



**BOARD OF TRUSTEES**

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FRANK REYES

DR. DONALD L. SINGER

MARITZA MARISCAL-MEDINA  
*SBVC Student Trustee*

ELIJAH GERARD  
*CHC Student Trustee*

**MISSION**

The mission of the San Bernardino Community College District is to transform lives through the education of our students for the benefit of our diverse communities. This is achieved through the District's two colleges and public broadcast system by providing high quality, effective and accountable instructional and training programs and services to the students and communities we serve.

**CHANCELLOR**

BRUCE R. BARON

**PRESIDENTS**

DR. KEVIN HORAN  
*Crafton Hills College*

DIANA Z. RODRIGUEZ  
*San Bernardino Valley College*

114 South Del Rosa Drive  
San Bernardino, CA 92408  
Tel 909.382.4090  
www.sbccd.edu

**BOARD MEETINGS**

*Study Sessions: 12-2pm*  
*Business Meetings: 4pm*

08/08/19 Business Meeting

08/29/19 Study Session: Final  
Budget

09/12/19 Business Meeting

10/10/19 Business Meeting

**UPCOMING CONFERENCES**

08/08/19-08/10/19  
ACCT New Trustee GLI  
*Attending: Houston*

08/16/19-08/18/19  
CCLC Student Trustee Workshop  
*Attending: Mariscal (tentative)*

10/05/19-10/07/19  
HACU Annual Conference  
*Attending: Reyes*

10/16/19-10/19/19  
ACCT Leadership Congress  
*Attending: Singer, Viricel (tentative), Williams*

11/21/19-11/23/19  
CCLC Annual Convention  
*Attending: Harrison, Reyes, Singer, Viricel*

01/24/20-01/26/20  
CCLC Effective Trusteeship &  
Board Chair Workshops  
*Attending: Singer*

01/26/20-01/27/20  
CCLC Annual Legislative  
Conference  
*Attending: Singer*

02/09/20-02/12/20  
ACCT National Legislative Summit  
*Attending: Singer, Williams*

04/21/20-04/22/20  
HACU Annual Capitol Forum  
*Attending: Reyes*

05/01/20-05/03/20  
CCLC Annual Trustee Conference  
*Attending: Singer*





## Meeting of the Board of Trustees

July 11, 2019

4:00 p.m. (Closed Session); 5:00 p.m. (Public Meeting)

SBCCD Boardroom

114 S. Del Rosa Dr., San Bernardino, CA 92408

## AGENDA

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### 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. Conference with Legal Counsel – Anticipated Litigation  
Government Code 54956.9(d)(2)  
(1 case)
- 2.4. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) (1 case)  
Workers Comp Claim #552413
- 2.5. Conference with Real Property Negotiator pursuant to Government Code section 54956.8
  - Properties: 1888 East Highland Avenue, San Bernardino CA (Property)
  - Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiators Bruce Baron, Chancellor; Jose F. Torres, Executive Vice Chancellor; Richard Galope, Vice Chancellor Workforce Development, Advancement & Media Systems
  - Under Negotiation: Instruction to Proposed Buyer’s Real Property Negotiators will concern price and terms of payment associated with the possible purchase of the identified Property.
- 2.6. Public Employee Performance Evaluation  
Government Code 54957(b)(1)  
Title: Chancellor

**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. RECOGNITION**

8.1. Classified Staff Member of the Year – Mary Valdemar

**9. REPORTS**

- 9.1. Board Committee Reports (p7)
- 9.2. Board Information Requests (p10)
- 9.3. Good News (p17)
- 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. June 13, 2019 (p18)
- 10.2. June 14, 2019 (p21)
- 10.3. June 20, 2019 (p23)

**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 None

**Human Resources**

- 11.2 Adjunct and Substitute Academic Employees (p32)
- 11.3 Appointment of Temporary Academic Employees (p34)
- 11.4 Non-Instructional Pay for Academic Employees (p36)
- 11.5 Payment of Stipends (p51)
- 11.6 Salary Advancement for Academic Employees (p54)
- 11.7 Appointment of District Employees (p56)
- 11.8 Classified Job Descriptions (p60)
- 11.9 Reclassification of Employees (p64)
- 11.10 Tentative Agreements with CSEA (p66)
- 11.11 Appointment of Interim Managers (p69)
- 11.12 Classification Study Findings for Managers (p71)
- 11.13 Employment Contracts for Academic and Classified Managers (p86)

**Business & Fiscal Services**

- 11.14 Consideration of Approval to Ratify Interfund Borrowing Transactions (p88)
- 11.15 Contracts at or Above \$92,600 (p89)
- 11.16 Resolution #20190711-FS01 Approving the Appropriation of Funds for the 2019-20 Fiscal Year (p91)
- 11.17 Resolution #20190711-FS02 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p93)
- 11.18 Surplus Property and Authorization for Private Sale or Disposal (p96)
- 11.19 Vacation Payout (p98)

**Facilities**

- 11.20 None

**Other Items**

- 11.21 Resolution to Grant Excused Absence of Trustees Williams (p99)
- 11.22 2019-2020 Board Meeting Dates (p101)
- 11.23 2019-2020 Institutional Values and Operational Priorities (p104)
- 11.24 Dissolve and Modify Board Committees (p107)
- 11.25 District & College Expenses (p108)
- 11.26 Travel Requests (p114)
- 11.27 Endorse Nomination of CCCT Student Trustee Member Election (p117)

**12. ACTION AGENDA**

- 12.1 Public Hearing for College and Career Access Pathways (CCAP) Agreements – CHC (p121)
- 12.2 Adoption of College and Career Access Pathways (CCAP) Agreements – CHC (p122)
- 12.3 Board Policies for Final Reading (p137)

**13. INFORMATION ITEMS**

- 13.1. Applause Cards (p244)
- 13.2. Budget Report (p247)
- 13.3. Clery Report (p265)
- 13.4. Contracts Below \$92,600 (p267)
- 13.5. District Volunteers (p273)
- 13.6. General Fund Cash Flow Analysis (p275)
- 13.7. MOUs Between SBCCD and the CSEA (p277)
- 13.8. Professional Expert, Short-Term, and Substitute Employees (p292)
- 13.9. Purchase Order Report (p299)
- 13.10. Resignations and Retirement (p302)

**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: Business Meeting – August 8, 2019 at 4pm.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** July 11, 2019

**SUBJECT:** Board Committee Reports

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

Per Board Policy 2220, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board can be found on the Board of Trustees page of the District Website [http://www.sbccd.org/Board\\_of\\_Trustees](http://www.sbccd.org/Board_of_Trustees)

### **ANALYSIS**

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. Updates are 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.

### **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.



## Committees of the Board

### July 11, 2019

BOT STANDING COMMITTEES (with committee charge)	2019 BOARD MEMBERS (chairs are bold)
<p><b>Budget Standing Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf.</li> <li>• Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.</li> <li>• Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum.</li> <li>• Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees.</li> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Gloria Harrison</b></li> <li>2. Donald Singer</li> <li>3. Anne Viricel</li> <li>4. Elijah Gerard (Student Trustee is not included in quorum)</li> </ol>
<p><b>Legislative Standing Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• To develop and enhance relationships with legislators and legislative groups that represent the communities served by the district.</li> <li>• To advocate for legislative change that can positively impact SBCCD and its mission to serve students.</li> <li>• To examine proposed legislation and determine what legislation should be supported through Board resolutions.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. Frank Reyes</b></li> <li>2. Anne Viricel</li> <li>3. John Longville</li> </ol>



<b>BOT AD HOC COMMITTEES (with committee charge)</b>	<b>2019 BOARD MEMBERS (chairs are bold)</b>
<p><b>Executive Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Reviewing current board policies and administrative procedures in accordance with the requirements for accreditation and to stay current with any statutory or legal changes.</li> <li>• It may also develop new policies at the direction of the Board of Trustees.</li> </ul>	<ol style="list-style-type: none"> <li><b>1. John Longville, President</b></li> <li>2. Dr. Anne L. Viricel, VP</li> <li>3. Joseph Williams, Clerk</li> </ol>

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** July 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 7/1/19)

**Date of Request:** 4/18/2019  
**Requested by:** Williams  
**Planned Completion Date:** Ongoing

**Request:** Future presentations referring to FTES should also include the head count.

**Comments:** This will be applied to future presentations.

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**Date of Request:** 6/13/2019  
**Requested by:** Board Retreat  
**Planned Completion Date:** 8/30/19 - see comments

**Request:** Requests from Board Retreat:

1. Board agenda supporting documents –are they legally required?
2. Cliff Notes/Executive Summary on all communications.
3. Add Trustee Houston to the BOT Budget Committee meeting notifications
4. Consider a monthly podcast to send information out.
5. BOT Budget Committee –change to Finance Committee and change meeting time closer to BOT meeting so all board members can attend. Share meeting minutes to all members of the board.
6. If the Board finds it necessary to create a KVCR/Media Ad Hoc committee, Trustee Houston and President Longville will work on the committee charge.
7. Provide an update on where are we on KVCR, IFF and commissions.
8. CTE Study Session will take place in the fall.

**Comments:** 1. ONGOING: The Chancellor will work with staff to eliminate supporting documents that are not legally required.  
2. ONGOING: The Chancellor will provide executive summaries with his communications to the Board.  
3. COMPLETED: Trustee Houston was added to the BOT Budget Committee meeting notifications.  
4. 8/30/19: The Chancellor will work with staff to see if a podcast is feasible.  
5. COMPLETED: The BOT Budget Committee meeting time was changed to 2:00pm on Board Meeting days.  
6. 8/30/19: Chancellor will work with the Executive Board to determine best course of action.  
7. 8/30/19: The Chancellor will provide an update.  
8. COMPLETED: CTE Programs Study Session is scheduled for 11/7/19.

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**Date of Request:** 5/16/2019  
**Requested by:** Williams  
**Planned Completion Date:** 10/31/19

**Request:** Move KPI report to the front of the agenda (with Board Information Requests).

**Comments:** The Chancellor will move the KPI report as requested. The next KPI report will follow at the September/October meeting when the new data is available.

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**Date of Request:** 4/11/2019  
**Requested by:** Houston  
**Planned Completion Date:** 10/31/19

**Request:** Would like to see updates on the progress of diversity in hiring.

**Comments:** The Chancellor will have updates under Reports every six months, beginning at October's meeting.

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**Date of Request:** 6/20/2019  
**Requested by:** Williams  
**Planned Completion Date:** 12/31/19

**Request:** Make certain we publicize the policy for student stipends so our students are aware it is available to them.

**Comments:** The policy has to go through the collegial consultation process and is expected to come to the Board for approval by December 2019. The Chancellor will ensure the approved policy is communicated district-wide and to the students through the Offices of Student Life.

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**Date of Request:** 1/31/2019  
**Requested by:** Harrison  
**Planned Completion Date:** Completed

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

**Comments:** On 4/9/19, Chancellor emailed the Summary of Measure M contract change orders and amendments to the Board.

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**Date of Request:** 2/21/2019  
**Requested by:** Harrison  
**Planned Completion Date:** Completed

**Request:** Would like to attend faculty senate workshops.

**Comments:** The Chancellor sent the Board all faculty senate workshops including Plenaries. Board members will advise should they wish to attend any of the workshops.

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**Date of Request:** 2/21/2019  
**Requested by:** Williams  
**Planned Completion Date:** Completed

**Request:** Would like an update on AB 705.

**Comments:** AB 705 is included on the May 16 BOT meeting agenda.

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**Date of Request:** 4/11/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** How can we give the public an opportunity to give input on The Promise?

**Comments:** President Rodriguez reached out to COPE several times with no response. At the 5/16/19 Board meeting Jewel Patterson of COPE acknowledged that she had not called. Initially, COPE believed there was a selection process to qualify for the Promise. We've messaged to the community that it is available for ALL graduating HS students within our District.

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**Date of Request:** 4/11/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** Asked to review calendar holidays and consider honoring Delores Huerta Day.

**Comments:** The Board will consider resolutions in May to acknowledge Dolores Huerta and Cesar Chavez Days. Days off work must be negotiated since the 2019-2020 calendar is already approved, the earliest negotiation would be for the 2021-2022 calendar.

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**Date of Request:** 4/11/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** When did we include Student Trustees on the Board?

**Comments:** Enacted in 1976, Education Code 72023.5 (a)(1) states, "The governing board of each community college district shall order the inclusion within the membership of the governing board, in addition to the number of members otherwise prescribed, of one or more nonvoting students. These students shall have the right to attend each and all meetings of the governing board, except that student members shall not have the right, or be afforded the opportunity, to attend executive sessions of the governing board." The Chancellor updated all trustees of the legal rights of student trustees.

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**Date of Request:** 4/11/2019  
**Requested by:** Longville/Harrison  
**Planned Completion Date:** Completed

**Request:** Resolutions for Delores Huerta Day, Cesar Chavez Day, and Community College Month.

**Comments:** The resolutions were Board approved on 5/16/19.

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**Date of Request:** 4/11/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** Provide the Board with additional information to clarify the State's legal meaning of elected officials and any additional information that is relevant.

**Comments:** The Chancellor emailed all relevant information to the Board on 4/16/19. The information included a legal opinion on the role of student trustees; establishment, rights, and privileges of student trustees; are student trustees "Elected Officers"; the answer to which is "NO".

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**Date of Request:** 4/11/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** Provide the Board with the current Academic Calendars to review holidays.

**Comments:** The Chancellor emailed the 2018-2019 and 2019-2020 Academic Calendars to the Board on 4/16/19.

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**Date of Request:** 5/16/2019  
**Requested by:** Williams, Harrison, Gerard  
**Planned Completion Date:** Completed

**Request:** AB 705 Updates  
Williams – Provide a monthly AB 705 update. How waiver forms are being used. Do students fully understand the rights they are giving up by signing the waiver. How is the information being communicated? What is the marketing plan? Why are we not 100% college transfer level courses. How are we staffing this? Do we have resources? What should the board be doing to support the campuses?  
Harrison – keep track and monitor data closely. Proper tutoring to increase student chances to be successful. Essential to have good data. Do we have mechanisms in place to be able to change quickly with only one year to get it done? She prefers to receive an executive summary instead of a study session.  
Gerard – Wants us to keep students informed of their rights.

**Comments:** An update is provided in the 6/20/19 agenda. Specific questions can be addressed at the Board meeting.

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**Date of Request:** 5/16/2019  
**Requested by:** Longville, Gerard  
**Planned Completion Date:** Completed

**Request:** AB 19 and AB 2 Updates  
Longville – Provide an update on AB 19.  
Gerard - also include AB 2 on the June agenda.

**Comments:** The Chancellor provided updates in the 6/20/19 agenda.

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**Date of Request:** 5/16/2019  
**Requested by:** Harrison, Singer, Longville  
**Planned Completion Date:** Completed

**Request:** Student Equity Plan  
Harrison – Provide executive summary for Student Equity plan prior to 2nd reading. Include what has changed, what are the differences in this plan from the previous plan, and what is innovative from the last plan?  
Singer – What impact has been disproportionately impacted for Latino students?  
Longville – Chancellor to add Student Equity Plan to the Retreat agenda and invite student trustees.

**Comments:** The Chancellor emailed executive summaries from the colleges on 5/23/19. The topic is agendaized for the Board Retreat on 6/14/19 and the student trustees were invited to attend but declined due to prior commitments.

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**Date of Request:** 5/16/2019  
**Requested by:** Longville  
**Planned Completion Date:** Completed

**Request:** Equitable pay for students resolution

**Comments:** The Chancellor included the item in the 6/20/19 Board Agenda.

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**Date of Request:** 6/14/2019  
**Requested by:** Board Retreat  
**Planned Completion Date:** Completed

**Request:** To better inform the Board of the monthly agenda items, the Chancellor was asked to include a cover sheet with highlights from the agenda identifying the important items.

**Comments:** The Chancellor provided a cover sheet and will continue moving forward.

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# GOOD NEWS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

July 2019 Edition



Crafton Hills College | San Bernardino Valley College | Empire KVCR

## IT'S OFFICIAL! SBCCD ACHIEVES FISCAL ACCOUNTABILITY

It's no secret that higher education has experienced a sea of change. Non-traditional students are becoming the new normal, and improving outcomes is top-of-mind for SBCCD. In 2016, SBCCD launched its new enterprise resource planning (ERP) solution to provide insight into operations and improve reporting to support the decision-making process. Since then, SBCCD has successfully integrated Oracle and ADP software systems to transform the way SBCCD does business.

Effective July 1, 2019, the District no longer utilizes the San Bernardino County Superintendent of Schools as a pass-through to process commercial pay warrants but will internally control the issuance. Achieving fiscal accountability is the first step toward the District's ultimate goal of fiscal independence from the County. Fiscal independence will allow SBCCD to assume the majority of responsibilities previously performed by the County for fiscal, budget, and financial management systems processing.

Some of the improvements include electronic approvals for purchase requisitions, more current access to financial data, electronic processing for reconciliation of CalCards, and enhanced user security and workflow as well as enhanced reporting and analysis capabilities.

## CALIFORNIA COMMUNITY COLLEGES BOARD OF GOVERNORS HONORS SBCCD'S EMPLOYEE



The California Community Colleges Board of Governors honored Mary Valdemar as one of the 2019 California Community Colleges Classified Employee of the Year.

Mary Valdemar has held many positions during her 12 years at San Bernardino Valley College leading up to her current role in the SBVC Library and Student Support Services department. She has served as a leader within organizations, provided support to students, staff and

faculty and pushed to empower disenfranchised members on her campus and in the community at large. Equity and inclusion is a mission for Mary. She sits, or has served, on the Latino Faculty and Staff Association, the Classified Senate, the Equal Employment Opportunity (EEO) district committee, the HSI Taskforce and the District Assembly to name a few. Mary is deeply committed to using her institutional memory to advocate for change and improve services for students even when the results mean something has to change in the way the college does business. Her motto is, "If it isn't in the best interest of students, then it isn't in mine either." Mary has collaborated with others on campus and at the district to establish several projects focused on inclusion and student success.

## DISTRICT-WIDE ALL SECRETARIES DAY CELEBRATION

SBCCD's 2nd Annual All Secretaries Day celebration was filled with team building activities that extended gratitude for believing in the transformative power of higher education and for choosing an honorable career.

This was a great way for district-wide secretaries to continue to build a culture of teamwork and camaraderie.



2018 All Secretaries Day

## SBCCD POLICE OFFICER RECOGNIZED AS POLICE OFFICER OF THE YEAR

SB Chamber of Commerce recognized SBCCD Police Department's Corporal John Paul Carlos as the 2019 Officer of the Year. Corporal Carlos did an outstanding job for our communities and department, going far beyond his call of duty.

The SB Chamber acknowledged outstanding professionalism and accomplishments in law enforcement, to include the California Highway Patrol, City of San Bernardino Police Department, San Bernardino County Sheriff's Department, San Bernardino City Unified School District Police Department, San Bernardino Community College District Police Department, and California State University Police Department.



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



**Board of Trustees Annual Retreat**  
**June 13, 2019 at 8:30 a.m.**  
DoubleTree by Hilton, 222 N. Vineyard Ave., Ontario, CA

**MINUTES**

Facilitator: Pamila Fisher

**MEMBERS PRESENT**

John Longville, President (arrived at 8:49pm)  
Dr. Anne L. Viricel, Vice President  
Gloria Macías Harrison, Trustee  
Dr. Stephanie Houston, Trustee  
Frank Reyes, Trustee  
Dr. Donald L. Singer, Trustee

**ABSENT**

Joseph Williams, Clerk

**ADMINISTRATORS PRESENT**

Bruce Baron, Chancellor

1. **CALL TO ORDER**

Vice President Viricel called the meeting to order at 8:38am.

2. **OVERVIEW AND PURPOSE**

Pam Fisher reviewed the progression of SBCCD's Board Retreats – where we were a few years ago and how far we have come as a Board. The Board was asked what they most wanted to accomplish at the retreat this year.

*Desired Outcomes*

1. Opportunity to hear from others
2. Share expertise
3. Ensure we do the right thing
4. Work together as a team
5. What next? BOG influence
  - a. Revenue
  - b. New approaches
6. Focus on policy
7. Efficiencies in systems
  - a. What really works?
  - b. Committees – successful?
8. Where does the dialogue occur?
  - a. Everyone needs to understand budget!
9. Learn something new
10. Evaluation process
11. Action items
  - a. Commit to next steps
  - b. Specifics
12. Improve communication
  - a. Chancellor and Board
  - b. Equal access to information
  - c. Format, venue, length
  - d. Content

*Communication*

- Information
- Progress
- Analysis
- Trends
- Relevance
- So What?

13. Long-range goals for the Board
14. Board's role in naming buildings
  - a. Logo?
15. Simplification (for increased effectiveness)
  - a. Fewer goals
16. Stick to policy (vs. weeds)

3. REFLECTIONS ON THE PAST YEAR: ACCOMPLISHMENTS AND CHALLENGES

The board will have discussion during the board's self-evaluation agenda item.

4. EFFECTIVE TRUSTEESHIP: KEY BEST PRACTICES

- 4.1. Policies vs. Operations
- 4.2. Communication Protocols/Constituent Contacts
- 4.3. Role of the Chair
- 4.4. Board Committees
- 4.5. Effective Meetings
- 4.6. Board/CEO Team

The board reviewed the Top Twenty Truths for Effective Trusteeship and reflected on where they can improve. #1, #20 when is it appropriate to be on campus? Best practices, is it appropriate for trustees attend social gatherings?

*Agreements on:*

1. Communication
  - a. Who? How? When?
  - b. Committees
  - c. To and from the Chancellor
2. Offload evaluation process
3. Modify AP 2435 (no broad 360)
4. Dissolve the Evaluation Committee
5. Change Budget to Finance Committee
6. Hold Finance Committee one hour before regular board meetings
7. Ad Hoc (no standing) for KVCR/Media Academy

There was consensus to revise the process in the administrative procedure to evaluate the chancellor. The evaluation should be two parts: goals and standard recurring questions.

The Board discussed their standing committees. Is there an expectation that all trustees have the depth of knowledge? What is the Board's expectation of the committees? What is the role of the CTE committees? Board should review board committees and retain necessary meetings. All board members may participate in standing committee meetings. The board can still get information on CTE programs through study sessions. The board is to decide if there is a need for a KVCR/Media Academy Ad Hoc. Good practice: does it (BOT committee) need to exist? What is the charge? The Board agreed to eliminate the Foundations Committee.

*Other Comments*

- Board members should not receive individual updates that other board members don't. (from global distribution lists)
- If Chancellor misses a BOARD meeting, someone must be designated acting and be seated in the Chancellor's seat.
- When trustees are asked for information, it should be directed to the chancellor and chancellor will delegate as appropriate.
- Let the board know the communication chain and protocol when the chancellor is not available (different scenarios-media, crisis, etc.)

5. BOARD OF TRUSTEES ANNUAL SELF-EVALUATION

- 5.1. Discussion of Results  
5.2. Plans for Improvement

The board reviewed the results of the Board's self-evaluation. There was discussion about the Board's ability to respond to public comments and have deeper discussions. The board had different understandings of question 6. The question will be eliminated next year. Question 8 – discussed ways to seek input from constituent groups. Question 10 – public comments, the board needs more time to discuss board business, length of time used during reports. The Board agreed to keep meetings on the 2<sup>nd</sup> Thursday of the month and not to reschedule.

6. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- 6.1. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representative: Bruce Baron – CSEA, CTA, Management/Supervisors, and Confidential Employees
- 6.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957  
(4 cases)
- 6.3. Public Employee Performance Evaluation  
Government Code 54957(b)(1)  
Title: Chancellor

7. PUBLIC COMMENTS ON AGENDA ITEMS

None.

8. CONVENE CLOSED SESSION

Closed session convened at 2:22pm

9. RECONVENE PUBLIC MEETING

Public meeting reconvened at 4:02pm

10. REPORT OF ACTION IN CLOSED SESSION

None

11. ADJOURN

The next meeting of the Board: Retreat Day 2 – June 14, 2019 at 8:30 am.  
President Longville adjourned the meeting at 4:04pm.

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Joseph Williams, Clerk  
SBCCD Board of Trustees



**Board of Trustees Annual Retreat  
June 14, 2019 at 8:30 a.m.  
DoubleTree by Hilton, 222 N. Vineyard Ave., Ontario, CA**

**MINUTES**

Facilitator: Pamila Fisher

**MEMBERS PRESENT**

John Longville, President (arrived at 8:34am)  
Dr. Anne L. Viricel, Vice President  
Gloria Macías Harrison, Trustee  
Dr. Stephanie Houston, Trustee  
Frank Reyes, Trustee  
Dr. Donald L. Singer, Trustee

**ABSENT**

Joseph Williams, Clerk

**ADMINISTRATORS PRESENT**

Bruce Baron, Chancellor

1. **CALL TO ORDER**

President Longville called the meeting to order at 8:34am.  
Pam Fisher recapped day one of the retreat.

2. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

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

3. **PUBLIC COMMENTS ON AGENDA ITEMS**

None.

4. **CONVENE CLOSED SESSION**

Closed session convened at 8:56am.

5. **RECONVENE PUBLIC MEETING**

Public meeting reconvened at 2:25pm.

6. **REPORT OF ACTION IN CLOSED SESSION**

The Board unanimously voted to suspend employee# 29805.

7. PLANNING FOR THE FUTURE: SBCCD STRATEGIC PLAN
- A. Alignment of State Vision and SBCCD Strategic Plan
  - B. Status and Timeline
  - C. The Board's Role in Planning
  - D. Consideration for Future Process

8. GOALS FOR 2019-2020
- A. Board's Institutional Values (formerly Board Imperatives)
  - B. Board's Operational Priorities (formerly Board Goals)
  - C. Chancellor's Goals

By consensus, the Board agreed the four Institutional Values should remain unchanged:

- 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

By consensus, the Board agreed to the 2019-2020 Operational Priorities (formerly Board Goals):

- Engage and support equity initiatives.
- Understand the impact of new student centered funding formula to best inform policies.
- Oversee the Measure CC Bond progress timeline and implementation.
- Monitor progress toward expected outcomes based on strategic directions.
- Participate in professional development opportunities contributing to an excellent governance team.

