrosion of the roofing structure.

ANALYSIS

A public bid opening was conducted on March 15, 2019 and the District received four bids. The lowest, most responsive three bidders are listed below. An analysis of the bids received indicates that Commercial Roofing Systems is the lowest, most responsive bidder. The final bid award includes one add alternate.

Vendor	Bid	Bid Award with Selected Alternates
Commercial Roofing Systems, Inc. of Arcadia, CA	\$359,860.00	\$398,084.00
R&R Roofing & Waterproofing, Inc. of Lake Elsinore, CA	\$398,560.00	\$420,870.00
Best Contracting Services, Inc. of Gardena, CA	\$427,000.00	\$492,000.00

INSTITUTIONAL VALUES

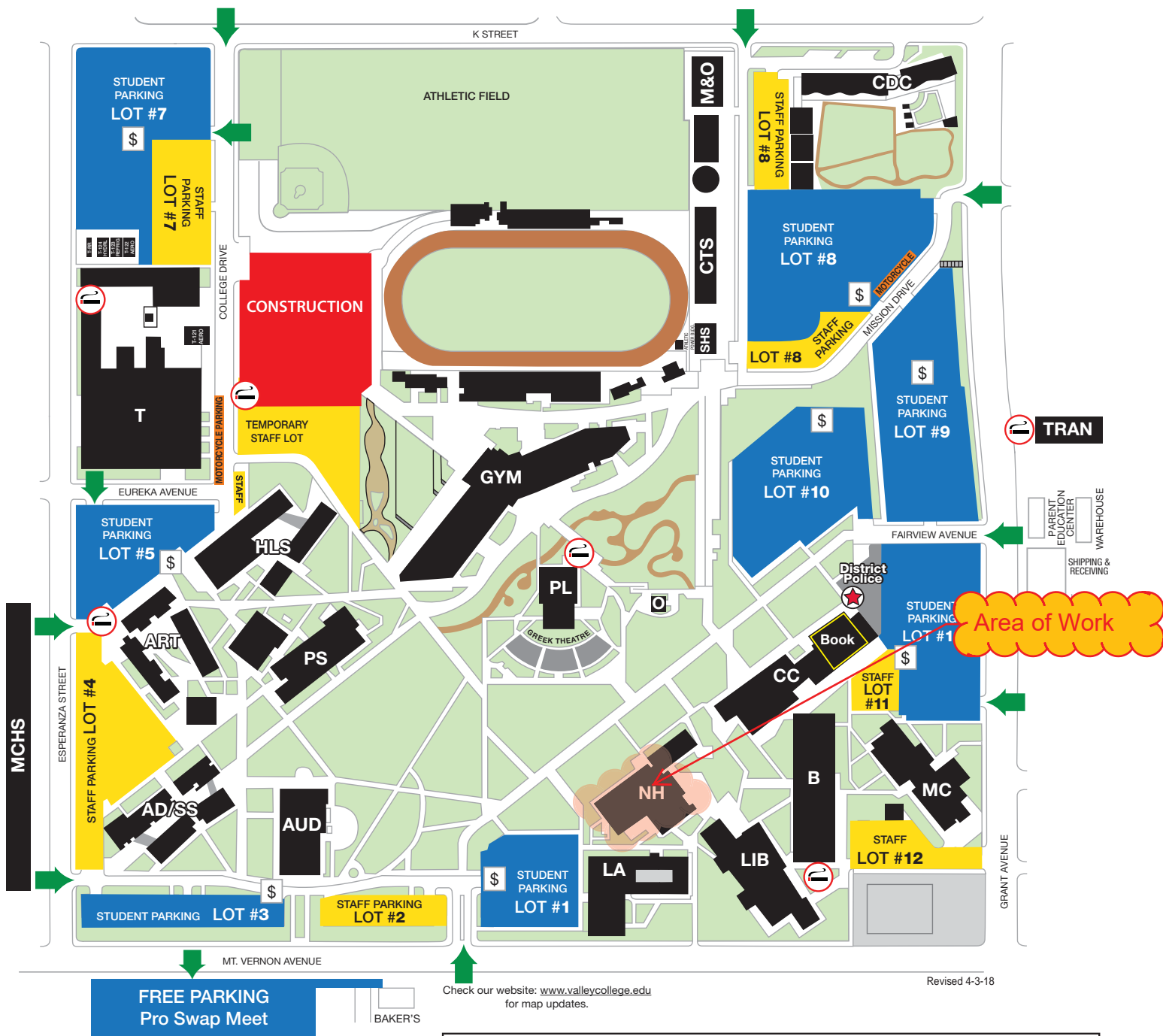
III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this project is included in the Fund 435 Revenue Bond Construction budget.

San Bernardino Valley College

701 South Mount Vernon • San Bernardino, CA 92410 • (909) 384-4400



Check our website: www.valleycollege.edu for map updates.

Revised 4-3-18

INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

INDICATES APPROVED SMOKING AREAS (6)
 This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #3570; Government Code #7597)

Building Symbols

AD/SS..... Administration/Student Services (Note: AD rooms are located in AD/SS)	LIB Library
ART.....Art Center	MC.....Media/Communications
AUD..... Auditorium	MCHS..... Middle College High School
B..... Business	M&O..... Maintenance & Operations
BOOK..... Bookstore	MP..... Motor Cycle Parking
CC..... Campus Center	NH.....North Hall
CDC.....Child Development Center	O..... Observatory
CTS.....Computer Technology Services	PL.....Planetarium
GYM..... Gym	PS.....Physical Sciences
HLS.....Health & Life Science	SHS..... Student Health Services
LA.....Liberal Arts	T..... Technical
	TRAN..... Transportation Center

Parking permits/decals are required to park in all parking lots and on all college streets.

Parking in disabled stalls requires a valid California disabled placard and a valid SCCD parking permit/decal.

DISTRICT POLICE
 Campus Center Rm. 100
 (909) 384-4491

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose Torres, Executive Vice Chancellor

PREPARED BY: Ernie Loera, Facilities Project Manager

DATE: April 11, 2019

SUBJECT: Consideration of Approval to Award Bid #03-1819-02 and Contract to Caliber Construction, Inc. of Brea, CA

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #03-1819-02 and contract to Caliber Construction, Inc. of Brea, CA for the DSS/TESS Tenant Improvement Project at 550 E. Hospitality Lane in the amount of \$4,307,601.10. This includes the contract amount of \$3,916,001.00 as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor, as set forth in the original contract.

OVERVIEW

As part of the purchase of Commercial Property, the building at 550 E. Hospitality Lane will serve as the new office space for District Support Services (DSS) and Technology and Educational Support Services (TESS). This building will also include a board room for future board meetings.

ANALYSIS

Due to the specialized scope of services required for this project, a request for qualification and proposal was conducted to which three contractors responded. Based on qualifications, areas of expertise, and responses to the questionnaire, all three firms received prequalification approval.

A public bid opening was conducted on March 20, 2019 and the District received three bids. An analysis of the bids received indicates that Caliber Construction, Inc. is the lowest, responsible and most responsive bidder.

Vendor	Total Bid
Caliber Construction, Inc. of Brea, CA	\$3,916,001.00
Plyco Corp of Mira Loma, CA	\$5,170,000.00
Kemcorp Construction, Inc. of Ontario, CA	\$5,274,500.00

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this project is included in the Fund 590 FCC Auction Proceeds budget.



**2nd Floor of 2 Parkside Bldg.
(550 E. Hospitality Lane, San Bernardino, Ca. 92408)**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: April 11, 2019

SUBJECT: Consideration of Approval to Adopt Resolution #2019-04-11-FPC Regarding the District's Intention to Issue Tax-Exempt General Obligation Bonds

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2019-04-11-FPC regarding the District's intention to issue tax-exempt general obligation bonds.

OVERVIEW

The District has approved Measure CC, a \$470,000,000 general obligation bond measure on the November 6, 2018 ballot. Measure CC permits the sale of bonds (the "Bonds") to finance capital projects authorized thereby (the "Project(s)"). The District may elect to advance certain of its own funds toward the start of a Project. The District would advance funds on the knowledge that it could be reimbursed for amounts expended on such improvements from the subsequent sale of any Bonds. The Internal Revenue Code has certain requirements that need to be satisfied in order for a school district to reimburse itself for costs incurred for capital projects in advance of the sale of tax-exempt Bonds. In order to qualify for reimbursement of such costs from the proceeds of a Bond issue, the Board must adopt a resolution which satisfies all the requirements of the Internal Revenue Code within 60 days of the date on which the expenditures had been made.

ANALYSIS

The District's bond counsel has prepared the attached resolution which complies with applicable requirements of the Internal Revenue Code and would allow the District to reimburse itself for such advanced Project costs from the proceeds of Bonds issued under the measure approved by District voters. The adoption of this resolution does not obligate the District to ever advance its own funds toward Projects. The adoption of this resolution preserves the option for the Board to decide at a subsequent date whether or not it would be in the best interests of the District to allocate a portion of any Bond proceeds towards the reimbursement of the monies the District might spend in getting started on Projects to be funded from a future bond issuance.

There is a reference in this resolution to a \$200,000,000 Bond issue. The Internal Revenue Code obligates this resolution to include an estimated size of the borrowing from which the reimbursement will occur. The District is not required to maintain this \$200,000,000 amount. It is included to satisfy a legal requirement and constitutes only a rough estimate of the likely size of a Bond issue that the Board may consider. If the Board were to sell a larger or a smaller Bond,

such decision would not adversely affect its ability to use a portion of the proceeds of such Bond to reimburse the District for these costs.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

RESOLUTION #2019-04-11-FPC OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
REGARDING ITS INTENTION TO ISSUE TAX-EXEMPT GENERAL OBLIGATION BONDS

[v.3.23.2019.p.1|4]

WHEREAS, the San Bernardino Community College District (the “District”) has passed a \$470,000,000 general obligation bond measure on the November 6, 2018 ballot (“Measure CC”); and

WHEREAS, the Board of Trustees (the “Board”) of the District desires to finance the costs of acquiring, constructing, reconstruction and/or equipping of school facilities (the “Projects”) as provided in Exhibit B to the Resolution Ordering Election (the “Election Resolution”) approved by the Board on August 2, 2018; and

WHEREAS, the District intends to finance the acquisition, construction, reconstruction and/or equipping of the Projects or portions of the Projects with the proceeds of the sale of general obligation bonds or other forms of debt, the interest on which is excluded from gross income for federal income tax purposes (the “Obligations”); and

WHEREAS, prior to the issuance of the Obligations, the District desires to incur certain capital expenditures (the “Expenditures”) with respect to the Projects from available moneys of the District; and

WHEREAS, the Board of Trustees has determined that those moneys to be advanced on and after the date hereof to pay the Expenditures are available only for a temporary period and it is necessary to reimburse the District for the Expenditures from the proceeds of the Obligations.

NOW, THEREFORE, THE BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT DOES HEREBY RESOLVE, ORDER, AND DETERMINE AS FOLLOWS:

SECTION 1. The District hereby states its intention to and reasonably expects to reimburse Projects costs incurred prior to the issuance of the Obligations with proceeds of the Obligations. Exhibit B of the Election Resolution describes the general character, type, purpose, and function of the Projects.

SECTION 2. The reasonably expected maximum principal amount of the Obligations is \$200,000,000.

SECTION 3. This resolution is being adopted not later than sixty (60) days after the payment of the original Expenditures (the “Expenditures Date” or “Expenditures Dates”).

SECTION 4. The District will make a reimbursement allocation, which is a written allocation that evidences the District’s use of proceeds of the Obligations to reimburse an Expenditure, no later than 18 months after the later of the date on which the

RESOLUTION #2019-04-11-FPC OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
REGARDING ITS INTENTION TO ISSUE TAX-EXEMPT GENERAL OBLIGATION BONDS

[v.3.23.2019.p.2|4]

Expenditure is paid or the Projects are placed in service or abandoned, but in no event more than three years after the date on which the Expenditure is paid. If both the District and a licensed architect or engineer certify that at least 5 years is necessary to complete construction of the Projects, the maximum reimbursement period is changed from 3 years to 5 years.

SECTION 5. Each Expenditure will be either (a) of a type properly chargeable to a capital account under general federal income tax principles (determined in each case as of the date of the Expenditure), (b) a cost of issuance with respect to the Obligations, (c) a nonrecurring item that is not customarily payable from current revenues, or (d) a grant to a party that is not related to or an agent of the District so long as such grant does not impose any obligation or condition (directly or indirectly) to repay any amount to or for the benefit of the District.

SECTION 6. This resolution is consistent with the budgetary and financial circumstances of the District, as of the date hereof. No moneys from sources other than the Obligations are, or are reasonably expected to be reserved, allocated on a long-term basis, or otherwise set aside by the District (or any related party) pursuant to their budget or financial policies with respect to the Projects costs. To the best of our knowledge, this Board is not aware of the previous adoption of official intents by the District that have been made as a matter of course for the purpose of reimbursing expenditures and for which tax-exempt obligations have not been issued.

SECTION 7. This resolution is adopted as official action of the District in order to comply with Treasury Regulation §1.150-2 and any other regulations of the Internal Revenue Service relating to the qualification for reimbursement of District expenditures incurred prior to the date of issue of the Obligations.

SECTION 8. The limitations described in Section 3 and Section 4 do not apply to (a) costs of issuance of the Obligations, (b) an amount not in excess of the lesser of \$100,000 or five percent (5%) of the proceeds of the Obligations, or (c) any preliminary expenditures, such as architectural, engineering, surveying, soil testing, and similar costs other than land acquisition, site preparation, and similar costs incident to commencement of construction, not in excess of twenty percent (20%) of the aggregate issue price of the Obligations that finances the Projects for which the preliminary expenditures were incurred.

SECTION 9. All the recitals in this resolution are true and correct and this Board of Trustees so finds, determines and represents.

SECTION 10. This Resolution shall take effect immediately upon its passage.

RESOLUTION #2019-04-11-FPC OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
REGARDING ITS INTENTION TO ISSUE TAX-EXEMPT GENERAL OBLIGATION BONDS

[v.3.23.2019.p.3|4]

ADOPTED, SIGNED AND APPROVED this 11th day of April, 2019.

SAN BERNARDINO COMMUNITY
COLLEGE DISTRICT BOARD OF
TRUSTEES

By _____
Board President

Attest:

Secretary

RESOLUTION #2019-04-11-FPC OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
REGARDING ITS INTENTION TO ISSUE TAX-EXEMPT GENERAL OBLIGATION BONDS

[v.3.23.2019.p.4|4]

STATE OF CALIFORNIA)
)ss
SAN BERNARDINO COUNTY)

I, Bruce R. Baron, Chancellor, do hereby certify that the foregoing is a true and correct copy of Resolution #2019-04-11-FPC which was duly adopted by the Board of Trustees of the San Bernardino Community College District at meeting thereof held on the 11th day of April, 2019, and that it was so adopted by the following vote:

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

By _____
Secretary

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey K. Nikac, Senior Executive Assistant
DATE: April 11, 2019
SUBJECT: Consideration to Reconfirm Student Trustee Privileges

RECOMMENDATION

It is recommended that the Board of Trustees reconfirm student trustee privileges per Board Policy 2015 Student Trustees.

OVERVIEW

On or before May 15 of each year, the Board of Trustees must reconfirm the following student trustee privileges:

- The privilege to receive compensation for meeting attendance at a level of \$200 per month. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, at the discretion of the Board of Trustees.
- The privilege to vote in an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to serve a term commencing on May 15.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey K. Nikac, Senior Executive Assistant
DATE: April 11, 2019
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 2315 (no AP)	Closed Sessions
BP & AP 2330	Quorum and Voting
BP 2720 (no AP)	Communications Among Board Members
BP & AP 3810	Claims Against the District
BP & AP 5110	Counseling
BP & AP 5120	Transfer Center
BP & AP 5300	Student Equity
BP & AP 6320	Investments

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 Board Policies and Administrative Procedures have been modified and or reviewed and have gone through the collegial consultation process per Board Policy 2410.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- II. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None.



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: BOT Board of Trustees:
Policy Area: Chapter 2 Board of Trustees
References: Legally Required

BP 2315 Closed Sessions

(Replaces current SBCCD BP 2120)

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code. Matters discussed in closed session may include:

- The appointment, employment, evaluation of performance, discipline or dismissal of a public employee;
- Charges or complaints brought against a public employee by another person or employee, unless the accused public employee requests that the complaints or charges be heard in an open session. The employee shall be given at least 24 hours written notice of the closed session;
- Advice of counsel on pending litigation, as defined by law;
- Consideration of tort liability claims as part of the District's membership in any joint powers agency formed for purposes of insurance pooling;
- Real property transactions;
- Threats to public security;
- Review of the District's position regarding labor negotiations and giving instructions to the District's designated negotiator;
- Discussion of student disciplinary action, with final action taken in public;
- Conferring of honorary degrees;
- Consideration of gifts from a donor who wishes to remain anonymous.
- To consider its response to a confidential final draft audit report from the Bureau of State Audits.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

All matters discussed or disclosed during a lawfully held closed session and all notes, minutes, records or recordings made of such a closed session are confidential and shall remain confidential unless and until required to be disclosed by action of the Board or by law.

Pursuant to Government Code Section 54957, if any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not first resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee against whom the charges or complaints are directed shall be given at least 24 hours written notice

of the closed session, and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board of Trustees.

References:

Education Code Section 72122;

Government Code Sections 11125.4, 54956.8, 54956.9, 54957, [54957.1](#), and 54957.6

Attachments:

[BP 2315 Closed Sessions - Comments](#)

[BP 2315 Closed Sessions - Legal Citations](#)



Origination: 05/2015
Last Approved: 05/2015
Last Revised: 05/2015
Next Review: 08/2020
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References:

AP 2330 Quorum and Voting

From current SBCCD BP 2130 titled Quorum/Majority

Meeting Dismissed for Lack of a Quorum

Parliamentary procedures for conducting a meeting adjourned for lack of a quorum shall include:

1. Call to order by the Chairperson for the meeting;
2. Recitation of Pledge of Allegiance to the American Flag;
3. Roll call by the Chairperson;
4. Declaration of adjournment by the Chairperson for lack of a quorum.

A record of the permanent minutes of this meeting shall be recorded in the permanent files of the District and will include:

1. The time the meeting was convened;
2. Names of members of the Board of Trustees, administrators, and guests in attendance;
3. The time the meeting was adjourned for lack of a quorum.

References:

Education Code Sections 72000(d)(3), 81310 et seq., 81365, 81432, and 81511;
 Government Code Sections 53094 and 54950 et seq.;
 Code of Civil Procedure Section 1245.240

Attachments:

- [AP 2330 Quorum and Voting - Comments](#)
- [AP 2330 Quorum and Voting - Legal Citations](#)



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: BOT Board of Trustees:
Policy Area: Chapter 2 Board of Trustees
References: Legally Required

BP 2330 Quorum and Voting

(Replaces current SBCCD BP 2130)

Four Board members, other than the Student Trustees, shall constitute a quorum for the transaction of business. The Board of Trustees shall act by majority vote of all voting members of the Board. In the event of a minimum quorum, all four Board members must vote in favor of motions ~~to pass motions~~ to pass motions.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a ~~two-third majority~~ two-third majority of all members of the Board:

- A. Resolution of intention to sell or lease real property (except where a unanimous vote is required);
- B. Resolution of intention to dedicate or convey an easement;
- C. Resolution authorizing and directing the execution and delivery of a deed;
- D. Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
- E. Resolution providing for the transfer from the reserve for contingencies to any expenditure classification.;
- F. Resolution to condemn real property.;
- G. Resolution to pursue the authorization and issuance of bonds pursuant to paragraph (3) of subdivision (b) of Section 1 of Article XIIA of the California Constitution and subdivision (b) of Section 18 of Article XVI of the California Constitution.

The following actions require a ~~unanimous vote~~ unanimous vote of all members of the Board:

- A. Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
- B. Resolution authorizing lease of District property under a lease for the production of gas.
- C. Any authorization to change an existing construction contract.

References:

Education Code Sections 15266, 72000, subdivision (d)(3), 81310 et seq., 81365, 81511, and 81432, ~~and 4881511~~;

Government Code Sections 53094 and 54950 et seq.;

Code of Civil Procedure Section 1245.240



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References:

BP 2720 Communications Among Board Members

(Replaces current SBCCD BP 2030)

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to ~~reach a collective concurrence regarding~~ hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board. ~~In addition, no Board member shall make serial communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board of Trustees.~~

A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board. This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

Reference:

Government Code Section 54952.2

Attachments:

- [BP 2720 Communications Among Board Members - Comments](#)
- [BP 2720 Communications Among Board Members - Legal Citations](#)
- [Legal Update 33 Overview Rev. 10-25-18.docx](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Chancellor's Cabinet</i> <i>Chancellor's Cabinet:</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Good Practice/Optional</i>

AP 3810 Claims Against the District

CLAIM FORMS

All claims against the District are to be submitted on the District's approved claim form. Claims not submitted on the District's form will be returned to the claimant and may be resubmitted using the proper form.

Claim forms can be obtained through District Police or the Business Services Department.

Claims forms may be presented in person or deposited in the United States mail, in a sealed envelope, properly addressed, postage prepaid as follows:

For mailing or to serve/present in person:

San Bernardino Community College District
114 S. Del Rosa Dr.
San Bernardino, CA 92408

TIME LIMITATIONS

Claims for money or damages relating to a cause of action for death, injury to a person, or personal property, must be presented to the District not later than six months after the accrual of the cause of action.

Claims for money or damages relating to a cause of action other than that stated above, must be presented to the District not later than one year from the accrual of the cause of action.

RESPONSE TO CLAIM

The District has 45 days within which to respond to any claim received. The claim may be allowed in whole or in part, or may be rejected altogether. Pursuant to Government Code, the District will notify those claimants, whose claims are rejected, of their rights under the law to pursue their claim further.

If the District decides to allow the claim or offer a compromise in an attempt to settle the claim, the District shall require the claimant to sign a release or waiver agreeing to payment as full and complete settlement of the claim.

1. Claims shall be presented and acted upon by the District as a prerequisite to a suit thereon.

References:

Education Code Section 72502;

Government Code Sections 900 et seq. ~~and~~, 910 et seq., and 935

Attachments:

[AP 3810 Claims Against the District - Comments](#)

[AP 3810 Claims Against the District - Legal Citations](#)

[Legal Update 33 Overview Rev. 10-25-18.docx](#)



Current Status: Active

PolicyStat ID: 2878512



Origination: 05/2016
Last Approved: 05/2016
Last Revised: 05/2016
Next Review: 05/2022
Owner: *Chancellor's Cabinet*
Chancellor's Cabinet:
Policy Area: *Chapter 3 General Institution*
References:

BP 3810 Claims Against the District

Any claims against the District for money or damages, which are not governed by any other statutes or regulations expressly relating thereto, shall be presented and acted upon in accordance with Title I, Division 3.6, Part 3, Chapter 1 (commencing with Section 900) and Chapter 2 (commencing with Section 910) of the California Government Code.

Claims must be presented according to this policy and related procedures as a prerequisite to filing suit against the District.

Claims that are subject to the requirements of this policy include, but are not limited to, the following:

- Claims by public entities: claims by the state or by a state department or agency or by another public entity.
- Claims for fees, wages, and allowances: claims for fees, salaries or wages, mileage, or other expenses and allowances.

The designated place for service of claims, lawsuits or other types of legal process upon the District is:

San Bernardino Community College District
114 S. Del Rosa Dr.
San Bernardino, CA 92408

References:

Education Code Section 72502;
 Government Code Sections 900 et seq. and 910

Attachments:

- [BP 3810 Claims Against the District - Comments](#)
- [BP 3810 Claims Against the District - Legal Citations](#)



Current Status: Active

PolicyStat ID: 3406645



Origination: 11/2016
Last Approved: 12/2018
Last Revised: 12/2018
Next Review: 12/2024
Owner: *Academic Senates Academic Senates*
Policy Area: *Chapter 5 Student Services*
References:

AP 5110 Counseling

The counseling services available in the District's counseling program include at least the following:

- Academic counseling, in which the student is assisted in assessing, planning, and implementing his/her immediate and long-range academic goals;
- Career counseling, in which the student is assisted in assessing his/her aptitudes, abilities, and interests, and is advised concerning the current and future employment trends;
- Personal counseling, in which the student is assisted with personal, family, or other social concerns, when that assistance is related to the student's education;
- Coordination with the counseling aspects of other services to students which exist on campus, including but not limited to those services provided in programs for students with special needs, skills testing programs, financial assistance programs, and job placement services.

Confidentiality of Counseling Information: Information of a personal nature disclosed by a student 12 years of age or older in the process of receiving counseling from a counselor is confidential, and shall not become part of the student record without the written consent of the person who disclosed the confidential information. However, the information shall be disclosed when permitted by applicable law, including but not limited to disclosure as necessary to report child abuse or neglect; reporting to the Chancellor or other persons when the counselor has reason to believe that disclosure is necessary to avert a clear and present danger to the health, safety, or welfare of the student or other persons living in the college community; reporting information to the Chancellor or other persons as necessary when the student indicates that a crime involving the likelihood of personal injury or significant or substantial property losses will or has been committed; reporting information to one or more persons specified in a written waiver by the student.

References:

Education Code Sections 72620 and 72621;
 Title 5 Section 51018
 ACCJC Accreditation Standard II.C.5

Attachments:

No Attachments



Current Status: Active

PolicyStat ID: 3406630



Origination: 06/2004
Last Approved: 12/2018
Last Revised: 12/2018
Next Review: 12/2024
Owner: *Academic Senates Academic Senates*
Policy Area: *Chapter 5 Student Services*
References:

BP 5110 Counseling

(Replaces current SBCCD BP 5110)

Counseling services are an essential part of the educational mission of the District. The Chancellor shall assure the provision of counseling services including academic, career, and personal counseling that is related to the student's education.

Counseling shall be required for all first time students enrolled for more than six units and students on academic or progress probation.

References:

Education Code Section 72620;
 Title 5 Section 51018
 ACCJC Accreditation Standard II.C.5

Attachments:

[BP 5110 Counseling - Comments](#)
[BP 5110 Counseling - Legal Citations](#)
[BP5110 -OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
	Policy Stat	02/2019
	Policy Stat	02/2019
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018
	Policy Stat	10/2018



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *Academic Senates Academic Senates*
 Policy Area: *Chapter 5 Student Services*
 References: *Brand New - required*

AP 5120 Transfer Center

~~The District~~Each college of the SBCCD has a Transfer Center Plan that complies with the requirements of Title 5. The plan identifies appropriate target student populations and is designed to increase the transfer applications of underrepresented students among transfer students.

The components of the Plan include, but are not limited to:

- ~~• Services to be provided to students~~
- ~~• Facilities~~
- ~~• Staffing~~
- ~~• An advisory committee~~
- ~~• Evaluation and reporting~~
- ~~• Transfer path requirements for each articulated baccalaureate major~~

~~NOTE: Insert local practice about how the plan is maintained and updated and by whom.~~

- Required Services to be provided to students
 - A. Identify, contact, and provide transfer support services to targeted student populations as identified in the transfer center plan, with a priority emphasis placed on African-American, Chicano/Latino, American Indian, disabled, low-income, and other underrepresented students. These activities shall be developed and implemented in cooperation with student services departments and with faculty.
 - B. Ensure the provision of academic planning for transfer, the development and use of transfer admission agreements with baccalaureate institutions where available and as appropriate, and the development and use of course-to-course and major articulation agreements. Academic planning and articulation activities shall be provided in cooperation with student services, with faculty, and with baccalaureate institution personnel as available.
 - C. Ensure that students receive accurate and up-to-date academic and transfer information through coordinated transfer counseling services.
 - D. Monitor the progress of transfer students to the point of transfer, in accordance with monitoring activities established in the Transfer Center Plan.
 - E. Support the progress of transfer students through referral as necessary, to such services as ability and diagnostic testing, tutoring, financial assistance, counseling, and to other instructional and student services on campus as appropriate.
 - F. Assist students in the transition process, including timely completion and submittal of necessary forms and applications. In cooperation with baccalaureate institution personnel as available, develop

and implement a schedule of services for transfer students to be provided by baccalaureate institution staff.

- G. Provide a resource library of college catalogs, transfer guides, articulation information and agreements, applications to baccalaureate institutions, and related transfer information
- Facilities. Each district governing board shall provide space and facilities adequate to support the transfer center and its activities. Each district shall designate a particular location on campus as the focal point of transfer functions. This location should be readily identifiable and accessible to students, faculty, and staff.
 - Staffing. Each district governing board shall provide clerical support for the transfer center and assign college staff to coordinate the activities of the transfer center; to coordinate underrepresented student transfer efforts; to serve as liaison to articulation, to student services, and to instructional programs on campus; and to work with baccalaureate institution personnel.
 - An advisory committee. Each district shall designate an advisory committee to plan the development, implementation, and ongoing operations of the transfer center. Membership shall be representative of campus departments and services. Baccalaureate institution personnel shall be included as available.
 - Evaluation and reporting. Each district governing board shall include in its transfer center plan a plan of institutional research for ongoing internal evaluation of the effectiveness of the college's transfer efforts, and the achievement of its transfer center plan.
 - Transfer path requirements for each articulated baccalaureate major

Each college submits an annual report to the Chancellor describing the status of the college's efforts to implement its transfer center(s), achievement of transfer center plan targets and goals, and expenditures supporting transfer center operations.

The college plans are reviewed and revised annually by the transfer center coordinator.

References:

Education Code Sections 66720-66744;

Title 5 Section 51027

Attachments:

No Attachments



Current Status: *Draft*

PolicyStat ID: 5927783



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Academic Senates Academic Senates</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	

BP 5120 Transfer Center

(Replaces current SBCCD BP 5120)

- ~~From current SBCCD BP 5120 titled Transfer Center~~

The District ~~recognizes incorporates~~incorporates, as part of its mission, the transfer of its students to baccalaureate level institutions. The District further recognizes that students who have historically been underrepresented in transfer to baccalaureate level institutions are a special responsibility.

The Chancellor shall assure that a ~~Ttransfer Ccenter Pplan~~Transfer Center Plan is implemented that identifies appropriate target student populations, is designed to increase the transfer applications of underrepresented students, and complies with law and regulations.

Reference:

Title 5, Section 51027

Attachments:

- [BP 5120 Transfer Center - Comments](#)
- [BP 5120 Transfer Center - Legal Citations](#)
- [BP5120 -OLD.pdf](#)



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: Academic Senates Academic Senates
 Policy Area: Chapter 5 Student Services
 References:

AP 5300 Student Equity

(Replaces current SBCCD AP 5300)

~~**NOTE:** This procedure is legally required. Local practice may be inserted. The following legal minimums must be included.~~

The colleges of the San Bernardino Community College District are firmly committed to a policy of student equity that promotes equal access to the District’s educational opportunities, and remedies achievement gaps for historically disadvantaged groups.

~~The District has a Student Equity Plan. Following approval by the Board of Trustees, the Plan is filed as required with the State Chancellor’s Office.~~ Each College of the District shall develop, update, and maintain an effective Student Equity Plan. Following approval by the Board of Trustees, the plan shall be filed as required with the State Chancellor’s Office.