9. STUDENT EQUITY PLANS  
No discussion.

10. CTE COMMITTEE DISCUSSION  
No discussion.

11. ADJOURN  
The next meeting of the Board: June 20, 2019 at 4:00pm.  
President Longville adjourned the meeting at 3:02pm.

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Joseph Williams, Clerk  
SBCCD Board of Trustees



## Meeting of the Board of Trustees

June 20, 2019

4:00 p.m. (Closed Session); 5:00 p.m. (Public Meeting)

SBCCD Boardroom

114 S. Del Rosa Dr., San Bernardino, CA 92408

## MINUTES

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### **MEMBERS PRESENT**

John Longville, President

Dr. Anne L. Viricel, Vice President (left at 5:14pm)

Joseph Williams, Clerk (arrived at 4:29pm)

Gloria Macías Harrison, Trustee

Dr. Stephanie Houston, Trustee

Frank Reyes, Trustee

Dr. Donald L. Singer, Trustee

Elijah Gerard, CHC Student Trustee (arrived at 4:45pm)

Maritza Mariscal-Medina, SBVC Student Trustee (arrived at 4:50pm)

### **ABSENT**

None

### **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 4:02pm. Trustee Houston 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

(3 cases)

2.3. Conference with Legal Counsel – Anticipated Litigation

Government Code 54956.9(d)(2)

(1 case)

2.4. Conference with Legal Counsel – Existing Litigation

Government Code 54956.9(e)(3) (1 case)

Workers Comp Claim #512003

2.5. Conference with Real Property Negotiator pursuant to Government Code section 54956.8

- Properties: 1888 East Highland Avenue, San Bernardino CA (Property)

- Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiators Bruce Baron, Chancellor; Jose F. Torres, Executive Vice Chancellor; Richard Galope, Vice Chancellor Workforce Development, Advancement & Media Systems

- Under Negotiation: Instruction to Proposed Buyer's Real Property Negotiators will concern price and terms of payment associated with the possible purchase of the identified Property.

2.6 Public Employee Performance Evaluation  
Government Code 54957(b)(1)  
Title: Chancellor

3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

None.

4. **CONVENE CLOSED SESSION**

Closed session convened at 4:08pm.

5. **RECONVENE PUBLIC MEETING**

Public meeting reconvened at 5:23pm.

6. **REPORT OF ACTION IN CLOSED SESSION**

- The Board unanimously took action to approve settlement of Workers Comp Claim #512003 with employee #5861.
- The Board met with its legal counsel and real property negotiators in closed session pursuant to Government Code Section 54956.8. Direction was provided to finalize a Purchase and Sale Agreement for the acquisition by the District of the property located at 1888 E. Highland Ave., in San Bernardino, CA.

The Board of Trustees voted unanimously to approve a delegation of authority to the District's Executive Vice Chancellor, or his designee, to:

1. Execute and deliver any and all documents and otherwise do any and all things which he and legal counsel deem necessary or advisable in order to finalize a Purchase and Sale Agreement for the Properties,
2. Pay deposits, open escrow, and otherwise perform pursuant to the terms of such final Purchase and Sale Agreement, and
3. Bring the final Purchase and Sale Agreement to the Board for ratification.

7. **PUBLIC COMMENTS ON AGENDA ITEMS**

None.

8. **PRESENTATIONS**

- 8.1 Oath of Office – Student Trustees
- Elijah Gerard, CHC
  - Maritza Mariscal-Medina, SBVC

President Longville gave the Oath of Office to Student Trustees Elijah Gerard and Maritza Mariscal-Medina.

~~8.2 Presentation of College Athlete Letter to Joseph Samaro – Diana Rodriguez, SBVC President~~ Amended to remove the presentation from the agenda.

8.2 California Community College Chancellor's Office (CCCCO) Classified Staff Member of the Year, Mary Valdemar – Diana Rodriguez, SBVC President



Mary Valdemar was not available. The presentation will be rescheduled for the July 11 Board Meeting.

- 8.3 San Bernardino Chamber of Commerce Police Officer of the Year, John Carlos – Al Jackson, SBCCD Chief of Police

Chief Jackson introduced and congratulated Officer of the Year, John Carlos.

**9. REPORTS**

- 9.1. Board Committee Reports (p8)
- 9.2. Board Information Requests (p12)
- 9.3. AB 705 Update (p17)
- 9.4. Good News (p22)
- 9.5. San Bernardino Valley College Academic Senate  
Celia Huston complimented campuses and district for the work they have done.
- 9.6. San Bernardino Valley College Classified Senate  
Judy Rodriguez reported on Classified Employee Week and the CLI Conference.
- 9.7. San Bernardino Valley College Associated Students
- 9.8. Crafton Hills College Academic Senate
- 9.9. Crafton Hills College Classified Senate
- 9.10. Crafton Hills College Associated Students
- 9.11. CSEA  
Kevin Palkki thanked the Board for recognizing Delores Huerta Day and Native American Day.
- 9.12. CTA

**10. APPROVAL OF MINUTES**

- 10.1. May 16, 2019 (p23)
- 10.2. May 30, 2019 (p32)

**Trustee Harrison moved approval of the minutes of May 16, 2019 and May 30, 2019. Trustee Reyes seconded the motion.**

**AYES: Longville, Williams, Harrison, Houston, Reyes, Singer, Gerard, Mariscal**

**NOES: None**

**ABSENT: Viricel**

**ABSTENTIONS: None**

**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 (p35)
- 11.2 ~~Curriculum – SBVC (p44)~~ **Item pulled for separate action.**
- 11.3 Donation to KVCR - 2006 Lincoln Navigator (p111)

**Human Resources**

- 11.4 Adjunct and Substitute Academic Employees (p112) **Amended the course subjects and disciplines for San Bernardino Valley College 2019-20.**

San Bernardino Valley College 2019-20		
	Course Subject	Discipline per Minimum Qualifications
Barakat, Nermeen	ChemistryAdjunct-Counselor	ChemistryAdjunct-Counselor
Fang Liang, Hsiao	BiologyMachine-Technology	Biology, Machine-Technology-
Ching Ping, Lin	SpanishVOCED	Spanish_VOCED
Miles, Justin	Pharmacy TechChemistry	Pharmacy Tech, Chemistry
Mizutani, Mari	MusicBiology	MusicBiology-
Romero Vasquez, Laura	AthleticsSpanish	AthleticsSpanish-
Waltzer, Eric	Machinist TechnologyPharmacy Tech	Machinist TechnologyPharmacy Tech-
Winokur, Robert	Music	Music

- 11.5 Appointment of Temporary Academic Employees (p123)
- 11.6 Non-Instructional Pay for Academic Employees (p126)
- 11.7 Payment of Stipends (p146)
- 11.8 Salary Advancement for Academic Employees (p149)
- 11.9 Appointment of District Employees (p151)
- 11.10 Employee Promotions (p155)
- 11.11 Placement of Classified Employees on the 39-Month Reemployment List (p157)
- 11.12 Tentative Agreements with CSEA (p159)
- 11.13 Appointment of Interim Managers (p166)
- 11.14 Employment Contracts for Academic and Classified Managers (p168)
- 11.15 Revised Management Salary Schedule and Implementation of Classification Study (p170)  
**Amended range 21 of the Management Salary Schedule to correct title of Senior District Director of Marketing, Public Relations, and Legislative Affairs.**

21	<ul style="list-style-type: none"> <li>• <del>District Director of Marketing, Public Affairs &amp; Government Relations</del> Senior <b>District Director Strategic Communications &amp; Institutional Advancement of Marketing, Public Relations &amp; Legislative Affairs</b> (from Range 19)</li> <li>• Division Dean (Instructional) (from Range 19)</li> <li>• Division Dean (Non-Instructional) (from Range 19)</li> </ul>
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**Amended the job title to Senior District Director of Marketing, Public Relations, and Legislative Affairs.**

Senior District Director <del>Strategic Communications &amp; Institutional Advancement of Marketing, Public Relations and Legislative Affairs</del> (replaces District Director of Marketing, Public Affairs & Government Relations)	21	Rodriguez, Angel Reclassify from District Director of Marketing, Public Affairs & Government Relations, Range 19 to Senior District Director <del>Strategic Communications &amp; Institutional Advancement of Marketing, Public Relations and Legislative Affairs</del> , Range 21	7/1/19
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**Amended the title in the job description to Senior District Director of Marketing, Public Relations, and Legislative Affairs as provided in the addendum.**

- 11.16 Employment Contracts for Executive Managers (p227)
- 11.17 Revised Confidential Salary Schedule and Implementation of Classification Study (p229)
- 11.18 Revised Executive Management Salary Schedule (p266)

**Business & Fiscal Services**

- 11.19 2019-20 and 2020-21 Academic Calendars (p268)
- 11.20 2019-20 Gann Limit (p273)
- 11.21 Adopt Resolutions and Signature Authorizations for State of California (p275)
- 11.22 Authorized Signature List (p280)
- 11.23 Award RFP #2019-03 and Contract to Selected Suppliers (p283)
- 11.24 Conference Attendance (p284)
- 11.25 Contracts at or Above \$92,600 (p296)
- 11.26 District & College Expenses (p298)
- 11.27 District Bank Accounts (p304)
- 11.28 Fiscal Year 2019-20 Tentative Budget (p306)
- 11.29 Individual Memberships (p436)
- 11.30 Resolution #20190620-FS01 Regarding the Expenditure of Proposition 30 Education Protection Account Funds (p438)

- 11.31 Resolution #20190620-FS02 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p442)
- 11.32 Sole Source Purchases from Forest Incentives, Ltd. (p445)
- 11.33 Sole Source Purchases from Stanley Convergent Security (p446)
- 11.34 Vacation Payout (p447)

**Facilities**

- 11.35 2021-22 Five Year Construction Plan (p448)
- 11.36 Award Bid #03-1819-02.01 and Contract to KI of Green Bay WI (p464)
- 11.37 Pay Applications as Disputed Claims for Jampro Construction (p466)
- 11.38 Resolution #20190620-FPC01 Requesting the Board of Supervisors of San Bernardino County to Establish a Tax Rate (p468)

**Other Items**

- 11.39 Resolution to Grant Excused Absence of Trustees Reyes and Williams (p471)

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

**AYES: Longville, Williams, Harrison, Houston, Reyes, Singer, Gerard, Mariscal**

**NOES: None**

**ABSENT: Viricel**

**ABSTENTIONS: None**

**ITEMS PULLED FROM CONSENT FOR SEPARATE ACTION**

- 11.2 Curriculum – SBVC (p44)

**Trustee Singer moved approval of the curriculum - SBVC. Trustee Houston seconded the motion.**

**AYES: Longville, Williams, Harrison, Houston, Reyes, Singer, Gerard, Mariscal**

**NOES: None**

**ABSENT: Viricel**

**ABSTENTIONS: None**

**12. ACTION AGENDA**

- 12.1 Public Hearing for College and Career Access Pathways (CCAP) Agreements – SBVC (p474)

**President Longville opened a hearing for public comment on the subject of College and Career Access Pathways dual enrollment partnership agreements between the San Bernardino Community College District. Hearing no comments, the public hearing was closed.**

- 12.2 Adoption of College and Career Access Pathways (CCAP) Agreements – SBVC (p475)
- Lifelong Learning Administration Corporation (Learn4Life)
  - Provisional Accelerated Learning (PAL) & Charter Academy
  - Rialto Unified School District
  - San Bernardino Unified School District
  - Public Safety Academy. Trustee seconded the motion.

**Trustee Williams moved approval. Trustee Singer seconded the motion to adopt the Career Access Pathways (CCAP) dual enrollment partnership agreements.**

**AYES: Longville, Williams, Harrison, Houston, Reyes, Singer, Gerard, Mariscal**

**NOES: None**

**ABSENT: Viricel**

**ABSTENTIONS: None**

- 12.3 Stipends for Student Participation (p574) **Amended the language in the recommendation and analysis as provided in the addendum.**

**Trustee Williams moved approval. Trustee Harrison seconded the motion to direct staff to revise BP 2015 Student Members at the next available cycle to incorporate stipends for student participation in specific capacities for the District. The board also recommends the staff to develop policies and procedures to provide stipends for associated student body designees who participate in specific capacities for the District.**

**AYES: Longville, Williams, Harrison, Houston, Reyes, Singer, Gerard, Mariscal**

**NOES: None**

**ABSENT: Viricel**

**ABSTENTIONS: None**

12.4 Board Policies for First Reading (p576)

AP 2712 Conflict of Interest Code	Reference Checks
BP/AP 3590 Energy Conservation	AP 7145 Personnel Files
BP 3810 Claims Against the District	BP/AP 7150 Evaluation
AP 4104 Contract Education	AP 7234 Overtime
AP 4222 Remedial Coursework	AP 7337 Fingerprinting
AP 5013 Students in the Military	BP 7340 Leaves
BP/AP 5020 Nonresident Tuition	AP 7343 Industrial Accident and Illness Leave
AP 5130 Financial Aid	AP 7344 Notifying the District of Illness
BP/AP 5530 Student Rights and Grievances	AP 7346 Employees Called to Military Duty
BP/AP 6150 Designation of Authorized Signatures	BP/AP 7350 Resignations
BP/AP 6300 Fiscal Management	BP/AP 7365 Discipline & Dismissal - Classified Employees
AP 6315 Warrants	BP/AP 7370 Political Activity
BP/AP 6340 Bids and Contracts	
BP/AP 6925 Refreshments or Meals Served at Meetings and District Events	AP 7371 Personal Use of Public Resources
AP 7126 Applicant Background Investigations and	BP/AP 7400 Travel

**Trustee Harrison moved approval to accept board policies for first reading. Trustee Singer seconded the motion.**

**AYES: Longville, Williams, Harrison, Houston, Reyes, Singer, Gerard, Mariscal**

**NOES: None**

**ABSENT: Viricel**

**ABSTENTIONS: None**

12.5 Board Policies for Final Reading (p683)

BP & AP 2410 Board Policies & Administrative Procedures  
AP 6350 (no BP) Contracts – Construction  
BP & AP 7120 Recruitment & Hiring  
BP & AP 7160 Professional Development  
AP 7232 (no BP) Classification Review  
BP & AP 7310 Nepotism  
AP 7336 (no BP) Certification of Freedom from TB  
BP & AP 5500 Standards of Student Conduct  
AP 5520 (no BP) Student Discipline Procedures

**Trustee Harrison moved approval of board policies for final reading. Trustee Singer seconded the motion.**

**AYES: Longville, Williams, Harrison, Houston, Reyes, Singer, Gerard, Mariscal**

**NOES: None**

**ABSENT: Viricel**

**ABSTENTIONS: None**

- 12.6 Student Equity Plan for Final Reading – CHC (p735) Amended to include the background materials as provided in the addendum.

Trustee Williams moved approval to accept the 2019-2022 Crafton Hills College Student Equity Plan for final reading. Trustee Harrison seconded the motion.

**AYES:** Longville, Williams, Harrison, Houston, Reyes, Singer, Gerard, Mariscal  
**NOES:** None  
**ABSENT:** Viricel  
**ABSTENTIONS:** None

- 12.7 Student Equity Plan for Final Reading – SBVC (p736) Amended to include the background materials as provided in the addendum.

Trustee Williams moved approval to accept the 2019-2022 San Bernardino Valley College Student Equity Plan for final reading. Trustee Harrison seconded the motion.

**AYES:** Longville, Williams, Harrison, Houston, Reyes, Singer, Gerard, Mariscal  
**NOES:** None  
**ABSENT:** Viricel  
**ABSTENTIONS:** None

- 12.8 College Promise Certification – New Item included as provided in the addendum.

Trustee Houston moved approval to make available the option for Crafton Hills College and San Bernardino Valley College students to participate in the Federal Direct Loan Program. Trustee Singer seconded the motion.

**AYES:** Longville, Harrison, Houston, Reyes, Singer, Gerard, Mariscal  
**NOES:** None  
**ABSENT:** Viricel  
**ABSTENTIONS:** Williams

**13. INFORMATION ITEMS**

- 13.1 Applause Cards (p737)
- 13.2 Budget Report (p742)
- 13.3 Clery Report (p760)
- 13.4 College & Career Access Pathways (CCAP) – CHC (p762)
- 13.5 Contracts Below \$92,600 (p777)
- 13.6 District Volunteers (p791)
- 13.7 General Fund Cash Flow Analysis (p794)
- 13.8 MOUs between SBCCD and the CTA (p796)
- 13.9 New Trustee Orientation (p799)
- 13.10 Professional Expert, Short-Term, and Substitute Employees (p800)
- 13.11 Purchase Orders (p820)
- 13.12 Quarterly Investment Report (p831)
- 13.13 Resignations and Retirements (p836)

The items above were presented for information only. No action was taken.

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

None.

**RECONVENE CLOSED SESSION**

Closed session reconvened to finish closed session business at 6:13pm.

**RECONVENE PUBLIC MEETING**

Public meeting reconvened at 6:37pm.

**REPORT OF ACTION IN CLOSED SESSION**

None

15. **ADJOURN**

The next meeting of the Board: Business Meeting – July 11, 2019 at 4pm.

President Longville adjourned the meeting at 6:40pm, in memory of Spencer Wallace.

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Joseph Williams, Clerk  
SBCCD Board of Trustees

## **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:** July 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.

### **ANALYSIS**

All requirements for employment processing have been completed and Human Resources has cleared the individuals 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 July 11, 2019

[v.6.20.2019.p.1|1]

## San Bernardino Valley College 2019-20

	Course Subject	Discipline per Minimum Qualifications
<b>Carter, Thomas</b>	Athletics	Athletics
<b>Goul, Kimberly Mae</b>	Psychiatric Technology	Psychiatric Technology
<b>Hodlund, Richard</b>	Music	Music
<b>Hutcheson, Thomas</b>	Athletics	Athletics
<b>Jehl, Amy</b>	Chemistry	Chemistry
<b>Laguna, Tania</b>	Adjunct Counselor	Adjunct Counselor
<b>Madrid, Javier</b>	Athletics	Athletics
<b>Morita, Alexander</b>	Biology	Biology

## Crafton Hills College 2018-19

	Course Subject	Discipline per Minimum Qualifications
<b>Urbanovich, Tessa</b>	CHC	Communication

## Crafton Hills College 2019-20

	Course Subject	Discipline per Minimum Qualifications
<b>Kennedy, Pia</b>	CHC	Humanities
<b>Thaten, Kristeena</b>	CHC	American Sign Language

**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:** July 11, 2019  
**SUBJECT:** Consideration of Approval to Appoint Temporary Academic Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the appointment of temporary academic employees per the attached list.

**OVERVIEW**

The employees on the attached list are submitted for approval.

**ANALYSIS**

It is essential that each position be filled on a temporary basis while the recruitment process for a permanent replacement is being conducted.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

The cost of these appointments is included in the appropriate budget.



## Appointment of Temporary Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.20.2019.p.1|1]

	From	To	Range & Step	Rate	Fund	Live Scan Clearance
<b>Hamza, Mark</b> Instructor, Chemistry SBVC Science	<del>7/1/19</del> 8/15/19*	12/31/19	<del>TBD</del> I6	<del>TBD</del> \$96,171.74	Science	1/2/18

\*To amend start date originally approved at June 20, 2019 Board meeting.

## **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:** July 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, 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 July 11, 2019

[v.6.27.2019.p.1|14]

## District Office

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Diponio, Gwendolyn</b> Human Resources General Fund	5/30/19	5/30/19	10	\$520.00	English Instructor Hiring Committee <i>Ratification: Work performed after board deadline.</i>
<b>Anderson, Jonathan</b> Human Resources General Fund	5/30/19	5/30/19	10	\$520.00	English Instructor Hiring Committee <i>Ratification: Work performed after board deadline.</i>
<b>Langenfeld, Elizabeth</b> Human Resources General Fund	5/30/19	5/30/19	10	\$520.00	English Instructor Hiring Committee <i>Ratification: Work performed after board deadline.</i>
<b>Buckley, Patrick</b> Human Resources General Fund	5/30/19	5/30/19	7	\$364.00	Instructor, Admin of Justice Hiring Committee <i>Ratification: Work performed after board deadline.</i>
<b>Brewer, Quincy</b> Human Resources General Fund	5/28/19	5/28/19	7	\$364.00	Athletic Trainer Hiring Committee <i>Ratification: Work performed after board deadline.</i>

## San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Alvarez, Vicente</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.2]14]

#### San Bernardino Valley College

Not to Exceed					
	From	To	Hours	Amount	Project
<b>Assuma, Michael</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Avelar, Amy</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Banola, John</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Barnette, Kellie</b> Instruction Office General Fund	7/1/19	6/30/20	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Batalo, Mandi</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.3|14]

#### San Bernardino Valley College

Not to Exceed					
	From	To	Hours	Amount	Project
<b>Batalo, Mandi</b> Digital Media Disciplines Grant Fund	7/12/19	6/30/20	320	\$16,640.00	Digital Media Disciplines - to complete scope of work identified within the grant to complete year 3 & begin year 4.
<b>Burnham, Lorrie</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Cacho, Bryce</b> Instruction Office General Fund	7/1/19	6/30/20	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Calderon, Colleen</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Caldwell-Betties, Melita</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.4|14]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Corrales, Athena</b> Nursing Growth & Enrollment Grant Fund	7/1/19	6/30/20	1,056	\$54,912.00	Nursing Enrollment & Growth - nursing workshops for students, develop remediation strategies for nursing students and provide general counseling for pre and current nursing students. <i>Ratification: Request was submitted after the June board deadline due to an oversight by faculty.</i>
<b>Dulgeroff, J.D.</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Evans-Perry, Virginia</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Green, Kenneth</b> Extended Academy General Fund	7/12/19	6/30/20	422	\$21,944.00	Back up Coordinator for the Extended Basic Law Enforcement Academy
<b>Halabi, Tarif</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.5]14]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Hector, Leticia</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Heibel, Todd</b> Instruction Office General Fund	7/1/19	6/30/20	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Hunter, Diane</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Jackson, Davil</b> Strong Workforce Program Grant Fund	7/12/19	12/20/19	80	\$4,160.00	Applied Technology - Developing non-credit curriculum for construction/inspection technology program.
<b>Jakpor, Riase</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.6]14]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Jefferson, Kim</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>King, Melissa</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Knight, Denise</b> Instruction Office General Fund	7/1/19	6/30/20	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Laguna, Tania</b> Student Equity and Success Categorical Fund	6/1/19	6/30/19	100	\$4,900.00	As an adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College students within the First Year Experience department. <i>Ratification: Due to the exceeding amount of college promise students, Tania Laguna was added our staff to help assist for the summer session.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.7|14]

#### San Bernardino Valley College

Not to Exceed					
	From	To	Hours	Amount	Project
<b>Laguna, Tania</b> Student Equity and Success Categorical Fund	7/1/19	6/30/20	420	\$20,580.00	As an adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College students within the First Year Experience department. <i>Ratification: Due to the exceeding amount of college promise students, Tania Laguna was added our staff to help assist for the 2019-2020 academic year.</i>
<b>Lavree, Elizabeth</b> Student Success and Support Categorical Fund	7/12/19	6/30/20	410	\$20,090.00	As an adjunct faculty, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services.
<b>Lochard, Armone</b> Student Success and Support Categorical Fund	7/12/19	6/30/20	410	\$20,090.00	As an adjunct faculty, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services.
<b>Lyons, Kevin</b> Media Academy Grant Fund	7/12/19	8/10/19	10	\$520.00	Media Academy - Provising assistance for the 48-film Project this summer
<b>Lysak, Mike</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.8|14]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Melancon, Berchman</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Metu, Reginald</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Milligan, Joshua</b> Instruction Office General Fund	7/1/19	6/30/20	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Moneymaker, Melinda</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Moore, Sandra</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.9|14]

#### San Bernardino Valley College

Not to Exceed					
	From	To	Hours	Amount	Project
<b>Myer, Stacy</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Pave, Adam</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Peters, Davena</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Pires, Romana</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Regner, Don</b> Strong Workforce Program Grant Fund	7/12/19	12/20/19	80	\$4,160.00	Developing and updating Electricity/Electronics curriculum.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.10|14]

#### San Bernardino Valley College

	Not to Exceed				Project
	From	To	Hours	Amount	
<b>Rife, Valecia</b> EOPS Categorical Fund	6/10/19	6/28/19	69	\$3,588.00	As an adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College students within the First Year Experience department. <i>Ratification: Due to a vacant secretarial position and new staff members in the office the summer contract policy was not followed.</i>
<b>Robles, Matthew</b> Instruction Office General Fund	7/1/19	6/30/20	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Scully, Matie</b> Instruction Office General Fund	7/1/19	6/30/20	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Simental, Yolanda</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.11|14]

#### San Bernardino Valley College

Not to Exceed					
	From	To	Hours	Amount	Project
<b>Sogomonian, Nori</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Valdez, Maria</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>White, Charles</b> Art General Fund	8/19/19	6/30/20	59.5	\$3,094.00	Art Gallery Faculty Lead - Faculty leadership and coordination efforts of all aspects of the operations of the Gresham Art Gallery. Ensure Curation, Installation, and de-installation.
<b>Williams, Mark</b> Instruction Office General Fund	7/1/19	6/30/20	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>
<b>Worsley, Margaret</b> Instruction Office General Fund	7/1/19	6/30/20	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: These hours are being ratified due to the CTA contract and final chair assignments being made for the coming year.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.12|14]

#### Crafton Hills College

		Not to Exceed				
		From	To	Hours	Amount	Project
<b>Alatorre, Guadalupe</b> Honors Program General Fund	6/3/19	8/19/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Submitted late because a faculty member was not assigned to one of the Honors courses until the week prior to the summer term.</i>	
<b>Callahan, Kenyon</b> Honors Program General Fund	6/3/19	8/19/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Submitted late because a faculty member was not assigned to one of the Honors courses until the week prior to the summer term.</i>	
<b>Fry, Maureen</b> DSPS, College Promise	6/3/19	6/30/19	70	\$3,640.00	Counseling and LD eligibility testing for incoming DSPS students including College Promise students. <i>Ratification: Funds not identified until after deadline to submit for Spring Board</i>	
<b>Fry, Maureen</b> DSPS, College Promise	7/12/19	8/15/19	100	\$5,200.00	Counseling and LD eligibility testing for incoming DSPS students including College Promise students.	
<b>Gordon, Lisette</b> Honors Program General Fund	6/3/19	8/19/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Submitted late because a faculty member was not assigned to one of the Honors courses until the week prior to the summer term.</i>	





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.13|14]

#### Crafton Hills College

		Not to Exceed				
		From	To	Hours	Amount	Project
<b>McKee, Julie</b> Honors Program General Fund	6/3/19	8/19/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Submitted late because a faculty member was not assigned to one of the Honors courses until the week prior to the summer term.</i>	
<b>Mello, Brandice</b> Honors Program General Fund	6/3/19	8/19/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Submitted late because a faculty member was not assigned to one of the Honors courses until the week prior to the summer term.</i>	
<b>Morgan, Douglas</b> Honors Program General Fund	6/3/19	8/19/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Submitted late because a faculty member was not assigned to one of the Honors courses until the week prior to the summer term.</i>	
<b>O'Shaughnessy, Vonda</b> DSPS, College Promise	5/28/19	6/30/19	70	\$3,640.00	Counseling and LD eligibility testing for incoming DSPS students and Promise Students/Professional Coverage for DSPS office. <i>Ratification: Funds not identified until after deadline to submit for Spring Board</i>	
<b>O'Shaughnessy, Vonda</b> DSPS, College Promise	7/1/19	7/30/19	30	\$1,560.00	Counseling and LD eligibility testing for incoming DSPS students and Promise Students/Professional Coverage for DSPS office. <i>Ratification: Funds not identified until after deadline to submit for Spring Board</i>	



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 11, 2019

[v.6.27.2019.p.14|14]

#### Crafton Hills College

		Not to Exceed				
		From	To	Hours	Amount	Project
<b>Ramos, Sefferino</b> Honors Program General Fund	6/3/19	8/19/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Submitted late because a faculty member was not assigned to one of the Honors courses until the week prior to the summer term.</i>	
<b>Wassing, Amy</b> Honors Program General Fund	6/3/19	8/19/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Submitted late because a faculty member was not assigned to one of the Honors courses until the week prior to the summer term.</i>	
<b>Weiler, Lindsay</b> Honors Program General Fund	6/3/19	8/19/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Submitted late because a faculty member was not assigned to one of the Honors courses until the week prior to the summer term.</i>	
<b>Zepeda, Isidro</b> Honors Program General Fund	6/3/19	8/19/19	10	\$520.00	Faculty member work with students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Submitted late because a faculty member was not assigned to one of the Honors courses until the week prior to the summer term.</i>	

**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:** July 11, 2019  
**SUBJECT:** Consideration of Approval to Pay Stipends

**RECOMMENDATION**

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

**OVERVIEW**

The stipends listed on the attachment are submitted for approval.

**ANALYSIS**

Stipends are based on the agreement between SBCCD and the SBCCD Chapter CTA/NEA.

**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 July 11, 2019

[v.6.20.2019.p.1|2]

## Faculty Chair – 2019-20 Academic Year

	Site & Department	Stipend
<b>Avelar, Amy</b>	SBVC Chemistry/Architecture	\$9,000.00
<b>Burnham, Lorrie</b>	SBVC Biology/ Pharmacy Tech	\$9,000.00
<b>Heibel, Todd</b>	SBVC Geography/Ocean	\$3,500.00
<b>Lysak, Mike</b>	SBVC Physics/Astronomy	\$7,000.00
<b>Robles, Matt</b>	SBVC Geography/Ocean	\$3,500.00
<b>Simental, Yolanda</b>	SBVC Nursing	\$9,000.00
<b>Valdez, Maria</b>	SBVC Psych Tech	\$8,000.00

## Head Coach – Spring 2019

	Site & Department	Stipend
<b>Powel, Michael</b>	SBVC Men's Track & Field	\$1,800.00
	SBVC Women's Track & Field	\$1,200.00

*Ratification: May Board Deadline was missed due to the unknowing of how far the Men's/Women's track & Field teams would go in the playoffs that ended on Saturday May 18, 2019.*

## Assistant Coach – Fall 2019

	Site & Department	Stipend
Anderson, Michael	SBVC Woman's Basketball	\$5,000.00
Escobar, Joshua	SBVC Men's Soccer	\$2,500.00
Charles, Rawlston	SBVC Men's Basketball	\$5,000.00
Crone, Aaron	SBVC Football	\$5,000.00
Hosea, Willie S.	SBVC Football	\$5,000.00
Hutcheson, Thomas	SBVC Men's Soccer	\$2,500.00
Johnson, Derrick	SBVC Football	\$5,000.00
Lawler, Kenneth	SBVC Football	\$7,000.00
Lefay, Jenna	SBVC Women's Soccer	\$5,000.00
Madrid, Javier	SBVC Men's Cross Country	\$4,000.00
Marquez, Jeremiah	SBVC Men's Soccer	\$5,000.00
Pfeifer, Lance	SBVC Football	\$5,000.00
Rodgers, Ryon	SBVC Men's Basketball	\$5,000.00
Sartori, Matthew	SBVC Men's Cross Country	\$1,000.00
Smith, William	SBVC Football	\$5,000.00



## Payment of Stipends

Submitted for Board Approval July 11, 2019

[v.6.20.2019.p.2|2]

### Other Stipend – 07/15/19 - 12/20/19

	Site & Department	Stipend
Kelly, Matthew	SBVC Strong Workforce	\$ 1,300.00
Notarangelo, Maria	SBVC Strong Workforce	\$ 1,300.00
Voisard, Steve	SBVC Strong Workforce	\$ 1,300.00

### Other Stipend – 08/01/19 - 06/30/20

	Site & Department	Stipend
Burnham, Lorrie	SBVC Guided Pathways	\$ 1,393.60
Metu, Reginald	SBVC Guided Pathways	\$ 1,393.60
Robles, Mathew	SBVC Guided Pathways	\$ 1,393.60
Simpson, Tahirah	SBVC Guided Pathways	\$ 1,393.60

## **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:** July 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 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 on July 11, 2019

[v.6.20.2019.p.1|1]

	From Column/ Step	To Column/ Step	Annual Salary	Days of Service	Effective Date
<b>George, Kenneth</b> Instructor, Business CHC Business Administration	H10	I11	\$107,747.94	177	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:** Kristina Hannon, Executive Director, Human Resources  
**DATE:** July 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 July 11, 2019

[v.6.25.2019.p.1|3]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
<b>Sacdalan, Alvin</b> Instructor, Mathematics SBVC Math, Business & Computer Technology	8/15/19	Faculty D8	\$85,073.34 per year	Z. Reid	Mathematics General Fund	6/8/19
<b>Hassanzadah, Ali</b> Instructor, Mathematics SBVC Math, Business & Computer Technology	8/15/19	Faculty TBD*	TBD*	J. Gilbert	Mathematics General Fund	1/5/17
<b>Scott, Mary</b> Child Development Teacher CHC Child Development	7/31/19	Child Development 1A	\$23.56 per hour	A. Holtegard	Child Development General Fund	5/13/15
<b>Cain, Terquoia</b> Child Development Teacher CHC Child Development	7/31/19	Child Development 1A	\$23.56 per hour	A. Holtegard	Child Development General Fund	5/13/15
<b>Tinoco, Michelle</b> Counselor SBVC Counseling	7/15/19	Faculty 200 day D3	\$83,330.00 per year	G. Curasi	General Counseling	5/21/12
<b>Simpson, Tahirah</b> Counselor SBVC Counseling	7/15/19	Faculty 200 day F4	\$92,388.00 per year	L. Gomez	General Counseling	2/4/14
<b>Amber Martin</b> Secretary II SBVC Student Services	7/15/19	Classified 33A	\$22.58 per hour	K. Fonseca	EOPS Categorical	3/12/19

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

\*Salary placement to be determined upon verification of education and experience.



## Appointment of District Employees

### Submitted for Board Approval July 11, 2019

[v.6.25.2019.p.2|3]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
<b>Hall, Troy</b> Senior Student Services Technician CHC EOPS	7/15/19	Classified 38A	\$25.53 per hour	A. Soler	EOPS General Fund	TBD <sup>†</sup>
<b>Oshman, Melissa</b> Director of Technology Services CHC Technology Services	7/15/19	Management 16G	\$125,146.00 per year	W. Bogh	Technology Services General Fund	TBD <sup>†</sup>
<b>Bond, Lauren</b> Instructor, English CHC Letters, Arts & Mathematics	8/15/19	Faculty TBD*	TBD*	T. Phillips	Letters, Arts & Mathematics General Fund	7/1/11
<b>De los Reyes, Chloe</b> Instructor, English CHC Letters, Arts & Mathematics	8/15/19	Faculty TBD*	TBD*	L. Lowe	Letters, Arts & Mathematics General Fund	12/20/18
<b>Zepeda, Isidro</b> Instructor, English CHC Letters, Arts & Mathematics	8/15/19	Faculty TBD*	TBD*	R. Brown	Letters, Arts & Mathematics General Fund	5/20/16
<b>Hayes, Ashley</b> Instructor, English CHC Letters, Arts & Mathematics	8/15/19	Faculty TBD*	TBD*	New	Letters, Arts & Mathematics General Fund	8/19/2013
<b>McCord, Rose</b> Account Clerk II DIST Fiscal Services	7/15/19	Classified 30A	\$20.96 per hour	I. Booker	Accounting General Fund	8/20/2018
<b>Grounds, John</b> Emergency Mecical Services Instructor CHC Emergency Mecical Services	8/15/19	Faculty TBD*	TBD*	D. Word	Emergency Mecical Services General Fund	6/18/2018

<sup>†</sup>Live Scan clearance pending; employee will not start without clearance.

\*Salary placement to be determined upon verification of education and experience.



## Appointment of District Employees

### Submitted for Board Approval July 11, 2019

[v.6.25.2019.p.3|3]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
<b>Brown, David</b> Custodian SBVC Custodial	7/15/19	Classified 27A	\$19.47 per hour	D. Vaca	Custodial General Fund	TBD <sup>†</sup>
<b>Macias, Roselda</b> Custodian SBVC Custodial	7/15/19	Classified 27A	\$19.47 per hour	J. Nava	Custodial General Fund	TBD <sup>†</sup>
<b>Chou, Jesse</b> Instructor, Office and Info Systems SBVC Math, Business & Computer Technology	8/15/19	Faculty TBD*	TBD*	R. Powell	Computer Information Technology	TBD <sup>†</sup>
<b>Aslanian, Alexa</b> Student Services Technician II CHC DSPS	7/15/19	Classified 34A	\$23.13 per hour	J. Sierra	DSPS	TBD <sup>†</sup>
<b>Croy, Jeremy</b> Instructor, Administration of Justice SBVC Social Sciences, Human Development, & Physical Education	8/15/19	Faculty TBD*	TBD*	P. Buckley	Social Sciences, Human Development, & Physical Education	TBD <sup>†</sup>

<sup>†</sup>Live Scan clearance pending; employee will not start without clearance.

\*Salary placement to be determined upon verification of education and experience.

**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:** July 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:

- Evidence & Records Clerk, Salary Range 30 (new, Salary Range 38).

**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.



## Evidence and Records Technician

Classified Range: 38

Board Approved: Pending P. 1|3

*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**

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Under general supervision, performs a variety of specialized non-sworn manual, clerical and other duties involved in receiving, storing, disposition and release of property and evidence collected or confiscated by the District Police Department personnel; maintains control records of evidence, found property and other items.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Responsible for property and evidence processing during chain of custody, including but not limited to, collection, storage, handling, tracking, release, and disposal.
2. Assists with questions and inquiries at the District Police Department related to evidence, records, and lost and found property.
3. Receives records, classifies packages, and stores various types of property that have been recovered, found or turned in as evidence by District Police Department personnel.
4. Maintains files and records regarding property and evidence in Police Department possession and its disposition; updates records management system as necessary.
5. Operates a variety of communications equipment including telephone, two-way radio, and computer equipment; accesses the California Law Enforcement Telecommunication System (CLETS) and other public safety telecommunications and departmental information databases.
6. Obtains police reports, incident reports, and court orders; prepares and provides reports to outside agencies as related to evidence.
7. Assists with audit and inventory of property and evidence rooms.
8. Operates stand office equipment, including, but not limited to, barcode scanner, and video surveillance system.
9. Operates and maintains Live Scan fingerprint equipment and records.
10. Types and/or retrieves police reports, incident reports, and other materials related to the position duties; processes, files or duplicates related documents as appropriate.
11. Prepares, packages, and transports criminal case reports to the District Attorney's office for review filing, and court proceedings; obtains court orders for the destruction or return of property.
12. Performs other duties as required, related to the primary job duties of the position.



## Evidence and Records Technician

Classified Range: 38

Board Approved: Pending P. 2|3

### **QUALIFICATIONS**

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*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:**

- Laws, regulations, practices and procedures pertaining to property and evidence collection, storage, handling, tracking, release, and disposal.
- Fingerprint processing procedures according to California Department of Justice standards.
- Processes and procedures for requesting court orders.
- Electronic record keeping and file systems.
- Record keeping practices and procedures.
- Standard radio and telephone communications receiving and transmitting equipment.
- Standard broadcasting procedures and roles.
- Operations of common radio equipment.
- Basic computer knowledge.
- Modern office practices, procedures, and equipment.
- Telephone techniques and etiquette.

#### **Ability to:**

- Maintain evidence information in the District Police Department records management system and maintain accurate inventory records.
- Testify in court regarding the chain of evidence.
- Access the California Law enforcement Telecommunications System (CLETS) and other public safety telecommunications and departmental information databases.
- Communicate effectively both orally and in writing.
- Exercise good judgment and make sound decisions in emergency and non-emergency situations.
- Effectively communicate with and elicit information from upset and irate citizens.
- Operate computer systems, photocopier, multi-line phone system, and other office equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain accurate reports and records related to duties performed.
- Maintain security and confidentiality of confidential and restricted information.
- Perform a variety of clerical work as needed.



## Evidence and Records Technician

Classified Range: 38

Board Approved: Pending P. 3|3

**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:**

- High school diploma or equivalent. Supplemental coursework in a related field is preferred.

**Experience:**

- Two years of experience in law enforcement, records management, dispatch or a related field.

**License or Certificate:**

- Fingerprint Rolling Certification required at time of employment.
- Possession of a valid California Class "C" driver's license.

**Appointment to Evidence and Records Technician Position**

- Appointment to position is contingent upon satisfactory completion of a background investigation by an independent investigator including, but not limited to, investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, and consumer credit check. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*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:** The District Police Department is a 24-hour-per-day, 7-days-a-week operation, which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays).

Work is performed primarily in a standard office setting with frequent interruptions and distraction; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**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.

## **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:** July 11, 2019  
**SUBJECT:** Consideration of Approval of Reclassification of Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the reclassification of employees as indicated on the attached.

### **OVERVIEW**

Several classified employees submitted a Request for Consideration of Position Classification. The CSEA and Human Resources have reviewed the requests and recommend approval.

### **ANALYSIS**

The reclassifications on the attached list are based on employee requests, the accretion of duties and responsibilities, and the approval of the Reclassification Committee.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The financial implications resulting from these reclassifications will be an additional cost to the appropriate budgets.





## Reclassifications

Submitted for Board Approval July 11, 2019

[v.6.24.2019.p.1|1]

CSEA Bargaining Unit Member	Effective Date	Current Position	Proposed Reclassification
<b>Audet, Carrie</b> CHC Foundation	11/15/18	Administrative Secretary Range 37, Step D	Development Coordinator Range 45, Step A

## **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:** July 11, 2019  
**SUBJECT:** Consideration of Ratification of Tentative Agreements with the CSEA

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the Tentative Agreements between the SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA) regarding:

- Article 12 Holidays.

### **OVERVIEW**

Tentative Agreements have been reached as indicated on the attached documents.

### **ANALYSIS**

The attached is based on negotiations between SBCCD and the CSEA and is subject to ratification by the governing boards of both bodies.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

### **FINANCIAL IMPLICATIONS**

The cost of CSEA salaries and benefits are to become part of the appropriate budgets.

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

May 14, 2019

**Terms and Conditions:** This Tentative Agreement is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively, "the parties."

**ARTICLE 12: HOLIDAYS**

12.1 **HOLIDAYS.** The DISTRICT shall provide for the following scheduled paid holidays: See Appendix L.

Independence Day  
 Labor Day  
 Veteran's Day  
 Thanksgiving Day  
 Friday following Thanksgiving  
 Winter Break (~~Five~~ **Six** days from December ~~25~~ **24** – December 31) \*  
 New Year's Day  
 Dr. Martin Luther King Jr. Day  
 Lincoln's Day  
 Washington's Day  
 Memorial Day

\*Winter Break was established to incorporate: **Day in lieu of Native American Day**, Day in lieu of shopping day, fall semester recess period, and day in lieu of Admissions Day.

Prior to January 1, 2011, the unit member's birthday is to be included as an additional holiday. The day must be taken on a day within the month that the birthday falls; otherwise this holiday will be forfeited.

Effective January 1, 2011, the unit member's birthday is to be included as an additional holiday. The day must be scheduled with prior reasonable notification for a date within that calendar year, and must be mutually agreed upon between the unit member and the supervisor.


**Effective January 1, 2019, the unit members will be given one (1) floating holidays in lieu of the Saturday after Thanksgiving. The days must be scheduled with prior reasonable notification for a date within that calendar year, and must be mutually agreed upon between the unit member and the supervisor.**

**The parties agree that the remainder of Article 12 beyond 12.1 have no additional changes.**


12.2 **LESS THAN FIVE (5) DAY WORKWEEK.** Unit members who work less than a five (5) day week shall receive their normal pay for any of the above scheduled holidays provided it falls on a normal workday. If said holiday falls on other than the normal workday, the unit member shall receive holiday pay or time off equivalent to the total regularly scheduled weekly hours divided by five (5) provided he/she is in paid status on the day immediately preceding or succeeding the holiday. Said holiday time off shall be scheduled with approval of the immediate supervisor.

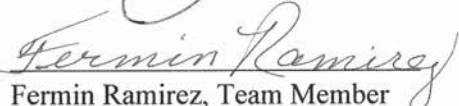
- 12.3 **ADDITIONAL HOLIDAYS.** Unit members shall be entitled to such additional holidays, other than those in Article 12.1 as are mandated by the United States President, the Governor, or the Governing Board under Section 88203 of the Education Code.
- 12.4 **HOLIDAY COMPENSATION.** A unit member required to work on any holiday shall be paid compensation or granted compensatory time off, at the rate of one and one-half (1-1/2) times his/her regular pay in addition to the regular pay received for the holiday.
- 12.5 **HOLIDAY ELIGIBILITY.** A unit member must be in paid status during the workday immediately preceding or succeeding the holiday in order to be eligible to receive holiday pay.

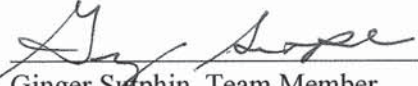
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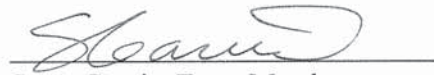
  
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 Kristina Hannon, SBCCD  
 Executive Director, Human Resources

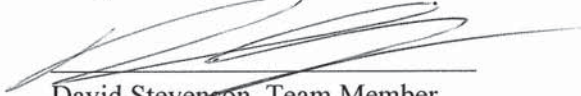
For CSEA

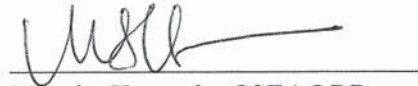
  
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 Kevin Palkki, President CSEA #291

  
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 Fermin Ramirez, Team Member

  
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 Ginger Sulphin, Team Member

  
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 Stacy Garcia, Team Member

  
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 David Stevenson, Team Member

  
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 Myesha Kennedy, CSEA LRR

**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:** July 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 July 11, 2019

[v.6.26.2019.p.1|1]

	Effective Dates	Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
<b>Yamamoto, June, Retired Annuitant</b> Interim Division Dean (Instructional) CHC Office of Instruction	7/15/19 to 12/31/19	21E	\$72.25 per hour	Kellori Dower	Instruction Office	7/25/218

## **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:** July 11, 2019

**SUBJECT:** Consideration of Approval to Implement Classification Study Findings for Managers

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve continued implementation of the Spring 2019 Classification Study findings as indicated on the attachments, inclusive of new and revised job descriptions, resulting changes for position incumbents; and corresponding employment contracts.

### **OVERVIEW**

During the spring of 2019 SBCCD conducted a comprehensive, districtwide classification study for all its employee groups. The study included input from incumbents, research of comparable industry and local norms, and collaboration between Human Resources and district management.

### **ANALYSIS**

A revised salary schedule and most of the changes identified by the study were included with the June 20, 2019, board agenda. Additional study findings related to Management employees are addressed by this board item.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

The financial impact of these changes has been included in the appropriated budgets.



# Implementation of Management Classification Study Changes

Submitted for Board Approval July 11, 2019

[v.6.24.2019.p.1|1]

Job Description	Salary Range	Impact on Incumbent	Effective Date
Director, Fiscal Services ( <i>revised</i> )	21	<b>Strong, Larry</b> Change from Range 19 to Range 21	7/1/19
Business Manager ( <i>revised</i> )	21	<b>Sutorus, Steve</b> Change from Range 19 to Range 21	7/1/19
Director, First Year Experience, FKCE and College Promise (SBVC) ( <i>revised</i> )	18	<b>Williams, Sharaf</b> Change from Range 16 to Range 18	7/1/19





## Director, Fiscal Services

Management Range: ~~19~~ 21

Board Approved: Pending

P. 1|5

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

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Under administrative direction; directs, manages, supervises and coordinates assigned activities and operations of the Fiscal Services Department including District-wide budget and accounting functions, control of District budgets, preparation of financial reports, analysis and interpretation of accounting data; coordinates assigned activities with other departments, divisions, and outside agencies; and provides highly responsible and complex administrative support to the administration.

### REPRESENTATIVE DUTIES

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The following duties are typical for this classification.

Management:

- ~~1. Manage the operations of the budget and accounting.~~
- ~~2. Manages and directs the oversight of the District's accounting operations, including the maintenance of records of all expenditures and revenues, ensuring fiscal solvency and conformance with generally accepted accounting principles and contract requirements.~~
3. Monitors and analyzes revenue and expenditures, monitors cash balances to assure cash availability to meet District needs.
- ~~4. Assists in real estate investment purchase and real estate operational accounting, coordinates Property Management activities, including property manager relations, and interpreting and ensuring compliance with tenant leasing agreements.~~
- ~~5. Oversight of operations involved with enterprise resource planning (ERP), including implementation, project management, user support, District-wide training, and maintenance.~~
- ~~6. Assists the Executive Vice Chancellor in construction bond transactions, including preparation for and participation in bond rating assessment interviews with external agencies, and bond program fiscal management.~~
- ~~7. Provides assurance of compliance in fiscal matters specifically related to the District's status as fiscally accountable.~~
8. Selects, trains motivates, and evaluates assigned personnel; assigns work activities, projects and programs; reviews and evaluates work products, methods, and procedures; meets with personnel to identify and resolve problems.
- ~~9. Advises the Executive Vice Chancellor in district-wide budget, accounting, and other fiscal matters.~~
- ~~10. Serves as an appointed Board Member on the County-wide Oversight Board representing all community college districts in San Bernardino County.~~
11. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends appropriate service and staffing levels.
12. Recommends and administers a system of accounting policies and procedures.



## Director, Fiscal Services

Management Range: ~~19~~ 21

Board Approved: Pending

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13. Provides technical advice and information to administrators and staff members on financial and budgeting matters.
14. Serves on a variety of committees; serves as liaison for the Fiscal Department with other departments, divisions, and outside agencies.
15. Attends and participates in professional group meetings; maintains awareness of new trends and development in the field of accounting and financial management; incorporates new developments as appropriate.
16. Reviews and approves employee requisitions for funding.
17. Responds to and resolves difficult and sensitive inquiries and complaints.
18. Handles special assignments and performs and other related duties as assigned.
19. Administers the collective bargaining agreements among the District and the classified union.

### Transactions:

1. Assures timely and accurate preparation and distribution of warrants to vendors.
2. Operate the District's accounting software package.
3. Maintain a chart of accounts that fulfills the record keeping needs of the District.
4. Maintain an orderly filing system for all accounting records, including a system of document archiving and destruction; provides assistance to others in the department and maintenance of accounting records.

### Reporting:

1. Compile and issue accurate financial statements on a timely basis.
2. Measure the financial and operational performance of the business and report this information in ongoing reports to management.
3. Conducts a variety of organizational studies, investigations, and operational studies, prepares various financial analyses for management; recommends modifications to accounting programs.
4. ~~Assist in the preparation of other District reports as directed.~~
5. Assists with authorizing budget transfers, requests for reimbursement and coding of purchase and personnel requisitions, assuring compliance with Title 5 regulations, community college accounting manual, and district policy.
6. Provide information needed by outside auditors to examine the company's financial statements and accounting system; directs the closing of the fiscal year; implements auditor's recommendations.