~~**NOTE:** Insert local administrative procedures or reference the District’s Student Equity Plan. At a minimum the plan must address:~~

- ~~• the active involvement of the groups on campus [local procedure].~~
- ~~• involvement by appropriate people from the community who can articulate the perspective and concerns of historically underrepresented groups.~~
- ~~• campus-based research as to the extent of student equity.~~
- ~~• institutional barriers to equity.~~
- ~~• goals for access, retention, degree and certificate completion, English as a Second Language (ESL) and basic skills completion, and transfer for each historically underrepresented group.~~
- ~~• activities most likely to be effective to attain the goals, including coordination of existing student equity related programs.~~
- ~~• sources of funds for the activities in the plan.~~
- ~~• a schedule and process for evaluation of progress towards the goals.~~
- ~~• an executive summary that describes the groups for whom goals have been set, the goals, the initiatives that the District will undertake to achieve the goals, the resources budgeted for that purpose, and the District officer or employee who can be contacted for further information.~~

~~**NOTE:** The District may reference the Student Equity Plan template available through the State Chancellor’s Office.~~

~~**The Student Equity Plan shall be developed, maintained, and updated under the supervision of the [designate position].**~~

• ~~From current SBCCD AP 5300 titled Student Equity~~

~~The colleges of the San Bernardino Community College District are firmly committed to a policy of student equity that excludes any form of discrimination based on race, color, sex, religion, age, handicap or national origin. Further, the colleges are committed to a program of recruitment designed to achieve continued growth in the number of students whose race, sex, age and handicap have been factors, historically, in their under-representation.~~

~~A. The Chief Student Services Officer or designee will be responsible for the program plan and annual reports. The plan shall consider the following actions in fulfilling this objective:~~

- ~~1. Affirmative efforts to search out and contact potential qualified students.~~
- ~~2. Continuous efforts to eliminate hazards (physically and educationally) for physically impaired persons to facilitate their mobility on campus.~~
- ~~3. Experimentation to discover alternate means of evaluating potential student populations.~~
- ~~4. Augmented student financial assistance programs.~~
- ~~5. Improved counseling for all classifications of disadvantaged students.~~

~~B. The plan and subsequent progress reports will include appropriate statistical data.~~

~~1. Student Services~~

- ~~a. **Objective:** It shall be the objective of the colleges that an annual review be made by each program area in Student Services to determine whether any conditions exist contrary to ACR 151. Wherever such conditions are found to exist, affirmative corrective steps will be taken to correct such conditions.~~
- ~~b. **Implementation:** It shall be the responsibility of the Chief Students Services Officer to provide for an annual report by all student services program heads to be submitted to the Student Equity Committee or the Chief Student Services Officer for review and updating. The reports shall include the following information:~~
 - ~~1. Objectives of the program, including methods of implementation.~~
 - ~~2. Program eligibility requirements.~~
 - ~~3. Number and percentage of minority and female program participants.~~
 - ~~4. Significant changes made during the year.~~

~~2. Admissions~~

- ~~a. **Objective:** The objective of the colleges shall be that there shall be no de facto discrimination towards male/female, minority and physically impaired applicants in any aspects of the colleges and their programs.~~
- ~~b. **Implementation:** A periodic review of admissions criteria, policies and procedures shall be conducted, and modification shall be made where appropriate. In carrying out these reviews, each segment shall consider the following:~~
 - ~~1. Placement test scores (including their validity for particular groups).~~
 - ~~2. Appropriateness of application filing periods.~~
 - ~~3. Patterns of high school course preparation required and/or recommended for admission and college program prerequisites.~~

4. ~~Community interests that affect college application trends.~~

3. Financial Aid

- a. ~~Objective: To provide financial aid to all eligible students in order that they might matriculate through the educational system with more time to concentrate on their educational demands.~~
- b. ~~Implementation: All possible means should be considered to search out those prospective students with financial need and notify them of what type of financial aid is available and how one becomes qualified for such aid.~~

C. Staff Awareness

Programs to Sensitize Faculty and Staff

- 1. ~~Objective: To sensitize faculty and staff to the special needs and problems of groups which have been historically under-represented in the student body, such as ethnic minorities, women, the elderly and physically impaired.~~
- 2. ~~Implementation: Following assessment of faculty and staff awareness, special programs will be developed, as the need indicates, to acquaint employees of the colleges with problems of under-represented groups.~~

D. Periodic Review and Evaluation

- 1. ~~Objective: To assure that student equity efforts by the colleges will receive sustained support.~~
- 2. ~~Implementation: A Student Equity Program Committee at each college will monitor efforts of the colleges to carry out the objectives of this plan. The Committee will be appointed by the President in consultation with the Academic Senate President and will be comprised of two counselors, one student personnel administrator serving as chairperson, the EOPS Director, two faculty members and three students. The Committee will meet periodically to assess the progress of the colleges under its student equity plan and report findings and recommendation to the college community.~~

The plan shall include:

A. Goals, objectives, and key performance indicators for each outcome. Outcomes shall include, at a minimum:

- 1. Access: Successful Enrollment
- 2. Retention: Fall to Spring
- 3. Transfer to a Four-year Institution
- 4. Completion of transfer level math and English
- 5. Earned High School equivalency, noncredit certificate, Chancellor's Office approved credit certificate, associate degree, or, if applicable to the college, a California Community College Bachelor's Degree.

B. Campus-based research using the methodology established pursuant to subdivision (d) of Section 78221 to determine the extent of disproportionate impact in each outcome.

C. Research shall examine each outcome for the following student categories, disaggregated by gender:

- 1. Current or former foster youth
- 2. Students with disabilities
- 3. Low-income students

4. Veterans
5. Students in the following ethnic and racial categories, as they are defined by the United States Census Bureau for the 2010 Census for reporting purposes:
 - a. American Indian or Alaska Native
 - b. Asian
 - c. Black or African American
 - d. Hispanic or Latino
 - e. Native Hawaiian or other Pacific Islander
 - f. White
 - g. Some other race
 - h. More than one race
6. Homeless students
7. Lesbian, gay, bisexual, or transgender students
8. Additional categories of students determined by the governing board of the community college district. Research-based services, support, and programs to eliminate barriers to access and academic success of disproportionately impacted groups.

Each college will have a participatory governance committee charged with developing and maintaining the Student Equity Plan. The committee will monitor the planned efforts of the colleges to carry out the objectives of this plan.

The Vice President of Student Services or designee will have administrative oversight of the Equity plan: Duties will include:

- A. Promoting the active involvement of faculty, staff, and students through each campus' shared governance process.
- B. Promoting the involvement by campus and community members who can articulate the perspective and concerns of historically underrepresented groups.
- C. Ensuring the availability of campus-based, equity-related research.
- D. Development of activities and interventions to attain the goals of the plan, including coordination of existing student equity related programs.
- E. Identification of resources to fund these activities.
- F. Development and distribution of a schedule and process for evaluation of progress towards the goals.
- G. Development of an annual executive summary that includes, at a minimum, the Student Equity goals for each required student group, the activities the college will undertake to achieve these goals, and the resources budgeted for these activities.
- H. Maintaining a record of Student Equity expenditures for a minimum of three years.
- I. Assessing the progress made in achieving the identified goals from prior year plans.
- J. Posting the executive summary to the college website.



Current Status: Draft

PolicyStat ID: 5549586



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 5 Student Services
References:	

BP 5300 Student Equity

(Replaces current SBCCD BP 5300)

~~**NOTE:** The language in current SBCCD Policy 5300 parallels the recommended language from the Policy and Procedure Service.~~

- ~~From current SBCCD BP 5300 titled Student Equity~~

The District is committed to assuring student equity in educational programs and college services.

The Chancellor is responsible for establishing and implementing a student equity plan in accordance with Title 5.

References:

Education Code Sections 66030, 66250, et seq., ~~and~~ and 72010 et seq.; Title 5, Section 54220

Attachments:

- [BP 5300 Student Equity - Comments](#)
- [BP 5300 Student Equity - Legal Citations](#)
- [BP5300 -OLD.pdf](#)



Current Status: Active

PolicyStat ID: 4375318



Origination: 01/2002
Last Approved: 07/2018
Last Revised: 01/2017
Next Review: 07/2019
Owner: *Business & Fiscal Services*
Business & Fiscal Services
Policy Area: *Chapter 6 General Institution*
References:

AP 6320 Investments

(Replaces current SBCCD AP 6320)

All funds of the San Bernardino Community College District (SBCCD) deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with Board Policy 6320, and under the direction of San Bernardino County’s investment Advisory Committee.

Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

Acceptable and Prohibited Investments

Funds invested by SBCCD shall be in the following instruments, under the parameters outlined in Government Code Sections 53635, 53601, and 53631.5:

- Negotiable Certificates of Deposit
- Money Market Funds
- Collateralized Bank Deposits
- Time Deposits
- County Pooled Investment Funds

Pursuant to Government Code Section 53601.6, funds of the San Bernardino Community College District shall not be invested in any of the following instruments:

- Inverse Floaters
- Range Notes
- Interest Only Strips
- Any Security That Could Result in ZERO INTEREST ACCRUAL

Authorized Personnel

The Chancellor, Vice Chancellor of Business & Fiscal Services, or designee shall request approval from the

Board to investment surplus funds.

Both the Chancellor or designee and the Vice Chancellor of Business & Fiscal Services must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

All security transactions entered into by SBCCD shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the Chancellor and Vice Chancellor of Business & Fiscal Services and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the San Bernardino Community College District as beneficiary.

Recording and Reconciliation

Investment statements shall be provided to Fiscal Services for review, recording of investment activity, and reconciliation. Journal entries to record investment activity and the reconciliation of the investment statement shall be prepared by an accountant or designee, and approved by the Director of Fiscal Services or designee.

References:

Government Code Sections 53600 et seq., 87200

Attachments:

[AP 6320 Investments- Comments](#)

[AP 6320 Investments- Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018



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Last Approved: 07/2018
Last Revised: 07/2018
Next Review: 07/2019
Owner: *Business & Fiscal Services*
Business & Fiscal Services
Policy Area: *Chapter 6 General Institution*
References:

BP 6320 Investments

(Replaces current SBCCD BP 6320)

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including Government Code Sections 53600 which states:

“The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.”

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

This Policy applies to all funds of the District.

The authority to invest funds not deposited with the San Bernardino County Treasurer is granted to the Chancellor. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program, consistent with applicable law and this Policy, may be delegated at the discretion of the Chancellor.

District funds may be invested in any of the following:

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of *Government Code* Section 53651, namely:
 - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including

the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.

- b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
 - d. Registered warrants of California.
 - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
 - f. State of California notes.
 - g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
 3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to *Government Code* Section 53635.2.
 4. San Bernardino County Treasurer's Office, whenever required by law.

Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, and investment policy and exercising due diligence shall be relieved of personal responsibility of an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The Chancellor, pursuant to *Government Code* Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees. Said report shall detail:

- Investment types
- Names of issuers
- Maturity dates
- Par and dollar amounts invested in each security, investment, and money
- Weighted average maturity of investments

- Any funds being managed by contracted parties
- Market value as of date of report and source of valuation
- Description of compliance with investment policy
- Current market value of funds managed by a consultant

The primary objectives of the District's investment activities shall be:

1. SAFETY

Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.

2. LIQUIDITY

The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.

3. RETURN ON INVESTMENT

The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq.*, 53387 *et seq.*, 53600 *et seq.*, 53635.2, 53464, 53651, 53820

Attachments:

- [BP 6320 Investments - Comments](#)
- [BP 6320 Investments - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	01/2018
	Kelly Goodrich	12/2017

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey K. Nikac, Senior Executive Assistant
DATE: April 11, 2019
SUBJECT: Consideration to Adopt Resolution to Grant Excused Absence and Pay Trustee

RECOMMENDATION

It is recommended that the Board of Trustees adopt the resolution to grant the excused absence and pay Trustee Singer as if in attendance at said meeting.

Trustee	Meeting	Amount
Donald Singer	3/14/19 Business Meeting	\$400.00

OVERVIEW

Education Code 72024 provides that a member may be paid for any meeting when absent if the board, by resolution duly adopted and included in its minutes, finds that, at the time of the meeting, he or she is performing services outside the meeting for the community college district, he or she was ill or on jury duty, or the absence was due to a hardship deemed acceptable by the board.

INSTUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

**RESOLUTION
TO GRANT EXCUSED ABSENCE AND PAY TRUSTEE FOR MEETING
ATTENDANCE**

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

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

WHEREAS, the Board finds that the absence of Trustee Singer from the meeting on March 14, 2019 was due to a hardship; and

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

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

ADOPTED this 11th day of April 2019.

Bruce Baron
Chancellor and Secretary

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Senior Executive Assistant

DATE: April 11, 2019

SUBJECT: Consideration to Approve Conference Attendance

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

**San Bernardino Community College District
Conference Attendance**

Site: District
Department: District Marketing
Conference Name: 2019 Scripps National Spelling Bee
Travel Dates: 5/25/2019 - 6/1/2019
City, State: National Harbor, MD
Estimated Cost Per Person: \$3500
Funding Source: Marketing General Fund

Name: Austin Leong & Richard/Trista Leong

Purpose: To help students improve their spelling, increase their vocabularies, learn concepts and develop correct English usage that will help them all their lives.

Site: District
Department: District Support Services
Conference Name: Association of Chief Business Officials Spring Conference
Travel Dates: 5/19/2019 - 5/22/2019
City, State: Squaw Lake, CA
Estimated Cost Per Person: \$1750
Funding Source: Controller, Internal Audit, and Accounting General Fund

Name: Jose Torres, David James, Larry Strong

Purpose: The purpose of attendance is to provide SBCCD staff the opportunity to interface with industry peers and professionals regarding important financial issues facing California community colleges.

Site: District
Department: Facilities Planning & Construction
Conference Name: American Industrial Hygiene Conference & Expo
Travel Dates: 5/20/2019 - 5/22/2019
City, State: Minneapolis, MN
Estimated Cost Per Person: \$1340
Funding Source: Environmental Health & Safety General Fund

Name: Michael Nguyen

Purpose: The AIHCE conference will allow the EH&S Administrator to fine-tune health and safety skills, learn about new research and techniques, network with peers from public and private sectors, and take a deeper dive into issues affecting the workplace, including best practices, new technology and problem-solving.

Site: District
Department: Facilities Planning & Construction
Conference Name: Design Build Certification Workshop
Travel Dates: 6/17/2019 - 6/19/2019
City, State: Ontario, CA
Estimated Cost Per Person: \$1500
Funding Source: Facilities General Fund

Name: Ernie Loera

Purpose: Facilities Project Manager will learn more about the Design Build process and enrich his knowledge of the construction industry.

Site: CHC
Department: Career Education and Human Development
Conference Name: CCCAOE 2019 Conference
Travel Dates: 4/2/2019 - 4/6/2019
City, State: Sacramento, CA
Estimated Cost Per Person: \$2000
Funding Source: Strong Workforce Categorical Funding

Name: Dan Word

Purpose: To partner and advocate for a stronger workforce, and gain insight for elevating the role of work-based learning and effective guided pathways implementation for SBCCD.

Due to other obligations, the decision to attend this conference was made after the Board item deadline. Schedules will be adjusted for future conference dates.

Site: CHC
Department: Student Services
Conference Name: CACCRAO Annual Conference
Travel Dates: 4/28/2019 - 5/1/2019
City, State: San Diego, CA
Estimated Cost Per Person: \$1096
Funding Source: Admissions and Records General Fund

Name: Larry Aycock

Purpose: This conference will cover guided pathways, residency, FERPA, veterans resources, student success, foster youth, updates from the California Community College Chancellor's Office, as well as best practices from other colleges.

Site: CHC
Department: Office of Instruction
Conference Name: Partners in Excellence 2019 ACCJC Conference
Travel Dates: 4/28/2019 - 5/3/2019
City, State: Burlingame, CA
Estimated Cost Per Person: \$2500
Funding Source: Dual Enrollment Categorical Funding

Name: Keith Wurtz

Purpose: This conference will feature multiple formats for learning including plenary sessions, ALO and New Peer Reviewer training, and 60 minute concurrent sessions from institutions who hold accreditation by ACCJC, by other regional accreditors, and constituents who represent an established higher education organization.

Site: CHC
Department: Health and Wellness
Conference Name: Pri-Med West 2019 Conference
Travel Dates: 5/20/2019 - 5/24/2019
City, State: Anaheim, CA
Estimated Cost Per Person: \$1461
Funding Source: Mental Health Support Categorical Funding and Student Health Fees

Name: Gilbert Agyemang-Boakye, Hannah Sandy

Purpose: This conference has partnered with renowned faculty and physicians to provide timely and practical clinical insights into evidence-based strategies to improve both care and patient outcomes.

Site: CHC
Department: Emergency Medical Services
Conference Name: Accredicon
Travel Dates: 5/28/2019 - 6/4/2019
City, State: Louisville, KY
Estimated Cost Per Person: \$3497
Funding Source: Strong Workforce
Categorical Funding

Name: Kathy Crow

Purpose: This conference will provide CoAEMSP staff, board, and seasoned presenters on the specifics of CAAHEP accreditation so they can improve the administration of their Paramedic program. Attendance at accreditation workshops is so important that CoAEMSP now asks on the Annual Report whether the program director has attended an accreditation in the last two (2) years (first time). Ms. Crow has never attended. Conference is not offered anywhere else in the US.

Site: CHC
Department: Transfer Center
Conference Name: Pacific Coast Association
of Pre-Law Advisors (PCAPLA) 2019
Conference
Travel Dates: 6/4/2019 - 6/9/2019
City, State: Portland, OR
Estimated Cost Per Person: \$0
Funding Source: Time Only

Name: Mariana Moreno

Purpose: I am the registered pre-law advisor under LSAC.org for Crafton Hills College. This will be my first training to learn about advising pre-law students. Conference costs paid by PCAPLA.

Site: CHC
Department: Emergency Medical Services
Conference Name: Level 2 Instructor Course
Travel Dates: 6/26/2019 - 6/28/2019
City, State: Monterey Park, CA
Estimated Cost Per Person: \$1021
Funding Source: Strong Workforce
Categorical Funding

Name: Kristen Clements and Amanda Ward

Purpose: The NAEMSE Instructor Course Level 2 is designed and developed to provide educators and program directors with the tools and information needed to further build their leadership and mentoring skills, program evaluation abilities, and lesson planning management.

Site: CHC
Department: Emergency Medical Services
Conference Name: EMS World Expo
Travel Dates: 10/15/2019 - 10/19/2019
City, State: New Orleans, LA
Estimated Cost Per Person: \$2263
Funding Source: Strong Workforce
Categorical Funding

Name: Laurie Green and Amanda Ward

Purpose: This conference will keep staff current in EMS trends and education.
Provide networking with other EMS professionals.

Site: Police
Department: Police
Conference Name: IACLEA
Travel Dates: 6/24/2019 - 6/29/2019
City, State: Vancouver, Canada
Estimated Cost Per Person: \$3500
Funding Source: Police Dept. Genral Fund

Name: Al Jackson

Purpose: Premier training conference for public safety leaders.

Site: SBVC
Department: Social Science, Human
Development and Physical Education
Conference Name: A2Mend 12th Annual
African American Male Conference
Travel Dates: 3/6/2019 - 3/8/2019
City, State: Los Angeles, CA
Estimated Cost Per Person: \$1800
Funding Source: Student Equity Categorical
Fund

Name: Anthony Blacksher

Purpose: Staff will gain knowledge and techniques through keynote speakers and
small workshops. They will learn how to improve their outcomes and succeed in
college and beyond.

RATIFICATION: Item was intended for the 10/11/2018 board meeting, but was
inadvertently left off due to miscommunication regarding the submission of the
event for board approval.

Site: SBVC
Department: Arts & Humanities, Technology & Educational Support Services
Conference Name: Institute for the Future
Travel Dates: 3/27/2019 - 3/29/2019
City, State: San Jose, CA
Estimated Cost Per Person: \$2068
Funding Source: Guided Pathways General Funds

Name: Mandy Batallo, Davena Burns-Peters, Patty Jones, Rhiannon Lares and Kay Weiss,

Purpose: This team activity will provide resources and processes to develop a customized online learning model for SBVC. The workshop will help to guide the team in developing the grant application for the CTE Online Pathways program.

RATIFICATION. This is being ratified as the attendees were not aware of the conference until past the board submission deadline in February.

Site: SBVC
Department: Geography
Conference Name: Association of American Geographers (AAG)
Travel Dates: 4/2/2019 - 4/7/2019
City, State: Washington, D.C.
Estimated Cost Per Person: \$1042
Funding Source: Professional Development General Funds

Name: Nakita Prajapati

Purpose: This conference will extend the attendees learning in her field of study. There will be a variety of activities to participate in where new ideas on how to teach our students will be learned.

RATIFICATION. This is being ratified as the attendees were not aware of the conference until past the board submission deadline in February.

Site: SBVC
Department: Instruction
Conference Name: CCCCIO (California Community Colleges Chief Instructional Officers) Spring 2019 Conference
Travel Dates: 4/15/2019 - 4/19/2019
City, State: San Francisco, CA
Estimated Cost Per Person: \$3350
Funding Source: Vice President of Instruction General Funds

Name: Dina Humble

Purpose: This conference will lend the opportunity for the attendee to learn current best practices and bring back that knowledge to our district. Further, this conference will offer workshops where the attendees will learn about the most current statewide initiatives, Title 5 and the Educational Code of CA.

Site: SBVC

Department: Adult Education

Conference Name: State Conference for Adult Educators (CCAEC-California Council of Adult Education 2019)

Travel Dates: 4/25/2019 - 4/27/2019

City, State: San Diego, CA

Estimated Cost Per Person: \$1336

Funding Source: Adult Education Block Grant Funds

Name: Emma Diaz

Purpose: The attendee will assist in several workshops that will present opportunities to learn best practices at the state level. She will bring back ideas to incorporate these ideas into existing programs.

Site: SBVC

Department: Admissions and Records

Conference Name: 2019 Annual California Association of Community College Registrars and Admissions Officers (CACCRAO) Conference "Measuring What Matters"

Travel Dates: 4/28/2019 - 5/1/2019

City, State: San Diego, CA

Estimated Cost Per Person: \$1360

Funding Source: Admissions and Records General Fund

Name: Jason Alvarez, Veada Benjamin, April Dale-Carter, Ruben Leyva, Linda Molina, Maria Romo, and Raquel Villa

Purpose: Staff will stay current and obtain best practices, legislative updates and collect information on innovative trends in technology through workshops to continue to provide excellent customer service.

Site: SBVC
Department: Economics
Conference Name: Conference on Teaching and Research in Economics Education (CTREE)
Travel Dates: 5/28/2019 - 6/2/2019
City, State: St. Louis, MO
Estimated Cost Per Person: \$1189
Funding Source: Professional Development General Funds

Name: Michael Levine

Purpose: This premier conference on economics will be a place where economists from around the country will research as related to economics. The conference will offer the attendee the opportunity for professional development and skills building as an instructor.

Site: SBVC
Department: Office of Student Life
Conference Name: MaxFest 2019
Travel Dates: 6/9/2019 - 6/13/2019
City, State: Salt Lake City, UT
UT
Estimated Cost Per Person: \$2800
Funding Source: Student Life General Fund Trust

Name: Maritza Portillo

Purpose: Staff will learn the best, efficient and innovative ways to use the new Maxient software features. This will increase skills and knowledge for accurate reporting and make better use of time when entering and maintaining student records.

Site: SBVC
Department: Adult Education Block Grant
Conference Name: Comprehensive Adult Student Assessment Systems (CASAS) National Summer Institute 2019
Travel Dates: 6/11/2019 - 6/13/2019
City, State: Garden Grove, CA
Estimated Cost Per Person: \$1213
Funding Source: Adult Education Block Grant

Name: Emma Diaz

Purpose: Attendee will be assisting with several workshops. This will present an opportunity to see best practices on a national level. Attendee will also bring back new ideas and incorporate them into existing programs an/or build successful pathways with the districts we work with.

Site: SBVC
Department: First Year Experience and Student Equity Program
Conference Name: 2019 Annual Hispanic Association of Colleges and Universities (HACU) Conference
Travel Dates: 10/4/2019 - 10/8/2019
City, State: Chicago, IL
Estimated Cost Per Person: \$2088
Funding Source: Student Equity Categorical Fund

Name: Elizabeth Banuelos, Raymond Carlos and 20 students

Purpose: To learn leadership skills and information concerning Latino higher education. Anticipated attendance is approximately 22 students, faculty and staff. Elizabeth Banuelos and Raymond Carlos will serve as chaperones.

Site: KVCR
Department: KVCR/FNX
Conference Name: Interview with Daniel Golding at the Quechan Reservation
Travel Dates: 3/7/2019 - 3/9/2019
City, State: San Diego, CA and the Quechan Reservation in Arizona
Estimated Cost Per Person: \$900
Funding Source: FNX - San Manuel Grant

Name: Frank Blanquet

Purpose: To capture footage and interview for an FNX Now segment with Daniel Golding and the Quechane Indian Reservation.

Frank's travel was just going to be in state and under \$999; however the leadership on the reservation needed Frank to come to Arizona.

Site: KVCR
Department: KVCR/FNX
Conference Name: NIGA - Native India Gaming Assoc.
Travel Dates: 3/31/2019 - 4/5/2019
City, State: San Diego, CA
Estimated Cost Per Person: \$3000
Funding Source: FNX - San Manuel Grant

Name: Richard Galope, Ashley Gaines and Anthony Papa

Purpose: Network and Meetings

This was a last minute decision given too late to get to a previous board meeting.

Site: KVCR
Department: KVCR/FNX
Conference Name: PBS Annual Meeting
Travel Dates: 5/28/2019 - 6/1/2019
City, State: Nashville, TN
Estimated Cost Per Person: \$3000
Funding Source: FNX - San Manuel Grant

Name: Frank Blanquet, Anthony "Tony" Papa,

Purpose: To promote the station and programming and conduct interviews/footage.

Site: KVCR
Department: KVCR/FNX
Conference Name: Baker to Vegas Run
Travel Dates: 3/23/2019 - 3/24/2019
City, State: Primm, NV
Estimated Cost Per Person: \$250
Funding Source: FNX - San Manuel Grant

Name: Nick Harris, Matt Ornelas, Taylor Hill, Javier Salvago

Purpose: To create an FNX NOW piece for San Manuel and other tribes.

This was a last minute decision given too late to get to a previous board meeting.

Site: EDCT
Department: EDCT
Conference Name: Automate Trade Show
Travel Dates: 4/7/2019 - 4/11/2019
City, State: Chicago, IL
Estimated Cost Per Person: \$3050
Funding Source: EDCT Categorical Funds

Name: Deanna Krehbiel and Robert Levesque

Purpose: To enable EDCT to equip labs and create curriculum responsive to the needs of industry.

Notification of the tradeshow was not received until after the board submission due date for March.

Site: EDCT Foundation
Department: EDCT Foundation
Conference Name: 2019 PBS Annual Meeting
Travel Dates: 5/28/2019 - 6/1/2019
City, State: Nashville, TN
Estimated Cost Per Person: \$2800
Funding Source: EDCT Foundation General Funds

Name: Ashley Gaines

Purpose: PBS Annual meeting brings together stakeholders to spotlight PBS content while sharing new and innovative ideas to meet the changing media environment.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Senior Executive Assistant

DATE: April 11, 2019

SUBJECT: Consideration to Approve District/College Expenses

RECOMMENDATION

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

OVERVIEW

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

INSTITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

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

Site: DISTRICT
Event: 2019 Scripps National Spelling Bee
Date of Event: 5/25/19-6/1/19

Item Being Purchased: Travel accommodations (airfare and hotel) for Austin Leong and Richard/Trista Leong
Total Estimated Cost: \$ 7000
Funding Source: Marketing General Fund

Site: DISTRICT
Event: 2019 All Secretaries Day
Date of Event: 06/27/19

Item Being Purchased: Refreshments, awards, and non-instructional supplies for raffle
Total Estimated Cost: \$ 2000
Funding Source: SBCCD Hospitality Trust Account & Chancellor's Office General Fund

Site: SBVC
Event: Annual High School Counselor and Career Technician Conference
Date of Event: 03/01/19

Item Being Purchased: Meals & Refreshments, Promotional Items and Decorations. Sponsored by the Counseling Department, this conference held at SBVC is geared towards dissemination of information and updates to high school counselors and career technicians. It is also aimed at strengthening SBVC's partnership with feeder high schools. Anticipated attendance is 200 High School Counselors, Career Technicians and SBVC Faculty and Staff.
Total Estimated Cost: \$ 18000
Funding Source: Student Success and Support Program Categorical Fund
AMENDMENT: This item was previously approved on December 13, 2018 board meeting. Event is being amended to increase the number of people attending from 150 to 200; and to increase the estimated cost of the total amount of the event from \$15,000 to \$18,000.

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

Site: SBVC

Event: CalWORKs Career Fair

Date of Event: 03/20/19

Item Being Purchased: Refreshments. Sponsored by the CalWORKs & Workforce Development this event provides an opportunity for SBVC students to meet and network with recruiters representing a variety of employers, obtain employment-related information and material, and learn about career opportunities with each organization. Anticipated attendance is 250 employers, students, staff and community members. Shalita Tillman will serve as advisor.

Total Estimated Cost: \$ 1000

Funding Source: CalWORKs Categorical Funds

AMENDMENT: This item was previously approved on February 21, 2019 board meeting. Item is being amended to reflect the change in event date from 03/16/19 to 03/20/2019 due to location availability.

Site: SBVC

Event: Three Year Planning Day - California Adult Education Program (CAEP - formally AEBG)

Date of Event: 04/10/19

Item Being Purchased: Refreshments. Sponsored by the Adult Education Block Grant, approximately 20 individuals from the Inland Adult Education Consortium will be attending this three year planning meeting at the Colton Adult School. Faculty member in attendance will be Emma Diaz.

Total Estimated Cost: \$ 300

Funding Source: Adult Education Block Grant Fund

RATIFICATION. This item is being ratified as the planning for this event was not complete in time for the last board meeting submission deadline.

Site: SBVC

Event: Science & Technology Day Event

Date of Event: 04/11/19

Item Being Purchased: Lunch, refreshments and supplies. This event will host over 200 eighth grade student from a local middle school to participate in workshops. Faculty members in attendance will be science and art faculty as well as the dean from the science division.

Total Estimated Cost: \$ 2843

Funding Source: President's Office General Funds and Science Division General Funds

RATIFICATION. This item is being ratified as the planning for this event was not complete in time for the last board meeting submission deadline.

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

Site: SBVC
Event: Lesson Study Institute - California
Adult Education Program
Date of Event: 04/17/19

Item Being Purchased: Refreshments. Sponsored by the Adult Education Block Grant, approximately 45 individuals from the Inland Adult Education Consortium will be attending this "Lesson Study Institute Workshop" which will be held at the Dorothy Ingram Learning Center in San Bernardino. Faculty member in attendance will be Emma Diaz.
Total Estimated Cost: \$ 500
Funding Source: Adult Education Block Grant Fund

Site: SBVC
Event: Migrant Parent Summit
Date of Event: 04/20/19

Item Being Purchased: Meals, contracts and supplies. Sponsored by the Student Equity & Success Division, Counseling & Matriculation Division and Educational Opportunities Help Desk. The purpose is to inform the community, parents, students and staff on new policies, programs and opportunities at San Bernardino Valley College. Anticipated attendance is 300 students, staff, faculty and community members. Marco Cota and Carmen Rodriguez will serve as advisors.
Total Estimated Cost: \$ 8000
Funding Source: Student Equity and Success Categorical Fund, and Student Success & Support Programs Categorical Fund

Site: SBVC
Event: Green Week
Date of Event: 04/22/19-04/26/19

Item Being Purchased: Contracts, meals, supplies, giveaways and printing. Sponsored by Office of Student Life and Associated Student Government, the purpose is to engage and educate students, faculty and the community on environmental resource efficiencies and reinforcing the importance of environmental sustainability at SBVC. Anticipated attendance is 300 faculty, staff and students. Raymond Carlos will serve as advisor.
Total Estimated Cost: \$ 1500
Funding Source: Associated Students Trust Fund and Diversity Trust Fund

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

Site: SBVC
Event: Denim Day
Date of Event: 04/24/19

Item Being Purchased: Giveaways, non-instructional supplies, meals and printing. Sponsored by the Office of Student Life and Associated Student Government, the purpose is to spread awareness about sexual violence. Anticipated attendance is 200 students, faculty and staff. Raymond Carlos will serve as advisor.

Total Estimated Cost: \$ 1700

Funding Source: Associated Students Trust Fund, Student Life Trust, and Diversity Trust Fund

Site: SBVC
Event: Skills USA 52nd Annual State Leadership and Skills Conference
Date of Event: 04/25/19-04/28/19

Item Being Purchased: Transportation, Hotel, food and registration. Sponsored by the Culinary Arts Club and the Office of Student Life, Culinary Arts students will compete in this competition with the possibility of receiving a full ride scholarship to the Culinary Institute of America. Activities will enhance classroom learning and student growth through leadership and skills activities. Anticipated attendance is 4 students, 1 staff and 1 administrator. Chaperones will be Stacy Meyer and Tamara Schlinkert.

Total Estimated Cost: \$ 6503

Funding Source: Sunroom Tip Trust Account, Culinary Arts Club Trust Account, Student Life Trust and Inter Club Council (ICC) Trust

Site: SBVC
Event: 24th Annual Spotighting Our Success
Date of Event: 05/10/19

Item Being Purchased: Refreshments and linens, Decorations and Supplies, Frames, Certificates, Wine Glasses, Giveaways & Awards - San Bernardino Valley College (SBVC) will host the annual awards presentation to recognize multiple categories of excellence in service at SBVC by our faculty, staff, and administrators. Anticipated attendance is approximately 250 faculty, staff and their guests.

Total Estimated Cost: \$ 5950

Funding Source: Marketing/Public Relations General Fund, President's General Fund and Faculty Association Account

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

Site: SBVC
Event: STAR Program/TRIO
Student Graduates and Outstanding
Achievement Reception
Date of Event: 05/15/19

Item Being Purchased: Meals and supplies. Sponsored by the STAR Program, graduating STAR students will be showcased on their GPA achievements and congratulated for graduating. Anticipated attendance is 80 students, staff and faculty. Deanne Rabon will serve as advisor.
Total Estimated Cost: \$ 650
Funding Source: STAR Program/TRIO Grant Fund

Site: SBVC
Event: DSPS Parent and Student Orientation
Night
Date of Event: 5/16/2019

Item Being Purchased: Refreshments. Sponsored by Disabled Student Program & Student Equity and Success, students are being invited to an orientation night to learn about the academic accommodations offered by Disabled Student Program & Services. Anticipated attendance is 100 students, faculty and staff. Michelle Crocfer, Alicia Hallex and Marty Milligan will serve as advisors.
Total Estimated Cost: \$ 1500
Funding Source: Student Equity and Success Categorical Fund

Site: SBVC
Event: Region 9 Student Equity & Success
Leadership Meeting
Date of Event: 5/31/2019

Item Being Purchased: Meals and supplies. Sponsored by the Student Equity & Success Division for Deans and Vice Presidents from Region 9 area campuses, the purpose is to discuss the 2019-20 academic year and give updates on Student Equity reporting and funding. Anticipated attendance is 25 faculty, staff and area community members. Carmen Rodriguez will serve as advisor.
Total Estimated Cost: \$ 1200
Funding Source: Student Equity and Success Categorical Fund

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

Site: SBVC
Event: LGBTQ+ Drag Show
Date of Event: 10/22/19

Item Being Purchased: Refreshments, decorations, and prizes for participants. Sponsored by the Office of Student Life and LGBTQ+ Club, the purpose is to provide a fun event for the campus and represent the LGBTQ community at SBVC. Anticipated attendance is 100 students, faculty and staff. Heather Johnson will serve as advisor.
Total Estimated Cost: \$ 2000
Funding Source: Arts & Lectures Diversity Trust, LGBTQ+ Club Trust

Site: TESS
Event: On-Site Informer Training
Date of Event: 05/15/19-05/16/19

Item Being Purchased: Meals. Training the researchers and technical staff on Informer Student Information Systems.
Total Estimated Cost: \$ 650
Funding Source: TESS General Fund

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

Item Being Purchased: Meals. Working lunch for EMT Advisory Committee. The purpose of meeting is for program review, compliance with accreditation standards and recommendations for program improvement.
Total Estimated Cost: \$ 200
Funding Source: Strong Workforce Categorical Funding

Site: CHC
Event: Career Visit - Arrowhead Regional Medical Center
Date of Event: 5/3/19

Item Being Purchased: Meals. Nine students and two chaparones to visit the Arrowhead Regional Medical Center for a tour of specialized areas and admission/career program information such as Radiology, Social Work and other departments.
Total Estimated Cost: \$ 400
Funding Source: Career Center General Fund

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

Site: CHC
Event: CFED 2019 Conference and Expo
Date of Event: 05/20/19-05/23/19

Item Being Purchased: Travel expenses. Twenty-three students and four chaperones to attend a local industry conference where they will actively participate in the operation and delivery of the Paramedic Challenge (competition) and have the opportunity to experience the industry's continuing education model and network with local employers.
Total Estimated Cost: \$ 2525
Funding Source: Strong Workforce Categorical Funding

Site: KVCR
Event: PBS Annual Meeting
Date of Event: 05/29/19-05/31/19

Item Being Purchased: Booth Exhibit
Total Estimated Cost: \$ 4000
Funding Source: FNX San Manuel Grant

Site: SBVC
Event: 2019 Annual Hispanic Association of Colleges and Universities (HACU) Conference
Date of Event: 10/04/19-10/08/19

Item Being Purchased: Transportation, Lodging, meals, and registration. Sponsored by the Student Equity Program and First Year Experience, San Bernardino Valley College students and staff will attend Hispanic Association of Colleges & Universities (HACU) 2019 annual conference in Chicago, Illinois. Students will have opportunities to learn leadership skills and information concerning Latino higher education. Anticipated attendance is approximately 22 students, faculty and staff. Elizabeth Banuelos and Raymond Carlos will serve as chaperones.
Total Estimated Cost: \$ 45936
Funding Source: Student Equity and Success Categorical Fund

Site: CHC
Event: Honors Luncheon
Date of Event: 5/8/19

Item Being Purchased: Meals. Sponsored by the Honors Program and the CHC Foundation, this event is to honor students completing the Honors requirements and graduating/transferring to a university. Participants include faculty and staff.
Total Estimated Cost: \$ 1200
Funding Source: Honors Program General Fund, CHC Foundation

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Senior Executive Assistant

DATE: April 11, 2019

SUBJECT: Consideration of Approval of Individual Memberships

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

Included in the budget.

**San Bernardino Community College District
Individual Memberships**

Site: SBVC

Name: Jeanne Marquis

Total Cost: \$459.00

Funding Source: Counseling Department
General Fund

Membership & Purpose: NAFSA: Association of International Educators (Formerly National Association for Foreign Student Affairs (NAFSA)), International Counselor membership.

Site: CHC

Name: Dan Sullivan, Mike Alder, Josh Janssen,
Rick Groff, Andrew Gebara

Total Cost: \$200

Funding Source: Fire Science General Fund

Membership & Purpose: California Fire Technology Director's Association (CFTDA) for the period of January 1-December 31, 2019, CFTDA is an organization that promotes high quality fire technology education and training. Membership in the organization is comprised of many California community colleges and facilities for exchange of information.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Senior Executive Assistant

DATE: April 11, 2019

SUBJECT: Consideration of Final Approval of Board Policies

RECOMMENDATION

It is recommended that the Board of Trustees approve the Board Policies. The Board approved first reading on March 14, 2019. Administrative Procedures are submitted for information and review for consistency with Board policies.

BP 3600 (no AP)	Auxiliary Organizations
BP & AP 3920	Electronic Mail
BP & AP 4250	Probation, Dismissal, and Readmission
AP 5045 (no BP)	Student Records - Challenging Content & Access Log
BP & AP 5055	Enrollment Priorities
AP 7211 (no BP)	Faculty Service Areas, Minimum Qualifications, and Equivalencies
AP 7216 (no BP)	Academic Employees: Grievance Procedure for Contract Decisions
AP 7233 (no BP)	Claims for Out of Class

OVERVIEW

The changes to these policies include requirements of the Education Code and current law. The SBCCD has a process of continuous review of its Board Policies and Administrative Procedures to ensure compliance with Title 5, California Education Code and current district/college needs.

ANALYSIS

The Board may adopt policies authorized by law or determined to be necessary for the efficient operation of the district per Board Policy 2410.

The attached Administrative Procedures have been modified and or reviewed and have gone through the collegial consultation process per Board Policy 2410.

INSTITUTIONAL VALUES

- I. Institutional Effectiveness
- II. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

None.



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Jose Torres: Document Owner - Chapter 6
Policy Area:	Chapter 3 General Institution
References:	

BP 3600 Auxiliary Organizations

~~(Replaces current SBCCD BP 3600)~~ From current SBCCD BP 3600 titled Auxiliary Organizations

~~NOTE: The language in current SBCCD BP 3600 parallels the language recommended by the Policy and Procedure Service.~~

• ~~From current SBCCD BP 3600 titled Auxiliary Organizations~~

The Board of ~~Trustees~~ of Trustees may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs, and functions identified in Title 5.

The Chancellor shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the ~~State~~ State Chancellor's ~~Office for the California Community Colleges~~'s Office for the California Community Colleges as required by law. At a minimum, the procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs, or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5, Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative procedures adopted by the Chancellor pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board shall comply with Education Code provisions regarding:

- the composition of a board of directors and the way in which it conducts its meetings;
- conducting an annual audit;
- employing its work force;
- expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *Andy Chang*
 Policy Area: *Chapter 3 General Institution*
 References:

BP 3920 Electronic Mail

~~(Replaces current SBCCD BP 3730)~~ From current SBCCD BP 3730 titled Electronic Mail

- ~~From current SBCCD BP 3730 titled Electronic Mail~~

The District provides ~~electing~~electronic mail services to its employees at District expense. Use of the electronic mail system is authorized in District business and incidental personal use. Third party use is not authorized.

~~See BP/AP 3720 titled Computer and Network Use~~ See BP/AP 3720 titled Computer and Network Use

Reference:

~~No references~~ No references

Attachments:

[BP 3920 Electronic Mail - Comments](#)
[BP 3920 Electronic Mail - Legal Citations](#)
[BP3920- OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Andy Chang</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	

AP 3920 Electronic Mail

~~(Replaces current SBCCD AP 3730)~~ From current SBCCD AP 3730 titled Electronic Mail

• ~~From current SBCCD AP 3730 titled Electronic Mail~~

A. Right of Access/Disclosure

The District reserves the right of access to and disclosure of electronic mail messages sent or received by employees with the use of the District electronic mail system.

B. Personal/Private Messages

The District will attempt to honor the privacy or private messages unless it has reasonable grounds to access them. If an employee sends, receives, or stores personal or private messages of an incidental nature, the employee must take special steps to protect the privacy of such messages through such means as designation of the message as private or by storing them in a special area.

C. Snooping

Employees are prohibited from the use of the electronic mail and computer systems for the purpose of satisfying idle curiosity about the affairs of others, with no substantial business purpose for obtaining access to the files or communications of others. Violators are subject to appropriate disciplinary measures.

D. Miscellaneous Special Uses

Employees shall not use the District electronic mail system for any of the following uses:

1. Chain letters.
2. Copies of documents in violation of copyright laws.
3. Forwarding of electronic mail messages without a legitimate business purpose under circumstances likely to lead to embarrassment of the sender or to violate clearly expressed desire of the sender to restrict additional dissemination.
4. Use in violation of rules applicable to Electronic Data Interchange systems.
5. Use of electronic mail for "moonlighting" or job searches.
6. Use of electronic mail to send messages, access to which is restricted by government security laws or regulations.

E. Monitoring for Security Violations

The District will not monitor electronic mail messages as a routine matter. The District will respond to legal process and fulfill its obligations to third parties. The District will inspect the contents of electronic mail messages in the course of an investigation triggered by indications of impropriety or as necessary to locate substantive information that is not more readily available by some other less intrusive means. The District may review the electronic mail communications of an employee to determine whether there have been any breaches of security, violations of company policy, or defalcations of duty on the part of the employees.

F. Targeted Access

The District recognizes the employees have an interest of privacy with regard to the electronic mail messages they send or receive. The District reserves the right to access and disclose the contents of employee electronic mail messages, but will do so only when it has a legitimate business need to do so and the urgency of the need is sufficiently strong to offset the District's commitment to honor the employee's interest in privacy.

G. Disclosure

The contents of electronic mail, properly obtained for legitimate business purposes, may be disclosed without the permission of the employee. Any disclosure without the consent of the employee who sent the message shall be limited to those employees who have a legitimate need to know.

The District will attempt to refrain from disclosure of particular messages, based on objections on the ground that publication of the message will create personal embarrassment for the employee who sent the message, unless such disclosure is required to serve a legitimate business purpose or satisfy a legal obligation.

The District may use information regarding the number, sender, recipient and address of messages sent over the electronic mail system for any proper business purpose.

H. Disclosure to Law Enforcement Officials

Reasonable effort will be made to notify an employee when law enforcement officials seek access to messages addressed to the employee or under the employee's control unless law enforcement officials obtain orders prohibiting such notice. Such notification is not necessary if the law enforcement activity relates to the possibility that the District may be the victim of a crime.

I. Approval of Access and/or Disclosure

The Chancellor or College President must approve any request for access to the contents of electronic mail to be made without the consent of a sender or recipient. The Chancellor or College President must approve the use or disclosure of information obtained from inspection or monitoring of electronic mail.

Reference:

No references

Attachments:

[AP 3920 Electronic Mail - Comments](#)
[AP 3920 Electronic Mail - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	

BP 4250 Probation, Dismissal, and Readmission

(Replaces current SBCCD BP 4250)

- ~~From current SBCCD BP 4250 titled Probation, Dismissal, and Readmission~~

Probation

A student shall be placed on academic probation if he or she has attempted a minimum of 12 semester units of work and has a grade point average of less than a C (2.0).

A student shall be placed on progress probation if he or she has enrolled in a total of at least 12 semester units and the percentage of all units in which the student has enrolled, for which entries of W, I, NC, and NP were recorded reaches or exceeds fifty percent.

A student who is placed on probation may submit an appeal in accordance with regulations to be established by the Chancellor.

A student on academic probation shall be removed from probation when the student's accumulated grade point average is 2.0 or higher. A student on progress probation shall be removed from probation when the percentage of units in the categories of W, I, NC, and NP drops below fifty percent.

Dismissal

A student who is on academic probation shall be subject to dismissal if the student has earned a cumulative grade point average of less than 2.00 (~~NOTE: This is a more stringent standard than the 1.75 GPA pursuant to Title 5 Section 55033~~) in all units attempted in each of three (3) consecutive semesters.

A student who is on progress probation shall be subject to dismissal if the cumulative percentage of units in which the student has been enrolled for which entries of W, I, NC and NP are recorded in at least three (3) consecutive semesters reaches or exceeds fifty percent.

A student who is subject to dismissal may submit a written appeal in compliance with administrative ~~regulations procedures~~ procedures. ~~Dismissal may be postponed and the student continued on probation if the student [state the District's established criteria, such as evidence of extenuating circumstances or shows significant improvement in academic achievement.]~~ Dismissal may be postponed and the student continued on probation if the student has provided evidence of extenuating circumstances or shows significant improvement in academic achievement.

Readmission

A student who has been dismissed may request reinstatement ~~[conditions of reinstatement are up to the District; suggest passage of time (e.g., one semester) or appeal that indicates extenuating circumstances have changed]~~. Readmission may be granted, denied, or postponed according to criteria contained in administrative ~~regulations procedures~~ procedures.

The Chancellor shall develop procedures for the implementation of this policy that comply with the Title 5 requirements.

References:

Education Code Section 70902(b)(3);
Title 5, Sections 55030-55034

Attachments:

[BP 4250 Probation, Dismissal and Readmission - Comments](#)
[BP 4250 Probation, Dismissal and Readmission - Legal Citations](#)
[BP4250 -OLD.pdf](#)
[Legal Update 32 Overview Rev. 4-21-18.docx](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	

AP 4250 Probation, Dismissal, and Readmission

(Replaces current SBCCD AP 4250)

~~**NOTE:** This procedure is . Local practice may be inserted, but should address the minimum requirements in the following examples.~~

A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

Academic Probation

After earning twelve or more units at a District college, a student shall be placed on academic probation when his/her grade point average falls below 2.0 for all work attempted.

Progress Probation

After earning twelve or more units at a District college, a student shall be placed on progress probation when the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.

~~**Notification of Probation**— Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.~~

Notification of Probation and Dismissal
Each student is entitled to be notified of his/her academic difficulty and the availability of college support services to respond to the academic difficulty before the student is dismissed. Notification will consist, at a minimum, of the following: At the end of the semester in which the student's grade point average falls below 2.0 in all units attempted, a notice that the student is on probation shall be sent to the student informing him/her that he/she is on academic probation. "All units attempted" is defined as all units of credit for which the student is enrolled in at the community college that they attend.

~~**If the percentage of a student's recorded entries of "W," "I," "NC" and "NP" reaches or exceeds 50% of all units in which a student has enrolled, the student shall be placed on progress probation.**~~

Probationary Letter – The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.

~~**At the end of the third semester on which the student is on academic or progress probation, a notice**~~

~~that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.~~ At the end of the third semester on which the student is on academic or progress probation, a notice that the student is subject to dismissal will be sent to the student informing him/her that he/she is subject to dismissal.

~~Probationary Letter—The letter notifying the student of probation will cover, at a minimum, the significance of being on probation and description of the services available.~~

~~A student who is on academic probation and earns a semester grade point average of 1.75 or better shall not be dismissed as long as this minimum semester grade point average is maintained.~~ A student who is on academic probation and earns a semester grade point average of 2.0 or better shall not be dismissed as long as this minimum semester grade point average is maintained.

• ~~From current SBCCD AP 4250 titled Probation, Dismissal, and Readmission~~

~~A. Academic Probation~~

~~After earning twelve or more units at a District college, a student shall be placed on academic probation when his/her grade point average falls below 2.0 for all work attempted.~~

~~B. Progress Probation~~

~~After earning twelve or more units at a District college, a student shall be placed on progress probation when the percentage of all units in which the student has enrolled for which entries of W, I, NC and NP were recorded reaches or exceed fifty percent.~~

~~C. Appeal/Removal from Probationary Status~~

- ~~1. A student may appeal probationary status by filing a request for special consideration with the designated academic standards committee at each college.~~
- ~~2. A student who has been placed on academic probation shall revert to good standing upon attaining a cumulative grade point average of 2.0 or higher for all units attempted. All units attempted are defined as all units of credit for which the student is enrolled in at the community college that he/she attends.~~
- ~~3. A student who has been placed on progress probation shall revert to good standing when the percentage of all units in which the student has enrolled for which entries of W, I, NC and NP were recorded falls below fifty percent.~~

~~D. Intervention~~

~~A student who continues to maintain a grade point average below 2.0 while on academic or progress probation will not be allowed to register for succeeding terms until that student has completed the requirements established by the Counseling department at the college he/she attends.~~

~~**NOTE:** The following language related to Dismissal and Readmission is addressed in depth in new AP 4255 titled Dismissal and Readmission. Consider striking the following language or moving it to reflect local practice in AP 4255.~~

~~E. Dismissal/Readmission Standards~~

~~For the purposes of this section, semesters shall be considered consecutive on the basis of the student's~~

~~enrollment, i.e., Fall enrollment to Fall enrollment shall be considered consecutive if the student did not enroll in the intervening Spring semester.~~

F. Dismissal

~~A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exist:~~

- ~~1. The student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.~~
- ~~2. The student has received a W, I, NC, or NP in fifty percent or more of the units for which he/she was enrolled in each of three consecutive semesters.~~

G. Readmission

- ~~1. A student may appeal dismissal by filing a request as a part of the procedures established at the college he/she attends.~~
- ~~2. A student may be reinstated after one semester from the date of dismissal.~~
- ~~3. A student enrolled following dismissal shall be on probationary status and subject to dismissal.~~
- ~~4. If the scholastic achievement of a student readmitted after dismissal continues at a probationary level, the student may be dismissed for one year.~~

Appeal/Removal from Probationary Status

- A. A student may appeal probationary status by filing a request for special consideration with the designated academic standards committee at each college.
- B. A student who has been placed on academic probation shall revert to good standing upon attaining a cumulative grade point average of 2.0 or higher for all units attempted. All units attempted are defined as all units of credit for which the student is enrolled in at the community college that he/she attends.
- C. A student who has been placed on progress probation shall revert to good standing when the percentage of all units in which the student has enrolled for which entries of W, I, NC and NP were recorded falls below fifty percent.

Intervention

A student who continues to maintain a grade point average below 2.0 while on academic or progress probation will not be allowed to register for succeeding terms until that student has completed the requirements established by the Counseling department at the college he/she attends.

(NOTE: The following language related to Dismissal and Readmission will be addressed in depth in a new AP 4255 titled Dismissal and Readmission. Consider striking the following language or moving it to reflect local practice in AP 4255 if/when the new AP is approved.)

Dismissal/Readmission Standards

For the purposes of this section, semesters shall be considered consecutive on the basis of the student's enrollment, i.e., Fall enrollment to Fall enrollment shall be considered consecutive if the student did not enroll in the intervening Spring semester.

Dismissal

A student on academic and/or progress probation shall be dismissed for one semester when one or more of the following conditions exist:

- A. The student has earned a cumulative grade point average of less than 2.0 in all units attempted in each of three consecutive semesters.
- B. The student has received a W, I, NC, or NP in fifty percent or more of the units for which he/she was enrolled in each of three consecutive semesters.

Readmission

- A. A student may appeal dismissal by filing a request as a part of the procedures established at the college he/she attends.
- B. A student may be reinstated after one semester from the date of dismissal.
- C. A student enrolled following dismissal shall be on probationary status and subject to dismissal.
- D. If the scholastic achievement of a student readmitted after dismissal continues at a probationary level, the student may be dismissed for one year.

References:

Title 5, Sections 55030-55034

Attachments:

[AP 4250 Probation - Comments](#)
[AP 4250 Probation - Legal Citations](#)
[AP4250 -OLD.pdf](#)
[Legal Update 32 Overview Rev. 4-21-18.docx](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 5 Student Services
References:	

AP 5045 Student Records - Challenging Content & Access Log

Challenging Content

Any student may file a written request with the ~~[designate position]~~Custodian of Records to correct or remove information recorded in his/her student records that the student alleges to be:

1. inaccurate;
2. an unsubstantiated personal conclusion or inference;
3. a conclusion or inference outside of the observer's area of competence; or
4. not based on the personal observation of a named person with the time and place of the observation noted.

Within 30 days of receipt of the request, the ~~[designate position]~~Custodian of Records shall meet with the student and the employee who recorded the information in question, if any, if the employee is presently employed by the District. The ~~[designate position]~~Custodian of Records shall then sustain or deny the allegations.

If the ~~[designate position]~~Custodian of Records sustains any or all of the allegations, he/she shall order the correction or removal and destruction of the information. If the ~~[designate position]~~Custodian of Records denies any or all of the allegations and refuses to order the correction or removal of the information, the student, within 30 days of the refusal, may appeal the decision in writing ~~[insert District option for appeals process]~~to the Board of Trustee.

Within 30 days of receipt of an appeal, the Board of Trustees shall, in closed session with the student and the employee who recorded the information in question, determine whether to sustain or deny the allegations. If the Board of Trustees sustains any or all of the allegations, it shall order the Chancellor or his/her designee, to immediately correct or remove and destroy the information. The decision of the governing board shall be final.

If the final decision is unfavorable to the student, the student shall have the right to submit a written statement of his/her objections to the information. This statement shall become a part of the student's record until the information objected to is corrected or removed.

Whenever there is included in any student record information concerning any disciplinary action, the student shall be allowed to include in such record a written statement or response concerning the disciplinary action.

Whenever there is included in any student record information concerning any disciplinary action in connection

with any alleged sexual assault or physical abuse, or threat of sexual assault, or any conduct that threatens the health and safety of the alleged victim, the alleged victim of that sexual assault or physical abuse shall be informed within three days of the results of the disciplinary action and the results of any appeal. The alleged victim shall keep the results of that disciplinary action and appeal confidential.

Access Log

A log or record shall be maintained for each student's record that lists all persons, agencies, or organizations requesting or receiving information from the record and their legitimate interests. The listing need not include any of the following:

- Students seeking access to their own records;
- Parties to whom directory information is released;
- Parties for whom written consent has been executed by the student;
- Officials or employees having a legitimate educational interest.

~~The log or record shall be open to inspection only by the student and the [designate position], and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.~~

~~NOTE: If the District decides to include provisions related to the security of student records that information can appropriately be included here.~~

The log or record shall be open to inspection only by the student and the Custodian of Records, and to the Comptroller General of the United States, the Secretary of Education, an administrative head of an education agency, and state educational authorities as a means of auditing the operation of the system.

References:

Education Code Sections 76222 and 76232;

Title 5 Section 54630

Attachments:

[AP 5045 Student Records- Challenging Content & Access Log - Comments](#)

[AP 5045 Student Records- Challenging Content & Access Log - Legal Citations](#)



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *Academic Senates Academic Senates*
 Policy Area: *Chapter 5 Student Services*
 References:

BP 5055 Enrollment Priorities

(Replaces current SBCCD BP 5055)

- ~~From current SBCCD BP 5055 titled Enrollment Priorities~~

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor is responsible for establishing procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

References:

Title 5, Sections ~~51006~~, 51006, 58106; ~~and~~ and 58108

Attachments:

[BP 5055 Enrollment Priorities - Comments](#)
[BP 5055 Enrollment Priorities - Legal Citations](#)
[BP5055 -OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Academic Senates Academic Senates</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	

AP 5055 Enrollment Priorities

(Replaces current SBCCD AP 5055)

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites.)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and
- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8
- A foster youth, former foster youth, or homeless youth pursuant to Education Code section 66025.9;
- A student who has been determined to be eligible for Disabled Student Programs and Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKS;

The following students will have priority for enrollment:

First time students who have completed orientation, assessment, and developed student education plans.
Continuing students, who has not lost registration priority, as defined in these policies and procedures.

Registration priority specified above shall be lost at the first registration opportunity after a student:
Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for non-degree

applicable English as a Second Language or basic skills courses as defined by the Vice President of Instruction, or students enrolled in high unit majors or programs as designated by the Vice President of Instruction.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The ~~Vice President of Student Services~~ Director of Admission and Records or his/her designee will determine the appeal in his/her sole discretion.

[Note: Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in Administrative Procedure 4250].

These mandated enrollment priorities will be effective in the Fall, 2014 term. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

A. General Access

Every course for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established in compliance with Title V 5 of the California Administrative Code.

B. Priorities for Enrollment

Each college shall establish procedures that set priorities for enrollment and publish them in their Class Schedules. Such procedures shall be made available to students during the registration process.

Priority for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty.

C. Matriculation

All students shall be subject to the requirements of the matriculation process at each college. Recommendations for class enrollment based upon testing and evaluation shall be strongly recommended to students but shall be advisory only.

Nursing

~~Special admissions requirements for the Nursing Program shall be approved by the Board of Trustees.~~



Origination:	11/2016
Last Approved:	N/A
Last Revised:	01/2019
Next Review:	04/2018
Owner:	Human Resources Human Resources
Policy Area:	Chapter 7 Human Resources
References:	Brand New - required

AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies

~~AP 7211 Faculty Service Areas, Minimum Qualifications, and Equivalencies~~

~~Faculty Service Areas~~

Faculty Service Areas

Faculty service areas shall be established after negotiation and consultation as required by law with the appropriate faculty representatives.

~~Minimum Qualifications~~

Minimum Qualifications

The goal of the San Bernardino Community College District is to provide a faculty of highly qualified professional educators who are experts in their fields, skilled in teaching, and serve the needs of a varied student population. The District also seeks those who can promote overall college effectiveness and who are sensitive to the diversity of the District community. The San Bernardino College District shall employ faculty who possess the minimum qualifications, as established by the California State Chancellor's Office (see the most recent edition of the publication, "Minimum Qualifications for Faculty and Administrators in California Community Colleges").

Faculty shall meet minimum qualifications established by the Board of Governors, or shall possess qualifications that are at least equivalent to the minimum qualifications set out in the regulations of the Board of Governors.

~~Equivalencies~~

Faculty are responsible for including a minimum qualification on all new curriculum or as part of a curriculum review process. All curriculum should be placed within a discipline that is identified as having a minimum qualification. It is best practice to place curriculum in the discipline that best matches the course content and for which the minimum qualifications of faculty best match the course content.

For departments that include courses with dual designators, deans and chairs from all relevant programs will collaborate to ensure the most qualified faculty teach these courses and minimum qualifications are met.

The Role of Human Resources

The role of the Human Resources office is to collect, date-stamp, and forward applications and other pertinent information to the appropriate discipline selection committee (full-time) or department chair and dean (part-

time).

In addition, Human Resources ensures that the established minimum qualifications for the position will be listed in the job description/announcement. The District criteria for equivalency will be available at the Human Resources Department. A statement will be included in the application materials requiring all candidates who do not possess minimum qualifications to indicate in the application material how they meet the equivalent qualifications for the position and to provide supporting documentation. The burden of proof for minimum qualifications and equivalency is on the applicant.

Human Resources staff will verify that applicants have the appropriate credential, or that applicants claiming the required minimum qualifications show the appropriate degrees on their transcript. If there is an experience requirement, College District Human Resource staff will verify that the applicant has the required number years of experience, but will not judge if the experience is appropriate.

If the applicant claims to possess the minimum qualifications, but the degree titles are significantly different from those listed in the most recent edition of the "Minimum Qualifications for Faculty and Administrators in California Community Colleges," that application shall be considered under the equivalency process even if the applicant did not claim equivalency. Human Resources will rely primarily on the Academic Senate, in consultation with administration, to determine equivalency of degree titles based on an examination of an applicant's transcripts

Human Resources forwards all applications which satisfy the credentials requirement, satisfy the minimum qualifications requirement, or are deemed to be equivalent to the college selection committee (full-time) or to the dean and chair in that department (part-time).

Supplemental Equivalency Application

Human Resources is responsible for maintaining a "Supplemental Equivalency Application." If a potential employee applies for a position and wishes to complete a "Supplemental Equivalency Application for Academic Employment", the following information should be provided:

- : Degree for which the applicant claims equivalency.
- : The educational preparation on which the applicant bases this claim for the major of the minimum degree.
- : The relevant courses the applicant has taken or other evidence that the applicant has the equivalent of the General Education portion of the minimum degree.
- : An official transcript and copies of the appropriate pages from the catalog of the institution that granted the degree upon which the applicant bases a claim of equivalency.
- : Publications or other work products that support a claim of equivalency.
- : A detailed description of work experience which the applicant believes establishes equivalency to the minimum qualifications. If the applicant is using work products or other items which cannot be submitted, provide detailed information from an objective source about the nature of this work product or experience.

Equivalency

All community college faculty should exemplify the qualities of a college educated person.