### Planning:

1. Collaborates with others to develop and implement the District's annual preliminary, tentative, and adopted budgets, and provides leadership in the development of budget proposals and budget allocation processes.
2. Coordinate the preparation of the District-wide annual budget and other related budget documents, as well as testing it for achievability.
3. Oversees and participates in the development and administration of the Fiscal Services' department annual budget; participates in forecasts of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.



## Director, Fiscal Services

Management Range: ~~19~~ 21

Board Approved: Pending

P. 3|5

4. Manages and participates in the development and implementation of goals, objectives and priorities for assigned areas and programs.

### Compliance:

1. Maintain proper internal accounting controls over all accounting functions to safeguard District Assets, establish accuracy and reliability of financial data and ensure compliance with District policies and procedures.
2. Monitor compliance with Generally Accepted Accounting Principles.
3. Comply with any filing requirements imposed by local, state or federal governing authorities; file all reports and claims for cash advances and reimbursements.
4. Comply with all tax reporting and payment requirements.

## 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 accounting program pertinent to college district including those related to categorically funded programs.
- Advanced principles and practices of professional accounting, finance, budgeting and auditing.
- Principles and practices of program development and administration.
- Methods and techniques of internal control, cash flow and administration.
- Method and techniques of internal control, cash flow and funds management.
- Principles and business applications of data processing.
- State accounting and reporting requirements,
- Methods and techniques governing the design and development of financial systems.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes and regulations.

### Ability to:

- Oversee and participate in the management of a comprehensive accounting and fiscal services program.
- Oversee, direct and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of goals, objectives and procedures for assigned area.
- Assist in the preparation and administration of the District budget.
- Prepare clear and concise administrative and financial reports.
- Supervise and perform professional accounting, statistical and auditing work involving the establishment, maintenance, and interpretation of interrelated financial policies and procedures.



## Director, Fiscal Services

Management Range: ~~19~~ 21

Board Approved: Pending

P. 4|5

- Assemble, analyze and interpret data, and make appropriate recommendations for fiscal and budget actions. Oversee and ensure accurate processing of classified and certificated payroll.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Coordinate and oversee internal and external audits.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Interpret and apply federal, state, and local policies, laws and regulations.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contracted in the course of work.

### Education and Experience Guidelines

#### Education/Training:

- A Master's degree from an accredited college or university with major course work preferably in accounting, business administration or a related field. A Bachelor's degree from an accredited college or university with major coursework preferably in accounting, business administration, or a related field with 7 years of experience can be used in lieu of a Master's degree.

#### Required Experience:

- Five (5) years of increasingly responsible experience in general accounting, including three (3) years at a managerial/supervisory level in general accounting and/payroll preferably in a college or governmental setting.

#### License and Certification:

- Current and valid California driver's license.

#### Preferred Experience:

- ~~A Master's degree from an accredited college or university with major course work preferably in accounting, business administration or a related field.~~
- A Certified Public Accountancy (CPA) certificate.
- Experience in a community college setting.
- Experience with developing partnerships and collaborations.
- Experience with diversity programming and services.

### 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.



## Director, Fiscal Services

Management Range: ~~19~~ 21

Board Approved: *Pending*

P. 5|5

**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.



## Business Manager

Management Range: ~~19~~ **21**

Board Approved: Pending P. 1|4

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

### **SUMMARY DESCRIPTION**

---

Under the general direction of the Vice Chancellor, Fiscal Services, manages and coordinates the activities and operations of the Business Services Division, including the District's purchasing functions and contracts, fixed assets, management, warehouse operations, risk management and various budgeting and auditing functions. Assists with state reporting and annual audit requirements. Oversees financial functions of categorical and grant programs and the District's risk management program. Assists overall with budget and auditing functions, and advises District staff on financial matters and resource utilization.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Manages and participates in the development and implementation of goals, objectives, policies, and priorities for assigned areas and programs; recommends and administers policies and procedures.
2. Plans, directs, coordinates, and prepares financial and statistical reports and studies (IPEDS, MIS, etc.).
3. Assists in coordinating Property Management activities, including property manager relations, leasing agreements, and maintenance and improvement of facilities.
4. Serves as the responsible administrator for fixed asset accounting and ongoing management.
5. Provides assurance of compliance in fiscal matters in relation to the District's fiscal accountability.
6. Responsible for the District-wide asset surplus, disposal and donation programs.
7. Selects, trains, motivates, and evaluates assigned personnel.
8. Oversees and participates in the development and administration of the Business Services annual budget; participates in the forecast of funds needed; monitors and approves expenditures; and implements adjustments.
9. Provides assistance to District and college cost-center managers on financial management of approved budgets.
10. Receives, reviews and approves purchase requisitions and orders from all District sites; reviews, negotiates and signs purchasing contracts for various District services, supplies, equipment and materials.
11. Provides oversight for Capital Outlay and Revenue Bond Funds, including the preparation of schedules and reports for the Citizens Bond Oversight Committee, the annual compliance audit and other requirements.
12. Direct and administer the liability, risk and property management programs.
13. Review contracts for appropriate risk transfer and indemnification and provide the District and college with general guidelines for contract development.
14. Prepares various schedules, discussions and analyses to be included in the District's annual financial statements.



## Business Manager

Management Range: ~~19~~ **21**

Board Approved: Pending P. 2|4

15. Prepares various schedules, discussions and analyses to be included in the District's annual financial statements.
16. Oversight of operations involved with ERP (Oracle), including project management, system testing and upgrades, District-wide training and maintenance.
17. Advises the Executive Vice Chancellor in legal, contractual, compliance and fiscal business matters.
18. Serves as the liaison for the Business Services division with other departments; negotiates and resolves sensitive and controversial issues. Serves as the liaison with the business community and local commerce leaders regarding contracting requirements and procedures governing the business services of the District.
19. Prepares Board reports with appropriate supporting material for the Executive Vice Chancellor's review and approval.
20. Serves on the District's Retirement Board of Authority monitoring Other Post-Employment Benefit obligations, liabilities and investments.
21. Administers the District's procurement card program, maintaining accounts, credit lines, and assuring user compliance.
22. Serves as the District's contact for state, federal, and local agencies in business and regulatory matters pertaining to college and District sites.
23. Serves as staff and work collaboratively with District and campus management on various committees including the Academic Calendar Committee.
24. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
25. Attends and participates in professional group meetings; maintains awareness of new trends and developments in the field of purchasing, warehouse operations, risk management and business services.
26. 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:**

- Principles, practices, policies, and procedures used in fiscal and/or business office operations.
- Principles and practices used in purchasing and contracts.
- Principles and practices used in financial analysis and research procedures.
- Pertinent laws, regulations, and policies governing the fiscal requirements of the California Community College system.
- Principles and techniques of management, organization, training, performance evaluation and supervision.
- Principles and practices used in professional accounting, budgeting and auditing.
- Principles and practices used in risk insurance and liability management.
- Methods and techniques of claim negotiation and administration.
- Methods and techniques of purchasing, contract negotiation and administration.
- Operations and services of a warehouse including shipping receiving procedures.



## **Business Manager**

**Management Range: ~~19~~ 21**

Board Approved: *Pending* P. 3|4

- State accounting and reporting requirements.
- Methods and techniques of statistical and financial reporting.
- Pertinent federal, state and local laws, codes and regulations.
- Operational characteristics, services, and activities of a broad business services program within a community college district.

### **Ability to:**

- Plan, schedule, and coordinate a variety of financial and business related activities and meet deadlines.
- Plan, organize schedule, and direct the work of assigned staff.
- Review records and analyze and interpret financial data, draw conclusions and make recommendations.
- Direct and administer the risk, liability and property management program.
- Apply and interpret pertinent laws, regulations, and policies related to risk, accounting financial management systems.
- Provide leadership and technical assistance to others.
- Communicate effectively both orally and in writing.
- Effectively utilize computer systems and software in the performance of duties.
- Prepare concise reports and accounting and financial statements.
- Train others in specialized financial practices and procedures.
- Evaluation work methods and performance.
- Establish and maintain effective relationships with co-workers, vendors, District personnel, and campus personnel.
- Learn specialized software applications.
- Select, supervise, train and evaluate staff.
- Prepare clear and concise administrative and financial reports.
- Perform professional accounting, statistical and auditing work.
- Provide leadership in improving budgetary practices.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals
- Interpret and apply federal, state, and local policies, laws and regulations.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles and they relate to business services functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contracted in the course of work.





## Business Manager

Management Range: ~~19~~ **21**

Board Approved: Pending P. 4|4

### Education and Experience Guidelines

#### Education/Training:

- A Master's degree from an accredited college or university in a related field. A Bachelor's degree and seven (7) years of experience in fiscal management, accounting, business services or related field can be used in lieu of the Master's Degree.

#### Required Experience:

1. A minimum of five (5) years of increasingly responsible experience in general accounting, auditing, and financial management, including two (2) years at a supervisory level, preferably in a college or governmental setting.

#### Preferred Experience:

1. Experience in California Community College accounting and finance.
2. Possession a Certified Public Accountant license.
3. Experience in Risk management, contract analysis or administrative services in an educational institute.

### 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.



## Director, First Year Experience, **FKCE, and College Promise (SBVC)**

Management Range: **16 18**

Board Approved: Pending P. 1|4

*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**

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Under the administrative direction of the assigned Dean, the Director, First Year Experience, **FKCE, and College Promise** provides leadership, management, and overall coordination for the First Year Experience (FYE) programs across campus. The FYE program consists of FYE course(s) and aligned support services, workshops, and extra-curricular activities/events designed to assist first-year students with successfully transitioning into college. This position is responsible for the overall supervision, development and implementation of all aspects of administering service learning opportunities, Summer Bridge, program implementation and assessment supporting student retention.

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

1. Provides leadership and manages the First Year Experience (FYE) program(s) which includes the Valley-Bound Commitment, FYE Learning Community Cohorts, The Dreamer's Resources Center, Foster Youth (FKCE and Guardian Scholars) programs, Tumaini, Outreach and Recruitment Office and other assigned programs.
2. Collaborates with California Community Colleges Chancellor's Office, San Bernardino County Department of Public Social Services, Foster Parent Associations, and other community organizations to implement, expand, and evaluate the FKCE program.
3. Develops effective partnerships with feeder K-12 school districts and community organizations to conduct outreach and recruitment efforts to increase enrollment of students in assigned programs.
4. Develops and executes a comprehensive schedule of workshops, seminars, conferences, and special events covering topics pertinent to caregivers of children in the foster care system, including but not limited to self-esteem enhancement, behavior management, positive discipline techniques, attachment issues, effects of abuse and neglect, impact of chronic trauma, development issues, and special needs.
5. Works collaboratively with institutional marketing office to prepare, disseminate, and present FYE program (and other assigned programs) information and results for both internal and external audiences. Oversees development and maintenance of the FYE program websites and brochures.
6. Attends state and local Foster and Kinship Care Education advisory meetings and statewide conferences. Coordinates and documents program advisory meetings.
7. Work with deans to schedule assigned FYE Student Development (SDEV) courses, lead the review and update of student learning outcomes and schedule FYE course sections to meet student needs.
8. Oversee the development and management of the first-year advising and mentor program in communication, cooperation and collaboration with deans.
9. Performs grant monitoring and reporting for all agencies involved, including grant reapplication. Documents program objectives and performance outcomes to insure grant compliance. Develops annual program plan,



## Director, First Year Experience, FKCE, and College Promise (SBVC)

Management Range: **16 18**

Board Approved: Pending P. 2|4

documents program objectives, outcomes and evaluation. Supports and monitors State required data collection and reporting.

10. Establish and maintain a student centered and user-friendly Dreamer's Resource Center that provides both self-paced and collaborative learning experiences to successfully transition Dreamer's into college.
11. Coordinate and oversee the District promise program for specific campus.
12. Collaborate with faculty, and in the development of FYE basic skills courses, to determine tutoring, learning assistance, interventions, and/or academic coaching needs for first year students
13. Assess student abilities; assist the learner in developing education and career plans that address their goals and abilities; provide feedback to students to ensure intended learning outcomes.
14. Ensure that appropriate support services, facilities, technology, and instructional materials are available for assigned programs.
15. Plan new student orientation activities and summer bridge that welcomes students to campus; introduces them to the kinds of education opportunities available; and resolves basic uncertainties about how to get started and engage fully in the student's educational experience.
16. Recruit, hire, train, mentor, and supervise assigned faculty, support staff and student workers to design and maintain effect FYE program.
17. Assist with budget management, marketing efforts, retention, advising, data collection and research. Work collaboratively with institutional research to prepare FYE program, data, reports, and narratives for effective evaluation and on-going development of the FYE Program.
18. Serve on campus and District committees.
19. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
20. Through continued study and participation in professional organizations, maintains an understanding of current ideas, research and practices pertaining to the areas of responsibility for this position.
21. Performs related duties as required.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- Operational characteristics, services, and activities of a Student Development program.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Knowledge of California Community College philosophy and mission, Title 5 regulations and Education Codes related to student organizations, behavior and fees.
- Principles of group dynamics and intermediate leadership development training.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of technical, administrative, and financial report preparation and presentation.
- Principles and practices of contract administration.



## Director, First Year Experience, FKCE, and College Promise (SBVC)

Management Range: **16 18**

Board Approved: Pending P. 3|4

- Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.

### **Ability to:**

- Oversee and participate in the management of a comprehensive student development program for a College that includes a series of interrelated projects or functional areas of significant depth and complexity.
- Plan, organize, direct, coordinate, and evaluate assigned programs.
- Plan, schedule, and review the work of assigned staff.
- Advise and direct students in various organizational activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of budgets.
- Work effectively under pressure, meet deadlines, and adjust to changing priorities.
- 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 and learning disabilities.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- 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 Master's degree from an accredited college or university in education, student services, human services or a related field and/or discipline.

### **Required Experience:**

- Three (3) years of experience working in student services or closely related field.

### **Preferred Experience:**

- One (1) year of administrative or supervisory experience in an educational institution.
- Experience in the California Community College System.
- Experience that indicates sensitivity to and an understanding of the diverse academic socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.



## Director, First Year Experience, FKCE, and College Promise (SBVC)

Management Range: **16 18**

Board Approved: Pending P. 4|4

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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*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.

## **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:** July 11, 2019  
**SUBJECT:** Consideration of Approval of Employment Contracts for Academic & Classified Managers

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve employment contracts for academic and classified managers as indicated on the attached.

### **OVERVIEW**

SBCCD issues an employment contract to each manager, director, and supervisor. The issuance of contracts places the District in accordance with proper employment practices as well as documenting for both the employee and the employer the specific conditions of their employment.

### **ANALYSIS**

The attached list of academic and classified management employees will receive employment contracts effective July 1, 2019.

### **INSTITUTIONAL VALUES**

- II. Learning Centered Institution for Student Access, Retention and Success
- III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

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



# Employment Contracts for Academic & Classified Managers

Submitted for Board Approval July 11, 2019

[v.6.20.2019.p.1|1]

## One-Year Contracts Effective July 1, 2019 through June 30, 2020

	Site & Department
Benson, Lori	DIST EDCT

## Two-Year Contracts Effective July 1, 2019 through June 30, 2021

	Site & Department
Word, Daniel	CHC Office of Instruction
Sosa, Giovanni	CHC Office of Instruction
Holliman, Roanne	DIST EDCT
Joyce, Roxane	DIST EDCT
Layne, Michael	DIST EDCT
Lester, Wendy	DIST EDCT
Rubio, Eduardo	DIST EDCT

## **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:** July 11, 2019  
**SUBJECT:** Consideration of Approval to Ratify Interfund Borrowing Transactions

### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the following interfund borrowing transaction(s) in accordance with the resolution it adopted on April 11, 2019:

Date	Amount	From Fund (Oracle #)	To Fund (Oracle #)	Notes
6/17/19	\$500,000	01 General Fund (110)	82 FNX (825)	To be repaid by 06/30/2020

### **OVERVIEW**

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

On April 11, 2019 the Board of Trustees adopted a resolution authorizing the chancellor or his designee to approve interfund transfers during fiscal year 2019-20 which would later be ratified by the Board.

### **ANALYSIS**

The use of temporary borrowing between funds has been employed to offset interim shortages of cash flow. This standard business practice is approved annually by a resolution of the Board of Trustees. It is anticipated that all the borrowed funds will be repaid by during the 2019-20 fiscal year, as required by E.C. 42603.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

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



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** July 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 07-11-2019**

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
17077	<b>Bergman Dacey Goldsmith PLC</b>	Legal	Facilities/SBCCD	\$450,000.00	\$300,000.00
	Legal services for Bond and District construction projects; this to approve Amendment 01 - to extend term by three years and increase contract value by \$300,000				
16426	<b>Southern California Mountains Foundations</b>	FFP 2018-02	EDCT/SBCCD	\$2,128,391.73	\$859,981.26
	RFP 2018-02 Caltrans Work Crews Program Administration; this is to approve Amendment 01 - increase contract value by \$859,981.26 and extend end date by one year				
18391	<b>Universal Personnel Services</b>	Consultant	HR/SBCCD	\$144,000.00	
	Provide assistance with general Human Resources matters related to day-to-day operations and functions				

Total Number of Contracts 3

Totals

\$2,722,391.73

## **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:** July 11, 2019  
**SUBJECT:** Consideration of Approval to Adopt Resolution #20190711-FS01  
Approving the Appropriation of Funds for the 2019-20 Fiscal Year

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt a resolution approving the appropriation of funds for the 2019-20 fiscal year.

### **OVERVIEW**

According to Title 5, §58308 and in accordance with Administrative Procedure 6250, all income in excess of budgeted amounts shall be added to the general reserve. However, the Board of Trustees may approve the appropriation of such funds, according to need, by the adoption of a resolution by a majority vote.

### **ANALYSIS**

During the course of the fiscal year, revisions become necessary to bring budgeted revenues and expenditures in balance with actual receipts and expenses. Therefore, we are recommending that the Board of Trustees authorize staff to process necessary transfers of appropriations during 2019-20 to allow for the appropriation of excess funds, transfers between designated and/or un-appropriated fund balances and any expenditure classifications, or balance any expenditure classification of the budget.

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

**RESOLUTION #20190711-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
APPROVING THE APPROPRIATION OF FUNDS FOR THE 2019-20 FISCAL YEAR**

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that during the fiscal year budget revisions become necessary to bring the budgeted revenues and expenditures in balance with actual receipts and expenses; and

WHEREAS, by making these appropriation adjustments to actuals, the District will reflect a more realistic picture of actual spending patterns of funds; and

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that additional income is assured in excess of the amounts previously budgeted and the timely posting of adjustments will keep each account up-to-date with accurate uncommitted balances;

NOW, THEREFORE, BE IT RESOLVED that pursuant Title 5, §58308, and in accordance with its Administrative Procedure 6250, the District may appropriate any such funds, and identify and make such transfers as needed throughout the fiscal year.

BE IT FURTHER RESOLVED that the San Bernardino Community College District Board of Trustees authorizes staff to process the necessary transfers to revise budget amounts during the course of the fiscal year to allow appropriation of excess funds, transfers between designated and/or un-appropriated fund balances and any expenditure classifications, or balance any expenditure classification of the budget.

PASSED AND ADOPTED by the Board of Trustees on July 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

## **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:** July 11, 2019

**SUBJECT:** Consideration of Approval to Adopt Resolution #20190711-FS02  
Approving Transfers from the Reserve for Contingencies to Various  
Expenditure Classifications

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #20190711-FS02 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 #20190711-FS02 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.6.20.2019.p.1]2]

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

WHEREAS, on the 13<sup>th</sup> 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 July 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 #20190711-FS02 OF THE BOARD OF TRUSTEES OF THE  
 SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
 TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
 VARIOUS EXPENDITURE CLASSIFICATIONS

[v.6.20.2019.p.2]2]

EXHIBIT A

<b>Fund 590 FCC Auction Proceeds</b>			84,527,139	2018-19 Initial Fund Balance	
			(18,878,950)	Net Change from Previously Approved Transfers	
			65,648,189	Current Fund Balance	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
7/11/2019	6/1/2019	191352	(45,260)	7300 Interfund Transfers Out	To fund SBVC FY 2019 SBCCD Free College budget
			(44,119)		To fund CHC FY 2019 SBCCD Free College budget
			<b>(89,379)</b>	<b>Total Approved at this Board Meeting</b>	
			<b>65,558,810</b>	<b>Fund Balance After Transfer(s)</b>	

## **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:** July 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.



Non-Fixed Assets Surplus Report  
July 11, 2019

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Filing Cabinet	2 ea
HP Office Jet Printer	3 ea
Dell CPU	1 ea
Storage Cabinet	2 ea
10 foot Table Topper	1 ea
Vital Signs Simulator	2 ea
Zoll Auto Pulse, Model 100	1 ea
Zoll Auto Pulse, Battery Charger	1 ea

**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:** July 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.

	<b># Days</b>	<b>Rate</b>	<b>Total</b>
<b>Timothy Vasquez</b> Assistant Manager, Workforce Development	10	251.80	\$ 2,518.00
<b>Cory Elmore</b> Human Resources Supervisor	20	390.63	\$ 7,812.60

**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:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor  
**DATE:** July 11, 2019  
**SUBJECT:** 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 absences and pay Trustee Williams as if in attendance at said meeting.

<b>Trustee</b>	<b>Meeting</b>	<b>Amount</b>
Joseph Williams	6/13/19-6/14/19 Board Retreat	\$200.00

**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 #2019-07-11 BOT-1  
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 Williams from the meeting on June 13-14, 2019 was due to other district business; and

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

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

PASSED AND ADOPTED by the members of the Board of Trustees of the San Bernardino Community College District on the 11<sup>th</sup> day of July 2019 by a vote of:

AYES:

NOES:

ABSENT:

I, Bruce Baron, Secretary of the Governing Board, do hereby certify the foregoing to be a full, true and correct copy of a motion adopted by said Board at a regular meeting, thereof, held at its regular place of meeting at the time and by the vote above stated, which motion is contained in the minutes of the meeting of said Board.

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Secretary of the Governing Board

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** July 11, 2019

**SUBJECT:** Approval of 2019-2020 Board Meeting Dates

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2019-2020 board meeting dates.

### **OVERVIEW**

All regular meetings of the Board take place in the SBCCD Boardroom. Business meetings begin at 4:00 p.m. on the second Thursday of each month.

The Board may hold study sessions open to the public for the study of general topics of interest to the Board or the community in the operation of the District Board procedures and programs. Study Sessions begin at 12:00 p.m.

### **ANALYSIS**

Meeting dates and times are subject to change and are posted on the district website 72-hours prior to the meeting date [www.sbccd.edu](http://www.sbccd.edu).

### **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.



## 2019-2020 Board Meeting Dates

Submitted for Board Approval July 11, 2019

Date	Time	Meeting Type
<b>08/08/19</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
08/29/19	12:00pm-2:00pm	Study Session: Final Budget
<b>09/12/19</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
09/26/19	12:00pm-2:00pm	Study Session: HOLD DATE
<b>10/10/19</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
10/24/19	12:00pm-2:00pm	Study Session: HOLD DATE
11/07/19	12:00pm-2:00pm	Study Session: CTE Programs
<b>11/14/19</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
<b>12/12/19</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
12/19/19	12:00pm-2:00pm	Study Session: HOLD DATE
<b>01/09/20</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
01/30/20	8:00am-4:00pm	BOARD MID-YEAR RETREAT (Location TBD)
<b>02/13/20</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting</b>
02/27/20	12:00pm-2:00pm	Study Session: HOLD DATE
<b>03/12/20</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting @ SBVC B-100</b>
03/26/20	12:00pm-2:00pm	Study Session: HOLD DATE
<b>04/09/20</b>	<b>4:00pm-6:00pm</b>	<b>Business Meeting @ CHC LRC-231</b>

04/23/20	12:00pm- 2:00pm	Study Session: HOLD DATE
<b>05/14/20</b>	<b>4:00pm- 6:00pm</b>	<b>Business Meeting</b>
05/28/20	12:00pm- 2:00pm	Study Session: Preliminary Budget Presentation
<b>06/11/20</b>	<b>4:00pm- 6:00pm</b>	<b>Business Meeting</b>
06/23/20- 06/24/20	8:00am- 4:00pm	2-DAY BOARD RETREAT (Location TBD)
<b>07/09/20</b>	<b>4:00pm- 6:00pm</b>	<b>Business Meeting</b>
07/23/20	12:00pm- 2:00pm	Study Session: HOLD DATE
<b>08/13/20</b>	<b>4:00pm- 6:00pm</b>	<b>Business Meeting</b>
08/27/20	12:00pm- 2:00pm	Study Session: Final Budget Review

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** July 11, 2019

**SUBJECT:** Approval of Institutional Values and Operational Priorities for 2019-2020

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Institutional Values and Operational Priorities for 2019-2020.

### **OVERVIEW**

*Institutional Values (formerly Board Imperatives):* The Board has established Institutional Values that are reviewed, revised, and adopted by the Board each year (BP 2200).

*Operational Priorities (formerly Board Goals):* The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness through goals that address (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; and (4) programmatic compliance with state and federal guidelines (BP 3225).

### **ANALYSIS**

The Board of Trustees met for their annual Board Retreat on June 13-14, 2019. As part of the discussions the Institutional Values and Operational Priorities were developed and attached for approval.

### **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.





**2019-2020 Institutional Values** *(formerly Board Imperatives)*  
Submitted for Board Approval July 11, 2019

- 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



**2019-2020 Operational Priorities** *(formerly Board Goals)*  
Submitted for Board Approval July 11, 2019

In order for the Board to support the District & Chancellor Goals and Institutional Values, the board will hold itself accountable for the following board activities. They will be a focus of Board inquiry, discussion, and operational priorities.

- Engage and support equity initiatives.
- Understand the impact of new student centered funding formula to best inform policies.
- Oversee the Measure CC Bond progress timeline and implementation.
- Monitor progress toward expected outcomes based on strategic directions.
- Participate in professional development opportunities contributing to an excellent governance team.