~~Equivalency Committee~~—~~An Academic Senate Equivalency Committee shall be established to fulfill the requirement of~~ Pursuant to Education Code Section 87359, ~~which states~~ the equivalency process "shall include reasonable procedures to ensure that the ~~equivalency process~~" shall include reasonable procedures to ensure Governing Board relies primarily upon the advice and judgment of the Academic Senate to determine that ~~the Board of Trustees relies primarily upon the advice and judgment of the Academic Senate to determine~~ each individual employed under the authority granted by the regulations possesses qualifications

that ~~each individual employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications.~~ Equivalency may be recognized in three major ways: course work, work experience, and eminence in the field or a combination of the three. ~~In order to ensure that the Board of Trustees relies primarily on the advice and judgment of the Academic Senate, the Academic Senate equivalency committee shall:~~

- ~~• Be available to screening and selection committees as a resource regarding equivalency determinations.~~
- ~~• Review the decisions of the screening committees as described below.~~
- ~~• Recommend all equivalency determinations to the Board of Trustees.~~
- ~~• Further clarify the criteria to be used for determining equivalency.~~
- ~~• Ensure that careful records are kept of all equivalency determinations.~~
- ~~• Periodically review this procedure and recommend necessary changes to the Academic Senate and Board of Trustees.~~
- ~~• In general, ensure that the equivalency process works well and meets the requirements of the law.~~

Determination of Equivalencies

~~The following procedure is to be used to determine when an applicant for a faculty position, although lacking the exact degree or experience specified in the Disciplines List of the Board of Governors that establishes the minimum qualifications for hire, nonetheless does possess qualifications that are at least equivalent to those required by the Disciplines List. The procedure is intended to ensure a fair and objective process for determining when an applicant has the equivalent qualifications. It is not intended to grant waivers for lack of the required qualifications.~~

~~All faculty position announcements will state the required qualifications as specified by the Disciplines List, including the possibility of meeting the equivalent of the required degree or experience.~~

~~District application forms for faculty positions will ask applicants to state whether they meet the minimum qualifications of the Disciplines List or whether they believe they meet the equivalent. Those claiming equivalency will then be asked to state their reasons and to present evidence. It will be the responsibility of the applicant to supply all evidence and documentation for the claim of equivalency at the time of application.~~

~~The **[designate authority]** will first screen all qualified applicants, assuming that those claiming equivalency are in fact equivalent. Once applicants have been selected for interview, those claiming equivalency will have their claims examined by the **[designate authority]** prior to being interviewed. Only applicants who are found to meet the test of equivalency shall be selected for interview.~~

~~The **[designate authority]** shall send its decisions concerning equivalency and non-equivalency to the **[designate authority]** to the Academic Senate Equivalency Committee before candidates are notified of interviews. The Equivalency Committee will review the decisions of the screening, asking the following questions:~~

- ~~• Was the decision made in accord with this procedure?~~
- ~~• Specifically, did the screening committee follow the criteria for evidence of equivalency stated in this procedure?~~
- ~~• Are the Committee's decisions consistent with similar decisions made by earlier committees in this discipline or similar disciplines?~~

The Academic Senate Equivalency Committee shall employ the following procedures in emergencies or special circumstances:

- ~~In case a candidate to be offered an adjunct or temporary position is also an equivalency claimant, the screening committee shall determine the equivalency status immediately following the interview and make a recommendation to the department chair or appropriate area administrator if there is no chair. This recommendation shall be forwarded to **[designate authority]**.~~
- ~~**[Designate authority]** will review the recommendation and either accept or reject it. If the candidate is acceptable, the department is free to extend the job offer; if unacceptable, the selection committee may request a review by **[designate authority]**.~~
- ~~For the purposes of this procedure, an emergency or special circumstance is defined as a situation in which the full hiring process cannot be carried out in a timely manner. Such situations may include, but are not limited to the following:~~
- ~~Vacancies that occur shortly before the beginning of a session in which there is not sufficient time for the full equivalency process to take place.~~
- ~~Additional sections of a class added shortly before the beginning of a session or after the session begins.~~
- ~~An unforeseen opportunity, occurring shortly before the beginning of a session, to staff sections in locations, venues, or subject matter specialties for courses which previously have been difficult to schedule (certain off-campus sites, contract education, short courses, etc.).~~

~~The District may elect to award equivalency for faculty teaching in vocational disciplines that do not require the master's degree.~~

- ~~**Semester units/occupational experience:** 120 semester units AND two years of occupational experience in the discipline; or, 60 semester units AND six years of occupational experience in the discipline; or, 30 semester units or industrial certification AND eight years of occupational experience in the discipline. **NOTE:** All semester or equivalent units must all be earned from a regionally accredited postsecondary educational institution.~~
- ~~**Related occupational experience:** May be substituted by teaching experience in the discipline or related discipline on a year-for-year basis.~~
- ~~**Recency:** An individual employed to teach a career/technical discipline shall demonstrate a competency in the current technology of that discipline.~~
- ~~**Rare exceptions:** In the rare case that an individual does not specifically meet the equivalency provisions as stated in the above sections, and the department chair, the full-time faculty in that discipline (if applicable), supervising instructional administrator and **[insert position, such as Vice President for Academic Affairs]** agree that the person is otherwise qualified to teach in that discipline, that individual's qualifications may be recommended to the Academic Senate Equivalency Committee Chair as deemed "equivalent" for that discipline.~~

Joint Equivalency Committee

The Dual College (Joint) Equivalency Committee shall be comprised of the Academic Senate Presidents from each college, four faculty members, two from CHC and two from SBVC as appointed by their respective Academic Senate president's and two administrator's one from CHC and one from SBVC as designated by the respective college VPI who are advisory to the process.

Process for Determination of Equivalency

In order to determine when an applicant for a faculty position who lacks the specific degree or experience specified in the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” Handbook possesses qualifications that are equivalent, the following process has been established:

- A. When Human Resources stipulates that a determination of equivalency is needed, the Equivalency Committee will be called to meet as soon as possible. Human Resources will provide the Equivalency Committee with the necessary information to determine equivalency no less than three working days prior to the meeting.
- B. The dean, discipline faculty, and applicant may address the committee and provide additional information prior to the committee making a decision.
- C. Determination of equivalency to the minimum qualifications for hire shall be decided, by majority vote in the Equivalency Committee and is final. The Equivalency Committee will document their determination in writing and send it to Human Resources within 5 working days.
- D. If new information becomes available, a new request for equivalency may be submitted.
- E. Human Resources will forward the written rationale from the Equivalency Committee explaining the equivalency decision to the applicant and dean.
- F. The results of the Equivalency Committee decision shall be documented by Human Resources and records kept of all decisions. Individual voting by Committee members will not be recorded.
- G. Education Code §87359(a) requires that the governing board take action on the equivalency before hiring occurs. Equivalencies shall be forwarded to the Office of the Chancellor to be placed on a Governing Board agenda.

Standards and Criteria Applicable for Determining Equivalency

The following standards and criteria apply when determining equivalency:

- A. Minimum qualifications in a discipline—and, by extension, equivalency—are the same whether the position is for a full-time or part-time faculty member.
- B. Equivalency is determined for an entire discipline, not on a course-by-course basis, per legal opinion I 03-28. The granting of equivalency is on a case-by-case basis and does not set precedence for future hires.
- C. Past equivalency decisions in the discipline will be made available as needed to the Equivalency Committee or to the dean and chair in that department to aid in their deliberations and can be considered when determining equivalency, though they do not establish precedence.
- D. Should an equivalency be granted, that decision shall not give the applicant any more or any less consideration than other applicants. In addition, granting an equivalency neither guarantees an interview nor a job.
- E. It is the applicant’s responsibility to provide all documentation in support of equivalency and to be available for questions. Applicants wishing to establish equivalency through work experience should provide objective, detailed information about those work experiences. Any applicant who fails to provide evidence to support his/her claim of a credential, or of minimum qualifications, or of equivalency may be eliminated from the applicant pool.
- F. Various occupational experiences may be combined to total the required number of years established by the minimum qualifications; all experience must have taken place within the ten years preceding the date

of application with at least one year of qualified experience occurring within the three years immediately preceding the date of application.

G. No candidate for a full-time position shall be invited to interview without meeting the minimum qualifications or having been verified as meeting the equivalency.

H. No candidate for part-time employment shall be hired without either meeting the minimum qualifications or having been verified as meeting equivalency per these procedures.

Provisional Equivalency

The Equivalency Committee shall not grant “provisional” or “temporary” equivalency. All faculty hires must possess the minimum qualifications or be determined to possess equivalency to the minimum qualifications to be employed by the college district.

Additional Criteria for the Equivalency Committee

In all cases in which equivalency is granted or denied, an officially signed form shall be filed with the Office of Human Resources and the Office of Academic Affairs. This form shall include a complete description of the Equivalency Committee’s reasons for determining that a candidate does or does not have the equivalent of the minimum qualifications for the position. The Human Resources Office is responsible for creating and maintaining this documentation.

Minimum Standards for Consideration of Equivalency to Minimum Qualifications in Disciplines Requiring a Master’s Degree

In order to be considered for equivalency, in the case of disciplines normally requiring a Master’s degree, the minimum standard shall be any one of the following:

- A. A Master’s degree in a discipline which is not specifically named in the most recent edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges” for the particular discipline in question, but which, when courses (and course descriptions) are carefully reviewed, clearly constitutes parallel and/or closely related coursework to the discipline which is specifically listed in the most recent edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges”.
- B. In specific disciplines as named by the most recent edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges”, a bachelor’s degree in the discipline, plus licensure by an appropriate state agency, plus at least two years of professional experience, verified in writing.

Minimum Standards for Consideration of Equivalency to Minimum Qualifications in Disciplines That Do Not Require a Master’s Degree

In order to be considered for equivalency in the case of disciplines not normally requiring a Master’s degree, the minimum standards shall be one of the following:

- A. An Associate degree plus six years of related experience
- B. Bachelor’s degree plus two years of related experience.
- C. Associate degree plus graduation from an institution specific to that field, plus two years of professional experience in the discipline, verified in writing, plus appropriate certification to practice or licensure, if applicable.
- D. The MQs for Credit ESL will be used when evaluating Equivalency for Noncredit ESL.
- E. The MQs for Credit English will be used when evaluating Equivalency for Noncredit Basic Skills Writing.

- F. The MQs for Credit Reading will be used when evaluating Equivalency for Noncredit Basic Skills Reading.
- G. Pursuant to Title 5 § 53406, all degrees and coursework must be from colleges/universities accredited by one of the intersegmental accrediting agencies: Western Association of Schools and Colleges, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, North Central Associations of Colleges and Schools, Southern Association of Colleges and Schools, and Northwest Association of Schools and Colleges.

Qualifications Established by Degrees and Coursework from Educational Institutions Outside of the United States

Applicants wishing to be granted equivalency based on coursework completed at an educational institution outside of the United States must provide the following:

- A. A transcript assessment by a third party degree assessment service.
- B. Proof that the institution is accredited in its country of operation or in the United States.

Local Minimum Qualifications and Equivalencies

Disciplines wishing to add “local” qualifications for hiring to their discipline beyond the minimum qualifications established by the latest edition of the “Minimum Qualifications for Faculty and Administrators in California Community Colleges”) may do so with approval of the Academic Senate with a recommendation from the Equivalency Committee. Local requirements may not be added on a course-by-course basis. Equivalency for the local requirement will be determined through the equivalency process.

Eminence

Although no legal definition of eminence exists, eminence shall mean that qualifications which, as evidenced by prominence and celebrity, is established by the specific industry and/or community at large and may be deemed equivalent to minimum qualifications. This may include appropriate local, state, national and/or international associations, trade unions, guilds or communities comprised of experts, who are themselves renowned in the specific field, and who can attest, in writing, to the prominence and celebrity of the applicant.

Eminence alone is not sufficient to grant equivalency. An application of equivalency based on eminence must be accompanied by conclusive evidence that the applicant exemplifies qualities of a college educated person and brings to the college district the knowledge and ability to expected at the college level. The applicant must provide documentation supporting the status of eminence

References:

Education Code Sections 86360, 87001, 87003, 87355-87359.5, and 87743.2;

Assembly Bill 1725, Section 4

Title 5 Sections 53400 et seq., 53410-53417

ACCJC Accreditation Standard III.A.2-4

Attachments:

No Attachments

Current Status: *Pending*

PolicyStat ID: 3915536



Origination: 11/2016
Last Approved: N/A
Last Revised: 11/2016
Next Review: 07/2018
Owner: *Human Resources Human Resources*
Policy Area: *Chapter 7 Human Resources*
References: *Brand New - required*

AP 7216 Academic Employees: Grievance Procedure for Contract Decisions

Unless noted otherwise in the collective bargaining agreement, probationary faculty members who wish to challenge a decision not to grant a second or third contract must follow the established grievance process outlined in the collective bargaining agreement. The employee after completing this process may proceed to a hearing in accordance with Education Code Section 87740, which is before an Administrative Law Judge appointed by the Office of Administrative Hearings.

Reference:

Education Code Section 87610.1

Attachments:

No Attachments



Origination: 11/2016
Last Approved: N/A
Last Revised: 11/2016
Next Review: 10/2018
Owner: *Human Resources Human Resources*
Policy Area: *Chapter 7 Human Resources*
References: *Brand New - required*

AP 7233 Claims for Work Out of Classification

Employees shall not be required to perform duties that are not fixed and prescribed for the position by the Board of Trustees unless the duties reasonably relate to those fixed for the position, for any period of time that exceeds five working days within a 15-calendar-day period except as authorized in these procedures.

An employee may be required to perform duties inconsistent with those assigned to the position for a period of more than five working days if his/her salary is adjusted upward for the entire period he/she is required to work out of classification and in amounts that will reasonably reflect the duties required to be performed outside his/her normal assigned duties.

References:

Education Code Section 88010

Attachments:

No Attachments

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Kristina Hannon, Executive Director, Human Resources

DATE: April 11, 2019

SUBJECT: Consideration of Approval to Conduct a Public Hearing and Acknowledge Initial Proposals to Reopen Negotiations from CSEA Chapter 291 and the District

RECOMMENDATION

- 1) It is recommended that the President of the Board of Trustees open a hearing for public comment on the initial reopener proposals below, and following any comments from the public, the President of the Board of Trustees close the hearing:
 - Per the February 2018 bargaining agreement and as proposed by CSEA Chapter 291, Article 7 Pay and Allowances and Article 10 Health & Welfare Benefits.
- 2) It is further recommended that, having conducted the public hearing pursuant to Government Code 3547, the Board of Trustees acknowledge these proposals and the parties commence negotiations.

OVERVIEW

Government Code 3547 requires that all initial proposals for collective bargaining be presented at a public meeting. This is commonly known as *sunshining*.

In February 2018 the District and CSEA Chapter 291 entered into an agreement for the period July 1, 2017 through June 30, 2020. Article 25 of that agreement allows for the reopening of negotiations for Articles 7 and 10 in 2018-19 and 2019-20. It also allows that the CSEA and the District may each elect to reopen two additional articles every year.

ANALYSIS

This board item agendaizes and makes public the proposal to negotiate the two agreed upon articles. Two further reopeners remain available for the District and for the CSEA during the 2019-20 academic year.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



**California School Employees Association and its San Bernardino CCD
Chapter # 291
2019-2020 Reopener Negotiations Sunshine Proposal**

California School Employees Association and its Chapter 291 (CSEA) present our initial proposal to negotiate 2019-2020 Reopeners. CSEA desires to alter or amend the following articles as indicated and presents our proposal for public discussion in accordance with Government Code 3547 as follows:

Article 7 - Pay and Allowances

CSEA will propose language to attract and retain the best-qualified professional classified staff by improving the existing salary structure.

Article 10 - Health and Welfare Benefits

CSEA will propose language to enhance the health and welfare benefits of bargaining unit members corresponding with the District's ability to pay

CSEA reserves the right to open two (2) additional articles during the course of the 2019-2020 negotiations, subject to the appropriate notice requirements under the law and CSEA policies.

Please place this Proposal on the next Board of Trustees agenda in compliance with California's Brown Act, and Government Code 3547(a).

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Stacey K. Nikac, Senior Executive Assistant
DATE: April 11, 2019
SUBJECT: Consideration of Approval to Vote for Candidates for the 2019 CCCT Board of Directors

RECOMMENDATION

It is recommended that the Board of Trustees vote for seven candidates from the seats up for re-election and authorize staff to forward the official ballot to the League Office before the deadline.

OVERVIEW

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT board of the League will take place between March 10 and April 25. This year there are seven (7) seats up for reelection on the board, with three incumbents running, two vacancies due to the three-term limit, and two trustees not seeking re-election.

Each community college district governing board shall have one vote for each of the seven seats on the CCCT board. Only one vote may be cast for any nominee or write-in candidate. The seven candidates who receive the most votes will serve a three-year term.

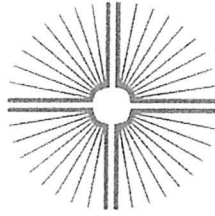
The thirteen trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order of February 1, 2019. This mailing includes the one official ballot to which each community college district is entitled, candidate statements, and biographical sketches of each candidate. Candidates' statements and bios are also be available on the League's website (www.ccleague.org).

INSTITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

No impact to the budget.



2019 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF FEBRUARY 1, 2019

1. Raymond Macareno, Sequoias CCD
2. Thomas J. Prendergast, III, South Orange County CCD
3. Michael Baldini, Napa Valley CCD
4. *Kenneth A. Brown, El Camino CCD
5. *Sally Biggin, Redwoods CCD
6. Greg Bonaccorsi, Ohlone CCD
7. Mark Evilsizer, Palomar CCD
8. Tracey Vackar, Riverside CCD
9. Michelle R. Jenkins, Santa Clarita CCD
10. Gary Chow, Mt. San Antonio CCD
11. *Linda S. Wah, Pasadena Area CCD
12. Mary Jane Sanchez, Desert CCD
13. Brigitte Davila, San Francisco CCD

* Incumbent

CCCT 2019 BOARD OFFICIAL BALLOT

Vote for no more than seven (7) by checking the boxes next to the names.

NOMINATED CANDIDATES

List order based on Secretary of State's February 1, 2019 random drawing.

- Raymond Macareno, Sequoias CCD
- Thomas J. Prendergast, III, South Orange County CCD
- Michael Baldini, Napa Valley CCD
- *Kenneth A. Brown, El Camino CCD
- *Sally Biggin, Redwoods CCD
- Greg Bonaccorsi, Ohlone CCD
- Mark Evilsizer, Palomar CCD
- Tracey Vackar, Riverside CCD
- Michelle R. Jenkins, Santa Clarita CCD
- Gary Chow, Mt. San Antonio CCD
- *Linda S. Wah, Pasadena Area CCD
- Mary Jane Sanchez, Desert CCD
- Brigitte Davila, San Francisco CCD

* Incumbent

WRITE-IN CANDIDATES

List each qualified trustee's name and district on the lines provided below.

Board Secretary and Board President or Board Vice President must sign below:
 This ballot reflects the action of the board of trustees cast in accordance with local board policy.

District: _____

Secretary of the Board

President or Vice President of the Board

SAN BERNARDINO COMMUNITY COLLEGE

DISTRICT TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Jeremiah Gilbert, Executive Director, Research & Planning

DATE: April 11, 2019

SUBJECT: Consideration of Approval to Accept CHC & SBVC Vision for Success Local Goal Setting for First Reading

RECOMMENDATION

It is recommended that the Board of Trustees accept CHC & SBVC Vision for Success Local Goal Setting for first reading.

OVERVIEW

In the 2017 Vision for Success, the California Community College Chancellor's Office and Board of Governors established ambitious systemwide goals for improved student outcomes. Now local colleges have an opportunity to articulate how they will contribute to reaching the systemwide goals for improvement.

ANALYSIS

Like the Vision for Success, colleges have been asked to set ambitious goals and agendas to propel student achievement forward. These goals should guide the colleges for the next five years. Setting ambitious goals is a way of confirming to the college community and the community it serves that earnest efforts are underway to improve performance. The colleges have set 5-year goals, with a baseline year of 2016-17 and an ending year of 2021-22 using Student Success Metrics data. While there is no penalty if these goals are not met, the colleges are committed to meeting or exceeding these goals.

Equity data is still being validated by the state and will be included when Vision for Success Local Goal Setting is provided for a second reading in May.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

Included in the budget.

Vision for Success Goals and Campus Targets

Data Source: Student Success Metrics

Systemwide Goal 1 (Completion): Increase by at least 20 percent the number of students annually who acquire associate degrees, credentials, certificates, or specific job-oriented skill sets.

Local Target (CHC and SBVC): Increase the number of associate degrees awarded by 20%.

Associate Degrees Awarded	2014-15	2015-16	2016-17 (Baseline)	2021-22 (Target: 20% Increase)
CHC Total	463	478	554	665
SBVC Total	817	937	1070	1284

Systemwide Goal 2 (Transfer): Increase by 35 percent the number of students systemwide transferring annually to a UC or CSU.

Local Target (CHC and SBVC): Increase the number of associate degrees for transfer (ADTs) awarded by 35%.

ADTs Awarded	2014-15	2015-16	2016-17 (Baseline)	2021-22 (Target: 35% Increase)
CHC Total	125	151	202	273
SBVC Total	148	210	286	386

Systemwide Goal 3 (Unit Accumulation): Decrease the average number of units accumulated by students earning associate degrees, from approximately 87 total units to 79 total units—a decrease of 10 percent.

Local Target (CHC and SBVC): Decrease the average number of units accumulated by students earning associate degrees by 10%.

Unit Accumulation	2014-15	2015-16	2016-17 (Baseline)	2021-22 (Target: 10% Decrease)
CHC Average	90	87	89	80
SBVC Average	94	93	93	84

Systemwide Goal 4 (Workforce): Increase the percent of exiting students who report being employed in their field of study, from the most recent statewide average of 69% to 76%, an increase of 10%.

Local Target (CHC and SBVC): Increase the number of exiting students who report being employed in their field of study by 10%.

Job Closely Related to Field of Study	2014-15 (Baseline)	2015-16	2016-17	2021-22 (Target: 10% Increase)
CHC Percent	77%	N/A	N/A	85%
SBVC Percent	70%	N/A	N/A	77%

Systemwide Goal 5 (Equity): Systemwide, reduce equity gaps across all of the above measures through faster improvements among traditionally underrepresented student groups, with the goal of cutting achievement gaps by 40 percent by 2021-22.

Local Targets (CHC and SBVC): To be determined once equity data is available from the state.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Senior Executive Assistant

DATE: April 11, 2019

SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance.

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors, and vendors have an opportunity to recognize someone at SBCCD who provides outstanding quality and service.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

Caring Hands Applause Cards - April 2019

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
DISTRICT				
Bonnet	Blake	Police Department	Blake is the perfect example of an employee that goes above and beyond. He is an example of professionalism and the type of employee we should all strive to be.	Anonymous
Davis	Angela	Purchasing	One of the most helpful people any of us have ever worked with, in any of our jobs, ever. Always willing to answer questions and share her knowledge. Extremely patient and we appreciate everything she does for us.	CHC Fire Academy
Diggle	Virginia	Business Services	Ms. Diggle, thank you so much for your time, patience, understanding and assistance with the Instructional Service Agreements. Your guidance was very helpful.	Brittany Sysawang
Elizalde	Noemi	Business Services	Noemi, Thank you very much for your assistance with the Organizational ID. Your help is truly appreciated.	Brittany Sysawang
Raisch	Kristin	Business Services	Kristin, Thank you for your assistance with Creating the Organizational ID. Your help is greatly appreciated.	Brittany Sysawang
Smith	Latasha	Human Resources	Latasha, Thank you very much for all your assistance.	Brittany Sysawang
Smith	Latasha	Human Resources	Latasha, Thank you so much for you patience and assistance at all times.	Brittany Sysawang
Smith	Wyvon	Accounts Payable	Thank you for always being available to assist me in my mileage claims.	Latasha Smith
SAN BERNARDINO VALLEY COLLEGE				
Aguilar-Kitibutr	Dr. Ailsa	Counseling	For exceptional leadership and coordination of the High School Counselors Conference.	Marco Cota
Banuelos	Elizabeth	Counseling	Thank you for coordinating and your teamwork at the High School Counselors Conference.	Marco Cota

Caring Hands Applause Cards - April 2019

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Bernardo	Yecica	Counseling	Thank you for presenting at the High School Counselors Conference.	Marco Cota
Bernardo	Yecica	Counseling	Thank you for coordinating and your teamwork at the High School Counselors Conference.	Marco Cota
Bowens McLeod	Nia	Counseling	Thank you for your excellent teamwork and support at the High School Counselors Conference.	Marco Cota
Carter	Yancie	Counseling	Thank you for presenting at the High School Counselors Conference.	Marco Cota
Crocfer	Michelle	DSP&S	Thank you for your willingness to share your knowledge and experience with a peer during our fall reporting period. You rock!	Corrina Baber
Fisher	Darrell	Custodial	Custodian Darrell Fisher assigned to the SBVC Business Building respects his position as a custodian. He approaches his work with a high degree of accountability and diligence. He is a positive asset to the custodial department.	Vivian Marquez
Gallagher	Debby	Office of the President	Debby has always gone above and beyond to offer support to the college and district. Debby is always pleasant and professional.	Kristina Hannon
Gallagher	Debby	Office of the President	I would like to express appreciation for the amazing work and oversight demonstrated by you for our March Board Meeting. The professionalism, diligence, and self-motivation only goes to show how dedicated you are in wanting to achieve the best for SBCCD. We could not have done it without your help.	Stacey Nikac
Glover	Earline	Counseling	Thank you for your excellent teamwork and support at the High School Counselors Conference.	Marco Cota
Herrera	Jamie	Counseling	Thank you for presenting at the High School Counselors Conference.	Marco Cota
Jones	Patricia	Counseling	Thank you for coordinating and your teamwork at the High School Counselors Conference.	Marco Cota

Caring Hands Applause Cards - April 2019

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Kelly-Silagy	Deana	Counseling	Thank you for coordinating and your teamwork at the High School Counselors Conference.	Marco Cota
Marquis	Jeanne	Counseling	Thank you for your excellent teamwork and support at the High School Counselors Conference.	Marco Cota
Moore	Anita	Counseling	Thank you for your excellent teamwork and support at the High School Counselors Conference.	Marco Cota
Morden	Erik	Cafeteria	Thank you for donating beverages for the BOT meeting at SBVC. You went above and beyond and I wanted to let you know you are appreciated!	Stacey Nikac
Okray	Raina	Counseling	Thank you for your excellent teamwork and support at the High School Counselors Conference.	Marco Cota
Orozco	Debbie	Counseling	Thank you for your excellent teamwork and support at the High School Counselors Conference.	Marco Cota
Pasillas	Karol	VPAS office	I know how much time and energy you spent on setting up for our Board meeting and wanted to thank you for going above and beyond to ensure the details for parking and facilities was handled. I truly appreciate your hard work!	Stacey Nikac
Rodriguez	Judy	VPAS office	I know how much time and energy you spent on setting up for our Board meeting and wanted to thank you for going above and beyond to ensure the details for parking and facilities was handled. I truly appreciate your hard work!	Stacey Nikac
Simpson	Tahirah	Counseling	Thank you for presenting at the High School Counselors Conference.	Marco Cota
Simpson	Tahirah	Counseling	Thank you for coordinating and your teamwork at the High School Counselors Conference.	Marco Cota
Tinoco	Michelle	Counseling	Thank you for presenting at the High School Counselors Conference.	Marco Cota
Tinoco	Michelle	Counseling	Thank you for coordinating and your teamwork at the High School Counselors Conference.	Marco Cota

Caring Hands Applause Cards - April 2019

LAST NAME	FIRST NAME	DIV/DEPT/OFFICE	Details of the Service	Recognized By
Trejo	Sam	Financial Aid	Thank you for your guidance and patience with the recent CSAC project. I appreciate your diligence and your efforts!	Corrina Baber
Wilkins	Janice	Counseling	Thank you for presenting at the High School Counselors Conference.	Marco Cota
CRAFTON HILLS COLLEGE				
Aslanian	Artour	Institutional Effectiveness, Research and Planning	Thank you very much for your assistance with the Positive Attendance spreadsheet. Your contribution is greatly appreciated.	Brittany Sysawang
Cook	Larry	Facilities	Thank you for all of your help working with our office and our event requests. We appreciate your support as well as your flexibility to assist with last-minute changes. We seriously couldn't do it without you. Thank you!	Carrie Audet
Dower	Kellori	Office of Instruction	Thank you for your collaborative skills in reference to HR and your department. You are always quick in your responses and follow-up to ensure your employees get HR the paperwork we need for processing.	Latasha Smith
Helland	Allison	Transfer Center	Ms. Helland was so helpful in our quest for information. Thanks!	Grayson J. Smith
Wurtz	Keith	Office of Instruction	Thank you very much for your assistance with the Positive Attendance spreadsheet.	Brittany Sysawang
Zuniga	Ruby	Institutional Effectiveness, Research and Planning	Thank you very much for your assistance with the Positive Attendance spreadsheet. Your assistance is greatly appreciated.	Brittany Sysawang

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: April 11, 2019
SUBJECT: Budget Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The attached Revenue and Expenditure Summary reflects activity for the 2018-19 fiscal year through March 21, 2019. As of that date, SBCCD was 72.3% through the fiscal year and had spent and/or encumbered approximately 60.6% of its budgeted general fund.

ANALYSIS

While year to date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2018-19 budget unless noted here. For explanations of any significant variances in year to date revenues/expenditures from fiscal year elapsed, please see the attached summary.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Budget Revenue & Expenditure Summary

Year to Date 03/21/2019

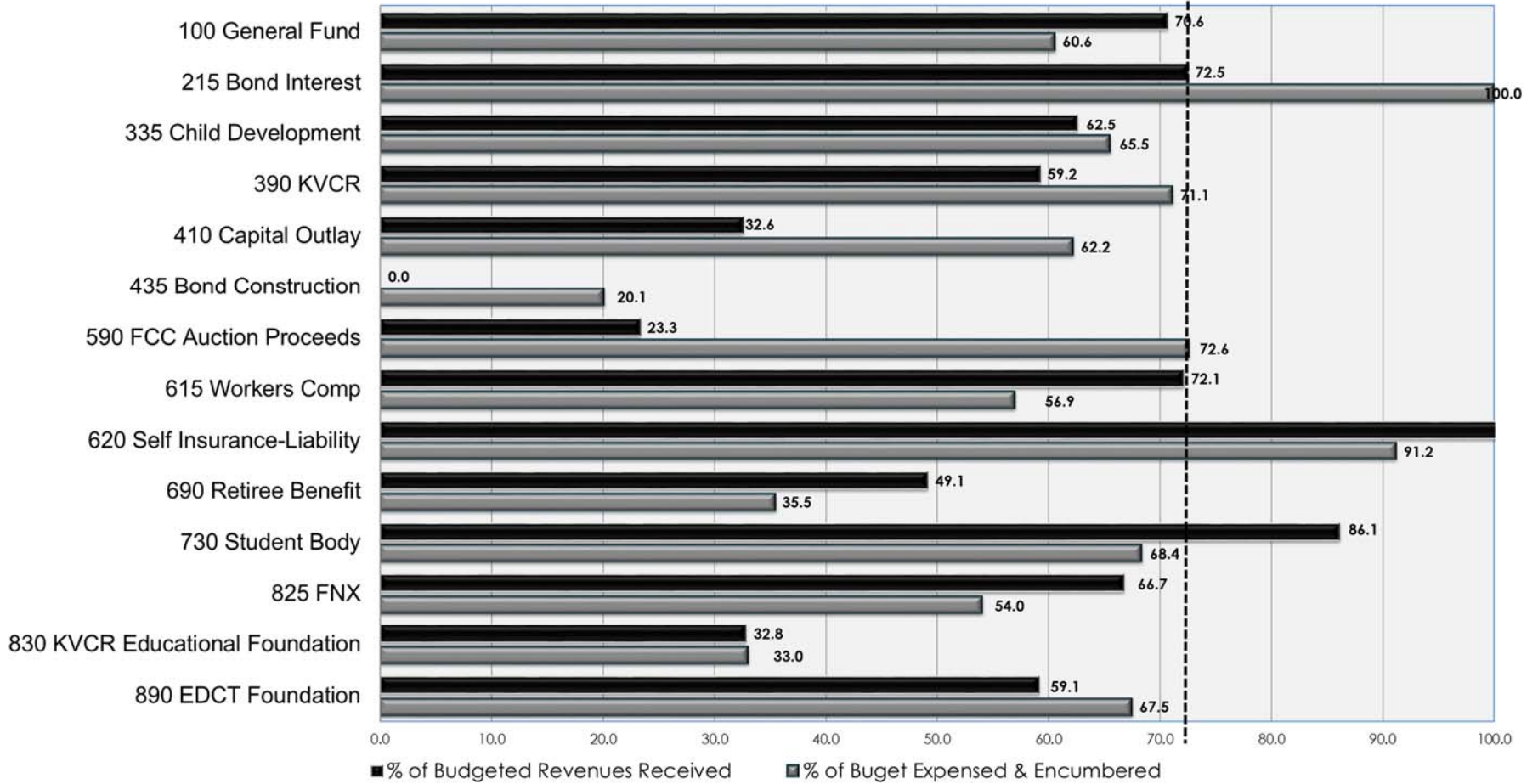
	72.3% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	\$163,376,019	\$ 115,412,920	70.6%	\$169,368,801	\$102,607,814	60.6%	<i>Services and Operating expenditures trending lower than expected.</i>
215 Bond Interest & Redemption	\$ 25,703,480	\$ 18,632,347	72.5%	\$ 29,169,261	\$ 29,157,937	100.0%	<i>Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.</i>
335 Child Development	\$ 3,544,746	\$ 2,217,190	62.5%	\$ 3,544,746	\$ 2,322,554	65.5%	<i>Revenue posted one month in arrears.</i>
390 KVCR	\$ 4,877,875	\$ 2,887,968	59.2%	\$ 4,881,329	\$ 3,470,611	71.1%	<i>Encumbrances total \$1.2million. Revenue received YTD is lower than expected.</i>
410 Capital Outlay Projects	\$ 1,569,707	\$ 511,339	32.6%	\$ 6,592,262	\$ 4,101,178	62.2%	<i>\$900k revenue pending to be posted by the end of March.</i>
435 Bond Construction	\$ -	\$ 27,458	n/a	\$ 9,072,778	\$ 1,821,725	20.1%	<i>Budget includes \$3million for EDA funds match and \$1.6million for program support.</i>
590 FCC Auction Proceeds	\$ 4,000,000	\$ 932,063	23.3%	\$ 70,227,904	\$ 50,991,556	72.6%	<i>\$2million intrafund transfer to post in March.</i>
615 Workers Compensation	\$ 1,257,000	\$ 906,082	72.1%	\$ 1,257,000	\$ 715,797	56.9%	<i>Expenditures are consistent with District claims received.</i>
620 Self Insurance-Liability	\$ 550,000	\$ 557,895	101.4%	\$ 789,687	\$ 719,891	91.2%	<i>FY2019 Insurance payment of \$516,488.</i>
690 Retiree Benefit	\$ 240,000	\$ 117,895	49.1%	\$ 479,935	\$ 170,402	35.5%	<i>Revenue posted one month in arrears. Expenditures are consistent with retiree benefit costs.</i>
730 Student Body Center Fee	\$ 294,700	\$ 253,761	86.1%	\$ 294,700	\$ 201,474	68.4%	
825 FNX	\$ 3,018,000	\$ 2,013,260	66.7%	\$ 3,191,671	\$ 1,724,280	54.0%	<i>Expenditures are consistent with the scope of the funding agreement.</i>
830 KVCR Educational Foundation	\$ 3,455,192	\$ 1,133,801	32.8%	\$ 3,455,224	\$ 1,141,163	33.0%	<i>Revenue received YTD is lower than expected.</i>
890 EDCT Foundation	\$ 533,766	\$ 315,536	59.1%	\$ 567,766	\$ 383,010	67.5%	<i>Revenue received YTD is lower than expected.</i>



Budget Revenue & Expenditure Summary

Year to Date 03/21/2019

Fiscal Year Elapsed - 72.3%





Oracle Encumbrance Report

Year to Date 03/21/2019

Fund	Title	Type	Total
100	General Fund	Expense	12,293,422
215	Bond Interest	Expense	-
335	Child Development	Expense	225,425
390	KVCR	Expense	1,034,690
410	Capital Outlay	Expense	1,174,188
435	Bond Construction	Expense	468,957
590	FCC Auction Proceeds	Expense	2,834,719
615	Worker's Comp.	Expense	112,397
620	Self-Insurance - Liability	Expense	102,008
690	Retiree Benefit	Expense	-
730	Student Body Center Fee	Expense	6,439
825	FNX	Expense	320,326
830	KVCR Educational Foundation	Expense	199,748
890	EDCT Foundation	Expense	94,353

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 01 GENERAL FUND							
Revenue							
Federal Revenue (810000 to 819999)	2,845,436.78	689,229.08	689,229.08	24.22%	26,605.00	2,129,602.70	74.84%
Other State Revenue (860000 to 869999)	105,129,799.20	69,726,514.71	69,726,514.71	66.32%	132,627.50	35,270,656.99	33.55%
Other Local Revenue (880000 to 889999)	38,809,729.49	34,472,869.16	34,472,869.16	88.83%	102,138.96	4,234,721.37	10.91%
All Other Financing Sources (890000 to 897999)	9,591,054.00	5,262,936.30	5,262,936.30	54.87%	-	4,328,117.70	45.13%
Interfund Transfers In (898000 to 898999)	7,000,000.00	5,000,000.00	5,000,000.00	71.43%	-	2,000,000.00	28.57%
Total Revenue	163,376,019.47	115,151,549.25	115,151,549.25		261,371.46	47,963,098.76	
Expenditure							
Certificated Salary (100000 to 199999)	48,451,425.79	31,645,301.18	31,645,301.18	65.31%	(335.54)	16,806,460.15	34.69%
Classified Salary (200000 to 299999)	35,620,394.02	22,707,974.65	22,707,974.65	63.75%	(144,055.46)	13,056,474.83	36.65%
Employee Benefit (300000 to 399999)	27,356,083.43	17,442,188.71	17,442,188.71	63.76%	-	9,913,894.72	36.24%
Books and Supplies (400000 to 499999)	3,675,655.01	894,945.36	894,945.36	24.35%	36,990.36	2,743,719.29	74.65%
Services and Operating Expenditures (500000 to 599999)	36,773,375.80	9,329,779.92	9,329,779.92	25.37%	1,209,423.37	26,234,172.51	71.34%
Capital Outlay (600000 to 699999)	5,863,563.02	1,732,665.88	1,732,665.88	29.55%	163,079.22	3,967,817.92	67.67%
Interfund Transfers Out (730000 to 739999)	770,000.00	770,000.00	770,000.00	100.00%	-	0.00	0.00%
Other Transfers Out (740000 to 769999)	10,858,303.62	5,791,536.42	5,791,536.42	53.34%	202,986.00	4,863,781.20	44.79%
Total Expenditure	169,368,800.69	90,314,392.12	90,314,392.12		1,468,087.95	77,586,320.62	
Total Fund 01 GENERAL FUND	(5,992,781.22)	24,837,157.13	24,837,157.13		(1,206,716.49)	(29,623,221.86)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 21 BOND INTEREST AND REDEMPTIONF							
Revenue							
Other State Revenue (860000 to 869999)	225,744.00	118,937.09	118,937.09	52.69%	-	106,806.91	47.31%
Other Local Revenue (880000 to 889999)	25,477,736.00	17,772,719.38	17,772,719.38	69.76%	-	7,705,016.62	30.24%
All Other Financing Sources (890000 to 897999)	0.00	740,690.51	740,690.51	100.00%	-	(740,690.51)	0.00%
Total Revenue	25,703,480.00	18,632,346.98	18,632,346.98		-	7,071,133.02	
Expenditure							
Other Financing Uses (700000 to 729999)	29,169,261.00	29,157,937.25	29,157,937.25	99.96%	-	11,323.75	0.04%
Total Expenditure	29,169,261.00	29,157,937.25	29,157,937.25		-	11,323.75	
Total Fund 21 BOND INTEREST AND REDEMP	(3,465,781.00)	(10,525,590.27)	(10,525,590.27)		-	7,059,809.27	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 41 CAPITAL OUTLAY PROJECTS FUND							
Revenue							
Other State Revenue (860000 to 869999)	269,707.36	269,707.36	269,707.36	100.00%	-	0.00	0.00%
Other Local Revenue (880000 to 889999)	1,300,000.00	243,191.87	243,191.87	18.71%	(1,560.00)	1,058,368.13	81.41%
Total Revenue	1,569,707.36	512,899.23	512,899.23		(1,560.00)	1,058,368.13	
Expenditure							
Classified Salary (200000 to 299999)	210,085.69	153,835.28	153,835.28	73.23%	-	56,250.41	26.77%
Employee Benefit (300000 to 399999)	84,435.60	54,022.01	54,022.01	63.98%	-	30,413.59	36.02%
Services and Operating Expenditures (500000 to 599999)	1,417,420.50	1,040,966.46	1,040,966.46	73.44%	26,705.24	349,748.80	24.68%
Capital Outlay (600000 to 699999)	4,880,320.36	1,678,166.09	1,678,166.09	34.39%	219,585.11	2,982,569.16	61.11%
Total Expenditure	6,592,262.15	2,926,989.84	2,926,989.84		246,290.35	3,418,981.96	
Total Fund 41 CAPITAL OUTLAY PROJECTS	(5,022,554.79)	(2,414,090.61)	(2,414,090.61)		(247,850.35)	(2,360,613.83)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 42 REVENUE BOND CONSTRUCTION FUN							
Revenue							
Other Local Revenue (880000 to 889999)	0.00	27,457.66	27,457.66	100.00%	-	(27,457.66)	0.00%
Total Revenue	0.00	27,457.66	27,457.66		-	(27,457.66)	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	250,000.00	5,938.00	5,938.00	2.38%	-	244,062.00	97.62%
Capital Outlay (600000 to 699999)	8,822,777.63	1,346,829.65	1,346,829.65	15.27%	-	7,475,947.98	84.73%
Total Expenditure	9,072,777.63	1,352,767.65	1,352,767.65		-	7,720,009.98	
Total Fund 42 REVENUE BOND CONSTRUCTIO	(9,072,777.63)	(1,325,309.99)	(1,325,309.99)		-	(7,747,467.64)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 59 ENTERPRISE FUND-FCC AUCTION							
Revenue							
Other Local Revenue (880000 to 889999)	2,000,000.00	915,074.66	915,074.66	45.75%	16,988.37	1,067,936.97	53.40%
Interfund Transfers In (898000 to 898999)	2,000,000.00	0.00	0.00	0.00%	-	2,000,000.00	100.00%
Total Revenue	4,000,000.00	915,074.66	915,074.66		16,988.37	3,067,936.97	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	2,852,210.00	214,557.45	214,557.45	7.52%	41,553.39	2,596,099.16	91.02%
Capital Outlay (600000 to 699999)	57,320,694.00	41,392,279.23	41,392,279.23	72.21%	623,417.80	15,304,996.97	26.70%
Other Financing Uses (700000 to 729999)	2,000,000.00	0.00	0.00	0.00%	-	2,000,000.00	100.00%
Interfund Transfers Out (730000 to 739999)	8,055,000.00	6,550,000.00	6,550,000.00	81.32%	-	1,505,000.00	18.68%
Total Expenditure	70,227,904.00	48,156,836.68	48,156,836.68		664,971.19	21,406,096.13	
Total Fund 59 ENTERPRISE FUND-FCC AUCTION	(66,227,904.00)	(47,241,762.02)	(47,241,762.02)		(647,982.82)	(18,338,159.16)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumbered; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 68 RETIREE BENEFIT FUND							
Revenue							
Other Local Revenue (880000 to 889999)	240,000.00	108,147.26	108,147.26	45.06%	9,748.80	122,103.94	50.88%
Total Revenue	240,000.00	108,147.26	108,147.26		9,748.80	122,103.94	
Expenditure							
Employee Benefit (300000 to 399999)	479,935.30	170,402.38	170,402.38	35.51%	-	309,532.92	64.49%
Total Expenditure	479,935.30	170,402.38	170,402.38		-	309,532.92	
Total Fund 68 RETIREE BENEFIT FUND	(239,935.30)	(62,255.12)	(62,255.12)		9,748.80	(187,428.98)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 72 CHILD DEVELOPMENT FUND							
Revenue							
Federal Revenue (810000 to 819999)	545,440.00	132,958.07	132,958.07	24.38%	-	412,481.93	75.62%
Other State Revenue (860000 to 869999)	2,784,409.00	1,624,648.15	1,624,648.15	58.35%	317,216.00	842,544.85	30.26%
Other Local Revenue (880000 to 889999)	214,896.70	123,209.88	123,209.88	57.33%	19,157.51	72,529.31	33.75%
Total Revenue	3,544,745.70	1,880,816.10	1,880,816.10		336,373.51	1,327,556.09	
Expenditure							
Classified Salary (200000 to 299999)	2,029,391.34	1,393,666.23	1,393,666.23	68.67%	-	635,725.11	31.33%
Employee Benefit (300000 to 399999)	798,209.97	523,405.03	523,405.03	65.57%	-	274,804.94	34.43%
Books and Supplies (400000 to 499999)	523,020.49	154,330.74	154,330.74	29.51%	7,507.86	361,181.89	69.06%
Services and Operating Expenditures (500000 to 599999)	46,862.72	3,224.00	3,224.00	6.88%	-	43,638.72	93.12%
Capital Outlay (600000 to 699999)	147,261.21	22,502.73	22,502.73	15.28%	4,092.35	120,666.13	81.94%
Total Expenditure	3,544,745.73	2,097,128.73	2,097,128.73		11,600.21	1,436,016.79	
Total Fund 72 CHILD DEVELOPMENT FUND	(0.03)	(216,312.63)	(216,312.63)		324,773.30	(108,460.70)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 73 STUDENT BODY CENTER FEE FUND							
Revenue							
Other Local Revenue (880000 to 889999)	294,700.00	251,657.51	251,657.51	85.39%	2,102.75	40,939.74	13.89%
Total Revenue	294,700.00	251,657.51	251,657.51		2,102.75	40,939.74	
Expenditure							
Classified Salary (200000 to 299999)	173,291.82	127,723.88	127,723.88	73.70%	-	45,567.94	26.30%
Employee Benefit (300000 to 399999)	64,078.50	45,902.99	45,902.99	71.64%	-	18,175.51	28.36%
Books and Supplies (400000 to 499999)	27,417.22	11,286.75	11,286.75	41.17%	13,106.62	3,023.85	11.03%
Services and Operating Expenditures (500000 to 599999)	19,581.20	0.00	0.00	0.00%	-	19,581.20	100.00%
Capital Outlay (600000 to 699999)	10,331.28	10,121.03	10,121.03	97.96%	-	210.25	2.04%
Total Expenditure	294,700.02	195,034.65	195,034.65		13,106.62	86,558.75	
Total Fund 73 STUDENT BODY CENTER FEE	(0.02)	56,622.86	56,622.86		(11,003.87)	(45,619.01)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 74 KVCR FUND							
Revenue							
Other Local Revenue (880000 to 889999)	1,773,556.39	937,968.35	937,968.35	52.89%	-	835,588.04	47.11%
Interfund Transfers In (898000 to 898999)	3,104,319.00	1,950,000.00	1,950,000.00	62.82%	-	1,154,319.00	37.18%
Total Revenue	4,877,875.39	2,887,968.35	2,887,968.35		-	1,989,907.04	
Expenditure							
Classified Salary (200000 to 299999)	1,895,760.34	1,258,481.17	1,258,481.17	66.38%	-	637,279.17	33.62%
Employee Benefit (300000 to 399999)	623,161.26	384,711.39	384,711.39	61.74%	-	238,449.87	38.26%
Books and Supplies (400000 to 499999)	33,250.00	4,511.57	4,511.57	13.57%	187.36	28,551.07	85.87%
Services and Operating Expenditures (500000 to 599999)	2,189,157.43	717,406.50	717,406.50	32.77%	103,142.45	1,368,608.48	62.52%
Capital Outlay (600000 to 699999)	140,000.00	70,810.67	70,810.67	50.58%	-	69,189.33	49.42%
Total Expenditure	4,881,329.03	2,435,921.30	2,435,921.30		103,329.81	2,342,077.92	
Total Fund 74 KVCR FUND	(3,453.64)	452,047.05	452,047.05		(103,329.81)	(352,170.88)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 76 KVCR EDUCATIONAL FOUNDATION							
Revenue							
Other Local Revenue (880000 to 889999)	2,854,510.83	1,133,801.41	1,133,801.41	39.72%	-	1,720,709.42	60.28%
Interfund Transfers In (898000 to 898999)	600,681.00	0.00	0.00	0.00%	-	600,681.00	100.00%
Total Revenue	3,455,191.83	1,133,801.41	1,133,801.41		-	2,321,390.42	
Expenditure							
Classified Salary (200000 to 299999)	525,690.02	230,660.96	230,660.96	43.88%	-	295,029.06	56.12%
Employee Benefit (300000 to 399999)	187,057.86	65,653.87	65,653.87	35.10%	-	121,403.99	64.90%
Books and Supplies (400000 to 499999)	35,069.20	1,735.50	1,735.50	4.95%	69.18	33,264.52	94.85%
Services and Operating Expenditures (500000 to 599999)	981,906.55	243,150.92	243,150.92	24.76%	3,382.27	735,373.36	74.89%
Capital Outlay (600000 to 699999)	25,500.00	213.35	213.35	0.84%	-	25,286.65	99.16%
Interfund Transfers Out (730000 to 739999)	1,700,000.00	400,000.00	400,000.00	23.53%	-	1,300,000.00	76.47%
Total Expenditure	3,455,223.63	941,414.60	941,414.60		3,451.45	2,510,357.58	
Total Fund 76 KVCR EDUCATIONAL FOUNDAT	(31.80)	192,386.81	192,386.81		(3,451.45)	(188,967.16)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 78 SELF INSURANCE-LIABILITY&PROP							
Revenue							
Other Local Revenue (880000 to 889999)	0.00	7,894.51	7,894.51	100.00%	-	(7,894.51)	0.00%
Interfund Transfers In (898000 to 898999)	550,000.00	550,000.00	550,000.00	100.00%	-	0.00	0.00%
Total Revenue	<u>550,000.00</u>	<u>557,894.51</u>	<u>557,894.51</u>		<u>-</u>	<u>(7,894.51)</u>	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	789,686.60	617,883.09	617,883.09	78.24%	13,020.86	158,782.65	20.11%
Total Expenditure	<u>789,686.60</u>	<u>617,883.09</u>	<u>617,883.09</u>		<u>13,020.86</u>	<u>158,782.65</u>	
Total Fund 78 SELF INSURANCE-LIABILITY	<u>(239,686.60)</u>	<u>(59,988.58)</u>	<u>(59,988.58)</u>		<u>(13,020.86)</u>	<u>(166,677.16)</u>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 79 EDCT FOUNDATION							
Revenue							
Other State Revenue (860000 to 869999)	266,571.00	72,297.66	72,297.66	27.12%	-	194,273.34	72.88%
Other Local Revenue (880000 to 889999)	47,194.67	22,381.71	22,381.71	47.42%	856.80	23,956.16	50.76%
Interfund Transfers In (898000 to 898999)	220,000.00	220,000.00	220,000.00	100.00%	-	0.00	0.00%
Total Revenue	533,765.67	314,679.37	314,679.37		856.80	218,229.50	
Expenditure							
Classified Salary (200000 to 299999)	255,877.66	172,130.61	172,130.61	67.27%	-	83,747.05	32.73%
Employee Benefit (300000 to 399999)	53,599.35	34,483.46	34,483.46	64.34%	-	19,115.89	35.66%
Books and Supplies (400000 to 499999)	69,569.67	7,525.66	7,525.66	10.82%	75.00	61,969.01	89.07%
Services and Operating Expenditures (500000 to 599999)	62,914.46	19,470.19	19,470.19	30.95%	-	43,444.27	69.05%
Capital Outlay (600000 to 699999)	125,804.54	54,747.18	54,747.18	43.52%	-	71,057.36	56.48%
Total Expenditure	567,765.68	288,357.10	288,357.10		75.00	279,333.58	
Total Fund 79 EDCT FOUNDATION	(34,000.01)	26,322.27	26,322.27		781.80	(61,104.08)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 82 SCHLRSH&LOAN AGENCY KVCR-FNX							
Revenue							
Other Local Revenue (880000 to 889999)	3,018,000.00	2,013,259.57	2,013,259.57	66.71%	-	1,004,740.43	33.29%
Total Revenue	3,018,000.00	2,013,259.57	2,013,259.57		-	1,004,740.43	
Expenditure							
Classified Salary (200000 to 299999)	1,232,267.16	787,626.05	787,626.05	63.92%	-	444,641.11	36.08%
Employee Benefit (300000 to 399999)	412,208.78	216,567.67	216,567.67	52.54%	-	195,641.11	47.46%
Books and Supplies (400000 to 499999)	35,300.00	4,419.64	4,419.64	12.52%	907.98	29,972.38	84.91%
Services and Operating Expenditures (500000 to 599999)	1,401,395.20	365,011.52	365,011.52	26.05%	44,349.76	992,033.92	70.79%
Capital Outlay (600000 to 699999)	110,500.00	30,329.20	30,329.20	27.45%	1,050.78	79,120.02	71.60%
Total Expenditure	3,191,671.14	1,403,954.08	1,403,954.08		46,308.52	1,741,408.54	
Total Fund 82 SCHLRSH&LOAN AGENCY KVC	(173,671.14)	609,305.49	609,305.49		(46,308.52)	(736,668.11)	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

BEST NET CONSORTIUM
72 - San Bernardino Community College
Budget Summary Report - Summary (From: 7/1/2018 To: 6/30/2019)
Budget Summary for Board Meetings

Major Range Description	Revised Budget	Current Activity	Activity Year To Date	% Activity	Pre/Encumbered Pended Activity	UnEncumbered Balance	% Remaining
Fund 84 WORKERS COMPENSATION FUND							
Revenue							
Other Local Revenue (880000 to 889999)	1,257,000.00	813,081.55	813,081.55	64.68%	93,000.00	350,918.45	27.92%
Total Revenue	1,257,000.00	813,081.55	813,081.55		93,000.00	350,918.45	
Expenditure							
Services and Operating Expenditures (500000 to 599999)	1,257,000.00	603,400.29	603,400.29	48.00%	16,041.38	637,558.33	50.72%
Total Expenditure	1,257,000.00	603,400.29	603,400.29		16,041.38	637,558.33	
Total Fund 84 WORKERS COMPENSATION FUN	<u>0.00</u>	<u>209,681.26</u>	<u>209,681.26</u>		<u>76,958.62</u>	<u>(286,639.88)</u>	

Criteria: Type = Summary; Budget Status = Revised; Include Accruals = Yes; Negative Balance = No; Include Budget Account Details = No; Include GL Status = Pended,Encumbered,PreEncumberd; Sort/Group = Fund,Major Range; Page Break by = Fund; Account Masking = No Masking; Fund = !51,!69; Suppress Net Zero Accounts = Yes; Default Column Order = No; Display Columns FTR = GL Status

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Bruce Baron, Chancellor
PREPARED BY: Al Jackson, Chief of Police
DATE: April 11, 2019
SUBJECT: District Clery Act Compliance Report

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

Postsecondary educational institutions (institutions) that participate in student aid programs under Title IV of the federal Higher Education Act of 1965, as amended, are required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) to create an annual security report by October 1 of each year. This security report must contain required crime statistics of the institution as well as certain security policy disclosures. When institutions do not comply with the Clery Act, they inhibit the ability of students and others to make informed decisions about campus security. Further, the U.S. Department of Education can impose financial penalties of up to \$55,907 per violation against noncompliant institutions.

ANALYSIS

Monthly Report of Clery Crimes for February 2019 (See attached).

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
February 2019**

ON CAMPUS:

CRAFTON

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
19-0168	2/25/19	BP 25608	Possession Alcohol on School Property	Lot L	Subjects Arrested
19-0168	2/25/19	H&S 11350	Possession of Controlled Substance	Lot L	Subjects Arrested
19-0168	2/25/19	BP 25662(A)	Minor Possession of Alcohol	Lot L	Subjects Arrested

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
19-0137	2/13/19	H&S 11375(b)(2)	Possession of Controlled Substance	LA Building	Subject Arrested

PUBLIC PROPERTY:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
19-0110	2/08/19	11364(A)	Possession of Controlled Substance	Mt. Vernon	Subject Arrested
19-0166	2/22/19	11364(A)	Possession of Controlled Substance	Mt. Vernon	Subject Arrested

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 11, 2019
SUBJECT: Contracts Below \$92,600

RECOMMENDATION

This item is being presented for information only. No further action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code.

ANALYSIS

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$92,600. Construction contracts are not included in this board item.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The attached purchase and or contract requests have been budgeted for via purchase requisition.

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
17898	24 Hour Fitness USA, Inc.	Membership Services	Human Resources/SBCCD	No Cost		
17823	Academic Success Press, Inc.	Speaker - Flex Day	DSP&S/SBVC	\$ 4,000.00		
17913	Adler & Associations Entertainment Inc.	Program Acquisition	FNX/KVCR	\$ 28,135.00		
17941	Aero-Space Reports	Title Search Services	Technical Training/SBVC	\$ 75.00		
17928	Allegiance Software, Inc.	Training Services	EDCT Foundation/SBCCD	\$ 1,200.00		
17859	Alliance Bus Lines, Inc.	Bus Rental	Student Services/SBVC	\$ 1,625.43		
17905	Alliance Bus Lines, Inc.	Bus Rental	Geology/CHC	\$ 580.00		
17858	Alvord USD	Bus Rental	Student Services/SBVC	\$ 794.57		
17130	Anady's Trophies & Engraving	Production of Logo Items	TESS/SBCCD	\$ 1,000.00		
17848	Argueta, Maricela Covarrubias	Braille Transcribing	ATPC/SBCCD	\$ 30,000.00		
17904	Art with Impact	Performer	Health Services/SBVC	\$ 4,500.00		
17915	Baez, Brutis (Bigg B)	Broadcasting Rights	FNX/KVCR	No Cost		

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
17860	Ballantyne, Sonya dba Code Breaker Films	Program Acquisition	FNX/KVCR	\$ 1,215.00		
17892	Barlow, Michele dba CaringSista Productions	Photography Services	First Year/SBVC	\$ 375.00		
17845	Blackbaud, Inc.	Software/Online Services	Resource Development/CHC	\$ 10,388.69		
17836	California Bus Service	Bus Rental	Student Services/SBVC	\$ 964.51		
17837	California Bus Service	Bus Rental	Student Services/SBVC	\$ 964.51		
17838	California Bus Service	Bus Rental	Student Services/SBVC	\$ 964.51		
17839	California Bus Service	Bus Rental	Student Services/SBVC	\$ 964.51		
17849	California Bus Service	Bus Rental	Student Services/SBVC	\$ 964.51		
17850	California Bus Service	Bus Rental	Student Services/SBVC	\$ 964.51		
17879	California Bus Service	Bus Rental	Science/SBVC	\$ 1,302.70		
16703	California Consulting, LLC	Grant Consultants	EDCT/SBCCD	\$ 43,200.00		Time Extension Only
17822	California Consulting, LLC	Grant Consultants	EDCT/SBCCD	\$ 42,000.00		

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
17826	California Health & Safety	Rental Scuba Equipment	Fire Technology/CHC	\$ 10,000.00		
17853	California State University - San Bernardino	Clinical Site Agreement	EDCT Foundation/SBCCD	No Cost		
17932	Candid Career, LLC	Software/Online Services	Transfer Center/SBVC	\$ 2,000.00		
17890	Carl's Jr Restaurant	Catering Lunch for Outreach Event	Student Services/SBVC	\$ 5,673.04		
17886	Carville, Robin dba STATco	Software/Online Services	Technical Training/SBVC	\$ 1,800.00		
17943	Castle Branch, Inc.	Drug Testing Services	Psychiatric Technology/SBVC	No Cost		
17940	CCC Chancellor's Office	Income - Grant	Veterans/CHC		\$ 99,954.00	
17888	Center for Youth and Community Development	Off-Campus Work Study	Research & Planning/SBVC	No Cost		
17829	Chicano Latino Caucus of San Bernardino County	Sponsorship	Marketing/SBCCD	\$ 1,000.00		
17944	Claremont Area Chapter Links, Inc.	Advertising - Print Ad	Marketing/SBCCD	\$ 125.00		
17885	Clarus Corporation	Advertising - Veterans Campaign	Marketing/CHC	\$ 9,806.00		
17942	Cleveland, Brittney	Performer	First Year/SBVC	\$ 350.00		

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
17844	Coldwell Banker Commercial SC	Income - Lease	Property Management/SBCCD		\$ 12,273.19	
17825	Compressed Air Specialties Inc.	Repairs	Fire Technology/CHC	\$ 1,924.65		
17842	Computerized Embroidery Company, The	Novelty Item with Logo	EOP&S/SBVC	\$ 494.44		
17926	Computerized Embroidery Company, The	Production of Logo Items	Child Development/SBVC	\$ 5,106.62		
17889	Confetti FX Planet	Rental Confetti Cannon	Student Life/SBVC	\$ 1,890.66		
17930	Couts Heating & Cooling, Inc.	Services	Maintenance/SBVC	\$ 65,000.00		
17907	Crest Chevrolet/Geo	PO as Contract	District Police/SBCCD	\$ 212.20		
17851	Cybrarian Corporation	Software/Online Services	Library/SBVC	\$ 1,495.00		
17925	Dell Computer Company	Maintenance Agreement	Computing Services/CHC	\$ 11,091.17		
17855	Design Source USA, Inc.	Production of Logo Items	Student Services/SBVC	\$ 7,351.24		
17893	Design Source USA, Inc.	Production of Logo Items	EOP&S/SBVC	\$ 5,853.50		
17870	Destin Productions, LTD	Income - Studio Production	KVCR/KVCR		\$ 7,000.00	

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
17935	Durham School Services	Bus Rental	Student Services/SBVC	\$ 1,074.81		
17936	Durham School Services	Bus Rental	Student Services/SBVC	\$ 1,071.13		
17912	EDU Business Solutions	Software/Online Services	TESS/SBCCD	\$ 3,920.00		
17863	Edward Segal, Inc.	Purchase Agreement	TESS/SBCCD	\$ 5,107.35		
17762	Elsevier Inc.	Software/Online Services	Nursing/SBVC	\$ 22,000.00		
17869	Entrinsik, Inc.	Training Services	TESS/SBCCD	\$ 5,400.00		
17872	Eureka Rehabilitation & Wellness Center	Subgrantee	EDCT/SBCCD	\$ 54,600.00		
17862	FastSigns	Production Safety Signage	KVCR/KVCR	\$ 250.00		
17896	Feldkamp, Irving dba Budco	Advertising - Billboard	Pharmacy/SBVC	\$ 2,790.00		
17824	Fire ETC (AFECO Inc. dba)	Rental Fire Turnout Gear	Fire Technology/CHC	\$ 15,000.00		
17911	Fitness Repair Shop dba Coast Fitness Repair Shop	Fitness Equipment Maintenance	Physical Education/SBVC	\$ 350.00		
17878	Foreman, Rebecca	Speaker - Adult Ed	Mathematics/SBVC	\$ 1,000.00		

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
17900	Four (4) Imprint	Novelty Item with Logo	FNX/KVCR	\$ 983.01		
17934	Four (4) Imprint	Novelty Item with Logo	Student Services/SBVC	\$ 4,454.84		
17832	FX Signs, Inc.	Advertising - signs	Marketing/SBVC	\$ 1,344.80		
17854	Garner Holt Education Through Imagination, LLC	Installation Services	EDCT Foundation/SBCCD	\$ 44,168.92		
17864	Grossmont-Cuyamaca CCD Auxiliary Organization	Income - Grant	Technical Training/SBVC		\$ 20,000.00	
17887	Guerrero Meneses, Dario	Speaker - Film Screening	Student Services/SBVC	\$ 800.00		
17815	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$ 1,458.00		
17871	Hayward Healthcare & Wellness Center	Subgrantee	EDCT/SBCCD	\$ 54,600.00		
17847	Hobsons, Inc.	Consultants	Counseling/SBVC	\$ 12,000.00		
17894	Huerta, Matthew	Braille Transcribing	ATPC/SBCCD	\$ 10,000.00		
17833	International E-Z UP, Inc.	Advertising - Canopy	Marketing/SBCCD	\$ 3,606.26		
17895	KBHR 93.3 Bear FM	Advertising - Radio	Science/SBVC	\$ 756.00		

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
17948	Kim, Steve	Piano Repairs	Music/SBVC	\$ 484.88		
17949	Kim, Steve	Piano Repairs	Music/SBVC	\$ 1,831.75		
17875	Laboratory Microscope Specialist LMS	Microscope Repairs	Biology/SBVC	\$ 812.00		
17865	Ledezma, Jose	Performer	Arts & Lecture/SBVC	\$ 500.00		
17866	Ledezma, Jose	Performer	Arts & Lecture/SBVC	\$ 1,200.00		
17841	Letterhead Factory Inc.	Production of logo Items	Student Life/SBVC	\$ 862.86		
17922	Lifelong Learning Administration Corporation	Concurrent Enrollment	Academic Success/SBVC	No Cost		
17923	Lifelong Learning Administration Corporation	Educational Site Agreements	Academic Success/SBVC	No Cost		
17861	LiveTimeNet Global Communications Inc.	Broadcasting Rights	FNX/KVCR	\$ 5,900.00		
17831	Luque, Lilian	Professional Services	FNX/KVCR	\$ 5,000.00		
17835	Magic Jump Rentals	Rental Carnival Games	Student Services/SBVC	\$ 685.29		
17908	March Direct Marketing	Postcard Mailing Services	Marketing/CHC	\$ 1,086.28		