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** July 11, 2019

**SUBJECT:** Approval to Dissolve and Modify BOT Committees

### **RECOMMENDATION**

It is recommended that the Board of Trustees dissolve the Board of Trustees CTE Committee and Foundations Committee and to modify the committee name from Budget to Finance Committee.

### **OVERVIEW**

Per Board Policy 2220, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board can be found on the Board of Trustees page of the District Website [http://www.sbccd.org/Board\\_of\\_Trustees](http://www.sbccd.org/Board_of_Trustees)

### **ANALYSIS**

At the Board Retreat on June 13, 2019, the Board of Trustees reviewed its committees and agreed to dissolve the Foundations and CTE Committees and to modify the name of the Budget Committee to Finance Committee.

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **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, Administrative Officer to the Chancellor

**DATE:** July 11, 2019

**SUBJECT:** Approval of District and College Expenses

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the requests for district and college expenses as required by Administrative Procedure 6925 and/or 6330.

### **OVERVIEW**

AP 6925 requires the Board of Trustees to authorize the expenditure of funds related to various functions planned for the colleges and district office.

For meetings or trainings attended only by employees and/or currently enrolled students are authorized for up to a total \$500 for that meeting or training. Expenditures in excess of \$500 require Board approval prior to the meeting or training.

For meetings or training attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, are authorized for up to \$100. Expenditures in excess of a total \$100 for that meeting or training require Board approval prior to the meeting or training.

Events are defined as activities in which non-employees and/or non-students will be or can be attending and/or participating (e.g. job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training. Any refreshments and/or meals for an event require Board approval prior to the event.

### **ANALYSIS**

The list of district and college expenses is attached for approval.

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.



## District & College Expenses

Submitted for Board Approval July 11, 2019

**Site:** District  
**Event:** Office of the Chancellor meetings, special events, trainings, workshops, and supplies FY 19-20  
**Date of Event:** 7/1/19 - 6/30/20

**Item Being Purchased:** refreshments and supplies  
**Total Estimated Cost:** \$ 30000  
**Funding Source:** Office of the Chancellor General Funds

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**Site:** District  
**Event:** District Department of Marketing, PR, Government Relations meetings, special events, trainings, workshops, and supplies FY 19-20  
**Date of Event:** 7/1/19 - 6/30/20

**Item Being Purchased:** refreshments and supplies  
**Total Estimated Cost:** \$ 30000  
**Funding Source:** District Marketing General Funds

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**Site:** District  
**Event:** Board of Trustees  
**Date of Event:** 7/1/19 - 6/30/20

**Item Being Purchased:** refreshments and supplies  
**Total Estimated Cost:** \$ 12000  
**Funding Source:** Board of Trustees General Funds

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**Site:** SBVC  
**Event:** Applied Technology Advisory Committee Meetings  
**Date of Event:** 07/01/19 - 06/30/20

**Item Being Purchased:** Refreshments and supplies.  
The division will host events and meetings with middle and high schools, ROP's, employers, industry partners and other stakeholders to develop articulation, partnerships and introduce programs offered within the division.  
**Total Estimated Cost:** \$ 2500  
**Funding Source:** Career Technical Educational Grant Fund, Applied Technology, Transportation & Culinary Arts Division General Funds

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**Site:** SBVC

**Event:** My Sisters Keeper

**Date of Event:** 07/13/19

**Item Being Purchased:** Meals and supplies.

Sponsored by Student Equity and Success, My Sister's Keeper will provide workshops and seminars on women empowerment. SBVC Student Services will be on hand to provide information and services offered to our students. Anticipated attendance is 150 staff, students and community members. Justine Plemons and Sharaf Williams will serve as chaperones.

**Total Estimated Cost:** \$ 1500

**Funding Source:** Student Equity & Success  
Categorical Fund

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**Site:** SBVC

**Event:** Presentation for California State University San Bernardino Gear Up Staff

**Date of Event:** 07/16/19

**Item Being Purchased:** Food and Refreshments.

Sponsored by the Academic Success and Learning Services Division. This event will provide an opportunity to present to California State University, San Bernardino Gear Up Staff to Promote San Bernardino Valley College's Dual Enrollment. Approximately 10 San Bernardino Valley College Staff and 40 California State University San Bernardino staff will be in attendance and Patty Quach will be chaperoning.

**Total Estimated Cost:** \$ 700

**Funding Source:** Academic Success and Learning  
Services Department General Fund

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**Site:** SBVC

**Event:** Student Services Managers Retreat

**Date of Event:** 07/29/19

**Item Being Purchased:** Conference Room Rental, light meals and refreshments.

Sponsored by the Student Services Department held at LaQuinta Inn in San Bernardino, CA. The managers retreat will provide a collaborative, team-building environment for student services managers. Anticipated attendance is 15 faculty and staff. Scott Thayer will serve as a chaperone.

**Total Estimated Cost:** \$ 500

**Funding Source:** Student Development General  
Fund

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**Site:** SBVC  
**Event:** Adult Education Block Grant  
Professional Development and Training  
**Date of Event:** 08/01/19

**Item Being Purchased:** Refreshments, congenial breakfast and lunch. Sponsored by Adult Education Block Grant, administrators from SBCCD and regional consortium members will attend the Professional Development Day. Approximately 25 SBCCD administrators and 100 consortium members will attend. Administrator, Emma Diaz, will oversee this training.  
**Total Estimated Cost:** \$ 2000  
**Funding Source:** Adult Education Block Grant Funds

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**Site:** SBVC  
**Event:** New Student Welcome Day  
**Date of Event:** 08/14/19

**Item Being Purchased:** Food/DJ/Giveaway/Canopies.  
Sponsored by the First Year Experience Program. This event is to welcome new San Bernardino Valley College Freshmen to our campus for insight on the various programs that we offer for higher education. Approximately 1000 SBVC students/staff. Sharaf Williams will serve as chaperone.  
**Total Estimated Cost:** \$ 40000  
**Funding Source:** Student Equity Categorical Fund

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**Site:** SBVC  
**Event:** Fall In-Service Day, All Campus Meeting  
**Date of Event:** 08/16/19

**Item Being Purchased:** Refreshments and Supplies  
Sponsored by the President's Office, this event is SBVC's annual all campus meeting to kick off the fall semester. Anticipated attendance is approximately 360 faculty, staff, administrators and trustees.  
**Total Estimated Cost:** \$ 3500  
**Funding Source:** President's Office General Funds

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**Site:** SBVC  
**Event:** Adult Education Block Grant Professional Development and Training  
**Date of Event:** 11/21/19

**Item Being Purchased:** Refreshments, congenial breakfast and lunch. Sponsored by Adult Education Block Grant, administrators from SBCCD and regional consortium members will attend the Professional Development Day. Approximately 25 SBCCD administrators and 95 consortium members will attend. Administrator, Emma Diaz, will oversee this training.  
**Total Estimated Cost:** \$ 2000  
**Funding Source:** Adult Education Block Grant Funds

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**Site:** SBVC  
**Event:** President's Holiday Gathering & Gift Basket Extravaganza  
**Date of Event:** 12/12/19

**Item Being Purchased:** Refreshments, Supplies, Decorations, and Baskets  
Sponsored by the President's Office, the President's Annual Holiday Gathering event. Anticipated attendance is approximately 360 faculty, staff, administrators, and trustees.  
**Total Estimated Cost:** \$ 7000  
**Funding Source:** SBVC Foundation, President's Pepsi Fund Account and President's Office General Funds

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**Site:** SBVC  
**Event:** Senior Day  
**Date of Event:** 04/10/20

**Item Being Purchased:** Food/DJ/Transportation/Canopies.  
Sponsored by the First Year Experience Program. Senior Day is to welcome local graduating seniors/prospective Valley College students to our campus for insight on the various programs that we offer for higher education. Approximately 800 students/counselors from our local high schools. Sharaf Williams will serve as chaperone.  
**Total Estimated Cost:** \$ 20000  
**Funding Source:** Student Equity Categorical Fund

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**Site:** CHC  
**Event:** Fall 2019 CARE/CalWORKs Mini Conference  
**Date of Event:** 8/8/19

**Item Being Purchased:** Refreshments. Sponsored by CARE and CalWORKs, this conference will include attendees that are new and continuing students in the CARE and CalWORKs program.  
**Total Estimated Cost:** \$ 3000  
**Funding Source:** CARE and CalWORKs categorical funding

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**Site:** CHC  
**Event:** Spring 2020 CARE/CalWORKs Mini Conference  
**Date of Event:** 1/9/20

**Item Being Purchased:** Refreshments. Sponsored by CARE and CalWORKs, this conference will include attendees that are new and continuing students in the CARE and CalWORKs program.  
**Total Estimated Cost:** \$ 3000  
**Funding Source:** CARE and CalWORKs categorical funding

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**Site:** CHC  
**Event:** EOPS/CARE/CalWORKs Graduation/Scholars Ceremony  
**Date of Event:** 5/8/20

**Item Being Purchased:** Refreshments. Sponsored by EOPS and CalWORKs, attendees will be students who are graduating from CHC and students who have completed 24 units or more with a GPA of 3.0 or above.  
**Total Estimated Cost:** \$ 5000  
**Funding Source:** EOPS and CalWORKs categorical funding

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** July 11, 2019

**SUBJECT:** Consideration to Approve Travel Requests

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the travel requests for employees and students.

### **OVERVIEW**

Per Administrative Procedure 7400, all travel outside the state of California and with expenses over \$1,000 must be approved in advance by the Board. Travel includes attendance at workshops, seminars, conventions, conferences, webinars, or other meetings of interest to the District; overnight student travel to conferences; and/or the required use of a personal vehicle in the performance of an employee's duty.

Government Code Section 11139.8 prohibits a state agency from requiring its employees, officers, or members to travel to, or approving a request for state-funded or sponsored travel to, any state that, after June 26, 2015, has eliminated protections against discrimination on the basis of sexual orientation, gender identity, or gender expression. This prohibition also applies to any state that has enacted a law that authorizes or requires discrimination against same-sex couples or their family or on the basis of sexual orientation, gender identity, or gender expression, subject to certain exceptions.

### **ANALYSIS**

The institution provides all personnel with appropriate opportunities for continued professional development, consistent with the institutional mission and based on identified teaching and learning needs.

### **INSITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

Included in the budget.



## Travel Requests

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July 11, 2019

**Site:** SBVC

**Department:** Automotive Technology

**Conference Name:** California Automotive Teachers (CAT) Conference

**Travel Dates:** 4/26/2019 - 4/28/2019

**City, State:** Vallejo, CA

**Estimated Cost Per Person:** \$1450

**Funding Source:** Professional Development General Funds and Perkins Grant Funds

**Name:** Mark Williams

**Purpose:** This activity will allow the faculty to gain the latest and greatest information and learn about new equipment for the automotive technology department. This activity will benefit the district with statewide exposure for the program and allow faculty to bring information back to the department's full-time and adjunct faculty.

**RATIFICATION:** This is being ratified as this conference request was inadvertently left off of May board meeting agenda.

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**Site:** SBVC

**Department:** Arts & Humanities Division

**Conference Name:** Conference on Race & Ethnicity (NCORE).

**Travel Dates:** 5/28/2019 - 6/2/2019

**City, State:** Portland, Oregon

**Estimated Cost Per Person:** \$ 2510

**Funding Source:** District's Equal Employment Opportunity General Fund (EEO)

**Name:** Ariana Cano

**Purpose:** This adjunct faculty member was invited to present "Understanding Intersecting Identities in Higher Education Graduate Reflection on Code Stitching, Transitional Competence and Decolonizing Pedagogy," at the 32nd Annual Conference on Race & Ethnicity (NCORE). Her attendance at this event will bring recognition to the District and our campus and will enhance the instructor's professional development.

**RATIFICATION:** The instructor received. The information and the approval to do the presentation too late to make it to the May Board.

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**Site:** SBVC  
**Department:** Applied Technology Division  
**Conference Name:** 2019 Association of  
California Community College Administrators  
(ACCCA) Great Deans Program  
**Travel Dates:** 7/8/2019 - 7/10/2019  
**City, State:** Sacramento, CA  
**Estimated Cost Per Person:** \$2217  
**Funding Source:** Vice President of Instruction  
General Funds

**Name:** Albert Maniaol

**Purpose:** The anticipated benefit is to target newer deans in the first five years of their careers. The district and campus will benefit from the dean learning valuable tools in the areas of faculty relations, personnel management, evaluations, enrollment management, and budget management.

**RATIFICATION:** This conference is being ratified as the paperwork/application was submitted too late for June board.

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## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Bruce Baron, Chancellor  
**REVIEWED BY:** Bruce Baron, Chancellor  
**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor  
**DATE:** July 11, 2019  
**SUBJECT:** Approval to Endorse Nomination of 2019 CCCT Student Trustee Member

### **RECOMMENDATION**

It is recommended that the Board of Trustees endorse the nomination of Elijah Gerard for the CCCT Student Trustee Member Election.

### **OVERVIEW**

The California Community College Trustees (CCCT) Board serves a major role within the Community College League of California (League). Meeting five times a year, the twenty-one member board provides leadership and direction to ensure a strong voice for locally elected governing board members. Included on the board is a student trustee member.

The election of the student member of the CCCT Board will take place at the League's Student Trustees Workshop, August 16-18 at the Double Tree by Hilton Mission Valley.

The newly elected student member of the CCCT Board will be seated at the September 20-21, 2019 meeting and serve through May, with the option to attend the June board meeting.

### **ANALYSIS**

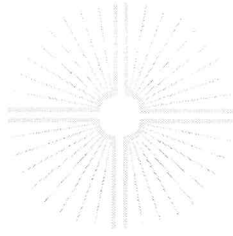
SBCCD Student Trustees received election packets via email. CHC Student Trustee, Elijah Gerard submitted his nomination forms for consideration. Nominees must have the support of their board and/or CEO. An official Biographical Sketch Form and Statement of Candidacy must accompany the Nomination Form to be mailed or faxed to the League office.

### **INSTITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

### **FINANCIAL IMPLICATIONS**

No impact to the budget.



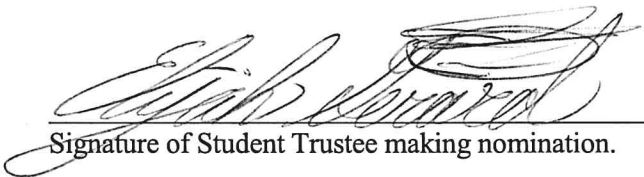
## 2019 NOMINATION FORM CCCT STUDENT TRUSTEE MEMBER ELECTION

**MUST BE RECEIVED IN THE LEAGUE OFFICE BY FAX OR MAILED WITH A POSTMARK NO LATER THAN JULY 12, 2019, ALONG WITH THE STATEMENT OF CANDIDACY AND BIOGRAPHIC SKETCH FORM.**

I am a student trustee of the San Bernardino Community College District, and I nominate student trustee Elijah Gerard to be a candidate for election to the CCCT Board. (one nomination only)

The nominee is, or will be, a member of the San Bernardino Community College District governing board during the 2019-2020 school year, and has received support from their board and/or CEO to run for the CCCT Board student member seat.

**The nominee has been contacted and has given permission to be nominated.**

  
Signature of Student Trustee making nomination.

\_\_\_\_\_  
Signature of Clerk or Secretary of board on which student trustee sits who is making the nomination.

**It is permissible for a student trustee to nominate herself/himself.**

# 2019 STATEMENT OF CANDIDACY

## CCCT STUDENT TRUSTEE MEMBER ELECTION

**MUST BE RECEIVED IN THE LEAGUE OFFICE BY FAX OR MAILED WITH A POSTMARK NO LATER THAN JULY 12, 2019, ALONG WITH THE NOMINATION FORM AND BIOGRAPHIC SKETCH FORM.**

CANDIDATE'S NAME: Elijah Gerard DATE: 06/20/19

What do you see as the major issues and activities relating to community college students that should be considered by CCCT in the next year? **(50 words or less - Any portion of the statement beyond this limit will not be included for distribution.)**

*Every law which affects community colleges affects students. What has been happening, arguably since the beginning of time, is that we have created laws about people without speaking to those very people. There is no one major issue, there is every issue. My duty is to have students' voices*

What do you feel you can contribute in these areas? **(50 words or less - Any portion of the statement beyond this limit will not be included for distribution.)**

*I am student who has authored legislation on student pay as well as on differently abled student inclusion. I can contribute, because I am a student who has known what it means to be ignored, and I will work to ensure no other student feels the same.*

# 2019 BIOGRAPHIC SKETCH FORM

## CCCT STUDENT TRUSTEE MEMBER ELECTION

MUST BE RECEIVED IN THE LEAGUE OFFICE BY FAX OR MAILED WITH A POSTMARK NO LATER THAN JULY 12, 2019, ALONG WITH THE STATEMENT OF CANDIDACY AND NOMINATION FORM.

### Personal

NAME: Elijah Gerard DATE: 06/20/19  
ADDRESS: 873 Aaron Drive CITY: Redlands ZIP: 92374  
PHONE-home: (909)-289-7560 office: \_\_\_\_\_  
EMAIL: mjlitea.sapincushion@gmail.com

### Education

High School Diploma  
EMS Certificate

### Community College District Activities

- Student trustee on the San Bernardino Community College District
- District Budget Committee

### Student Government Activities

- Student senate of Capitan Hills College
- Authored resolution for Seneca's Assembly

### Civic and Community Activities

- Student Ambassador for the campaign for college opportunity

### Other

- Attends Island Valley Friends Meeting



## **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 of Instruction, CHC  
**DATE:** July 11, 2019  
**SUBJECT:** Public Hearing for College and Career Access Pathways (CCAP)  
Agreement – CHC

### **RECOMMENDATION**

It is recommended that the President of the Board of Trustees open a hearing for public comment on the subject of College and Career Access Pathways dual enrollment partnership agreement between the San Bernardino Community College District and the following:

- Redlands Unified School District

### **OVERVIEW**

On June 20, 2019, the SBCCD Board of Trustees received the CCAP partnership agreement for information. As required by Education Code 76004, the governing board is required to take comments from the public on the proposed agreement.

### **ANALYSIS**

A participating community college district may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.

## **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 of Instruction, CHC  
**DATE:** July 11, 2019  
**SUBJECT:** Adoption of College and Career Access Pathways (CCAP) Agreement – CHC

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt the Career Access Pathways (CCAP) dual enrollment partnership agreement between the San Bernardino Community College District and the following:

- Redlands Unified School District

### **OVERVIEW**

Staff has reviewed and met the requirements of Education Code 76004, and therefore requests the adoption of the CCAP agreement.

The agreement offer or expand dual enrollment opportunities for students who may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, or helping high school pupils achieve college and career readiness.

### **ANALYSIS**

A participating community college district may enter into a CCAP partnership with a school district partner that is governed by a CCAP partnership agreement approved by the governing boards of both districts. As a condition of, and before adopting, a CCAP partnership agreement, the governing board of each district, at an open public meeting of that board, shall present the dual enrollment partnership agreement as an informational item. The governing board of each district, at a subsequent open public meeting of that board, shall take comments from the public and approve or disapprove the proposed agreement.

### **INSTITUTIONAL VALUES**

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

### **FINANCIAL IMPLICATIONS**

None.

**COLLEGE AND CAREER ACCESS PATHWAYS  
A DUAL ENROLLMENT PARTNERSHIP AGREEMENT  
2019-2022**

This College and Career Access Pathways Partnership Agreement (CCAP Agreement) is between San Bernardino Community College District on behalf of Crafton Hills College ("COLLEGE"), 11711 Sand Canyon Road, Yucaipa, CA 92399, and Redlands Unified School District ("SCHOOL DISTRICT"), 20 W. Lugonia Avenue, Redlands, CA 92374.

WHEREAS, the mission of the COLLEGE includes advancing the educational, career, and personal success of our diverse community through engagement and learning; and

WHEREAS, students who complete college credit while enrolled in high school are more likely to earn high school diplomas, to enroll in community colleges and four-year colleges, to attend post-secondary education on a full-time basis, and to complete degrees in those institutions than students without these experiences; and

WHEREAS, SCHOOL DISTRICT is a public school district serving grades K-12 located in San Bernardino County and within the regional service area of the COLLEGE unless otherwise specified and agreed to as specified in Sec. 2 (e); and

WHEREAS, the COLLEGE and SCHOOL DISTRICT desire to enter into this CCAP Agreement for the purpose of offering or expanding dual enrollment opportunities, consistent with the provisions of AB 288, for high school students "who may not already be college bound or who are underrepresented in higher education with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and helping high school pupils to achieve college and career readiness" Sec. 2 (a) and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)

WHEREAS, instruction will comply with the student selection standards, curriculum guidelines, recommendations and procedures promulgated by applicable law, the California Community College Chancellor's Office and COLLEGE;

NOW THEREFORE, the COLLEGE and SCHOOL DISTRICT agree as follows:

**1. TERM OF AGREEMENT**

- 1.1 The term of this CCAP Agreement shall be for three (3) years beginning on July 1, 2019 and ending on June 30, 2022, and will be subject to renewal, unless otherwise terminated in accordance with Section 19 of this Agreement.
- 1.2 COLLEGE and SCHOOL DISTRICT shall ensure that two public (informational and adoption) meetings are held in the review and approval of this CCAP Agreement. Sec. 2 (b)
- 1.3 COLLEGE shall file this CCAP Agreement with the office of the Chancellor of the California community colleges prior to the start of the partnership. Sec. 2 (c)(2)

- 1.4 A copy of the COLLEGE AND SCHOOL DISTRICT CCAP Agreement shall be filed with the office of the Chancellor of the California Community Colleges before the start of the CCAP partnership. Sec. 2 (c)(3)

## **2. DEFINITIONS**

- 2.1 CCAP Agreement Courses - Courses offered as part of this CCAP Agreement shall be community college courses acceptable towards a career technical education credential or certificate, or preparation for transfer, or appropriate to improve high school graduation rates or help high school pupils achieve college and career readiness. All community college courses offered at the SCHOOLDISTRICT have been approved in accordance with the policies and guidelines of the COLLEGE and applicable law. Sec. 2 (a)
- 2.2 Consistent with AB 288, this CCAP Agreement may include "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)
- 2.3 Pupil or Student - A resident or nonresident student attending high school in California. Pursuant to SB 150 Concurrent enrollment in secondary school and community college: nonresident tuition exemption: Effective January 1, 2014, concurrently enrolled students (high school students enrolled in college classes) who are classified as nonresident students for tuition purposes may be eligible for the SB 150 waiver of nonresident tuition while still in high school. Students must be special admit part-time students who are attending high school in California.

## **3. STUDENT ELIGIBILITY, SELECTION AND ENROLLMENT, ADMISSION, REGISTRATION, MINIMUM SCHOOL DAY**

- 3.1 Student Eligibility - Students who "may not already be college bound or who are underrepresented in higher education, with the goal of developing seamless pathways from high school to community college for career technical education or preparation for transfer, improving high school graduation rates, and assisting high school pupils to achieve college and career readiness" Sec. 2 (a) and "underachieving students, those from groups underrepresented in postsecondary education, those who are seeking advanced studies while in high school, and those seeking a career technical education credential or certificate." Sec. 1 (d)
- 3.2 Student Selection and Enrollment - Enrollment shall be open to all eligible students as part of the CCAP Agreement who have been admitted to the COLLEGE and who meet all applicable prerequisites. Applicable prerequisite courses, training, or experience and standards required as preparation for courses offered through the CCAP Agreement will be determined by COLLEGE and shall be in compliance with applicable law and the COLLEGE standards and policies.

- 3.3 College Admission and Registration - Procedures for students participating in the CCAP Agreement shall be governed by the COLLEGE and shall be in compliance with the admissions and registration guidelines set forth in applicable law and the COLLEGE policy.
- 3.4 Student Records – It is the responsibility of the student to follow the COLLEGE process when requesting an official COLLEGE transcript for grade submission to the SCHOOL DISTRICT.
- 3.5 Priority Enrollment - A COLLEGE participating in this CCAP Agreement may assign priority course registration to a pupil seeking to enroll in a community college course that is required for the pupil's CCAP partnership program that is equivalent to the priority assigned to a pupil attending middle college high school as described in Section 11300 and consistent with middle college high school provisions in Section 76001. Sec. 2 (3)(g)
- 3.6 As part of a CCAP Agreement, a participating community college district shall not provide physical education course opportunities to high school students or any other course opportunities that do not assist in the attainment of the goals associated with career technical education or preparation for transfer, improving high school graduation rates, or helping high school students achieve career and college readiness. Sec. 2 (d)
- 3.7 Students participating in a CCAP Agreement may enroll in up to a maximum of 15 units per term per conditions specified in AB 288, Sec. 2 (p)(1)(2)(3). Specifically, the units must constitute no more than four community college courses per term and be part of an academic program that is part of the Agreement designed to award students with both a high school diploma and an associate degree or certificate or a credential.
- 3.8 Minimum School Day - The SCHOOL DISTRICT shall certify that it shall teach SCHOOL DISTRICT students participating as part of a CCAP Agreement no less than the number of instructional minutes required to complete a minimum school day pursuant to Education Code §§ 46141 and 46142.

#### **4. COLLEGE APPLICATION PROCEDURE**

- 4.1 The COLLEGE will be responsible for processing student applications.
- 4.2 The COLLEGE will provide the necessary admission and registration forms and procedures and both COLLEGE and SCHOOL DISTRICT will jointly ensure that each applicant accepted has met all the enrollment requirements, including liability and medical care coverage requirements, if any.