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
17931	McGowen, Georgia	Speaker - Gender Identity	Student Services/CHC	\$ 750.00		
17881	Mellin, Linda Marie dba American Printing & Promotions	Novelty Item with Logo	Transfer Center/SBVC	\$ 2,015.73		
17945	Mercadante, Dominic dba Domco Productions	Production of Logo Items	Emergency Medical Services/CHC	\$ 647.00		
17726	Mynda Ohs, Inc.	Professional Services	Health Services/CHC	\$ 30,000.00		
17914	National Film Board of Canada	Broadcasting Rights	FNX/KVCR	\$ 7,000.00		
17937	National Testing Network	Testing Site Agreement	Student Services/CHC	No Cost		
17874	On Target Promotions dba AIA Services LLC	Novelty Item with Logo	Marketing/SBCCD	\$ 2,733.49		
17846	Open Presence, Inc.	Software/Online Services	Student Life/SBVC	\$ 79,800.00		
17840	P & P Uniforms	Production of Logo Items	Police Science/SBVC	\$ 279.03		
17834	Party Plus Rental	Rental Canopies, Chairs & Tables	Student Services/SBVC	\$ 1,613.49		
17843	Party Plus Rental	Rental Chairs	Student Life/CHC	\$ 2,783.00		
17938	Pasco Scientific	Equipment Repairs	Physics/CHC	\$ 217.00		

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
17939	PBS - Public Broadcasting Service	Booth Rental	FNX/KVCR	\$ 4,000.00		
17933	Pearson Assessment	Software/Online Services	DSP&S/SBVC	\$ 165.00		
17877	Positive Promotions	Novelty Item with Logo	Calworks/SBVC	\$ 8,113.58		
17873	Pro Audio Video, Inc.	Rental Sound Equipment	Marketing/SBCCD	\$ 8,423.00		
17917	Pro Audio Video, Inc.	Rental Sound Equipment	Marketing/SBCCD	\$ 2,514.00		
17918	Provisional Accelerated Learning Center & Charter Academy	Concurrent Enrollment	Academic Advancement/SBVC	No Cost		
17919	Public Safety Academy	Concurrent Enrollment	Academic Success/SBVC	No Cost		
17906	Redlands Bicycle Classic	Income - Facilities Use	Facilities/CHC		No Charge	
17867	Reyes, Yosimar Jimenez	Speaker - LGBT Event	Arts & Lecture/SBVC	\$ 1,500.00		
17916	Rialto USD	Sponsorship	Marketing/SBCCD	\$ 1,000.00		
17920	Rialto USD	Concurrent Enrollment	Academic Success/SBVC	No Cost		
17891	Rim of the World USD	Facilities Rental	Science/SBVC	\$ 7,000.00		

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
17880	Rivas, Oscar	Performer	Human Resources/SBVC	\$ 500.00		
17884	Rush Order Tees	Novelty Item with Logo	EDCT Foundation/SBCCD	\$ 1,466.56		
17921	San Bernardino City USD	Concurrent Enrollment	Academic Success/SBVC	No Cost		
17821	San Bernardino County Superintendent of Schools	Independent Contractor	EDCT/SBCCD	\$ 10,000.00		
16856	San Manuel Band of Mission Indians	Clinical Site Agreement	EMS/CHC	No Cost		
17882	Schutt Sports	Football Helmets Repairs	Athletics/SBVC	\$ 5,971.32		
17902	Shred-It	Document Shredding Services	Financial Aid/SBVC	\$ 2,030.00		
17856	Signature Party Rentals	Stage Rental	Student Life/SBVC	\$ 26,974.00		
17827	Spectrum Gas Products Inc.	Fire Equipment Repairs	Fire Technology/CHC	\$ 409.45		
17924	Stanley Convergent Security Solutions Inc.	Software/Online Services	Administrative Services/SBVC	\$ 519.00		
17929	Stanley Convergent Security Solutions Inc.	Installation Services	Maintenance/SBVC	\$ 2,260.00		
17883	Stotz Equipment	Tractor Repairs	Athletics/SBVC	\$ 1,321.99		

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
17830	Strata Information Group (SIG)	Software/Online Services	Instruction/SBVC	\$ 14,000.00		
17946	Sundance Institute	Broadcasting Rights	FNX/KVCR	\$ 25,000.00		
17828	Time for Change Foundation	Advertising - Print Ad	Marketing/SBCCD	\$ 250.00		
17947	Trophy House	Production of Logo Items	Communications/SBVC	\$ 622.80		
17868	Unbounce	Software/Online Services	EDCT Foundation/SBCCD	\$ 948.00		
17903	United Site Services, Inc.	Rental Portable Restrooms	Student Life/SBVC	\$ 1,279.49		
17909	Valdez Educational Services	CalWorks Off-Campus Work Study	Calworks/SBVC	\$ 12,096.00		
17080	Vortex Industries	Maintenance Equipment Repairs	Grounds/CHC	\$ 11,000.00		
17899	Weaving Cultures Media	Program Acquisition	FNX/KVCR	\$ 2,020.00		
17876	West Hills Community College District	Subgrantee	Academic Success/SBVC	\$ 2,000.00		
17195	Wilbur's Power Equipment	Fire Equipment Repairs	Fire Technology/CHC	\$ 1,750.00		\$ 750.00
17897	Wix.com	Software/Online Services	TESS/SBCCD	\$ 540.00		

Contracts & Agreements

Board Date 04-11-2019

Control No	Vendor Name	Contract Description	Dept/Location	Total New Contract Value	Income	Amendments
Total Number of Contracts 132			Totals	\$ 855,963.08	\$ 139,227.19	\$ 750.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Dr. Kevin Horan, President, CHC
Diana Rodriguez, President, SBVC
Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: District Volunteers

RECOMMENDATION

This item is for information only.

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



District Volunteers

Presented for Information on April 11, 2019

[v.3.27.2019.p.1|1]

	Site	Assignment	From	To
Chestnut, Dromynique	SBVC	Criminal Justice	04/12/19	06/30/19
Culler, Heather	SBVC	DSP&S	04/12/19	06/30/19
Hutcheson, Tom	SBVC	Athletics	04/12/19	06/30/19
Leal, Rene*	SBVC	Athletics	02/22/19	06/30/19
Macias, Miguel	SBVC	Criminal Justice	04/12/19	06/30/19
Rios, Miguel	SBVC	Criminal Justice	04/12/19	06/30/19
Stewart, Shanice*	SBVC	Athletics	03/04/19	06/30/19
Tao, Hau	DIST	EDCT Foundation	03/01/19	06/30/19

*Volunteer status originally approved at February 21, 2019 Board meeting rescinded.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: April 11, 2019
SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. Monitoring the amount of cash available to meet the District's financial obligations is the core responsibility of the Fiscal Services Department. Attached is the restricted and unrestricted General Fund monthly cash flow analysis for the District.

ANALYSIS

The General Fund cash balance as of June 30, 2019 is estimated to be \$22,828,861.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This is an information item only. There are no financial implications.



General Fund Cash Flow Analysis – Restricted & Unrestricted Fiscal Year 2018-19

(as of March 19, 2019, rounded to the nearest \$1,000)

	PROJECTED												ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Estimated Beginning Cash Balance	35,917	37,386	34,882	36,454	33,008	30,690	42,498	37,998	44,539	37,399	27,029	20,148		
Receipts														
Federal		-1		130	-22	192	1	294	628	211	-240	1,654		2,845
State	6,908	6,209	11,863	6,458	7,180	9,408	7,111	15,141	14,324	9,045	12,841	-1,586		104,902
State Deferrals														
Local	1,664	889	1,600	2,448	3,633	16,118	1,766	5,741	789	4,110	2,908	-2,855		38,810
Temporary Borrowings														
Inc Transfer & Sale of Assets				1				5,000			22	11,567		16,591
Accounts Receivable/Accruals	711	275	645	2,419	169	-439	4	787	274	102	-1,041	59		3,964
Total Receipts	9,284	7,371	14,108	11,456	10,959	25,279	8,881	26,964	16,014	13,468	14,489	8,838		167,112
Disbursements														
Academic Salaries	-2	2,021	3,941	4,320	4,274	4,401	4,309	4,047	4,455	4,433	4,422	7,771		48,392
Classified Salaries	2,203	2,483	3,737	2,788	2,784	2,964	2,732	2,501	3,060	3,020	3,083	4,153		35,508
Benefits	1,050	1,771	2,366	2,191	2,200	2,218	2,194	2,306	2,401	2,407	2,431	3,791		27,326
Supplies & Materials	-3	11	81	152	111	149	108	157	161	252	307	2,188		3,673
Other Operating Exp	4	277	1,536	1,098	1,091	1,603	2,071	1,035	11,554	12,307	11,027	-6,716		36,888
Capital Outlay	-1	4	134	223	398	218	395	34	234	184	360	3,527		5,710
Other Outgo			264		2,260	1,849	1,644	-182	1,244	1,234	121	3,195		11,628
Longterm Post-Employment Benefits	-6	-1	-2	-17	-9	21	-2	-9	9	-1	-2	-4		-22
Accounts Payable/Accruals	4,570	3,309	479	4,146	168	48	-69	10,534	36	2	-379	-11,747		11,098
Total Disbursements	7,814	9,876	12,536	14,902	13,277	13,471	13,382	20,423	23,153	23,838	21,370	6,158		180,200
Increase / (Decrease) in Cash Balance	1,469	-2,504	1,572	-3,446	-2,318	11,808	-4,500	6,541	-7,139	-10,370	-6,881	2,681		
Estimated Ending Cash Balance	37,386	34,882	36,454	33,008	30,690	42,498	37,998	44,539	37,399	27,029	20,148	22,829		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Jeremiah Gilbert, Executive Director, Research & Planning

DATE: April 11, 2019

SUBJECT: Key Performance Indicator (KPI) Dashboard Updates

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached data sheets provide updates to the KPIs that have been revised with 2017-18 data.

ANALYSIS

2017-18 data is now available for KPI 2.1 (Number of Full-Time Equivalent Students), KPI 2.5 (Licensure and Certification Pass Rates), and KPI 2.6 (Participation Rate in Service Area). Along with including 2017-18 data, these data sheets have been reformatted and now include campus data, when available. Once all KPIs have been updated with 2017-18 data, the full dashboard will be revised and updated online.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT KPI DASHBOARD

Goal 2: Enrollment and Access

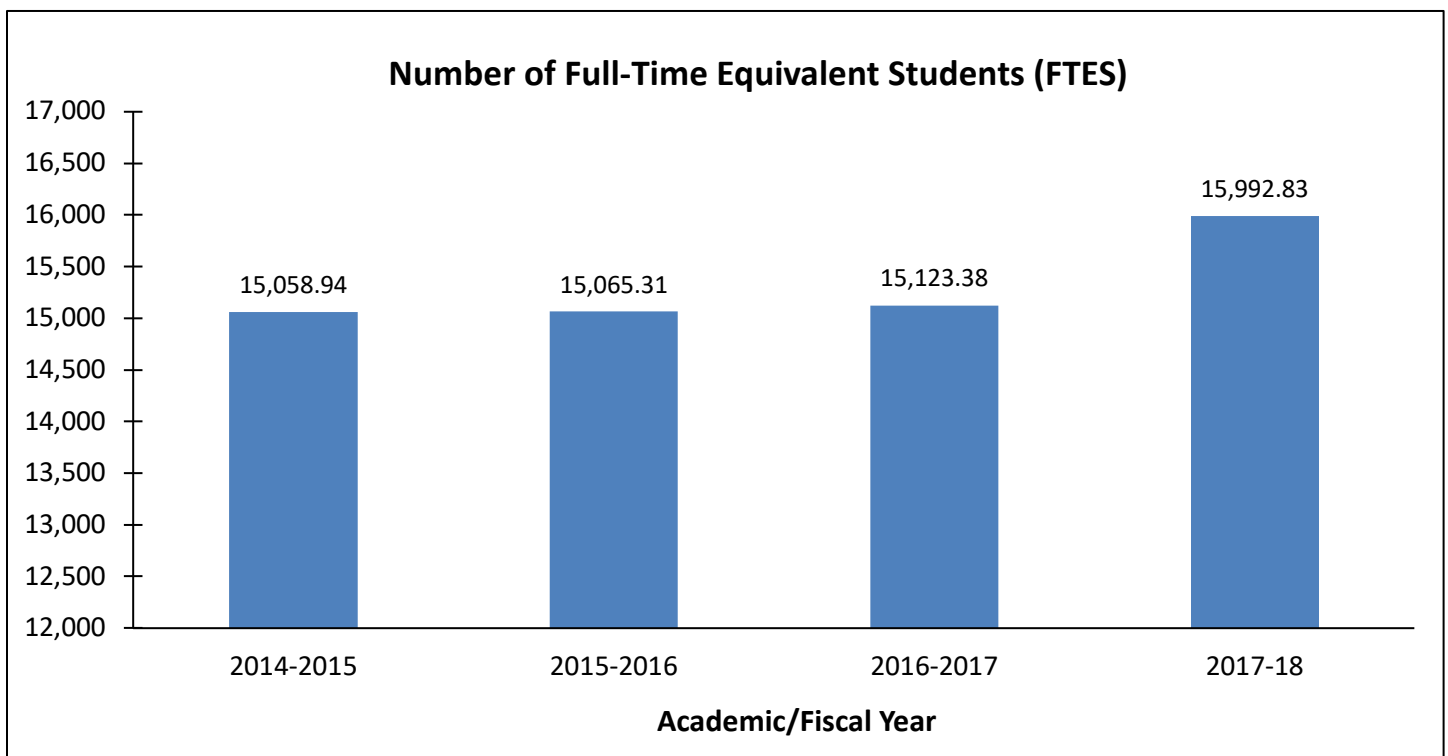
Objective: Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

Measurement Frequency: Annual

KPI 2.1: Number of Full-Time Equivalent Students (FTES)

Definition: FTES stands for Full-Time Equivalent Student and is the equivalent of one student taking courses totaling 15 units each semester for two semesters.

KPI 2.1: Number of Full-Time Equivalent Students (FTES)	2014-2015 Total	2015-2016 Total	2016-2017 Total	2017-2018 Total
Crafton Hills College (CHC)	4725.29	4608.96	4568.09	4600.37
San Bernardino Valley College (SBVC)	10,333.65	10,456.35	10,555.29	11,392.46
SBCCD (Total)	15,058.94	15,065.31	15,123.38	15,992.83



Overall: The number of Full-Time Equivalent Students (FTES) experienced a slight stable increase from 2014-15 to 2016-17, with a notable increase in 2017-18. There was a **net increase** of 6.37 FTES from 2014-2015 academic year to 2015-2016 academic year. There was a **net increase** of 58.07 FTES from 2015-2016 academic year to 2016-2017 academic year. There was a **net increase** of 869.45 FTES from 2016-2017 academic year to 2017-2018 academic year.

Goal 2: Enrollment and Access
KPI 2.5: Licensure and Certification Pass Rates

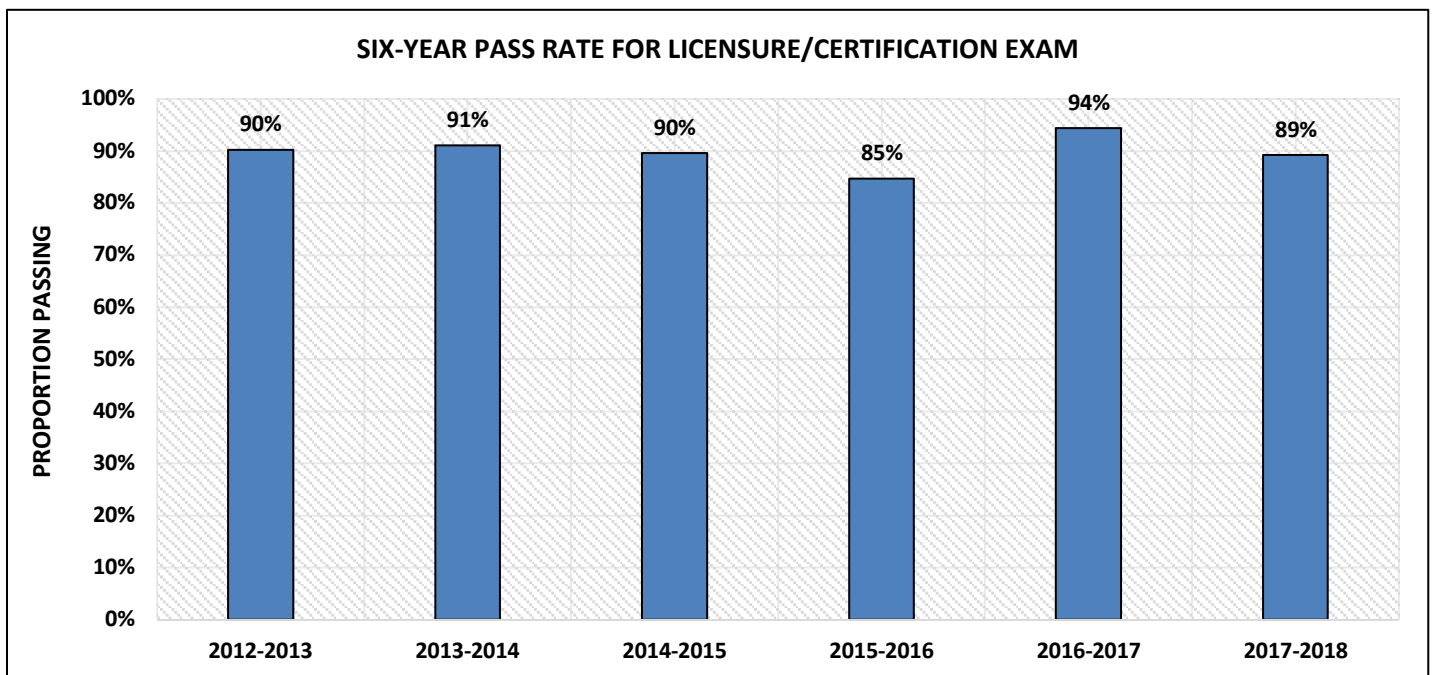
Objective: Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

Definition: The total number of examinees that received a passing score divided by the total number of examinees that took a licensure or certification examination. Note, this data is collected and distributed by the ACCJC.




Measurement Frequency: Annual

KPI 2.5: Licensure and Certification Pass Rates	12-13 Total	13-14 Total	14-15 Total	15-16 Total	16-17 Total	17-18 Total
Crafton Hills College (CHC)	85.50%	91.13%	82.13%	83.50%	92.75%	93.01%
San Bernardino Valley College (SBVC)	95.00%	91.00%	97.00%	86.00%	96.00%	85.48%
SBCCD (Total)	90.25%	91.06%	89.56%	84.75%	94.38%	89.24%

GRAPH NOTES: Please note, data for this KPI is collected from the various licensure agencies. They do not provide equity data in their reports; thus, the graph below simply shows the SBCCD pass rates for the past six years.



SUMMARY OF THE DATA:

-  There has been a **steady trend** in licensure/certification pass rates over the past 6 years.
-  The **average** licensure/certification pass rate is **89.87%** with a high of **94%** during this 6-year period.
-  There was a slight dip in 2017-2018 but we are still above our 6-year average.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT KPI DASHBOARD

Goal 2: Enrollment and Access

Objective: Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

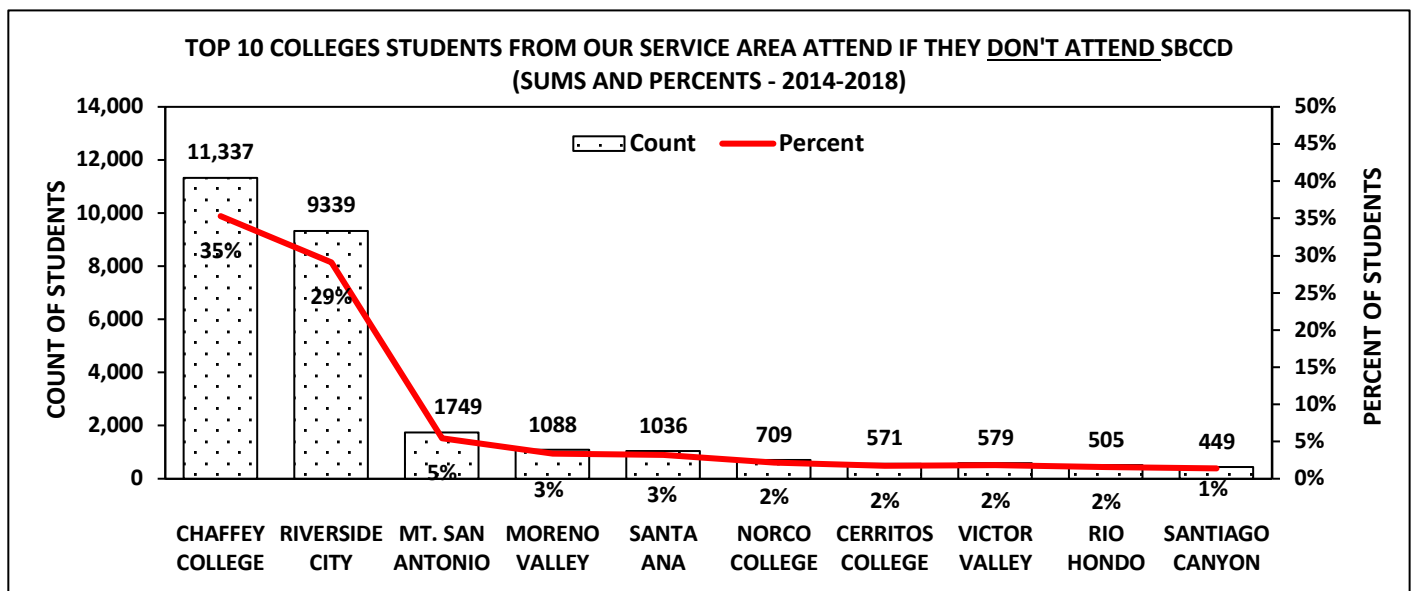
Measurement Frequency: Annual

KPI 2.6: Participation Rate in Service Area

Definition: The rate of matriculating SBCCD students that are residents of cities in our service area. By “resident” we mean the student graduated from a high school in our service area. It is measured by taking the total number of SBCCD matriculating students that are residents of our service area divided by the total number of community college students from our service area.

KPI 2.6: Participation Rate in Service Area	2014-2015 Total	2015-2016 Total	2016-2017 Total	2017-2018 Total
Crafton Hills College (CHC)	20.56%	20.04%	19.81%	19.14%
San Bernardino Valley College (SBVC)	45.93%	44.68%	42.67%	43.64%
SBCCD (Total)	66.49%	64.72%	62.48%	62.78%

EQUITY ANALYSIS: Please note that current data sources do not provide the race/ethnicity or gender for students in each service area. However, we can look to see what community college SBCCD service area students attended if they chose not to attend either SBCCD college.



SUMMARY OF THE DATA:

- Over this four-year period (2014-2018), **27,362 students** from our service area **chose not to attend SBCCD**,
- The **majority (69%)** of these students **attended** Chaffey College (35%), Riverside CCD (34%) or Mt. San Antonio College (5%).

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information item.

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

February 6, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The parties agree that per CESA Agreement, **Article 6.2 -Workweek/Workday, Lena Huizar, Child Development Assistant**, permanent work shift will change as described below. First day of permanent schedule will be upon board approval.

FROM 30 hours per week


Monday 9:00am-12:00pm / 1:00pm-4:00pm
Tuesday 9:00am-12:00pm / 1:00pm-4:00pm
Wednesday 9:00am-12:00pm / 1:00pm-4:00pm
Thursday 9:00am-12:00pm / 1:00pm-4:00pm
Friday 9:00am-12:00pm / 1:00pm-4:00pm

TO 40 hours per week

Monday 7:30 am to 4:00 pm
Tuesday 7:30 am to 4:00 pm
Wednesday 7:30 am to 4:00 pm
Thursday 7:30 am to 4:00 pm
Friday 7:30 am to 4:00 pm

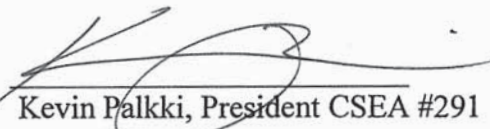
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

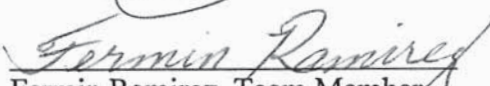
For the District



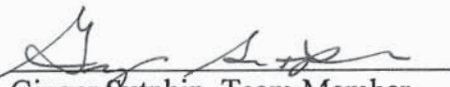
Kristina Hannon, SBCCD
Executive Director, Human Resources

For CSEA

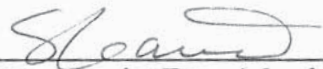


Kevin Palkki, President CSEA #291


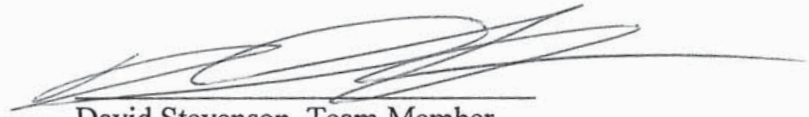
Fermin Ramirez, Team Member




Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

February 6, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The parties agree that per CESA Agreement, **Article 6.2 -Workweek/Workday, Gloria Pinon**, Child Development Assistant, permanent work shift will change as described below. First day of permanent schedule will be upon board approval.

FROM 30 hours per week

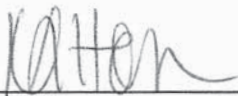
- Monday 9:00am-12:00pm / 1:00pm-4:00pm
- Tuesday 9:00am-12:00pm / 1:00pm-4:00pm
- Wednesday 9:00am-12:00pm / 1:00pm-4:00pm
- Thursday 9:00am-12:00pm / 1:00pm-4:00pm
- Friday 9:00am-12:00pm / 1:00pm-4:00pm

TO 40 hours per week

- Monday 7:30 am to 4:00 pm
- Tuesday 7:30 am to 4:00 pm
- Wednesday 7:30 am to 4:00 pm
- Thursday 7:30 am to 4:00 pm
- Friday 7:30 am to 4:00 pm

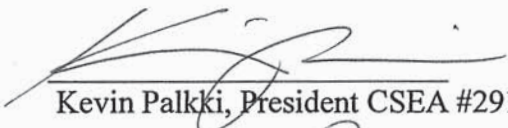
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

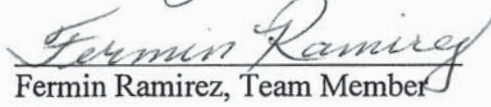


Kristina Hannon, SBCCD
Executive Director, Human Resources

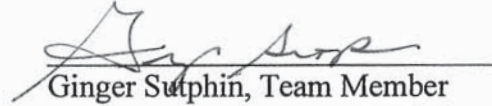
For CSEA



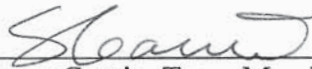
Kevin Palkki, President CSEA #291




Fermin Ramirez, Team Member



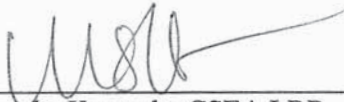
Ginger Sulphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER 291

February 6, 2019


Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

In accordance with Article 1: Recognition, specifically Article 1.1 and 16.1: Classification, the District and Association, have met and agreed to establish the new classification of the Laboratory Technician – Electricity/Electronics.

1. The purpose of this MOU is to establish the new classification title of Laboratory Technician – Electricity/Electronics.
2. The parties agree that the Laboratory Technician – Electricity/Electronics position shall be placed at Range 38 on the current CSEA salary schedule.
3. This MOU does not affect the rights provided through Article 6.
4. This classification will be placed on the current CSEA salary schedule.

This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

For the District

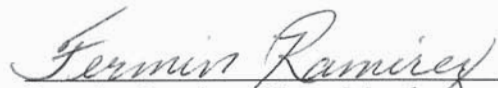


Kristina Hannon, SBCCD
Executive Director, Human Resources

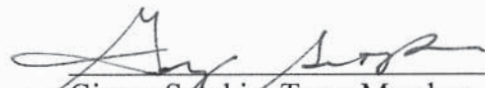
For CSEA



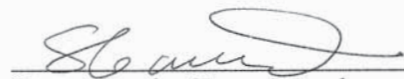
Kevin Palkki, President CSEA #291



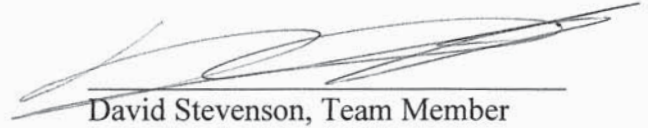
Fermine Ramirez, Team Member



Ginger Sulphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER 291

February 6, 2019

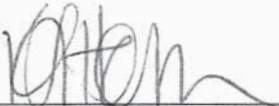
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

1. The purpose of this MOU is to address the nature of the duties of the **Grounds Caretaker** Job Description.
2. The parties have acknowledged that the duties and functions of the Grounds Caretaker job description have been updated and increased.
3. The parties agree that the Grounds Caretaker position shall be placed at Range 30 on the current CSEA salary schedule.
4. This MOU does not affect the rights provided through Article 6.

This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

For the District

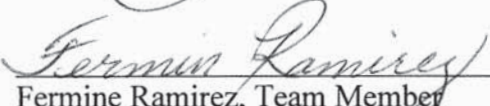
For CSEA



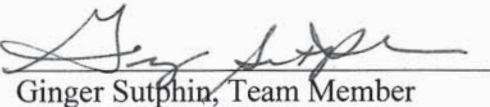
Kristina Hannon, SBCCD
Executive Director, Human Resources



Kevin Palkki, President CSEA #291



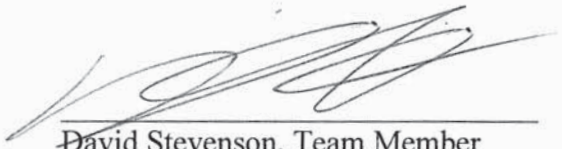
Fermine Ramirez, Team Member



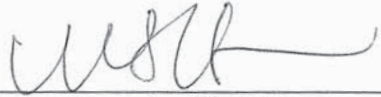
Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING

[03.27.2019.p.9/28]

By and Between

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

And

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

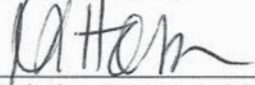
March 13, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

1. In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for reclassification, the reclassification Committee met on February 28, 2019 and it has been determined the following bargaining unit member shall not be reclassified, but receive a 5% out of class increase. In addition, pursuant to 16.3.5.3, a draft job description will be provided by the District and shall be subject to the negotiations process between the Parties.
2. Effective August 6, 2018, bargaining unit member Jason Alvarez, Admissions & Records Specialist, Range 38 and Step E (\$30.14), 8 hours/260 day work year in the Admissions and Records Department at San Bernardino Valley College will receive a 5% out-of-class increase which would bring the member to \$31.65 per hour.
3. Once a job description has been approved, the salary of the member will be adjusted to reflect the new pay retroactively to the above effective date.

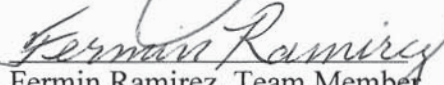
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

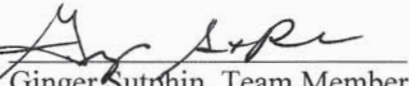
For the District

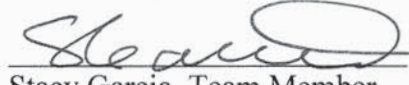

 Kristina Hannon, SBCCD
 Executive Director, Human Resources

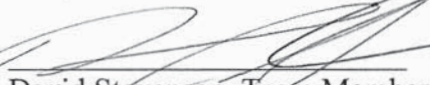
For CSEA

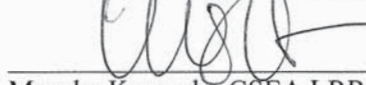

 Kevin Palkki, President CSEA #291


 Fermin Ramirez, Team Member


 Ginger Sutphin, Team Member


 Stacy Garcia, Team Member


 David Stevenson, Team Member


 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING

[03.27.2019.p.10/28]

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

March 13, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

1. In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for reclassification, the reclassification Committee met on February 28, 2019 and it has been determined the following bargaining unit member shall not be reclassified, but receive a 5% out of class increase. In addition, pursuant to 16.3.5.3, a draft job description will be provided by the District and shall be subject to the negotiations process between the Parties.
2. Effective November 15, 2018, bargaining unit member **Carrie Audet**, Administrative Secretary, Range 37 and Step D (\$27.99), 8 hours/260 day work year in the Resource Development Department at Crafton Hills College will receive a 5% out-of-class increase which brings the member to \$29.39 per hour.
3. Once a job description has been approved, the salary of the member will be adjusted to reflect the new pay retroactively to the above effective date.

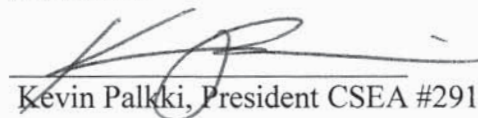
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

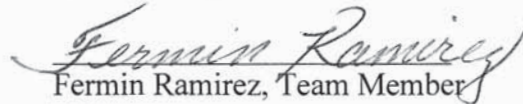


Kristina Hannon, SBCCD
Executive Director, Human Resources

For CSEA



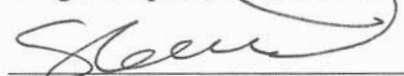
Kevin Palkki, President CSEA #291



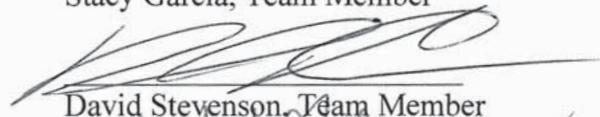
Fermin Ramirez, Team Member



Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

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

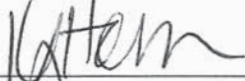
March 13, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".


1. In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for reclassification, the reclassification Committee met on February 28, 2019 and it has been determined the following bargaining unit member shall not be reclassified, but receive a 5% out of class increase. In addition, pursuant to 16.3.5.3, a draft job description will be provided by the District and shall be subject to the negotiations process between the Parties.
2. Effective November 26, 2018, bargaining unit member Tracy Gray, Administrative Secretary, Range 37 and Step E (\$29.40), 8 hours/260 day work year in the Technology Services Department at Crafton Hills College will receive a 5% out-of-class increase which brings the member to \$30.87 per hour.
3. Once a job description has been approved, the salary of the member will be adjusted to reflect the new pay retroactively to the above effective date.

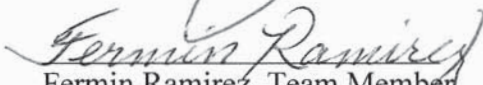
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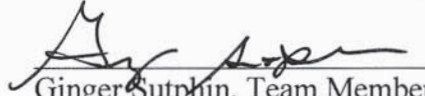
For the District

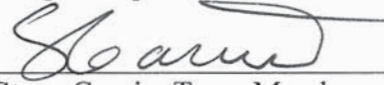

 Kristina Hannon, SBCCD
 Executive Director, Human Resources

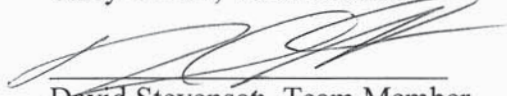
For CSEA

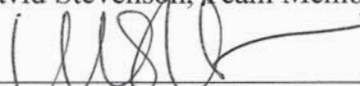

 Kevin Palkki, President CSEA #291


 Fermin Ramirez, Team Member


 Ginger Sutphin, Team Member


 Stacy Garcia, Team Member


 David Stevenson, Team Member


 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

March 13, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

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 November 30, 2018, bargaining unit member **Christopher Crew**, Research Analyst, Range 54 Step D, 8 hours/260 day work year in the Computing Services at District, will be reclassified to the classification of Senior Research and Planning Analyst, Range 63 Step A, 8 hours/260 day work year.


This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

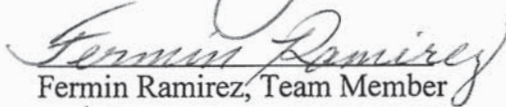


 Kristina Hannon, SBCCD
 Executive Director, Human Resources

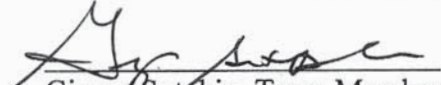
For CSEA



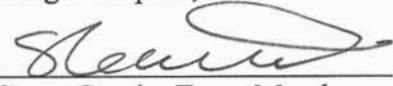
 Kevin Palkki, President CSEA #291



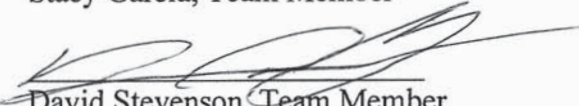
 Fermin Ramirez, Team Member



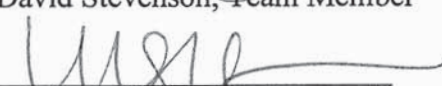
 Ginger Sutphin, Team Member



 Stacy Garcia, Team Member



 David Stevenson, Team Member



 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

March 13, 2019

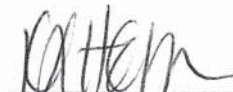
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

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 November 29, 2018, bargaining unit member **Jonathan Flaa**, Technology Support Specialist I, Range 46 Step E, 8 hours/260 day work year in the Technology Services at San Bernardino Valley College, will be reclassified to the classification of Technology Support Specialist II, Range 50 Step D, 8 hours/260 day work year.

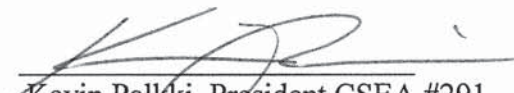
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

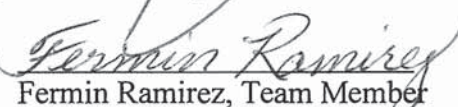
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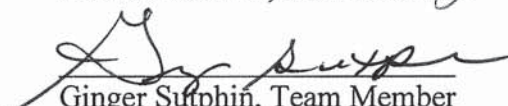
 Kristina Hannon, SBCCD
 Executive Director, Human Resources



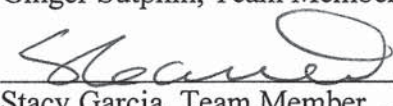
 Kevin Palkki, President CSEA #291



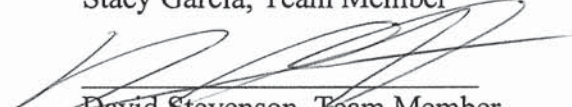
 Fermin Ramirez, Team Member



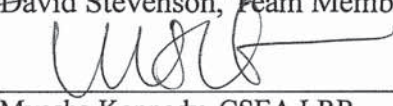
 Ginger Sutphin, Team Member



 Stacy Garcia, Team Member



 David Stevenson, Team Member



 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291


March 13, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

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 November 29, 2018, bargaining unit member **Cedrick Wrenn**, Technology Support Specialist I, Range 46 Step B, 8 hours/260 day work year in the Technology Services Department at Crafton Hills College will be reclassified to the classification of Technology Support Specialist II, Range 50 Step A, 8 hours/260 day work year.


This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

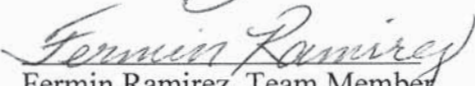


 Kristina Hannon, SBCCD
 Executive Director, Human Resources

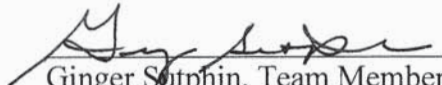
For CSEA



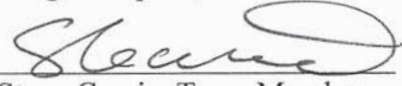
 Kevin Palkki, President CSEA #291



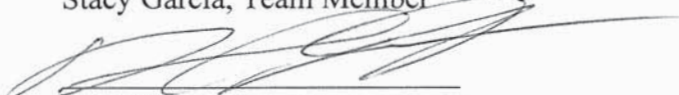
 Fermin Ramirez, Team Member



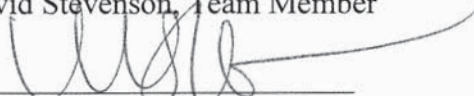
 Ginger Sutphin, Team Member



 Stacy Garcia, Team Member



 David Stevenson, Team Member



 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

March 13, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

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 November 28, 2018, bargaining unit member **Andrew Gebara**, Secretary I, Range 29 Step C, 8 hours/260 day work year in the EMS Department at Crafton Hills College will be reclassified to the classification of Secretary II, Range 33 Step B, 8 hours/260 day work year.

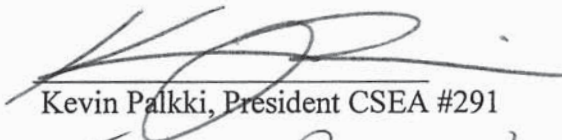
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For the District

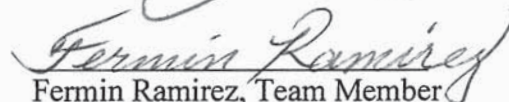


Kristina Hannon, SBCCD
Executive Director, Human Resources

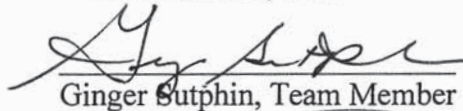
For CSEA



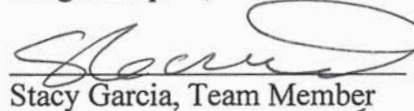
Kevin Palkki, President CSEA #291



Fermin Ramirez, Team Member




Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291


March 13, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

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 November 14, 2018, bargaining unit member **Michelle Cole**, Secretary II, Range 33 Step E, 8 hours/260 day work year in the Student Center at Crafton Hills College, will be reclassified to the classification of Administrative Secretary, Range 37 Step D, 8 hours/260 day work year.

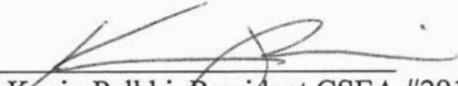
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For the District

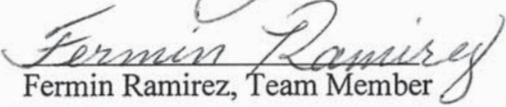


 Kristina Hannon, SBCCD
 Executive Director, Human Resources

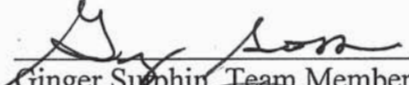
For CSEA



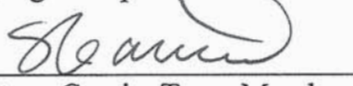
 Kevin Palkki, President CSEA #291



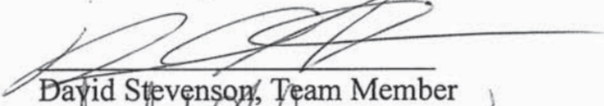
 Fermin Ramirez, Team Member



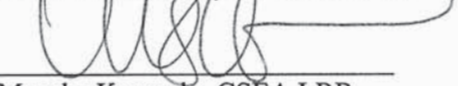
 Ginger Sulphin, Team Member



 Stacy Garcia, Team Member



 David Stevenson, Team Member



 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291


March 13, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

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 November 29, 2018, bargaining unit member **Christina Sweeting**, Secretary II, Range 33 Step C, 8 hours/260 day work year in the Health and Wellness Center at Crafton Hills College will be reclassified to the classification of Administrative Secretary, Range 37 Step B, 8 hours/260 day work year.

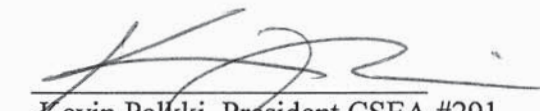
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For the District

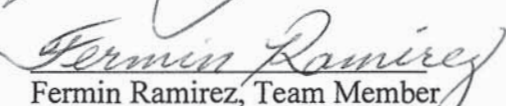


 Kristina Hannon, SBCCD
 Executive Director, Human Resources

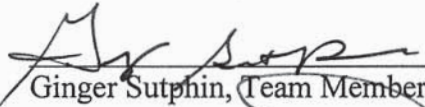
For CSEA



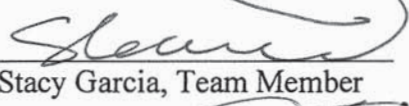
 Kevin Palkki, President CSEA #291



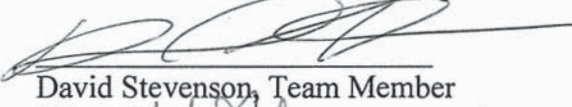
 Fermin Ramirez, Team Member



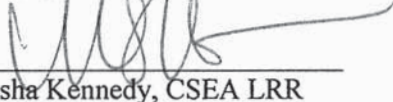
 Ginger Sutphin, Team Member



 Stacy Garcia, Team Member



 David Stevenson, Team Member



 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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March 13, 2019

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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 December 1, 2018, bargaining unit member **Ginger Sutphin**, Administrative Secretary, Range 37 Step E, 8 hours/260 day work year in the Office of Instruction at Crafton Hills College, will be reclassified to the classification of Administrative Assistant I, Range 41 Step D, 8 hours/260 day work year.

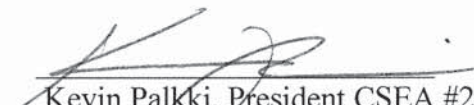
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For the District

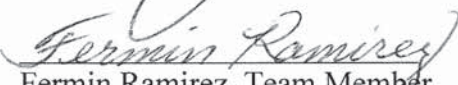


 Kristina Hannon, SBCCD
 Executive Director, Human Resources


For CSEA




 Kevin Palkki, President CSEA #291



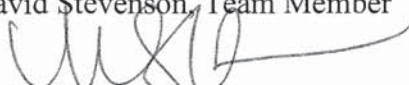
 Fermin Ramirez, Team Member



 Stacy Garcia, Team Member



 David Stevenson, Team Member



 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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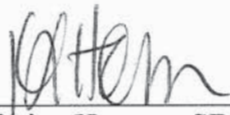
March 13, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

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 November 29, 2018, bargaining unit member **Ruby Zuniga**, Administrative Secretary, Range 37 Step E, 8 hours/260 day work year in the Research and Planning Department at Crafton Hills College, will be reclassified to the classification of Research Data Specialist, Range 42 Step D, 8 hours/260 day work year.

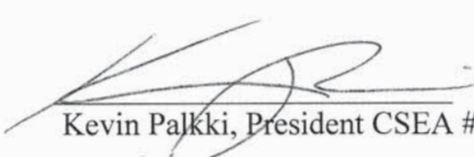
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For the District

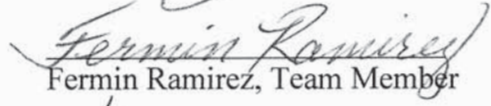


 Kristina Hannon, SBCCD
 Executive Director, Human Resources

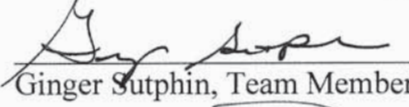
For CSEA



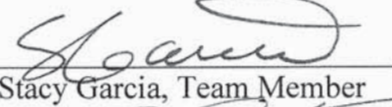
 Kevin Palkki, President CSEA #291



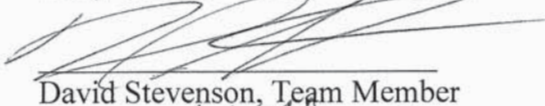
 Fermin Ramirez, Team Member




 Ginger Sutphin, Team Member



 Stacy Garcia, Team Member



 David Stevenson, Team Member



 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
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March 13, 2019


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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 November 29, 2018, bargaining unit member **Laura Van Genderen**, Administrative Assistant I, Range 41 Step C, 8 hours/260 day work year in the Student Services Department at Crafton Hills College, will be reclassified to the classification of Administrative Assistant II, Range 50 Step A, 8 hours/260 day work year.


This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

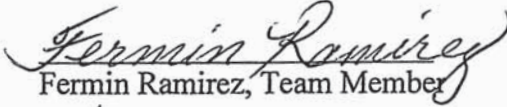
For CSEA



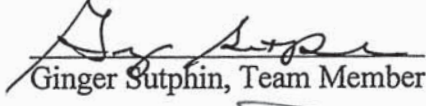
 Kristina Hannon, SBCCD
 Executive Director, Human Resources



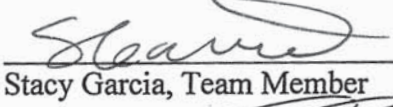
 Kevin Palkki, President CSEA #291



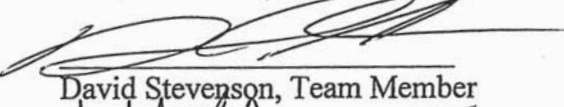
 Fermin Ramirez, Team Member




 Ginger Sutphin, Team Member



 Stacy Garcia, Team Member



 David Stevenson, Team Member



 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
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March 13, 2019


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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.

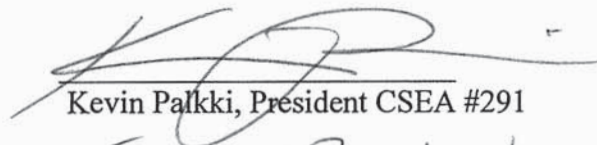
2. Effective November 29, 2018, bargaining unit member **Kelly Newton**, Administrative Assistant I, Range 41 Step E, 8 hours/260 day work year in the Office of Instruction at Crafton Hills College, will be reclassified to the classification of Administrative Assistant II, Range 50 Step B, 8 hours/260 day work year.

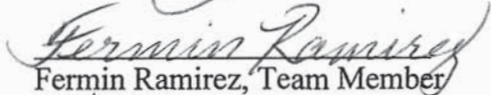
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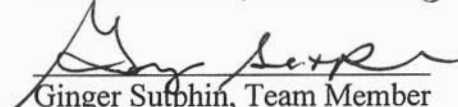
For the District

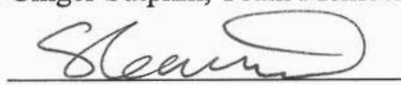

 Kristina Hannon, SBCCD
 Executive Director, Human Resources

For CSEA

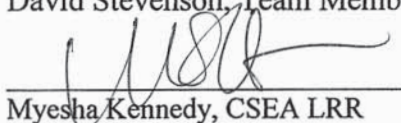

 Kevin Palkki, President CSEA #291


 Fermin Ramirez, Team Member


 Ginger Sutphin, Team Member


 Stacy Garcia, Team Member


 David Stevenson, Team Member


 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
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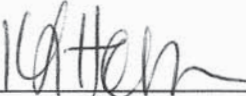
March 13, 2019

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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 October 19, 2018, bargaining unit member **Laura Gowen**, Administrative Assistant I, Range 41 Step E, 8 hours/260 day work year in the Office of Instruction at San Bernardino Valley College, will be reclassified to the classification of Administrative Assistant II, Range 50 Step B, 8 hours/260 day work year.


This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

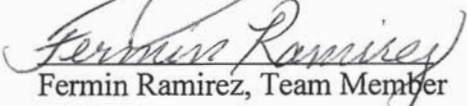


 Kristina Hannon, SBCCD
 Executive Director, Human Resources

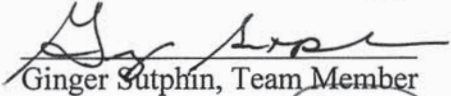
For CSEA



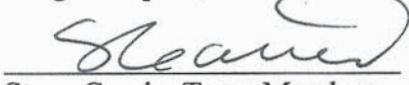
 Kevin Pakki, President CSEA #291



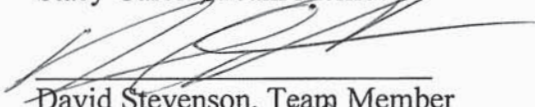
 Fermin Ramirez, Team Member




 Ginger Sutphin, Team Member



 Stacy Garcia, Team Member



 David Stevenson, Team Member



 Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

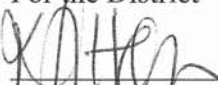
March 20, 2019

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The Parties agree to approve the interim Out-of Class assignment for **Kevin Grishow**, Maintenance Technician, to Maintenance and Grounds Supervisor, under the following stipulations:

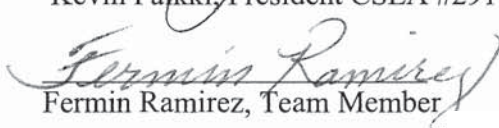
1. The length of assignment will be from April 1, 2019 through September 30, 2019, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated at Range 9 Step A of the Management Salary Schedule. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the Parties.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may avail himself of any and all rights and representation afforded him through affiliation with the Association.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as Maintenance and Grounds Supervisor, or be evaluated during the Out-of-Class assignment.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to his regular classified position as Maintenance Technician.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Maintenance Technician will continue to accrue and the Out-of-Class assignment will not be construed in any manner as a break in service.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

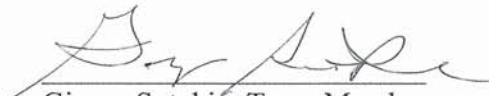
For the District


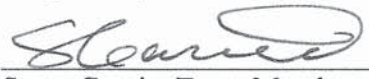
Kristina Hannon, SBCCD
Executive Director, Human Resources


For CSEA



Kevin Pakki, President CSEA #291


Fermin Ramirez, Team Member


Ginger Sutphin, Team Member


Stacy Garcia, Team Member


David Stevenson, Team Member


Myesha Kennedy, CSEA LRR

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March 20, 2019

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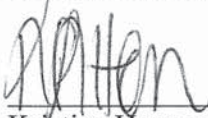
The Parties came to an agreement on February 6, 2019 regarding revisions to the Grounds Caretaker job description, which included a change in the assigned salary range from range 27 to range 30.

The Parties agree that the range and step placement of the following employees will be adjusted to reflect the new assigned range, and there will be no changes to increment dates, workday, or work year.

1. Effective February 6, 2019, bargaining unit member **John Boatman**, Grounds Caretaker, will move from Range 27 Step E to Range 30 Step E.
2. Effective February 6, 2019 until February 22, 2019, bargaining unit member **Dorothy Morris**, Grounds Caretaker, will move from Range 27 Step B to Range 30 Step B.
3. Effective February 6, 2019, bargaining unit member **Javier Davila**, Grounds Caretaker, will move from Range 27 Step E to Range 30 Step E.
4. Effective February 6, 2019, bargaining unit member **Cesar Rojas**, Grounds Caretaker, will move from Range 27 Step E to Range 30 Step E.
5. Effective February 6, 2019, bargaining unit member **Antonio Carrillo**, Grounds Caretaker, will move from Range 27 Step E to Range 30 Step E.
6. Effective February 6, 2019, bargaining unit member **Abe Fulgham III**, Grounds Caretaker, will move from Range 27 Step E to Range 30 Step E.
7. Effective February 6, 2019, bargaining unit member **Samuel Hanna**, Grounds Caretaker, will move from Range 27 Step A to Range 30 Step A.
8. Effective February 6, 2019, bargaining unit member **Jose Luis Alvarez**, Grounds Caretaker, will move from Range 27 Step E to Range 30 Step E.


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For the District

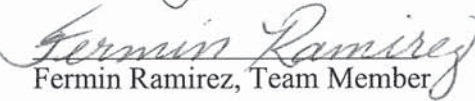


Kristina Hannon, SBCCD
Executive Director, Human Resources


For CSEA



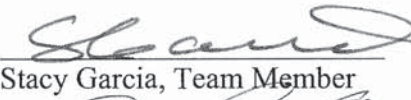
Kevin Palkki, President CSEA #291



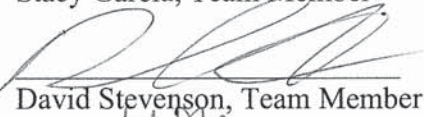
Fermin Ramirez, Team Member



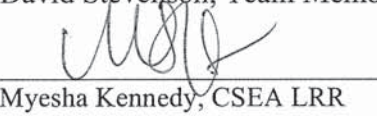
Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
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SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
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CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO CCD CHAPTER 291

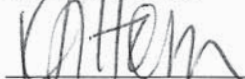
March 20, 2019

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

1. The purpose of this MOU is to address the nature of the Job Description for the **Alternate Media and Assistive Technology Specialist** into the District's classified bargaining unit represented by CSEA.
2. The parties agree that the Alternate Media and Assistive Technology Specialist position shall be placed at Range 48 on the current CSEA salary schedule.
3. The Alternate Media and Assistive Technology Specialist positions shall be included in the current 2018 Classification Study.
4. The Association and the District agree that the Alternate Media and Assistive Technology Specialist position will be added to the 2017-2020 CSEA Collective Bargaining Agreement.
5. The parties agree that an entry level Assistive Technology Specialist position will be brought forward through the negotiations process.


This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

For the District

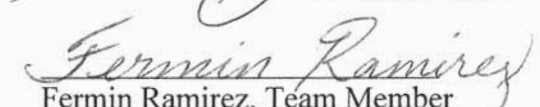


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 Executive Director, Human Resources

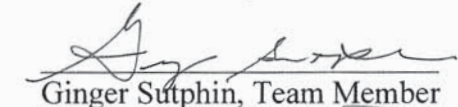
For CSEA



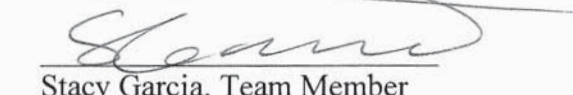
 Kevin Palkki, President CSEA #291



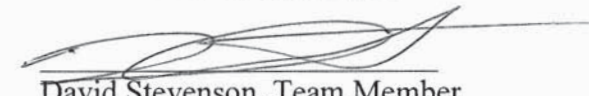
 Fermin Ramirez, Team Member



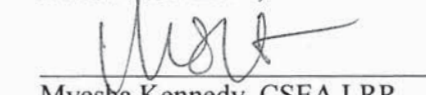
 Ginger Sutphin, Team Member



 Stacy Garcia, Team Member



 David Stevenson, Team Member



 Myesha Kennedy, CSEA LRR

Memorandum of Understanding

By And Between

[03.27.2019.p.28/28]

San Bernardino Community College District

And

California School Employees Association and its

San Bernardino CCD Chapter #291

March 20, 2019

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:

In accordance with the agreed MOU on April 16 2018 the parties have reviewed, updated, and negotiated the Assistive Technology Specialist position.

The parties have acknowledged that the duties and functions of the current Assistive Technology Specialist have been and are currently bearing the workload and job description of the Alternate Media and Assistive Technology Specialist gradually.

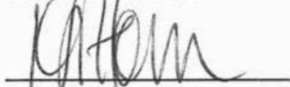
The Parties have agreed to the following effects for each incumbent currently in the Assistive Technology Specialist position:

1. Effective July 1, 2018, bargaining unit members **Ana Borjorquez** Assistive Technology Specialist Range 42 and Step E, 8 hours/260 day work year, in the DSPS office at San Bernardino Valley College will be reclassified to the classification of Alternate Media and Assistive Technology Specialist, Range 48 Step C, 8 hours/ 260 day work year.

All incumbents will keep their seniority as of date of hire.

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

For the District



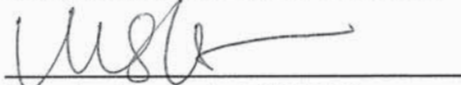
Kristina Hannon, SBCCD

Executive Director, Human Resources

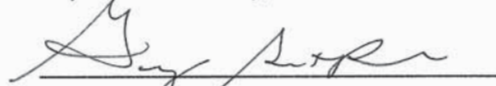
For CSEA #291



Kevin Palkki, CSEA #291 President



Myesha Kennedy, CSEA LRR



Ginger Sutphin



Stacy Garcia



Fermin Ramirez



David Stevenson

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Kristina Hannon, Executive Director, Human Resources

DATE: April 11, 2019

SUBJECT: MOUs between SBCCD and the San Bernardino Community College District Teachers Association (CTA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

SBCCD staff and the CTA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CTA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information item.

MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

AB2012
February 22, 2019

WHEREAS, the parties have collectively negotiated and agreed upon Article 18: Leaves of Absence, which includes extended illness leave provisions; and

WHEREAS, Assembly Bill 2012 amended leave provisions and differential pay afforded to academic employees for parental leave.

IT IS THEREFORE AGREED THAT:

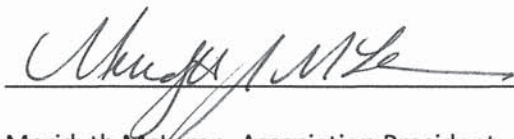
The language to Article G 13 be modified as follows:

G 13: Parental Leave

b. Upon exhaustion of all available sick leave, including all accumulated sick leave, an employee will receive no less than 50% of his or her regular salary for the remaining portion of the 12-workweek period of parental leave, regardless of the differential pay system used by the District (Education Code Section 87780.1)

This memorandum is hereby executed by representatives of the District and the Association on the 22nd day of February 2019.

For the Association:



Meridyth McLaren, Association President
SBCCDTA-CTA-NEA

For the District:



Kristina Hannon, Director, HR
SBCCD

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION
And
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Learning Communities and Similar Collaborations
February 22, 2019

Whereas: The District and the Association agree that learning communities have been shown to support student success and achievement; and

Whereas: There have been many models of learning communities that have existed across the District and continue to exist. Some examples are reported in the SBVC Basic Skills Reporting Document (2013), the Learning Compass Plan (2014), the CHC Learning Communities Handbook (2015), and the learning communities websites for both campuses; and

Whereas: Compensation (via reassigned time) for two (2) faculty members for the Puente Program/Project currently exists; and

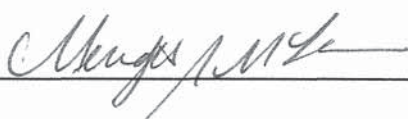
Whereas: In order to have meaningful dialogue, it is important that the parties agree to common definitions, expectations, compensation if additional duties are required, and reassigned time if different duties are required regarding learning communities.

IT IS THEREFORE AGREED THAT:

- A. No faculty member shall be required to participate in learning communities; excluding the two (2) faculty roles in the Puente Program/Project as defined above. Once learning communities have been defined and negotiated, faculty may choose to participate in learning communities.
- B. The CTA/District workgroup will explore standard definitions, expectations, and related duties for learning communities, including the Puente Program/Project.
- C. The workgroup will present their findings to the negotiation teams by the end of the Spring 2019 semester.
- D. Negotiations on learning communities shall resume at the beginning of the Fall 2019 semester.

This memorandum is hereby executed by representatives of the District and the Association on the 22nd day of February 2019.

For the Association:



Meridyth McLaren, Association President
SBCCDTA-CTA-NEA

For the District:



Kristina Hannon, Director, HR
SBCCD

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS
ASSOCIATION

This Memorandum of Understanding (“MOU”) is entered by and between the San Bernardino Community College District (“District”) and the San Bernardino Community College District Teachers Association CTA/NEA (“Association”), collectively, “the parties.”

WHEREAS, the parties have collectively negotiated and agreed upon **Article 19:**

Reimbursements;

WHEREAS, Section B in Article 19 indicates that reimbursements (mileage) shall be paid within thirty (30) calendar days after receipt in accounting if properly completed, and shall be in accordance with Board Policy (7450);

WHEREAS, Administrative Policy 7400 details the process in which employees follow for travel reimbursement;

WHEREAS, the parties agree to follow the implementation plan outlined below for the use of Oracle Systems to process travel and mileage reimbursements;

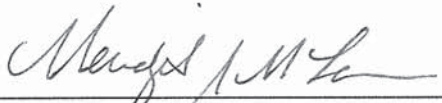
Effective for implementation period of **March 8th, 2019-October 1st, 2019:**

1. Employees will continue to use the AC9, AC10 form to request travel reimbursements and voluntary cash advances until a new form has been approved through the appropriate process. At the time travel is approved by the manager responsible for signing the AC9, managers will assign a delegate and inform the faculty member.
2. Employees will continue collecting receipts for travel and shall email receipts electronically to the assigned delegate and manager in lieu of submitting paper receipts.
3. Employees will have future training and updates available through the professional development office specifically related to assigning a delegate, approving expense reports, and requesting voluntary cash advances.
4. Employees shall be trained only on the method used to delegate functions to a single individual, approve expense reports, and request voluntary cash.
5. Both parties agree to reconvene, if needed, to clarify any additional considerations that fall outside the scope of this understanding.
6. All reimbursements with complete documentation currently due to bargaining unit members shall be processed and paid in full within 30 days of this agreement. For reimbursement requests that are not complete, District staff will communicate what items are still needed and the 30 day window will commence when all forms are received.

7. Future reimbursements and voluntary cash advances shall occur within forty-five (45) days of receipt of all required information by accounts payable. Approving managers will ensure delegate provides all information to accounts payable.

This MOU shall expire effective October 1st, 2019 unless otherwise amended or extended by both parties through mutual consent.