- 4.3 The SCHOOL DISTRICT agrees to assist COLLEGE in the admission and registration of SCHOOL DISTRICT students as may be necessary and requested by COLLEGE.
- 4.4 The SCHOOL DISTRICT and COLLEGE understand and agree that successful COLLEGE admission and registration requires that each participating student has completed the COLLEGE enrollment application process.
- 4.5 Participating students enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by California Education Code Sections 49011, 76060.5, 76140, 76223, 76300, 76350, and 79121. Sec. 2 (f)(q)

## 5. PARTICIPATING STUDENTS

- 5.1 A high school student enrolled in a course offered through a CCAP Agreement shall not be assessed any fee that is prohibited by Education Code Section 49011. See also Sec. 2 (f)(q). The governing board of a community college district participating in a CCAP partnership agreement established pursuant to this article shall exempt special part-time students described in subdivision (p) from the fee requirements in Sections 76060.5, 76140, 76223, 76300, 76350, and 79121.
- 5.2 The total cost of books and instructional materials for SCHOOL DISTRICT students who enroll in a COLLEGE course offered as part of this CCAP Agreement will be borne by SCHOOL DISTRICT. Books and instructional materials purchased by the SCHOOL DISTRICT will remain the property of and housed at the SCHOOL DISTRICT. The COLLEGE will ensure, whenever possible, textbooks to remain the same throughout the term of the CCAP agreement. Both SCHOOL DISTRICT and COLLEGE will pursue methods of keeping textbook costs down and will seek additional funding sources including grants to cover textbook costs.
- 5.3 Participating students must meet all prerequisite requirements of the COLLEGE as established by the COLLEGE and stated in the college catalog before enrolling in a course offered as part of this CCAP Agreement.
- 5.4 Grades earned by students enrolled in courses offered as part of this CCAP Agreement will be posted on the official COLLEGE transcript. Students may submit a request for Pass/No Pass if the course is designated as such in the COLLEGE catalog.
- 5.5 Students enrolled in courses offered as part of this CCAP Agreement will be directed to the official catalog of the COLLEGE for information regarding applicable policies and procedures.

- 5.6 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement will be eligible for student support services, which shall be available to them at the COLLEGE or through the SCHOOL DISTRICT. COLLEGE shall ensure that student support services, including counseling and guidance, assistance with assessment and placement, and tutoring are available to participating students at the COLLEGE. SCHOOL DISTRICT shall ensure that support services, including counseling and guidance, and assistance with assessment and placement are available to students at the SCHOOL DISTRICT.
- 5.7 Students requiring reasonable accommodations for COLLEGE courses offered at the SCHOOL DISTRICT as part of this CCAP Agreement will receive services through the SCHOOL DISTRICT. Students requiring reasonable accommodations for COLLEGE courses offered at the COLLEGE will receive services through the COLLEGE.
- 5.8 Students who withdraw from courses offered as part of this CCAP Agreement will not receive COLLEGE credit. Students must comply with, and submit appropriate information/paperwork, by all published deadlines. Transcripts will be annotated according to COLLEGE policy.
- 5.9 A course dropped within the COLLEGE drop "without a W" deadline will not appear on the SCHOOL DISTRICT or the COLLEGE transcript.

## **6. CCAP AGREEMENT COURSES**

- 6.1 The COLLEGE may limit enrollment in a community college course solely to eligible high school students if the course is offered at a high school campus during the regular school day and the community college course is offered pursuant to a CCAP Agreement. Sec. 2 (o)(1)
- 6.2 Courses offered as part of this CCAP Agreement at the COLLEGE may not limit enrollment in the course. Sec. 2 (o)(1)
- 6.3 The COLLEGE is responsible for all courses and educational programs offered as part of CCAP Agreement regardless of whether the course and educational program is offered on site at the SCHOOL DISTRICT or at the COLLEGE.
- 6.4 The scope, nature, time, location, and listing of courses shall be offered and determined by the COLLEGE with the approval of the Governing Board. Sec. 2 (c)(1)
- 6.5 Courses offered as part of a CCAP Agreement either at the COLLEGE or SCHOOL DISTRICT shall be jointly reviewed and approved.
- 6.6 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be of the same quality and rigor as those offered on COLLEGE campus and shall be in compliance with the COLLEGE academic standards.

- 6.7 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be listed in the COLLEGE catalog with the same department designations, course descriptions, numbers, titles, and credits.
- 6.8 Courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall adhere to the official course outline of record and the student learning outcomes established by the associated COLLEGE academic department.
- 6.9 Courses offered as part of this CCAP Agreement will comply with all applicable regulations, policies, procedures, prerequisites and standards applicable to COLLEGE as well as any corresponding policies, practices, and requirements of the SCHOOL DISTRICT. In the event of a conflict between the COLLEGE course related regulations, policies, procedures, prerequisites and standards and SCHOOL DISTRICT policies, practices and requirements, the COLLEGE regulations, policies, procedures, prerequisites, and standards, shall prevail.
- 6.10 Site visits and instructor evaluations by one or more representatives of the COLLEGE shall be permitted by the SCHOOL DISTRICT to ensure that courses offered as part of this CCAP Agreement in the SCHOOL DISTRICT are the same as the courses offered on the COLLEGE campus and in compliance with the COLLEGE academic standards.
- 6.11 A student's withdrawal prior to completion of a course offered as part of this CCAP Agreement shall be in accordance with COLLEGE guidelines, policies, pertinent statutes and regulations.
- 6.12 Supervision and evaluation of students enrolled in courses offered as part of this CCAP Agreement shall be in accordance with the COLLEGE guidelines, policies, pertinent statutes, and regulations.
- 6.13 COLLEGE has the sole right to control and direct the instructional activities of all instructors.
- 6.14 This CCAP Agreement certifies that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering SCHOOL DISTRICT, and shall involve collaborative effort between the SCHOOL DISTRICT and the COLLEGE faculty to deliver an innovative remediation course as an intervention in the student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)

## 7. INSTRUCTOR(S)

- 7.1 All instructors teaching COLLEGE courses offered as part of this CCAP Agreement must meet the minimum qualifications for instruction in a California community college as set forth in Title 5 California Code of Regulations, Sections 53410 and 58060 or as amended and be hired by the COLLEGE.



- 7.2 The employer of record for purposes of assignment monitoring and reporting to the county office of education will be mutually agreed upon by the SCHOOL DISTRICT and COLLEGE. Sec. 2 (m)(1)
- 7.3 This CCAP Agreement specifies the SCHOOL DISTRICT will assume reporting responsibilities pursuant to applicable federal teacher quality mandates. Sec. 2 (m)(2)
- 7.4 Instructors who teach COLLEGE courses offered as part of this CCAP Agreement must provide the supervision and control reasonably necessary for the protection of the health and safety of students and may not have any other assigned duty during the instructional activity.
- 7.5 COLLEGE and SCHOOL DISTRICT certify that any remedial course taught by community college faculty at a partnering high school campus shall be offered only to high school students who do not meet their grade level standard in math, English, or both on an interim assessment in grade 10 or 11, as determined by the partnering school district, and shall involve a collaborative effort between high school and community college faculty to deliver an innovative remediation course as an intervention in student's junior or senior year to ensure the student is prepared for college-level work upon graduation. Sec. 2 (n)
- 7.6 Instructors who teach COLLEGE courses shall comply with the fingerprinting requirements set forth in Ed Code § 45125 or as amended and the tuberculosis testing and risk assessment requirements of California Health and Safety Code § 121525 or as amended. In addition to any other prohibition or provision, no person who has been convicted of a violent or serious felony shall be eligible to teach any courses offered as part of this CCAP Agreement or otherwise provide services on a SCHOOL DISTRICT site.
- 7.7 Prior to teaching, faculty shall receive discipline-specific training and orientation from COLLEGE regarding, but not limited to, course curriculum, assessment criteria, pedagogy, course philosophy, testing and grading procedures record keeping, and other instructional responsibilities. Said training may be approved and provided by the COLLEGE.
- 7.8 Faculty will participate in professional development activities sponsored by the COLLEGE as required by the terms and condition of the contract and shall be encouraged to participate in ongoing collegial interaction to include, but not limited to course content, course delivery, assessment, evaluation, and/or research and development in the field.
- 7.9 Faculty performance shall be evaluated by the COLLEGE using the adopted evaluation process and standards for faculty of the COLLEGE, subject to the the COLLEGE process delineated in the Collective Bargaining Agreement (CBA).
- 7.10 SCHOOL DISTRICT personnel selected to be instructors will be subject to the authority of the COLLEGE and CBA specifically with regard to their duties and compensation as instructors.

- 7.11 The COLLEGE and SCHOOL DISTRICT jointly determine the courses to be offered. The COLLEGE shall determine the number of instructors and the ratio of instructors to students.

## **8. ASSESSMENT OF LEARNING AND CONDUCT**

- 8.1 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same standards of achievement as students in courses taught on the COLLEGE campus.
- 8.2 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same grading standards as those expected of students in courses taught on the COLLEGE campus.
- 8.3 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be assessed using the same methods (e.g., papers, portfolios, quizzes, labs, etc.) as students in courses taught on the COLLEGE campus.
- 8.4 Students enrolled in COLLEGE courses offered as part of this CCAP Agreement at the SCHOOL DISTRICT shall be held to the same behavioral standards as those expected of students in courses taught both at the SCHOOL DISTRICT and on the COLLEGE campus. Both parties will work together in resolving behavioral issues.

## **9. LIAISON AND COORDINATION OF RESPONSIBILITIES**

- 9.1 The COLLEGE shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between COLLEGE and SCHOOL DISTRICT in conformity with the COLLEGE policies and standards. Sec. 2 (c)(2)
- 9.2 The SCHOOL DISTRICT shall appoint an educational administrator who will serve as point of contact to facilitate coordination and cooperation between SCHOOL DISTRICT and COLLEGE in conformity with SCHOOL DISTRICT policies and standards. Sec. 2 (c)(2)
- 9.3 The COLLEGE will provide SCHOOL DISTRICT personnel with reasonable assistance, direction and instruction in how to fulfill their responsibilities under this CCAP Agreement, including conducting appropriate student assessments, outreach/recruitment activities and compliance with the COLLEGE policy and COLLEGE procedures and academic standards.
- 9.4 The SCHOOL DISTRICT shall provide personnel to perform clerical services and services associated with student outreach and recruitment activities, student assessment and college applications, the enrollment of eligible students and other related services as deemed necessary.

- 9.5 The SCHOOL DISTRICT's personnel will perform services specified in 9.4 as part of their regular assignment. SCHOOL DISTRICT personnel performing these services will be employees of SCHOOL DISTRICT, subject to the authority of SCHOOL DISTRICT, but will also be subject to the direction of COLLEGE, specifically with regard to their duties pertaining to the COLLEGE courses.
- 9.6 This CCAP Agreement requires an annual report, to the office of the Chancellor of the California Community Colleges by each participating COLLEGE and SCHOOL DISTRICT on all the following information: Sec. 2 (t)(1)(A-D)
- The total number of high school students by school site enrolled in each partnership, aggregated by gender and ethnicity, and reported in compliance with all applicable state and federal privacy laws. Sec. 2 (t)(1)(A)
  - The total number of community college courses by course category and type and by school site enrolled in by CCAP partnership participants. Sec. 2 (t)(1)(B)
  - The total number and percentage of successful course completions, by course category and type and by school site, of CCAP partnership participants. Sec. 2 (t)(C)
  - The total number of full-time equivalent students generated by CCAP partnership community college district participants. Sec. 2 (t)(1)(D)

## 10. APPORTIONMENT

- 10.1 The COLLEGE shall include the students enrolled in a CCAP Agreement course in its report of full-time equivalent students (FTES) for purposes of receiving state apportionments when the course(s) complies with current requirements for dual enrollment under applicable California law.
- 10.2 For purposes of allowances and apportionments from Section B of the State School Fund, a community college district conducting a closed course on a high school campus shall be credited with those units of full-time equivalent students attributable to the attendance of eligible high school pupils. Sec. 2 (o)(2)
- 10.3 The COLLEGE shall not receive a state allowance or apportionment for an instructional activity for which the partnering district has been, or shall be, paid an allowance or apportionment. Sec. 2 (r)
- 10.4 The attendance of a high school pupil at a community college as a special part-time or full-time student pursuant to this section is authorized attendance for which the community college shall be credited or reimbursed pursuant to Section 48802 or 76002, provided that no school district has received reimbursement for the same instructional activity. Sec. 2 (s)

## 11. CERTIFICATIONS

- 11.1 The SCHOOL DISTRICT certifies that the direct education costs of the courses offered as part of this CCAP Agreement are not being fully funded through other sources.
- 11.2 The COLLEGE certifies that it has not received full compensation for the direct education costs for the conduct of the courses offered as part of this CCAP Agreement from other sources.
- 11.3 The SCHOOL DISTRICT agrees and acknowledges that the COLLEGE will claim apportionment for the SCHOOL DISTRICT students enrolled in community college course(s) under this CCAP Agreement.
- 11.4 This CCAP Agreement certifies that any COLLEGE instructor teaching a course on a SCHOOL DISTRICT campus has not been convicted of any sex offense as defined in Ed Code § 87010 or as amended, or any controlled substance offense as defined in Ed Code § 87011 or as amended. Sec. 2 (h)
- 11.5 This CCAP Agreement certifies that any community college instructor teaching a course at the partnering high school campus has not displaced or resulted in the termination of an existing high school teacher teaching the same course on that high school campus. Sec. 2 (i)
- 11.6 This CCAP Agreement certifies that a qualified high school teacher teaching a course offered for college credit at a high school campus has not displaced or resulted in the termination of an existing community college faculty member teaching the same course at the partnering community college campus. Sec. 2 (j)
- 11.7 The COLLEGE certifies that:
- A community college course offered for college credit at the participating SCHOOL DISTRICT does not reduce access to the same course offered at the partnering COLLEGE. Sec. 2 (k)(1)
  - A community college course that is oversubscribed or has a waiting list shall not be offered or included in this Agreement, whenever possible. Sec. 2 (k)(2)
  - The Agreement is consistent with the core mission of the COLLEGE pursuant to Section 66010.4, and that students participating in this Agreement will not lead displacement of otherwise eligible adults at the COLLEGE. Sec. 2 (k)(3)
- 11.8 This Agreement certifies that the SCHOOL DISTRICT and COLLEGE comply with local collective bargaining agreements and all state and federal reporting requirements regarding the qualifications of the teacher or faculty member teaching a CCAP Agreement course offered for high school credit. Sec. 2 (l)

**12. PROGRAM IMPROVEMENT**

- 12.1 The COLLEGE and the SCHOOL DISTRICT may annually conduct surveys of participating SCHOOL DISTRICT pupils, instructors, principals, and guidance counselors for the purpose of informing practice, making adjustments, and improving the quality of courses offered as part of this CCAP Agreement.

**13. RECORDS**

- 13.1 Permanent records of student enrollment, attendance, grades and achievement for students under this CCAP agreement shall be maintained by the COLLEGE.
- 13.2 Each party shall maintain records pertaining to this CCAP Agreement as may be required by federal and state law. Each party may review and obtain a copy of the other party's pertinent records subject to federal and state privacy statutes.

**14. REIMBURSEMENT**

- 14.1 The financial arrangements implied herein may be adjusted annually.

**15. FACILITIES**

- 15.1 The SCHOOL DISTRICT will provide adequate classroom space at its facilities, or other mutually agreed upon location, to conduct the instruction and do so without charge to the COLLEGE or students. SCHOOL DISTRICT agrees to clean, maintain, and safeguard SCHOOL DISTRICT's premises. SCHOOL DISTRICT warrants that its facilities are safe and compliant with all applicable building, fire, and safety codes.
- 15.2 The SCHOOL DISTRICT will furnish, at its own expense, all course materials, specialized equipment, books and other necessary equipment for all SCHOOL DISTRICT students. The parties understand that such equipment and materials are SCHOOL DISTRICT's sole property. The instructor shall determine the type, make, and model of all equipment, books and materials to be used during each course offered as part of this CCAP Agreement. SCHOOL DISTRICT understands that no equipment or materials fee may be charged to students except as may be provided for by Education Code 49011.
- 15.3 The COLLEGE facilities may be used subject to mutually agreement by the parties.

## 16. INDEMNIFICATION

- 16.1 The SCHOOL DISTRICT agrees to and shall indemnify, save and hold harmless the COLLEGE and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of SCHOOL DISTRICT's performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the SCHOOL DISTRICT, its officers, employees, independent contractors, subcontractors, agents and other representatives.
- 16.2 The COLLEGE agrees to and shall indemnify, save and hold harmless the SCHOOL DISTRICT and its governing board, officers, employees, administrators, independent contractors, subcontractors, agents and other representatives from any and all claims, demands, liabilities, costs, expenses, damages, causes of action, losses, and judgments, arising out of COLLEGE'S performance of this Agreement. The obligation to indemnify shall extend to all claims and losses that arise from the negligence of the COLLEGE its officers, employees, independent contractors, subcontractors, agents and other representatives.

## 17. INSURANCE

- 17.1 The SCHOOL DISTRICT, in order to protect the COLLEGE, its agents, employees and officers against claims and liability for death, injury, loss and damage arising out of or in any manner connected with the performance and operation of the terms of this agreement, shall secure and maintain in force during the entire term of this agreement, insurance coverage or an approved program of self-insurance in the amount of not less than ONE MILLION DOLLARS (\$1,000,000) per incident, and property damage insurance of not less than ONE HUNDRED THOUSAND DOLLARS (\$100,000) per accident with an admitted California insurer duly licensed to engage in the business of insurance in the State of California, or public entity risk management Joint Powers Authority, authorized to provide public liability and property damage insurance in the state of California. Said policy of insurance, insurance coverage through a public entity risk management JPA or program of self-insurance shall expressly name the COLLEGE, its agents, employees and officers as an additional insured for the purposes of this Agreement. A certificate of insurance including such endorsement shall be furnished to the COLLEGE.
- 17.2 For the purpose of Workers' Compensation, the COLLEGE shall be the "primary employer" for all its personnel who perform services as instructors. The COLLEGE shall be solely responsible for processing, investigating, defending, and paying all workers' compensation claims by COLLEGE personnel made in connection with performing services and receiving instruction under this Agreement. COLLEGE agrees to hold harmless, indemnify, and defend SCHOOL DISTRICT, its directors, officers, agents, and employees from any liability resulting from its failure to process, investigate, defend, or pay any workers' compensation claims by COLLEGE personnel connected with providing services under this Agreement.

**18. NON-DISCRIMINATION**

18.1 Neither the SCHOOL DISTRICT nor the COLLEGE shall discriminate on the basis of race or ethnicity, gender, nationality, physical or mental disability, sexual orientation, religion, or any other protected class under California State or federal law.

**19. TERMINATION**

19.1 Either party may terminate this Agreement by giving written notice specifying the effective date and scope of such termination. The termination notice must be presented by January 15 for the following fall semester and by September 1 for the following spring semester. Written notice of termination of this Agreement shall be addressed to the responsible person listed in Section 20 below.

**20. NOTICES**

20.1 Any and all notices required to be given hereunder shall be deemed given when personally delivered or deposited in the U.S. Mail, postage to be prepaid, to the following addresses:

COLLEGE  
San Bernardino Community College District  
Crafton Hills College  
11711 Sand Canyon Road  
Yucaipa, CA 92399  
Attn: Kevin Horan, Ph.D. – President, Crafton Hills College

SCHOOL DISTRICT  
Redlands Unified School District  
20 W. Lugonia Avenue  
Redlands, CA 92374  
Attn: Mauricio Arellano – Superintendent

**21. INTEGRATION**

21.1 This CCAP Agreement sets forth the entire agreement between the Parties relating to the subject matter of this CCAP Agreement. All agreements or representations, express or implied, oral or written, of the Parties with regard to the subject matter hereof are incorporated into this Agreement.

**22. MODIFICATION AND AMENDMENT**

22.1 No modifications or amendments of any of the terms or provisions of this CCAP Agreement shall be binding unless made in writing and signed by the Parties.

**23. GOVERNING LAWS**

23.1 This agreement shall be interpreted according to the laws of the State of California.

**24. COMMUNITY COLLEGE DISTRICT BOUNDARIES**

24.1 For locations outside the geographical boundaries of, COLLEGE will comply with the requirements of Title 5 of the California Code of Regulations, Sections 53000 et seq. or as amended, concerning approval by adjoining high school or community college districts and use of non-district facilities.

**25. SEVERABILITY**

25.1 This CCAP Agreement shall be considered severable, such that if any provision or part of the CCAP Agreement is ever held invalid under any law or ruling, that provision or part of the CCAP Agreement shall remain in force and effect to the extent allowed by law, and all other provisions or parts shall remain in full force and effect.

**26. COUNTERPARTS**

26.1 This CCAP Agreement may be executed by the parties in separate counterparts, each of which when so executed and delivered shall be an original, but all such counterparts shall together constitute one and the same instrument.

Executed on \_\_\_\_\_ 2019

By: \_\_\_\_\_  
Mauricio Arellano  
Superintendent  
Redlands Unified School District  
20 W. Lugonia Avenue  
Redlands, CA 92374

By: \_\_\_\_\_  
Steve Sutorus  
Business Manager  
San Bernardino Community College District  
114 South Del Rosa Drive  
San Bernardino, CA 92408

By: \_\_\_\_\_  
Kevin Horan  
President  
Crafton Hills College  
11711 Sand Canyon Road  
Yucaipa, CA 92399



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** July 11, 2019

**SUBJECT:** Consideration of Final Approval of Board Policies

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Board Policies. Administrative Procedures are submitted for information and review for consistency with Board policies.

AP 2712 Conflict of Interest Code	AP 7126 Applicant Background Investigations and Reference Checks
BP/AP 3590 Energy Conservation	AP 7145 Personnel Files
BP 3810 Claims Against the District	BP/AP 7150 Evaluation
AP 4104 Contract Education	AP 7234 Overtime
AP 4222 Remedial Coursework	AP 7337 Fingerprinting
AP 5013 Students in the Military	BP 7340 Leaves
BP/AP 5020 Nonresident Tuition	AP 7343 Industrial Accident and Illness Leave
AP 5130 Financial Aid	AP 7344 Notifying the District of Illness
BP/AP 5530 Student Rights and Grievances	AP 7346 Employees Called to Military Duty
BP/AP 6150 Designation of Authorized Signatures	BP/AP 7350 Resignations
BP/AP 6300 Fiscal Management	BP/AP 7365 Discipline & Dismissal - Classified Employees
AP 6315 Warrants	BP/AP 7370 Political Activity
BP/AP 6340 Bids and Contracts	AP 7371 Personal Use of Public Resources
BP/AP 6925 Refreshments or Meals Served at Meetings and District Events	BP/AP 7400 Travel

### **OVERVIEW**

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. The attached policies and procedures have been modified and or reviewed and have gone through the collegial consultation process as outlined in Board Policy 2410.

### **ANALYSIS**

The Board approved first reading on June 20, 2019. The changes to these policies include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the district.

**INSTITUTIONAL VALUES**

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

**FINANCIAL IMPLICATIONS**

None.



Current Status: *Draft*

PolicyStat ID: 6342678



**Origination:** N/A  
**Last Approved:** N/A  
**Last Revised:** N/A  
**Next Review:** N/A  
**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, and 935

### Attachments:

[BP 3810 Claims Against the District - Comments](#)  
[BP 3810 Claims Against the District - 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:** *Good Practice/Optional*

## AP 5013 Students in the Military

### ~~Residence Determinations for Military Personnel and Dependents~~

#### Residence Determinations for Military Personnel and Dependents

A student who is a member of the armed forces of the United States stationed in California ~~on active duty~~, except a member of the armed forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification. Such student shall retain resident classification in the event that the member of the armed forces is thereafter transferred on military orders to a place outside of California or thereafter retires from active duty, so long as the student remains continuously enrolled in the District.

An undergraduate student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. Such student shall retain resident classification if he/she is thereafter transferred on military orders to a place outside of California, so long as the student remains continuously enrolled in the District.

A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.

A student who was a member of the armed forces of the United States stationed in California on active duty for more than one year immediately prior to being discharged from the armed forces is entitled to resident classification for the length of time he or she lives in California after being discharged up to the minimum time necessary to become a resident.

An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California is entitled to resident classification.

An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty is entitled to resident classification.

A parent who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student

is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.

A student claiming the residence classifications provided for in this procedure must provide a statement from the student's commanding officer or personnel officer providing evidence of the date of the assignment to California, and that the assignment to active duty in California is not for educational purposes. A student claiming the residence classifications provided for here for the dependent of military personnel shall provide a statement from the military person's commanding officer or personnel officer that the military person's duty station is in California on active duty as of the residence determination date, or has been transferred outside of California on active duty after the residence determination date, or that the military person has retired from active duty after the residence determination date. (Title 5 Sections 54041 and 54042)

## ~~Withdrawal Policies for Members of the Military~~

### Withdrawal Policies for Members of the Military

A student who is a member of an active or reserve United States military service and who receives orders compelling a withdrawal from courses shall be permitted to withdraw upon verification of such orders. A withdrawal symbol may be assigned which may be a "W" or a "MW." Military withdrawal shall not be counted in progress probation, dismissal calculations, or in calculating the permitted number of withdrawals. In no case may a college require a student who is required to report for military duty to withdraw from a course by a specified date in order to receive a full refund of the tuition and fees the student paid to the college for the academic term in which the student was required to report for military service.

Districts may reference or include local Administrative Procedures regarding how such a student would withdraw.

## ~~References:~~

### References:

Education Code Sections 68074, 68075, 68075.5, and 68075.7; Title 5 Sections 55023, 55024 54041, 54042, 54050, and 58620; Military and Veterans Code Section 824; 38 U.S. Code Section 3679

## **Attachments:**

[AP 5013 Students in the Military- Comments](#)  
[AP 5013 Students in the Military- Legal Citations](#)  
[SBCCD - Overview for Legal Update 31 Final Version.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:**

## BP 5020 Nonresident Tuition

*(Replaces current SBCCD BP 5020)*

Nonresident students shall be charged nonresident tuition for all units enrolled, unless specifically required otherwise by law.

Not later than ~~February~~ **March** 1 of each year, the Chancellor shall bring to the Board of Trustees for approval an action to establish nonresident tuition for the following fiscal year. The fee shall be calculated in accordance with guidelines contained in applicable state regulations and/or the California Community College Attendance Accounting Manual.

The Chancellor is responsible for establishing procedures regarding collection, waiver, and refunds of nonresident tuition.

The Chancellor is authorized to implement a capital outlay fee, in an amount established by the board to be charged only to persons who are both citizens and residents of foreign countries. The Board of Trustees finds and declares that this fee does not exceed the amount expended by the district for capital outlay in the preceding year divided by the total FTES in the preceding fiscal year.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they are a victim of persecution or discrimination in the county of which they are a citizen and resident, or if they demonstrate economic hardship.

Students shall be deemed victims of persecution or discrimination if they present evidence that they are citizens and residents of a foreign country and that they have been admitted to the United States under federal regulations permitting such persons to remain in the United States. Students shall be deemed to have demonstrated economic hardship if they present evidence that they are citizens and residents of a foreign country and that they are receiving Temporary Assistance for Needy Families Program, Supplemental Income/State Supplementary benefits, or general assistance.

Students who would otherwise be charged this fee shall be exempt if they demonstrate that they have a parent who has been deported or was permitted to depart voluntarily, they moved abroad from California as a result of that deportation or voluntary departure, and they attended a public or private secondary school in the state for three or more years. Upon enrollment, students who qualify for this exemption must be in their first academic year as a matriculated student in California public higher education, live in California, and file an affidavit with the District stating that they intend to establish residency in California as soon as possible.



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 5020 Nonresident Tuition

*(Replaces current SBCCD AP 5020)*

**A. Status Defined**

Students who do not establish residence in this State for more than one year immediately preceding the residence determination date prescribed below are classified as "nonresident students." "International students" are students who are citizens and residents of a foreign country.

**B. Authority to Determine Residence**

The College President or designee shall make the determination of residence status. The Office of County Counsel shall act as the reviewing authority if differences arise.

**C. Resident Determination Date**

The "resident determination date" is the day preceding the first day of instruction of the semester or term during which the student proposes to enroll.

**D. Residency Reclassification –**

In order to establish residency, it is necessary that there be a union of act and intent. To establish residency, a person capable of establishing residence in California must couple his or her physical presence in California with objective evidence that the physical presence is with the intent to make California the home for other than a temporary purpose.

1. A student seeking reclassification as a resident, who was classified as a non- resident in the preceding term, shall be determined financially independent or dependent in accordance with Ed Code 68044.
2. One-Year Waiting Period – The one year residence period which a student must meet to be classified as a resident does not begin until the student is both present in California and has manifested a clear intent, as delineated on the College's approved residency determination form, to become a California resident.
3. Reestablished Residence – If a student or the parents of a minor student relinquish California residence after moving from the state, one full year of physical presence, coupled with one full year of demonstrated intent to be a California resident, is required to reestablish residence for tuition purposes, except as provide in Ed Code section 68070.
4. Physical Presence – A person capable of establishing residence in California must be physically present in California for one year prior to the residence determination date to be classified as a resident student. Physical presence within the state solely for educational purposes does not constitute establishing California residence regardless of the length of that presence.

5. Intent – Intent to make California the home for other than a temporary purpose may be manifested in many ways. No one factor is controlling. Objective manifestations of intent to establish California residence include but are not limited to (1) ownership of residential property or continuous occupancy of rented Property in California, (2) registering to vote and voting in California, (3) licensing from California for professional practice, (4) active membership in service or social clubs, ( 5) presence of spouse, children or other close relative in the state, (6) showing California as home address on federal income tax form, (7) payment of California state income tax as resident, (8) possessing California motor vehicle license plates, (9) possessing a California driver's license, (10) maintaining permanent military address or home of record in California while in armed forces.

**E. Tuition**

The Board shall determine the nonresident tuition fee prior to ~~February~~ March 1 each year. Fees are due and payable upon completion of the course registration process.

**F. Admission Errors**

Nonresident students subject to payment of nonresident fees, who have been admitted to a class in error without payment of tuition, shall be excluded from attendance until fees have been paid.

**G. Falsification of Residence**

Nonresident students, who have been admitted to a class without the payment of the nonresident fees based on the submission of incomplete or falsified information either by or for them, are subject to immediate exclusion.

**H. Exemptions, including:**

1. Students who are concurrently enrolled in K-12 classes are exempt from nonresident tuition.
2. Students who are members of the military services are exempt from nonresident tuition for one year after their date of assignment in California. After that period, they must take steps to establish residency or pay the nonresident tuition.
3. "Covered individuals" who meet the eligibility criteria as defined in VACA are exempt from nonresident tuition.

**Veterans Access, Choice, and Accountability Act (VACA H.R. 3230)**

In August 2014, President Obama signed the Veterans Access, Choice, and Accountability Act of 2014 ("VACA Act"), into law (Public Law No.: 113-146). Section 702 of the VACA Act (38 U.S.C. 3679(c)) requires the U.S. Department of Veterans Affairs (VA) to disapprove programs of education under the Montgomery GI Bill-Active Duty (MGIB-AD) and Post-9/11 GI Bill education benefit programs (Chapters 30 or 33, respectively, of Title 38, U.S. Code) at institutions of higher learning if the school charges qualifying veterans and dependents ("covered individuals") tuition and fees in excess of the in-state rate for resident students for terms beginning after July 1, 2015. A "covered individual" is defined in the VACA Act as:

- a. A Veteran who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of discharge from a period of active duty service of 90 days or more.
- b. A spouse or child entitled to transferred education benefits who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within 3 years of the transferor's discharge from a period of active duty service of 90 days or more.
- c. A spouse or child using benefits under the Marine Gunnery Sergeant John David Fry



Scholarship (provides Post-9/11 GI Bill benefits to the children and surviving spouses of service members who died in the line of duty while on active duty) who lives in the state in which the institution of higher learning is located (regardless of his/her formal state of residence) and enrolls in the school within three years of the Service member's death in the line of duty following a period of active duty service of 90 days or more.

- d. After expiration of the three year period following discharge or death as described in 38 U.S.C. 3679(c), a student who initially qualifies under the applicable requirements above will maintain "covered individual" status as long as he or she remains continuously enrolled (other than during regularly scheduled breaks between courses, semesters or terms) at the institution, even if they enroll in multiple programs and shall continue to be exempt from paying nonresident tuition and other fees as described in the updated fee policy described below.
4. Any students, other than non-immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
- a. either high school attendance in California for three or more years OR attainment of credits earned in California from a California high school equivalent to three or more years of full-time high school coursework and a total of three or more years of attendance in California elementary schools, California secondary schools, or combination of those schools;
  - b. graduation from a California high school or attainment of the equivalent thereof;
  - c. registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
  - d. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
  - e. in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
  - f. Any students who meet the following requirements:
    - i. demonstrates financial need;
    - ii. has a parent who has been deported or was permitted to depart voluntarily;
    - iii. moved abroad as a result of that deportation or voluntary departure;
    - iv. lived in California immediately before moving abroad;
    - v. attended a public or private secondary school in the state for three or more years; and
    - vi. Upon enrollment, will be in his or her first academic year as a matriculated student in California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.
  - g. Any nonimmigrant aliens granted "T" or "U" visa status under title 8 U.S. Code Section 1101(a)(15)(T)(i) or (ii), or section 1101(a)(15)U(i) or (ii), respectively, who meet the following requirements:
    - i. high school attendance in California for three or more years;
    - ii. graduation from a California high school or attainment of the equivalent thereof;
    - iii. registration or enrollment in a course offered for any term or commencing on or after

January 1, 2002; and

- iv. completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption.
- h. A special part-time student, other than a nonimmigrant alien under 8 U.S. Code Section 1101(15)(a), participating in a College and Career Access Pathways (CCAP) partnership program and enrolled in no more than 15 units per term.
- i. A requirement that the nonresident tuition fee be set not later than ~~February~~ March 1 of each year
- j. A requirement that the calculation reflect the current expense of education calculated according to the Budget and Accounting Manual
- k. Exemptions, if any, due to reciprocity with bordering states
- l. Processing fees, if any, for international students
- m. A requirement that the calculation include the expense of education in the preceding fiscal year
- n. A requirement that the calculation reflect fees in contiguous Districts
- o. A requirement that the calculation provide for students enrolled in more or less than 15 units per term
- p. A requirement that a notice listing persons exempt from paying nonresident tuition be posted on the District's website.

**I. Refunds**

Refunds are subject to conditions set forth in the Refund Policy.

## References:

Education Code Sections 68075.65, 68130.5 and 76140 et seq.;  
Title 5 Section 54045.5

## Attachments:

[AP 5020 Nonresident Tuition- Comments](#)  
[AP 5020 Nonresident Tuition- Legal Citations](#)



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:	<i>Brand New - required</i>

## AP 5130 Financial Aid

San Bernardino Community College District participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal regulations and requirements.

San Bernardino Community College District offers the following financial aid awards to all students who are enrolled at the colleges within the District:

- Board of Governors Fee Waiver (BOG)
- Chafee Grant
- Cal Grant B and C
- [California DREAM Loan Program](#)
- Federal Pell Grant
- Federal Work Study
- Federal Supplemental Opportunity Grant
- Full Time Student Success Grant
- Outside Scholarships

The financial aid procedures, listed below, provide guidance in the financial aid process within the District and give students information needed to make informed decisions about financing their education. Students should regularly check the financial aid website at the college they are attending, as these procedures and policies are reviewed and updated to remain compliant with federal and state requirements to ensure that the District is supporting the success of our students.

### Application Procedures

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and include either San Bernardino Valley College school code (001272) or Crafton Hills College school code (009272). The application is available beginning in October for the following academic award year. If a student is applying for a State Cal Grant, the FAFSA and a GPA verification form must be completed. Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students complete the FAFSA application by the state published deadline.

### Student Eligibility

General student eligibility requirements consist of the following:

- Be enrolled as a regular student in an eligible program for the purpose of obtaining an Associate's degree, certificate program, or transfer program
- Cannot be enrolled in an elementary or secondary school
- Must have a high school diploma or equivalent
- Making satisfactory academic progress
- Must meet enrollment status requirements
- Must resolve any drug conviction issues
- Must be a citizen or an eligible noncitizen
- Have resolved any default on a FSA loan or overpayment
- Have a valid social security number
- Males between the ages of 18-25 must register with the Selective Service System or meet an exemption requirement
- Resolve any conflicting information

There are also program specific eligibility requirements that may be required.

#### Payment Procedures

Financial aid disbursements are calculated based on a student's Expected Family Contribution (EFC), financial need, availability of funds, and the number of units in which the student is enrolled in each semester.

Waitlist courses are not considered as enrolled units and are not included in the calculation of eligibility.

Disbursements are refunded electronically to the college issued Debit Card. Students must enroll and request their Debit Card at [www.enroll.moneynetworkedu.com/](http://www.enroll.moneynetworkedu.com/). Students also have the ability to have their refunds transferred to their existing bank account using the ACH option. This option may delay a student receiving their disbursement 3-5 business days depending on the existing banking institution procedures. Students who do not select a refund preference will default to a refund check being processed and mailed to the student's home address as reported with Admissions and Records.

#### Overpayment Recovery

The District will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV Funds (R2T4) requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received within 30 days of being notified. If students do not repay within the 30-day requirements the student account will be forwarded to collections with the department of education. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received.

Determination of a student's withdrawal date:

- The date the student officially notified the Admissions and Records Office of his or her intent to withdraw;

- The midpoint of the semester for a student who leaves without notifying the college;
- The student's last date of attendance at a document academically-related activity; or
- The date posted by the instructor indicating the last day of attendance.

#### Accounting Requirements

The District ensures internal checks and balances by separating the functions of authorizing payments and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

#### Satisfactory Academic Progress

In accordance with Federal and State regulations, financial aid recipients are required to meet Satisfactory Academic Progress (SAP) requirements. SAP requirements include qualitative, quantitative, and maximum time frame standards by which the financial aid office can determine that students receiving federal financial aid funds are maintaining the satisfactory academic progress required for their course of study. Students who are receiving federal student aid must be enrolled in a course of study leading to an associate's degree, a certificate program, and/or a transfer program to a four-year college. Failure to maintain SAP standards will result in the loss of financial aid assistance. The Financial Aid Office reviews academic progress, annually, at the end of each Spring semester. Satisfactory Academic Progress will evaluate periods of enrollment in which the student did not receive financial aid funds as well as courses that were taken at another college and apply towards their program of study.

Students are required to adhere to the following SAP requirements:

- Maintain a cumulative GPA of 2.0 or above (qualitative);
- Successfully complete a minimum of 67% of the total number of units attempted/ completed (quantitative); and
- Not exceed a maximum of 90 total unit's attempted/completed (maximum time frame).

These procedures may change periodically and may be superseded by current state and federal laws and regulations.

#### **Misrepresentation**

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

#### Loss of Eligibility for BOG Fee Waiver

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on

academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or whenever a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, Homeless and DSPS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

## References:

Education Code Sections [66021.3](#), 66021.6, 66025.9, ~~and~~ [69514, 70030 et seq.](#), 76300, [and 94912.5](#);

Title 5 Sections 55031, 58600 et seq.;

20 U.S. Code Sections 1070 et seq.;

34 Code of Federal Regulations Section 668;

(U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard 111. D. 15

## Attachments:

[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:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## BP 7340 Leaves

*(Replaces current SBCCD BP 7340)*

The Chancellor shall establish procedures for employee leaves as authorized by law and by any collective bargaining agreements entered into by the District. Such leaves shall include, but are not limited to:

- illness leaves for all classes of permanent employees;
- vacation leave for members of the classified service, administrators, supervisors, and managers;
- leave for service as an elected official or steward of a community college district public employee organization, or of any statewide or national employee organization with which the local organization is affiliated; Education Code Sections 87768.5; and 88210; Government Code Section 3558.8
- leave of absence to serve as an elected member of the legislature; Education Code Section 87701;
- pregnancy leave; Education Code Sections 87766; and 88193; Government Code Section 12945;
- use of illness leave for personal necessity; Education Code Sections 87784; and 88207;
- industrial accident leave;
- bereavement leave;
- jury service or appearance as a witness in court; Education Code Section 87036; and 87037;
- military service; Education Code Section 87700;
- sabbatical leaves for permanent faculty; academic employees, administrators, and managers.

Vacation leave for members of the classified service, educational administrators, and classified supervisors and managers shall not accumulate beyond 46 days of paid. Employees shall be permitted to take vacation in a timely manner to avoid accumulation of excess vacation.

In addition to these policies and collective bargaining agreements, the Board retains the power to grant leaves with or without pay for other purposes or for other periods of time.

### References:

Education Code Sections 87763 et seq. and 88190 et seq. and additional cites above

### Attachments:

- [BP 7340 Leaves- Comments](#)
- [BP 7340 Leaves- Legal Citations](#)
- [BP 7340 Update #30.pdf](#)
- [BP7340-OLD.pdf](#)



**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 Advised

## AP 2712 Conflict of Interest Code

*(Replaces current SBCCD AP 2260)*

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency’s code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the San Bernardino Community College District (District).

Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the District.

### APPENDIX A

#### DESIGNATED POSITIONS

Designated Positions	Disclosure Categories
Board of Trustees	1, 2
Chancellor	1, 2
President, CHC	2
President, SBVC	2
General Manager, KVCR TV/FM	2
<del>Executive Vice Chancellor, Business and Fiscal Services</del>	1, 2
<del>Vice Chancellor, Human Resources</del>	2
Vice President of Instruction	2
Vice President of Student Services	2
Vice President of Administrative Services	2
Business Manager	1, 2



General Counsel	1, 2
<del>Associate Vice Chancellor, TESS</del>	<del>2</del>
<del>Associate Vice Chancellor, EDCT</del>	<del>2</del>
<u>Vice Chancellor, Workforce Development, Advancement &amp; Media Systems</u>	<u>2</u>
Director, Facilities Planning & Construction	1
<u>Executive</u> Director, Human Resources- <del>Ad</del>	2
Director, Fiscal Services	2
<u>Chief Technology Officer</u>	<u>2</u>
Director of Technology Services	2
Director, Campus Technology Services	2
Director, Alternative Text Production	2
Director, Administrative Application Systems	2
Director, Grant Development & Management	2
Director, DSP&S	2
<u>Director, Labor Relations &amp; Compliance</u>	<u>3</u>
Police Chief	3
Deans	2
Associate Deans	2
Cafeteria/Snack Bar Manager	3
Director, Bookstore	3
Director of Maintenance & Operations	3
Consultants/New Positions	*

\*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

The Chancellor may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon that description, a statement of the extent of disclosure requirements. The Chancellor’s determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The following positions are NOT covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- **Retirement Board Authority**
- **Investment Advisors**

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a

position is covered by Government Code Section 87200.

## **APPENDIX B**

### **DISCLOSURE CATEGORIES**

**Category 1.** Designated positions assigned to this category must report:

- A. Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the potential site.
- B. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

**Category 2.** Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

**Category 3.** Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position's department.

## **References:**

Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Section 18730

Any changes to this AP requires approval of the FPPC prior to board approval.

## **Attachments:**

[AP 2712 Conflict of Interest Code - Comments](#)  
[AP 2712 Conflict of Interest Code - Legal Citations](#)  
[FPPC Approval of AP 2712 Conflict of Interest Code.pdf](#)  
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



**Origination:** 05/2013  
**Last Approved:** 03/2019  
**Last Revised:** 03/2019  
**Next Review:** 03/2025  
**Owner:** Farrah Farzaneh  
**Policy Area:** Chapter 3 General Institution  
**References:**

## BP 3590 Energy Conservation

*(Replaces current SBCCD BP 3590)*

The Board embraces energy conservation and believes it to be our responsibility to ensure that every reasonable effort is made to conserve energy and natural resources while exercising sound financial management.

The Board recognizes the importance of adopting an energy conservation policy. The Board also affirms the implementation of this policy will be the joint responsibility of the Board, District administration, faculty, staff, students, and support personnel. Success is based on cooperation amid all groups.

To ensure the overall success of our behavior-based energy conservation program, the following areas will be emphasized:

- A designated campus/site administrator will be accountable for energy conservation on his/her campus/site along with the Energy Education Administrator, conducting energy audits and providing timely feedback.
- All personnel at each campus/site are expected to make a positive contribution to maximize energy conservation and produce real energy savings.
- The District will implement its energy conservation program primarily through an energy management team led by the Energy Education Administrator in accordance with Administrative Procedure 3590.
- Accurate records of energy consumption and cost will be maintained by the Energy Education Administrator for each campus/site to provide verifiable performance results on the goals and progress of the energy conservation program.

Further, to promote a safe, healthy learning environment and to complement the energy conservation program, each campus/site shall review and adhere to the preventive maintenance and monitoring plan administered by the campus/site physical plant for its facilities and systems, including heating, ventilation and air conditioning, building envelope, and moisture management.

### Reference:

No references

### Attachments:

- [BP 3590 Energy Conservation - Comments](#)
- [BP 3590 Energy Conservation - Legal Citations](#)
- [BP3590 -OLD.pdf](#)



**Origination:** 05/2013  
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**Owner:** Farrah Farzaneh  
**Policy Area:** Chapter 3 General Institution  
**References:**

## AP 3590 Energy Conservation

*(Replaces current SBCCD AP 3590)*

The District is committed to and responsible for a safe and healthy learning environment. Every person is encouraged to become an "energy saver" as well as an "energy consumer."

- Faculty and staff members are encouraged to implement these guidelines during the times that they are present in the instruction room/office.
- The custodial staff is responsible for control of common areas, i.e. lights in hallways, dining areas, etc.
- Security personnel are responsible for verification of the nighttime shutdown.
- The Energy Education Administrator provides regular (at least semiannually) program update reports to District and college administration.
- The Energy Education Administrator has the authority to enter all District facilities, without prior notice, in order to perform routine audits. Audit results will be communicated to the appropriate personnel.
- The Energy Education Administrator is responsible for either directly or indirectly making adjustments to the organization's energy management system (EMS), including temperature settings and run times for heating, ventilation, and air conditioning (HVAC), and other controlled equipment.
- The Energy Education Administrator provides monthly energy savings reports to facilities management detailing performance results.
- Administration will regularly communicate the importance and impact of the energy conservation program to its internal and external constituents.
- To complement the organization's behavioral-based energy conservation program, the District shall strive to develop and implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope, and moisture control.

### General

1. Instruction room doors shall remain closed when HVAC is operating. Ensure doors between conditioned space and non-conditioned space remain closed at all times (i.e. between hallways and gym or pool area).
2. Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature, and light levels throughout campus buildings to ensure compliance with guidelines.
3. All exhaust fans should be turned off daily.
4. All office machines (printers, copy machines, laminating equipment, etc.) should be switched off each night and during unoccupied times. Fax machines may remain on.

5. All computers should be turned off each night. This includes the monitor, local printer, and speakers. Network (i.e. LAN) equipment is excluded.
6. All capable personal computers should be programmed for the "energy saver" mode using the power management feature. If network constraints restrict this, ensure the monitor "sleeps" after 10-minutes of inactivity.

## Air Conditioning Equipment

Cooling Season Set Points: Occupied–74-78°F, Unoccupied–85°F

1. Occupied temperature settings shall NOT be set below 74°F.
2. During unoccupied times, the air conditioning equipment shall be off. The unoccupied period begins when the students leave the area. It is anticipated that the temperature of the instruction room will be maintained long enough to afford comfort for the period the faculty remains in the instruction room after the students have left.
3. Air conditioning start times may be adjusted (depending on weather) to ensure instruction room comfort when instruction begins.
4. Ensure outside air dampers are closed during unoccupied times.
5. Ceiling fans should be operated in all areas that have them.
6. Relative humidity levels shall not exceed 60% for any 24 hour period.
7. Where cross-ventilation is available during periods of mild weather, shut down HVAC equipment and adjust the temperature with windows and doors. Cross-ventilation is defined as having windows and/or doors to the outside on each side of a room.

## Heating Equipment

Heating Season Set Points: Occupied–68-72°F, Unoccupied–55°F

1. Occupied temperature settings shall NOT be above 72°F.
2. The unoccupied temperature setting shall be 55°F (i.e. setback). This may be adjusted to a 60°F setting during extreme weather.
3. The unoccupied time shall begin when the students leave an area.
4. During the spring and fall when there is no threat of freezing, all steam and forced air heating systems should be switched off during unoccupied times. Hot water heating systems should be switched off using the appropriate loop pumps.
5. Ensure all domestic hot water systems are set no higher than 120°F or 140°F for cafeteria service (with dishwasher booster).
6. Ensure all domestic hot water re-circulating pumps are switched off during unoccupied times.
7. For heat pumps, ensure a 6°F dead-band between heating and cooling modes.

## Lighting

1. All unnecessary lighting in unoccupied areas will be turned off. Faculty and staff members should make certain that lights are turned off when leaving the instruction room or office when empty. Utilize natural lighting where appropriate.

2. All outside lighting shall be off during daylight hours.
3. Gymnasium lights should not be left on unless the gymnasium is being utilized.
4. All lights will be turned off when students and staff leave for the day. Custodial staff will turn on lights only in the areas in which they are working.
5. Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

## Water

1. Ensure all plumbing and/or intrusion (i.e. roof) leaks are reported and repaired immediately.
2. Ground watering should only be done between 4am-10am. Do not water during the heat of the day, typically between 10am – 8pm.
3. When spray irrigating, ensure the water does not directly hit the facility.
4. Consider installing water sub-meters on irrigation and cooling tower supply lines to eliminate sewer charges.

The organization encourages the adoption, observation and implementation of these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or facility management.

## Reference:

No references

## Attachments:

[AP 3590 Energy Conservation - Comments](#)  
[AP 3590 Energy Conservation - Legal Citations](#)  
[AP3590 -OLD.pdf](#)

## Approval Signatures

Step Description	Approver	Date
	Policy Stat	04/2019
	Policy Stat	04/2019
	Policy Stat	04/2019
	Policy Stat	04/2019
	Policy Stat	04/2019
	Policy Stat	04/2019



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**Next Review:** N/A  
**Owner:** *Business & Fiscal Services*  
*Business & Fiscal Services*  
**Policy Area:** *Chapter 6 General Institution*  
**References:**

## BP 6150 Designation of Authorized Signatures

*(Replaces current SBCCD BP 2180)*

The Board President and Clerk of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, issuance of warrants, employment of personnel, and other legal actions. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year. Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools, if applicable.

In accordance with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees shall annually delegate purchasing and contracting authority to thenamed agents on the authorized signature list. These designated District Officers shall have authority to approve purchase requests, award, sign, and execute contracts, and authorized payments that are under the formal bid limits set by Public Contract Code on behalf of the Board. Such purchase and or contract requests shall be approved or ratified by the Board every 60 days.

### References:

Education Code Sections 70902(d), 72400, 85232, and 85233  
Public Contract Code Sections 17605 and 22034(c)

### Attachments:

[BP 6150 Designation of Authorized Signatures - Comments](#)  
[BP 6150 Designation of Authorized Signatures - Legal Citations](#)



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**Last Revised:** N/A  
**Next Review:** N/A  
**Owner:** *Business & Fiscal Services*  
*Business & Fiscal Services*  
**Policy Area:** *Chapter 6 General Institution*  
**References:**

## AP 6150 Designation of Authorized Signatures

*(Replaces current SBCCD AP 2180)*

The Board President and Clerk of the Board of Trustees are authorized to sign documents that have been authorized by action on behalf of the Board of Trustees.