For the Association:



Meridyth McLaren, Association President

For the District:



Kristina Hannon, Director, HR

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

This item is for information only.

OVERVIEW

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- › Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- › Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- › Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate budgets.



Professional Expert, Short-Term & Substitute Employees

Presented for Information on April 11, 2019

[v.3.27.2019,p.1|4]

Professional Expert

	Duties	From	To	Hourly Rate
Franco, David CHC Heath & Wellness Center	Post Masters Counseling Associate I	2/15/19	6/30/19	\$25.00
Simpson, Dennis CHC Public Safety & Emergency Services	EMT-1 Skills Laboratory Assistant	3/15/19	6/30/19	\$12.00
Kelly, Claire CHC Public Safety & Emergency Services	Lab Instructor / Primary Instructor / EMS Specialist	12/10/18	12/13/18	\$20.00/ \$25.00/ \$30.00
Miller, Kimberly SBVC Academic Success & Learning Services	Program Assistant	7/1/18	12/31/18	\$25.00
Perryman, John SBVC Applied Technology, Transportation & Culinary Arts	Program Assistant	2/22/19	6/28/19	\$20.00
Popova, Lily SBVC Arts & Humanities	Program Assistant	3/15/19	6/30/19	\$45.00
Worsley, Barbara SBVC Arts & Humanities	Program Assistant	3/15/19	6/30/19	\$45.00
Ballon, Kelly SBVC Arts & Humanities	RTVF Intern III	1/2/19	6/30/19	\$14.00
Contreras, Michael SBVC Arts & Humanities	RTVF Intern III	1/2/19	6/30/19	\$14.00
Teano, Marivic SBVC Arts & Humanities: Supplemental Instruction	Tutor II	2/22/19	5/23/19	\$13.50
Beltran, Cynthia SBVC CalWorks & Workforce Development	Training Specialist	3/11/19	6/30/19	\$19.00
King, Tabatha SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level IV	4/12/19	6/30/19	\$27.00
Harper, Eliane SBVC Geographic Information Systems	Tutor I	4/15/19	6/30/19	\$12.00
Smith, Michelle SBVC Geography	Tutor II	5/17/19	6/30/19	\$13.50
Garcia, Lesa SBVC Human Services	Training Specialist	3/18/19	6/27/19	\$19.00



Professional Expert, Short-Term & Substitute Employees Presented for Information on April 11, 2019

[v.3.27.2019.p.2|4]

Short-Term

	Duties	From	To	Hourly Rate
Alcala, Diego CHC Aquatics	Lifeguard	2/18/19	6/30/19	\$12.00
Gamboa, Ruby CHC Aquatics	Lifeguard	2/18/19	6/30/19	\$12.00
Cruz, Arlene SBVC Student Equity & Success	Project Assistant II	3/18/19	6/30/19	\$13.50

Substitute

	Duties	From	To	Hourly Rate
Bender, Zsaquita CHC Career Education & Human Development <i>Extension: Sick/vacation coverage.</i>	Secretary II	2/25/19	4/25/19	\$21.92
Scott, Mary CHC Child Development Center <i>Extension: On call/sick/vacation coverage.</i>	Child Development Teacher	2/25/19	4/25/19	\$22.87
O'Shaughnessy, Graham CHC DSPS <i>New: Vacancy in recruitment.</i>	Student Services Technician II	3/14/19	5/14/19	\$22.46
Liu, Sam CHC Library <i>Extension: On call vacancy in active recruitment/sick/ vacation coverage.</i>	Library Technical Assistant II	2/4/19	3/30/19	\$22.46
Liu, Sam CHC Library <i>Extension: On call vacancy in active recruitment/sick/ vacation coverage.</i>	Library Technical Assistant II	4/1/19	4/30/19	\$22.46
Byrnes, Kenneth CHC Physics Department <i>Extension: On call/sick/vacation coverage/LOA.</i>	Laboratory Technician - Physics	3/22/19	5/22/19	\$24.79
Gonzalez, Natalie DIST Facilities Planning & Construction <i>New: On call/sick/vacation coverage.</i>	Custodian I	3/1/19	4/30/19	\$18.90
Gonzalez, Natalie DIST Facilities Planning & Construction <i>Extension: On call/sick/vacation coverage.</i>	Custodian I	5/1/19	6/30/19	\$18.90



Professional Expert, Short-Term & Substitute Employees Presented for Information on April 11, 2019

[v.3.27.2019,p.3|4]

Substitute

	Duties	From	To	Hourly Rate
Porter, Janine DIST KVCR <i>Extension: Vacancy in recruitment.</i>	Broadcast Operator	3/1/19	3/31/19	\$24.79
Shaff, Joseph DIST KVCR <i>Extension: Vacancy in recruitment.</i>	Broadcast Operator	3/1/19	3/31/19	\$24.79
Arechavaleta, Angelica DIST Police Department <i>Extension: Vacancy in recruitment.</i>	College Police Officer	3/2/19	5/1/19	\$33.35
Quigley, James DIST Police Department <i>New: Vacancy in recruitment.</i>	College Police Officer	3/11/19	5/10/19	\$33.35
Chavez, Nicholas SBVC Admissions & Records <i>Extension: Vacancy in recruitment.</i>	Clerical Assistant II	2/11/19	4/11/19	\$17.98
Bonilla, Jose SBVC Biology <i>Extension: Vacancy in recruitment.</i>	Lab Technician - Anatomy & Physiology	2/25/19	4/22/19	\$24.79
Liang, Hsiao Fang SBVC Biology <i>Extension: Vacancy in recruitment.</i>	Lab Technician - Anatomy & Physiology	2/26/19	4/26/19	\$24.79
Chow, Michelle SBVC CBO <i>New: On call/sick/vacation coverage.</i>	Mail Clerk	3/25/19	4/10/19	\$17.98
Mora, Jennifer SBVC Child Development Center <i>New: Vacancy in recruitment.</i>	Child Development Teacher	2/19/19	4/17/19	\$22.87
Bowens-McLeod, Nia SBVC Counseling <i>Extension: Vacancy in recruitment.</i>	Secretary II	3/4/19	3/15/19	\$21.92
Rhodes, Amber SBVC EOPS/CARE <i>New: Vacancy in recruitment.</i>	Secretary II	3/14/19	5/14/19	\$21.92
Bonilla, Monica SBVC Food Services <i>Extension: On call - sick/vacation coverage.</i>	Food Service Worker I	12/25/2018	2/23/19	\$15.14
Bonilla, Monica SBVC Food Services <i>Extension: On call - sick/vacation coverage.</i>	Food Service Worker I	2/24/19	4/24/19	\$15.14



Professional Expert, Short-Term & Substitute Employees Presented for Information on April 11, 2019

[v.3.27.2019.p.4|4]

Substitute

	Duties	From	To	Hourly Rate
Hernandez, Gloria SBVC Food Services <i>Extension: On call - sick/vacation coverage.</i>	Food Service Worker I	12/2/2018	1/31/19	\$15.14
Hernandez, Gloria SBVC Food Services <i>Extension: On call - sick/vacation coverage.</i>	Food Service Worker I	2/1/19	4/1/19	\$15.14
Morris, Dorothy SBVC Food Services <i>New: On call/sick/vacation coverage.</i>	Food Service Worker I	3/18/19	5/18/19	\$15.14
Bateman, Jeffrey SBVC Maintenance <i>Extension: Vacancy in recruitment.</i>	Maintenance Technician	3/16/19	5/14/19	\$24.19
Clarke, Christopher SBVC Science <i>Extension: Vacancy in recruitment.</i>	Planetarium & Presentation Coordinator	3/4/19	5/2/19	\$33.28

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 11, 2019
SUBJECT: Purchase Orders

RECOMMENDATION

This item is being presented for information only. No further action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

ANALYSIS

Purchase orders issued between the dates of 2/21/19 – 3/19/19 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The attached purchase orders are included in the appropriate budgets.

Purchase Order Report
 April 11, 2019

PO#	Vendor Name	Amount
1904156	DELL COMPUTER COMPANY	7,838.00
1904164	VASQUEZ, TATIANA	200.00
1904165	BIO QUIP PRODUCTS	138.07
1904166	ASSOC OF CA COMM COLLEGE ADMIN	445.00
1904168	US BANK CORPORATE PMT SYSTEMS	929.81
1904169	CDW LLC	1,810.50
1904171	US BANK CORPORATE PMT SYSTEMS	797.27
1904172	WESTERN REGIONAL HONORS COUNCIL	75.00
1904173	US BANK CORPORATE PMT SYSTEMS	4,522.00
1904174	US BANK CORPORATE PMT SYSTEMS	1,478.82
1904175	US BANK CORPORATE PMT SYSTEMS	650.00
1904176	STAPLES BUSINESS ADVANTAGE	57.89
1904177	HOWARD TECHNOLOGY SOLUTIONS	21,228.91
1904178	CDW LLC	6,237.21
1904179	US BANK CORPORATE PMT SYSTEMS	43.65
1904180	ENCORE LIGHTING INC	200.42
1904181	ALLIED STORAGE CONTAINERS INC	4,045.32
1904182	ALLIED STORAGE CONTAINERS INC	3,748.22
1904183	AFRICAN AMERICAN MALE ED NETWORK & DEV	600.00
1904185	US BANK CORPORATE PMT SYSTEMS	200.00
1904187	KAPLAN SCHOOL SUPPLY CORP	10,119.93
1904188	CM SCHOOL SUPPLY CO	14,887.51
1904189	STAPLES BUSINESS ADVANTAGE	301.81
1904190	STAPLES BUSINESS ADVANTAGE	215.28
1904191	STAPLES BUSINESS ADVANTAGE	53.94
1904192	STAPLES BUSINESS ADVANTAGE	263.36
1904193	STAPLES BUSINESS ADVANTAGE	612.15
1904196	STAPLES BUSINESS ADVANTAGE	567.11
1904207	STAPLES BUSINESS ADVANTAGE	188.76
1904208	US BANK CORPORATE PMT SYSTEMS	642.00
1904210	TRUSSELL, BRANDON	42.91
1904214	MEDLINE INDUSTRIES INC	44.89
1904216	CNS PRODUCTIONS,INC	384.69
1904217	US BANK CORPORATE PMT SYSTEMS	269.33
1904219	US BANK CORPORATE PMT SYSTEMS	164.24
1904223	CDW LLC	578.51
1904226	FOLLETT HIGHER EDUCATION GROUP INC	3,000.00
1904227	US BANK CORPORATE PMT SYSTEMS	2,750.00
1904229	BP MEDICAL SUPPLIES	519.20
1904230	SYPHENGPHEH, KAMPHOUNE	30.33
1904231	FLINN SCIENTIFIC INC	421.18
1904236	US BANK CORPORATE PMT SYSTEMS	109.26
1904237	US BANK CORPORATE PMT SYSTEMS	511.41
1904238	US BANK CORPORATE PMT SYSTEMS	165.19
1904239	US BANK CORPORATE PMT SYSTEMS	42.35

Purchase Order Report
 April 11, 2019

PO#	Vendor Name	Amount
1904240	HEARTLAND VIDEO SYSTEMS INC	69,826.52
1904241	US BANK CORPORATE PMT SYSTEMS	129.40
1904246	NASCO	1,010.16
1904250	G/M BUSINESS INTERIORS	2,952.52
1904252	STAPLES BUSINESS ADVANTAGE	143.63
1904267	LAKESHORE LEARNING MATERIALS	10,153.19
1904268	SBVC FOOD SERVICES	269.38
1904269	CHARGETECH ENTERPRISES LLC	3,484.13
1904273	CALIFORNIA COUNCIL FOR ADULT EDUCATION	660.00
1904274	US BANK CORPORATE PMT SYSTEMS	58.32
1904276	JOSE'S MEXICAN FOOD INC	215.49
1904277	L N CURTIS & SONS	7,427.85
1904278	CPAT DISTRIBUTION, INC	7,499.40
1904281	US BANK CORPORATE PMT SYSTEMS	2,000.00
1904283	SBVC FOOD SERVICES	2,200.00
1904284	CHARGETECH ENTERPRISES LLC	11,550.94
1904286	SIDEPATH INC	26,750.00
1904288	SBVC FOOD SERVICES	222.77
1904289	ARROW INTERNATIONAL INC	426.80
1904293	HYATT REGENCY @ LAX	841.78
1904295	HOMETOWN BUFFET	210.00
1904296	US BANK CORPORATE PMT SYSTEMS	2,200.00
1904298	JAMES HOWARD CO	1,625.07
1904299	ASSOCIATION OF LATINO COMMUNITY COLLEGE TRUSTEES	100.00
1904301	DISCOUNT TWO WAY RADIO CORPORATION	576.49
1904303	TROXELL COMMUNICATIONS INC	51,202.80
1904306	FOLLETT HIGHER EDUCATION GROUP INC	1,714.02
1904307	US BANK CORPORATE PMT SYSTEMS	51.47
1904309	OLYMPIC COLOR RODS	2,670.50
1904311	SAN BERNARDINO CCD	290.93
1904313	STAPLES BUSINESS ADVANTAGE	138.30
1904314	MONOPRICE INC	1,623.22
1904315	VASQUEZ-WISEGARVER, LILLIAN	46.08
1904317	US BANK CORPORATE PMT SYSTEMS	82.27
1904320	US BANK CORPORATE PMT SYSTEMS	49.20
1904321	RIVERSIDE COMMUNITY COLLEGE DISTRICT	678.06
1904322	RYCKEVIC, SUSAN	401.90
1904323	STAPLES BUSINESS ADVANTAGE	477.98
1904330	PENA, LUIS A	735.00
1904331	RIVERSIDE COMMUNITY COLLEGE DISTRICT	1,582.14
1904332	SAN BERNARDINO CCD	5,083.50
1904335	CDW LLC	1,127.03
1904336	CAL POLY POMONA FOUNDATION INC	750.00
1904338	STAPLES BUSINESS ADVANTAGE	394.06
1904339	STAPLES BUSINESS ADVANTAGE	143.18

Purchase Order Report
 April 11, 2019

PO#	Vendor Name	Amount
1904340	AGON SPORT LLC	1,234.82
1904343	US BANK CORPORATE PMT SYSTEMS	499.00
1904344	SBVC FOOD SERVICES	143.65
1904350	US BANK CORPORATE PMT SYSTEMS	104.97
1904351	US BANK CORPORATE PMT SYSTEMS	99.00
1904352	US BANK CORPORATE PMT SYSTEMS	99.99
1904353	CHILD AND FAMILY POLICY INSTITUTE OF CALIFORNIA	400.00
1904354	US BANK CORPORATE PMT SYSTEMS	99.00
1904355	ADORAMA INC	8,199.44
1904356	SBVC FOOD SERVICES	143.65
1904359	INTERNATIONAL PUBLISHING MANAGEMENT ASSOCIATION	325.00
1904360	CONVERGEONE INC	905.92
1904361	SOUTH COAST AQMD	538.58
1904362	US BANK CORPORATE PMT SYSTEMS	244.88
1904364	US BANK CORPORATE PMT SYSTEMS	1,347.52
1904365	HOUGHTON MIFFLIN -NOW RIV INSIGHTS	850.96
1904366	US BANK CORPORATE PMT SYSTEMS	2,795.80
1904368	US BANK CORPORATE PMT SYSTEMS	43.10
1904369	US BANK CORPORATE PMT SYSTEMS	538.75
1904376	BMI SUPPLY	579.71
1904377	FOLLETT HIGHER EDUCATION GROUP INC	775.80
1904378	STAPLES BUSINESS ADVANTAGE	765.15
1904382	STAPLES BUSINESS ADVANTAGE	144.56
1904383	SBVC FOOD SERVICES	259.75
1904384	SBVC FOOD SERVICES	496.00
1904385	SBVC FOOD SERVICES	277.30
1904386	VERIZON WIRELESS	913.00
1904387	SBVC FOOD SERVICES	1,990.77
1904390	P.A. DOUGLAS & ASSOCIATES INC	2,495.00
1904391	SAN BERNARDINO CCD	8,100.00
1904393	ON COURSE INC	1,780.00
1904395	SBVC FOOD SERVICES	499.00
1904399	SYSAWANG, BRITTANY	300.00
1904401	STAPLES BUSINESS ADVANTAGE	61.41
1904402	STAPLES BUSINESS ADVANTAGE	1,685.12
1904403	STAPLES BUSINESS ADVANTAGE	230.52
1904404	STAPLES BUSINESS ADVANTAGE	130.71
1904405	STAPLES BUSINESS ADVANTAGE	409.72
1904406	CREATOMBUILDER INC	101.29
1904407	GLOWFORGE INC	7,738.20
1904408	GLOWFORGE INC	5,578.20
1904409	MATURINO, MONIQUE	30.00
1904417	CHC FOUNDATION	1,000.00
1904418	SBVC FOOD SERVICES	1,009.00
1904419	SBVC FOOD SERVICES	309.70

Purchase Order Report
April 11, 2019

PO#	Vendor Name	Amount
1904421	ON COURSE INC	695.00
1904423	COSTCO	500.00
1904424	COSTCO	500.00
1904425	COSTCO	300.00
1904427	SAN BERNARDINO CCD	10,000.00
1904428	EPSTEIN EDUCATIONAL ENTERPRISES	1,750.94
1904429	BORN TO FLY PRODUCTIONS LLC	420.49
1904431	MICROSOFT CORPORATION	2,736.56
1904433	MT SAN ANTONIO COLLEGE	75.00
1904435	MT SAN ANTONIO COLLEGE	75.00
1904437	US BANK CORPORATE PMT SYSTEMS	862.93
1904438	CA COMM COLLEGE ASSOC FOR OCCUPATIONAL ED	495.00
1904440	KEENAN & ASSOCIATES	2,700.00
1904441	CA FIRE TECHNOLOGY DIRECTORS' ASSOC	40.00
1904442	CA FIRE TECHNOLOGY DIRECTORS' ASSOC	40.00
1904443	CA FIRE TECHNOLOGY DIRECTORS' ASSOC	40.00
1904444	US POSTAL SERVICE	3,000.00
1904445	FOLLETT HIGHER EDUCATION GROUP INC	64.65
1904447	STAPLES BUSINESS ADVANTAGE	65.02
1904448	STAPLES BUSINESS ADVANTAGE	91.07
1904450	STAPLES BUSINESS ADVANTAGE	125.76
1904457	FRONTIER COMMUNICATIONS	420.00
1904458	SBVC FOOD SERVICES	3,832.66
1904460	US BANK CORPORATE PMT SYSTEMS	1,930.00
1904462	CHILD & FAMILY POLICY INSTITUTE OF CA	400.00
1904463	CA COMM COLLEGE CHIEF INSTRUCTIONAL OFFICERS	825.00
1904464	CA COMM COLLEGE CHIEF INSTRUCTIONAL OFFICERS	450.00
1904466	US BANK CORPORATE PMT SYSTEMS	3,900.00
1904468	HYLAND LLC	1,800.00
1904472	US BANK CORPORATE PMT SYSTEMS	159.97
1904475	DIAZ, EMMA	750.00
1904476	BSN SPORTS INC	149.01
1904477	CUMMINS INC	1,326.13
1904478	TIVEY, JERRY	150.00
1904479	WESTERN PSYCHOLOGICAL ASSOCIATION	150.00
1904481	US BANK CORPORATE PMT SYSTEMS	75.00
1904483	JOHNSON, VALERIE	300.00
1904484	US BANK CORPORATE PMT SYSTEMS	70.00
1904485	US BANK CORPORATE PMT SYSTEMS	413.36
1904486	US BANK CORPORATE PMT SYSTEMS	369.87
1904488	US BANK CORPORATE PMT SYSTEMS	490.00
1904490	SOCCER MASTER	2,133.12
1904491	SBVC FOOD SERVICES	1,506.60
1904493	STAPLES BUSINESS ADVANTAGE	239.43
1904494	STAPLES BUSINESS ADVANTAGE	243.28

Purchase Order Report
 April 11, 2019

PO#	Vendor Name	Amount
1904495	STAPLES BUSINESS ADVANTAGE	149.30
1904496	STAPLES BUSINESS ADVANTAGE	223.67
1904497	QUEEN BEAN CAFFE	1,500.00
1904498	SBVC FOOD SERVICES	193.95
1904507	US BANK CORPORATE PMT SYSTEMS	100.00
1904509	SBVC FOOD SERVICES	155.43
1904510	ULINE	151.84
1904512	US BANK CORPORATE PMT SYSTEMS	959.21
1904513	MEDLINE INDUSTRIES INC	175.64
1904514	POCKET NURSE ENTERPRISES INC	135.00
1904515	POCKET NURSE ENTERPRISES INC	4,025.00
1904519	STAPLES BUSINESS ADVANTAGE	263.28
1904527	CDW LLC	6,163.30
1904529	FOUNDATION FOR CA COMMUNITY COLLEGE	400.00
1904531	ACADEMIC SENATE OF CA COMM COLLEGES	625.00
1904533	STAPLES BUSINESS ADVANTAGE	292.13
1904534	STAPLES BUSINESS ADVANTAGE	397.47
1904535	STAPLES BUSINESS ADVANTAGE	235.39
1904538	BSN SPORTS INC	200.10
1904541	CALIFORNIA, STATE OF	16,675.54
1904542	US POSTAL SERVICE	235.00
1904549	US BANK CORPORATE PMT SYSTEMS	999.00
1904550	HEILGEIST, KRISTINA	200.00
1904551	QUADMED INC	745.08
1904552	CA FIRE TECHNOLOGY DIRECTORS' ASSOC	40.00
1904553	CA FIRE TECHNOLOGY DIRECTORS' ASSOC	40.00
1904554	SMITH, VERONICA	300.00
1904555	WORD, DAN	300.00
1904556	COMM ON ACCREDITATION FOR RESPIRATORY CARE	1,500.00
1904558	JOHNSON, VALERIE	120.00
1904559	L N CURTIS & SONS	1,395.48
1904561	GERARD, ELIJAH	300.00
1904562	STRYKER	10,104.80
1904564	CDW LLC	11,951.36
1904565	STAPLES BUSINESS ADVANTAGE	274.07
1904566	STAPLES BUSINESS ADVANTAGE	745.25
1904568	B&H PHOTO VIDEO	5,268.98
1904569	UNIVERSITY OF TENNESSEE	150.00
1904571	TACBOOK USA	349.11
1904575	DELL COMPUTER COMPANY	247.59
1904576	US BANK CORPORATE PMT SYSTEMS	1,220.00
1904578	ACADEMIC SENATE OF CA COMM COLLEGES	1,350.00
1904583	SBVC FOOD SERVICES	1,106.98
1904585	STAPLES BUSINESS ADVANTAGE	58.29
1904586	STAPLES BUSINESS ADVANTAGE	273.09

Purchase Order Report
 April 11, 2019

PO#	Vendor Name	Amount
1904588	INLAND PRESORT & MAILING SRVS	1,277.50
1904592	STAPLES BUSINESS ADVANTAGE	3,811.02
1904593	STAPLES BUSINESS ADVANTAGE	64.64
1904594	SAN BERNARDINO, CITY OF	8,193.43
1904600	QUEEN BEAN CAFFE	129.30
1904603	CAMPOS, ALEJANDRA	500.00
1904604	HALLMAN, JOHN	125.00
1904607	MASSAD, SANA	73.55
1904609	FLINN SCIENTIFIC INC	242.68
1904610	ALLIED REFRIGERATION INC	8,535.48
1904611	FACTORY MOTOR PARTS	1,482.94
1904612	SNAP-ON INDUSTRIAL	3,811.03
1904613	STAPLES BUSINESS ADVANTAGE	1,461.75
1904615	STAPLES BUSINESS ADVANTAGE	359.60
1904616	US BANK CORPORATE PMT SYSTEMS	125.00
1904617	US BANK CORPORATE PMT SYSTEMS	300.00
1904618	US BANK CORPORATE PMT SYSTEMS	300.00
1904619	QUADMED INC	2,115.99
1904620	FOUNDATION FOR CA COMMUNITY COLLEGE	1,690.00
1904621	ULINE	188.85
1904626	US BANK CORPORATE PMT SYSTEMS	1,717.00
1904627	US BANK CORPORATE PMT SYSTEMS	1,168.00
1904628	ACCREDITING COMM FOR COMM & JUNIOR COLLEGES	595.00
1904630	MT SAN ANTONIO COLLEGE	75.00
1904631	CHANNING L BETE CO INC	7,172.48
1904633	SAN BERNARDINO CCD	12.00
1904634	QUEEN BEAN CAFFE	60.00
1904635	CALIFORNIA BANK & TRUST	979.28
1904636	STAPLES BUSINESS ADVANTAGE	492.13
1904637	GARCIA, KRISTIN	100.00
1904638	URIBE, REYNA	100.00
1904639	B&H PHOTO VIDEO	2,023.55
1904640	US BANK CORPORATE PMT SYSTEMS	808.27
1904641	SAN BERNARDINO CCD	300.00
1904642	ENCORE LIGHTING INC	2,000.00
1904643	NIKAC, STACEY	62.10
1904645	ONSET COMPUTER CORPORATION	620.53
1904646	FORESTRY SUPPLIERS INC	445.14
1904647	US BANK CORPORATE PMT SYSTEMS	655.72
1904648	CA ASSOC OF COMM COLLEGE REG & ADM OFFICERS	295.00
1904650	CHC FOUNDATION	320.00
1904651	SAN BERNARDINO CCD	400.00
1904652	US BANK CORPORATE PMT SYSTEMS	550.00
1904653	FLINN SCIENTIFIC INC	161.55
1904654	PENN TOOL CO INC	159.73

Purchase Order Report
 April 11, 2019

PO#	Vendor Name	Amount
1904655	NEWEGG BUSINESS	86.68
1904657	STAPLES BUSINESS ADVANTAGE	1,148.93
1904659	SBVC FOOD SERVICES	1,841.60
1904662	VWR INTERNATIONAL LLC	42.26
1904664	SAN BERNARDINO CCD	132.00
1904666	US BANK CORPORATE PMT SYSTEMS	500.00
1904668	US BANK CORPORATE PMT SYSTEMS	450.00
1904669	CDW LLC	411.90
1904670	US BANK CORPORATE PMT SYSTEMS	4,000.00
1904671	WOOD-MIZER LLC	858.77
1904672	CHC FOUNDATION	1,007.75
1904674	US BANK CORPORATE PMT SYSTEMS	2,000.00
1904677	GROSSMONT CUYAMACA CCD	275.00
1904678	STAPLES BUSINESS ADVANTAGE	290.72
1904680	US BANK CORPORATE PMT SYSTEMS	100.00
1904681	US BANK CORPORATE PMT SYSTEMS	100.00
1904682	NILES BIOLOGICAL INC	323.90
1904683	US BANK CORPORATE PMT SYSTEMS	100.00
1904686	US BANK CORPORATE PMT SYSTEMS	1,900.00
1904692	SAN BERNARDINO CCD	195.08
1904696	SBVC FOOD SERVICES	315.17
1904697	RUSH, STEVEN	300.00
1904703	MYERS INFORMATION SYSTEMS INC	666.52
1904704	STAPLES BUSINESS ADVANTAGE	147.75
1904705	STAPLES BUSINESS ADVANTAGE	804.96
1904706	DELTA BIOLOGICALS	359.56
1904707	BMI SUPPLY	477.12
1904709	MONOPRICE INC	468.90
1904710	SAN BERNARDINO CCD	450.00
1904711	ERGO WORKS INC	186.23
1904713	BMI SUPPLY	446.77
1904714	FORESTRY SUPPLIERS INC	836.74
1904715	RUBIO, DAVID	107.76
1904716	UNITED STATES PLASTIC CORP	1,232.34
1904717	DOUBLETREE BY HILTON ANAHEIM-ORANGE	1,454.63
1904719	US BANK CORPORATE PMT SYSTEMS	1,460.00
1904720	US BANK CORPORATE PMT SYSTEMS	1,400.00
1904722	CONVERGEONE INC	391.50
1904723	KI INCORPORATED	21,555.51
1904725	SAVE OUR SKIN INC	343.08
1904726	US BANK CORPORATE PMT SYSTEMS	392.53
1904727	SBVC FOOD SERVICES	1,009.00
1904728	STAPLES BUSINESS ADVANTAGE	428.12
1904730	US BANK CORPORATE PMT SYSTEMS	400.00
1904731	MCMaster-CARR SUPPLY CO	6,268.43

Purchase Order Report
 April 11, 2019

PO#	Vendor Name	Amount
1904733	CALIFORNIA TOOL & WELDING SUPPLY LLC	5,019.12
1904735	G/M BUSINESS INTERIORS	3,076.68
1904736	SAN BERNARDINO AREA CHAMBER OF COMMERCE	400.00
1904737	INTERNATIONAL FOOTPRINT ASSOCIATION	250.00
1904738	US BANK CORPORATE PMT SYSTEMS	300.00
1904741	STAPLES BUSINESS ADVANTAGE	1,437.15
1904742	STAPLES BUSINESS ADVANTAGE	423.85
1904743	BMI SUPPLY	949.93
1904744	ROSE BRAND WIPERS INC	229.40
1904747	WESTERN PSYCHOLOGICAL ASSOCIATION	525.00
1904748	STAPLES BUSINESS ADVANTAGE	424.99
1904749	SOCCER MASTER	708.72
1904755	CDW LLC	2,321.26
1904761	BAEZA, EMILY	100.00
1904762	HIDALGO, ILKA	100.00
1904763	ARELLANO'S, DIANA	100.00
1904764	ARELLANO'S, DIANA	100.00
1904765	INTERNATIONAL LATINO GANG INVESTIGATIORS ASSOCIATION	95.00
1904768	CURIEL, YURIKO	100.00
1904769	RAMIREZ, ANDREW	100.00
1904770	PERL, JORDAN	100.00
1904771	O'BRIEN, AMBER	100.00
1904772	QUIROZ, JOCYLIN	100.00
1904773	CA ASSOC OF COMM COLLEGE REG & ADM OFFICERS	295.00
1904775	AYCOCK, LARRY	300.00
1904776	ANGELO'S SOCCER CORNER	814.00
1904777	MUSSON THEATRICAL	1,406.86
1904778	CDW LLC	62,629.11
1904779	CA COLLEGES & UNIV POLICE CHIEFS ASSOC	249.00
1904780	TRUSSELL, BRANDON	100.00
1904783	STAPLES BUSINESS ADVANTAGE	516.79
1904784	STAPLES BUSINESS ADVANTAGE	606.09
1904785	STAPLES BUSINESS ADVANTAGE	258.27
1904786	STAPLES BUSINESS ADVANTAGE	888.61

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Kristina Hannon, Executive Director, Human Resources
DATE: April 11, 2019
SUBJECT: Resignations & Retirements

RECOMMENDATION

This item is for information only.

OVERVIEW

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the retirement or resignation of any employee.

ANALYSIS

The employees on the attached list have submitted in writing their intention to either retire or resign.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Resignations & Retirements

Presented for Information April 11, 2019

[v.3.27.2019.p.1|1]

Resignations	Years of Service	Last Date of Employment
Birkfeld, Keith Interim General Manager KVCR DIST KVCR	2	4/1/19

Retirements	Years of Service	Last Date of Employment
Bryant, Tom Instructor, Theater Arts CHC Theater Arts	15	05/24/19
Bogh, Wayne Director, Technology Services CHC Campus Technology Services	24	06/30/19
Morales, Carrita Student Services Technician CHC Student Services	11.5	04/30/19
Cross, Laura Administrative Secretary SBVC Social Science	5.5	3/22/2019

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
PREPARED BY: Farrah Farzaneh, Sustainability & Energy Manager
DATE: April 11, 2019
SUBJECT: Small Scale Construction Contracts

RECOMMENDATION

This item is being submitted for information only. No action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code.

ANALYSIS

Per Public Contract Code 22032(a), public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Informal proposals were solicited as necessary and an analysis of those received indicates that the contracts selected best suit the needs of SBCCD for the particular projects.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of these projects is included in the appropriate budgets.



Small Scale Construction Projects

Presented for Information on April 11, 2019

[v.3.27.2019.p.1|1]

Project	Contractor	Amount	Funding
03-1819-13 Pre-Coolers at ATTC	Integrated Comfort, Inc. of Chino CA	\$14,712.50	Prop 39/ZNE