In accordance with the provisions of the legal codes of the State of California, the Board of Trustees may delegate its authority to named agents. Those agents are designated annually by Board action. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, issuance of warrants, employment of personnel, and other legal actions. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year. Proper documentation regarding signing District documents shall be filed with the San Bernardino County Superintendent of Schools, if applicable.

In accordance with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees shall annually delegate purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers shall have authority to approve purchase requests, award, sign, and execute contracts, and authorize payments that are under the formal bid limits set by Public Contract Code on behalf of the Board. Such purchase and or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

### References:

Education Code Sections 85232 and 85233  
Public Contract Code Sections 17605 and 22034(c)

### Attachments:

[AP 6150 Designation of Authorized Signatures-Comments](#)  
[AP 6150 Designation of Authorized Signatures-Legal Citations](#)





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**Owner:** Business & Fiscal Services  
 Business & Fiscal Services  
**Policy Area:** Chapter 6 General Institution  
**References:**

## BP 6300 Fiscal Management

(Replaces current SBCCD BP 6300)

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 ~~Section~~Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The Chancellor shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

### References:

Education Code Section 84040(c); Title 5 Section 58311;  
ACCJC Accreditation Standard III.D2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.

### Attachments:

[BP 6300 Fiscal Management - Comments](#)  
[BP 6300 Fiscal Management - Legal Citations](#)

### Approval Signatures

Step Description	Approver	Date
	Policy Stat	02/2019



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*Business & Fiscal Services*  
 Policy Area: *Chapter 6 General Institution*  
 References:

## AP 6300 Fiscal Management

(Replaces current SBCCD AP 6300)

# GENERAL ACCOUNTING

### A. Functions

The Accounting staff, under the direction of the ~~Vice Chancellor~~Director of Fiscal Services, shall provide the following functions:

1. Central accounting functions for all District funds.
2. Preparation of documents for transmittal to the County Treasurer's Office for payroll ~~and commercial warrants, if needed.~~
3. Preparation of payroll reports.  
~~Preparation of revolving cash checks.~~
4. Processing of payments to vendors.
5. Preparation of warrants.
6. Disbursement of scholarship, financial aid and loan funds.
7. Accounting services for sponsored programs, student financial aid, auxiliary enterprises, and student body funds.
8. Maintenance of accounting data on the District's ~~data processing~~financial system.
9. Preparation of the District's financial reports.

### B. Internal Controls

To provide adequate internal controls, it is necessary for certain procedures to be followed at the operating level designed to prevent errors from occurring. The work of an employee is verified by the work of another, each working separately and independently. One employee should not have control of a complete financial transaction that includes authorizing the transaction, receiving, disbursing, recording and/or posting the transaction. Instead, different employees should participate at various stages in the transaction so that each will arrive at the same result independently and, without unnecessary duplication of work, verify the accuracy of the work of others. Such a division of duties provides a procedure whereby errors of omission or commission, whether intentional or unintentional, will be minimized.

# ACCOUNTS RECEIVABLE

## A. Types of Accounts Receivable:

1. Receivables from students
2. Sponsored third party receivables
3. Receivables from other District funds
4. Employee receivables

## B. Controls

1. Access to the accounts receivable ledger is controlled by a security code.
2. Each entry to the accounts receivable ledger file is supported by documentary evidence.
3. All invoices are pre-numbered and all numbers are accounted for.
4. Subsidiary ledgers are balanced ~~monthly~~regularly.
5. Postings are made by someone other than those having access to incoming receipts.
6. Statements are mailed in a timely manner by someone other than the bookkeeper or cashier.
7. All non-cash credits such as credit memos, allowances, or bad debts are properly authorized.
8. Holds are placed on student records for students who have a financial obligation to the District.
9. An SBCCD invoice will be prepared for all transactions where an obligation to the District is incurred.
10. A copy of the invoice is kept ~~on file~~ in the Fiscal Services Department ~~in the outstanding invoices file~~ until the remittance is received.
11. All accounts receivable remittances will be sent to the Campus Business Office on campus or to the Fiscal Services Department in the District Office.
12. Accounting staff must be notified of any collection so that ~~the~~it can be applied against the outstanding invoice ~~can be removed from the "outstanding" file~~.
13. The collection of cash receivables should be handled as an ordinary cash transaction according to cash receipting procedures.

## C. Student Loans

1. All student loan transactions will be accounted for through subsidiary ledgers.
2. Billing functions should be separated from collection functions and general ledger postings.
3. Upon receipt of a duly authorized promissory note, a loan receivable record will be initiated by Fiscal Services/Financial Aid Section. The file of these records becomes the subsidiary ledger.
4. The record must contain the student's social security number, loan number, address, telephone number, loan amount, interest rate, payments received, and current balance due.
5. Upon receipt of payment, a cash receipt will be prepared. A copy of the payment will be sent to Fiscal Services/Financial Aid Section for posting to the subsidiary ledger.
6. The receipt will be posted to the general ledger. The subsidiary balance will be reconciled to the general ledger balance on a ~~monthly~~regular basis.
7. The Student file and general ledger may be posted simultaneously, but a District receipt should be prepared as a secondary source document.

#### D. Grant and Sponsored Program Accounting

In addition to the District procedures listed here, state and federal grants require special accounting procedures. General directions are provided in the board policy on Grants and Sponsored Programs. Recipients of grant awards are also cautioned to study specific requirements of the grant that may vary from traditional procedures.

## CASH DISBURSEMENT

#### A. Disbursement Procedures

1. Disbursements must be properly authorized and supported by adequate documentation.
2. All disbursements shall be made by check or electronic payment.
3. All checks shall be pre-numbered.
4. All disbursements shall be substantiated by supporting documents including evidence of purchase, receipt, and approval.
5. All supporting documents shall be canceled in such a manner as to preclude their reuse.
6. Bulk check stock shall be adequately controlled and accounted for.
7. Daily use check stock shall be issued to the check-preparer on an adequate transfer/control document.
8. There shall be adequate separation of duties to reduce the risk of collusion and fraud.
9. The drawing of a warrant to "cash" or "bearer" is prohibited.
10. Electronic signature plates shall be secured and issued only to authorized individuals.
11. For payments from federal awards, the District minimizes the time between transfer of funds and disbursement.

#### B. Documentation

Documentation shall include:

1. A purchase order authorizing the commitment of funds by an appropriate approving authority.
2. An original invoice.
3. An original receiving report or other appropriate method, of an employee acknowledging receipt of goods or services.

#### C. Authorization

All checks must bear a Board authorized signature.

#### D. Controls

1. All invoices and/or supporting documents will be marked with the check number ~~in ink~~ or by another appropriate method, to prevent their reuse.
2. Checks will be recorded in the check registers as of the date written and the register closed promptly at the end of each month.
3. Unused checks shall be adequately controlled through sign-out logs, listing where bulk stock is

located and by warrant number.

4. Voided checks shall be mutilated or spoiled to prevent reuse.
5. Checks shall be signed only after comparing them with authorizations and supporting documents.

#### **Requirements for County-Controlled Funds**

- ~~1. Payments shall be released electronically through the County Superintendent's system only by authorized agents.~~
- ~~2. If a payment batch is chosen for audit, one copy of the District Prelist with an original invoice and other documentation required above shall be submitted to School Claims in one package.~~
- ~~3. Upon receipt of the warrant and warrant listing from the County Superintendent's office, the County Postlist shall be reconciled to the copy of the District Prelist.~~
- ~~4. An employee other than the payment batch preparer shall mail the warrant to the appropriate vendor for payment.~~

#### **E. Records**

1. All original invoices and supporting documents shall be stamped or otherwise appropriately canceled, to prevent duplicate payments.
2. All voucher documents shall be attached to the documentation and filed in the vendor file in ~~alphabetic~~alphabetical order.

## **CASH RECEIPTS**

#### **A. General Provisions**

1. Persons who receive cash shall have no access to post payments to the general ledger. All cash received must be recorded by cash register receipt, pre-numbered cash receipt, or terminal receipt. These documents provide the accounting controls and are prepared by the employee first receiving checks or cash. An independent audit trail must be maintained for all cash receipts. The receipt must be given or mailed to the client.

All cash received must be adequately safeguarded and promptly deposited. All cash shall be deposited in the Campus Business Office within 24 hours of receipt.

2. All checks must be made or endorsed payable to the San Bernardino Community College District, San Bernardino Valley College, or Crafton Hills College.
3. All checks shall be stamped "For Deposit Only" upon receipt with the appropriate endorsement stamp.
4. Payments received in the mail shall be logged and routed to a party who can write receipts and make deposits.
5. Cash registers/drawers/terminals shall be cleared daily even if no receipts are recorded. Tape totals, including those with zero receipts, shall be signed by the individual responsible for the cash drawer and submitted to the Campus Business Office.
6. Cash receipts shall be reconciled against cash register tapes, log-outs and/or handwritten receipts and signed by the individual responsible for the cash drawer.
7. Cash, checks, credit card slips and deposit slips from one register shall not be commingled with receipts from another register. Cash, checks, credit card slips and deposit slips from one receipting

date shall not be commingled with receipts from another date.

#### **B. Deposit of Cash Receipts**

1. All cash receipts shall be received through the Central Cashier in the Campus Business Office except those received authorized by the ~~Vice-Chancellor~~Director of Fiscal Services to receive cash. Cash receipts received in locations other than the Campus Business Office shall be deposited intact in the Campus Business Office as prescribed above. When the deposit is made in the Campus Business Office, the deposit must be verified in the presence of the depositor or the depositor's supervisor.
2. Cash inadvertently received by offices not authorized to accept cash shall promptly be routed to the Campus Business Office for deposit.
3. Deposits of money into any account other than an authorized Campus Business Office account are prohibited. Violation of this policy may result in disciplinary action.

#### **C. Pre-numbered Receipts**

Any area/department that receives cash and does not have a cash register shall use three- part pre-numbered receipts provided by the ~~Vice-Chancellor~~Director of Fiscal Services. Part one goes to the individual/group who makes the payment, part two goes to the Campus Business Office with the cash deposit, and part three stays with the office which accepts the cash.

#### **D. Registration Fees**

1. During periods of registration terminal receipts are required except in those instances where source identification is necessary and/or where the office receiving the fees does not have access to a computer terminal (off-campus, etc.).
2. The operator log-out report will be used as the primary source document. The operator's cash drawer should reconcile to the operator log-out report.
3. Receipts shall be conveyed to the Campus Business Office daily. The Campus Business Office shall prepare a deposit ticket for each day's deposit.
4. Admissions and Records receipting clerks shall reconcile the drawer(s) against the daily log-outs, sign the log-outs verifying the reconciliation, and submit receipts and signed log-outs to the Director of Admissions and Records, Registrar or designee.
5. The Director of Admissions and Records, Registrar, or designee shall verify the receipts and log-outs, prepare and sign the reconciliation form attesting to its accuracy, and prepare the daily receipts for transmission to the Campus Business Office.
6. The Director of Admissions and Records, Registrar, or designee, with college police escort, shall transmit receipts daily to the Campus Business Office.
  - a. When hand-carries are impractical, the receipts are to be transported by the campus via locked bank bag to the Campus Business Office.
  - b. The locked bank bag should be placed in the locked trunk of the police vehicle for transport. Receipts, when transported in this manner, must have been verified by two independent sources prior to giving them to the college police for transport.
  - c. The college police should receive a dated receipt for the locked bank bag from the Campus Business Office.

- d. The Campus Business Office shall verify the daily receipts, provide a receipt to the original source of receipts, and prepare a deposit slip by the close of the next business day following receipting. Any exception requires notification of the ~~Vice Chancellor~~Director of Fiscal Services.

## PETTY CASH

### A. Authorization

A petty cash fund may be approved by the ~~Vice Chancellor~~Director of Fiscal Services to pay for small emergency purchases of supplies or services. The ~~Vice Chancellor~~Director of Fiscal Services will review each request for the establishment of a petty cash fund and set the dollar amount of the fund if it is approved. Approval for expenditures from the fund must be granted by the appropriate Responsibility Center Manager or the fund custodian.

### B. Establishment of a Petty Cash Fund

A Responsibility Center Manager may request a petty cash fund from the ~~Vice Chancellor~~Director of Fiscal Services. The request must identify the fund custodian and a requested dollar amount. Upon approval, a check will be forwarded to the requesting party payable to the designated fund custodian.

### C. Petty Cash Custodian's Responsibility

1. The petty cash custodian will sign for and assume responsibility for the safeguarding and proper utilization of the petty cash fund. The petty cash custodian is the only individual who may make cash transactions. If an authorized change in custodian occurs, the status of the fund should be verified before any transactions are completed by the new custodian. A status memo signed by both the outgoing and incoming custodians must be sent to the ~~Vice Chancellor~~Director of Fiscal Services.
2. The petty cash fund will be maintained at the approved amount, and will at times be kept in balance with cash, petty cash vouchers, and receipts.
3. A copy of the Petty Cash Reconciliation Form will be retained by the custodian for a minimum of two years.
4. All cash, sales receipts, and other related documents shall be kept in a locked metal box. When unattended, the box shall be placed in a safe, desk or cabinet that is ~~also to be~~ kept locked.

### D. Purchase Authorizations and Procedures

1. Single disbursements from petty cash may not exceed 50.00.
2. The petty cash custodian must approve all expenditures from the fund. The custodian must sign a Petty Cash Disbursement Voucher for each expenditure.
3. The purchaser may request a cash advance or be reimbursed for authorized purchases. If a cash advance is made, the purchaser must provide a sales receipt and change, if any, to the custodian and sign a petty cash voucher indicating reimbursement.
4. A sales receipt must be kept with each Petty Cash Disbursement Voucher.

### E. Replenishment Procedure

1. The petty cash fund will be replenished when substantially depleted. ~~On June 30~~At the end of each fiscal year the account must be fully replenished or closed in order for expenditures to be recorded in the proper fiscal year.
2. A request for replenishment will be made on a purchase requisition signed by the Responsibility

Center Manager.

3. An itemized list of expenditures is to be recorded on the Petty Cash Reconciliation Form. A separate Petty Cash Disbursement Voucher with a sales receipt attached shall be presented for each expenditure.
4. Reimbursements of petty cash are to be the only deposits into the fund.

#### F. Accounting/Audit

1. Any shortage must be adequately documented and explained by the fund custodian. Replenishment requests for shortages in excess of \$5 must be approved by the ~~Vice Chancellor~~Director of Fiscal Services. Overages must be deposited with the revolving cash accountant.
2. The ~~Vice Chancellor~~Director of Fiscal Services or designee will periodically make unannounced audit reviews of the petty cash fund. The independent auditors will also make test counts and review the petty cash fund. The fund custodian and the responsible manager should ensure the fund is balanced and available for audit at any time.
3. The internal control checklist is to be completed by each petty cash fund custodian at least once a year. The ~~Vice Chancellor~~Director of Fiscal Services or designee will periodically review the petty cash operation and determine if the operation of the fund is in compliance with the checklist.

## CHANGE FUNDS

### A. Change Funds

A change fund may be approved by the ~~Vice Chancellor~~Director of Fiscal Services for the sole purpose of making change in the conduct of business. The funds shall not be used for cash advances, purchases, reimbursements, or other activities appropriate to a petty cash fund.

### B. Establishment of a Change Fund

A Responsibility Center Manager may request a change fund from the ~~Vice Chancellor~~Director of Fiscal Services. The request must identify the fund custodian and a requested dollar amount. Upon approval a check will be forwarded to the requesting party payable to the designated fund custodian.

### C. Change Fund Custodian's Responsibility

The custodian will sign a receipt for the change fund and assume responsibility for its security and proper use. The Director of Fiscal Services must be notified in writing if there is a change in the custodianship of a change fund. The change fund will be maintained at the approved amount and will at all times be kept in balance.

### D. Accounting/Audit

The Accounting Department will retain records and documentation for all change funds. Change funds must be available for audit at any time.

## ~~REVOLVING CASH~~

### ~~A. Revolving Cash~~

~~The revolving cash fund shall be used only when goods, services, or payroll are required prior to the date~~



~~available within the normal purchasing process. Disbursements shall be supported by proper documentation and authorization as prescribed in the Cash Disbursement Policy. There shall be adequate separation of duties to reduce the risk of collusion and fraud.~~

**B. Procedures**

- ~~1. The fund shall be managed so that accountability for the fund, including proper identification of fund resources, can be readily established.~~
- ~~2. Cash funds are maintained with the same standards of developing documentary evidence as for other disbursements.~~
- ~~3. Disbursements from the fund shall be limited to transactions that cannot be paid through the regular disbursement process in a timely manner.~~
- ~~4. The Accounting Department will review, and the Vice Chancellor of Fiscal Services must approve, requests for payment through the Revolving Cash Fund.~~
- ~~5. Employees shall not authorize revolving fund checks payable to cash or to themselves.~~
- ~~6. Check stock shall be kept in a secure place.~~
- ~~7. The Revolving Cash Fund shall be replenished in a timely manner through the normal purchasing procedure.~~
- ~~8. Daily balances will be maintained on the check stub; the fund shall be reconciled monthly.~~

~~Allowability of Costs for Federal Awards~~

## Allowability of Costs for Federal Awards

The District assumes responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives, and the terms and conditions of federal awards. The accounting practices of the District support the accumulation of costs and provide for adequate documentation to support costs charged to federal awards. The District does not earn or keep any profit resulting from federal financial assistance, unless expressly authorized by the terms and conditions of a federal award.

For federal awards, costs:

1. Are necessary, reasonable for the performance of the federal award, and allocable,
2. Conform to any limitations or exclusions set forth in the federal award,
3. Are consistent with policies and procedures that apply to both federally financed and other activities of the District,
4. Are accorded consistent treatment,
5. Are determined in accordance with Generally Accepted Accounting Principles,
6. Are not included as a cost or used to meet cost sharing or matching requirements of any other federally financed program,
7. Are adequately documented.

In determining reasonableness of a given cost, the District assesses:

1. Whether the cost is of a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the federal award,

2. The restraints or requirements imposed by such factors as: sound business practices; arm's-length bargaining; federal, state and other laws and regulations; and terms and conditions of the federal award,
3. Market prices for comparable goods or services,
4. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities to the District, its employees, its students, the public, and the federal government.

The District does not charge any cost allocable to a particular federal award to other federal awards to overcome fund deficiencies, to avoid restrictions imposed by federal statutes, regulations, or terms and conditions of the federal awards, or for other reasons. However, this prohibition does not preclude the District from shifting costs that are allowable under two or more federal awards in accordance with existing federal statutes, regulations, or the terms and conditions of the federal awards.

## References:

Education Code Section 84040(c);

Title 5 Section 58311;

ACCJC Accreditation Standard III.D.9 (formerly III.D.2)

Code of Federal Regulations, Title 2, 200.302(b)(6)-(7), 200.305, 200.400 et seq. and Subpart E

## Attachments:

[AP 6300 Fiscal Management- Comments](#)  
[AP 6300 Fiscal Management- Legal Citations](#)  
[Changes to be Reloaded After Approval of Federal Language Change](#)



Current Status: Draft

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Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Brand New - advised</i>

## AP 6315 Warrants

All payments from the funds of SBCCD shall be made by written order of the Board of Trustees ~~as prescribed by the San Bernardino County Superintendent of Schools~~. The Board of Trustees shall delegate authority to sign orders in its name to the Executive Vice Chancellor ~~for Business &~~ Director of Fiscal Services, ~~Director of Fiscal Services~~, and other SBCCD officials as deemed appropriate. Such delegation of authority shall be accomplished by Board approval of an authorized signature list at least once each fiscal year. Refer to BP 6150 titled Designation of Authorized Signatures. No person other than an officer or employee of SBCCD designated by the Board shall be authorized to sign orders.

~~The Chancellor shall establish procedures to sign and issue commercial and payroll orders to the San Bernardino County Superintendent of Schools in accordance with sound fiscal management practices.~~

Each order drawn against the funds of SBCCD shall be numbered and shall state: (a) the particular fund or funds against which it is drawn, (b) the amount of the payment to be made from each fund, and (c) the rate of salary and the period of service of any SBCCD employee for whom an order is issued for payment of salary or wages. If drawn for any purpose other than the payment of salaries or wages, the order shall be accompanied by an invoice or an itemized receipt showing the separate items and the price of each.

The Executive Vice Chancellor ~~for Business & and the Director of~~ Fiscal ~~Service and the Director of Fiscal Services~~ will withhold approval of orders when:

- Disbursements of the funds will result in the total amounts expended in any major account classification to exceed the amount budgeted.
- Established procedures have not been followed to permit verification of authenticity of the expenditure.

Only authorized personnel may sign orders, as identified in AP 6150 titled Designation of Authorized Signatures.

~~Each signed order shall be transmitted to the San Bernardino~~ Payroll orders are subject to audit by the County Superintendent ~~of Schools for approval. Both commercial and payroll orders are subject to audit by~~ and the County ~~Superintendent and or the County~~ Auditor-Controller. If approved and endorsed by the County Auditor-Controller, warrants will be drawn on the San Bernardino County Treasurer ~~and transmitted to SBCCD for issuance to the payee.~~

## References:

Education Code Sections 85230 et seq.

## Attachments:

No Attachments



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References:	

## BP 6340 Bids and Contracts

*(Replaces current SBCCD BP 6340)*

The authority to sign and execute contracts on behalf of the San Bernardino Community College District (SBCCD) is vested in the Board of Trustees (the Board). This authority can only be delegated by Board action.

The Chancellor shall establish administrative procedures for bids and contracts, subject to the following:

- The 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 year shall be published on the Business Services webpage. Any contract to procure goods and or services (excluding construction and public works) which meets or exceeds the formal bid limit shall require ~~pre~~-approval by the Board of Trustees to constitute an enforceable agreement.
- In accordance with PCC Section 17605, Section 22034(c) and Section 81656, the Board of Trustees delegates authority to sign, execute, and legally bind contracts less than the formal bid limits mentioned above, to the named agents on the authorized signature list. Such contracts shall not require Board approval, but shall be sent to the Board as an information item every 60 days.
- When bids are required according to PCC Section 20651, SBCCD shall award each such contract to the lowest responsible bidder who meets the specifications published by SBCCD and who shall give such security as SBCCD requires, or reject all bids. SBCCD may award a contract to the lowest responsible bidder on the basis of best value as specified by the type of bid.
- The Board has adopted the Uniform Construction Cost Accounting Procedures under PCC Section 22000 et seq. for the bidding of public works projects. In addition, pursuant to PCC Sections 20101 et seq., the Board has adopted a district-wide Pre-Qualification Program that when applicable provides for the pre-qualification of bidders based on a uniform system of rating. See AP 6345 titled Bids and Contracts – Construction.
- If the best interests of SBCCD will be served by a contract, lease, or purchase order through any other public corporation or agency in accordance with PCC Section 20652, the Chancellor is authorized to proceed with a contract.

Board members, employees and consultants of the District must not participate or attempt to influence decisions to procure or contract for goods or services if he or she has a financial interest in the decision. See BP 2710 titled Conflict of Interest.

### References:

Education Code Sections 81641 , et seq.  
Public Contract s Code Sections 20650 , et seq. ;



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**References:**

## AP 6340 Bids and Contracts

### GENERAL CONTRACT PROCEDURES

General contract procedures (parts A through G) are applicable to all types of contracts and agreements – including contracts for goods and non-professional services, professional services, and construction and public works projects.

#### A. Authority to Contract

The authority to sign and execute contracts on behalf of the District is vested in the Board of Trustees. The Board delegates authority to sign and execute contracts less than the formal bid limits set in Public Contract Code, to the named agents on the authorized signature list. The authority to contract includes the amendments, extensions or addendums. Contracts and/or agreements signed by any individual other than those authorized by the Board are not valid or binding on SBCCD. All contracts are between the San Bernardino Community College District and the contracting agency. Individual colleges, programs or departments may not directly enter into a contract or agreement.

#### B. Board Approval

The following contracts require approval by the Board of Trustees to constitute an enforceable agreement:

- Any contract to procure goods or services (excluding construction and public works) which meets or exceeds the formal bid limit set annually by the Board of Governors. The formal bid limit for the current year is published on the Business Services webpage.
- Any contract for construction or public works project which is over the formal bid limit for public works projects.

Contracts under the formal bid limits require approval by one of the authorized district officers, and does not require approval by the Board to be legally enforceable.

#### C. Contract Review

All contracts are reviewed and processed by Business Services. All contracts are subject to the requirements of federal and state codes and regulations. Contracts may require additional legal review. Review procedures must be completed before any contract is executed by an authorized signatory. Any unauthorized individual who signs a contract or agreement will be personally responsible for the value of the contract.

#### D. Supporting Documentation

Contracts submitted for consideration should be accompanied by a purchase requisition if appropriate. Contracts for construction, transportation, or large scale maintenance may require a certificate of liability insurance, certificate of Workers' Compensation coverage, permits, licenses, or bonds.

**E. Contract Format/Negotiations**

Business Services can provide assistance in developing a contract. Contracts must be prepared with great care and protect SBCCD in its dealings. Some contracts require negotiations as to the terms and conditions of the contract between SBCCD and the contracting agency. Many vendors use their own contract format that is always subject to review and/or modification by either party prior to execution.

**F. Subsequent Changes to Contracts**

Any change or alteration of a contract will be done in writing and the cost agreed upon between SBCCD and the contractor. SBCCD may authorize the contractor to proceed with performance of the change or alteration without the formality of securing bids, if the cost so agreed upon does not exceed the greater of the amount specified in Public Contract Code Section 20651 or 20655, whichever is applicable to the original contract, or ten percent (10%) of the original contract price.

**G. Duration of Continuing Contracts for Services and Supplies**

Continuing contracts for work or services furnished to SBCCD are not to exceed five (5) years. Contracts for materials and supplies are not to exceed three (3) years.

**BID REQUIREMENTS – GOODS & NON-PROFESSIONAL SERVICES**

**I. Applicable Contracts**

The bidding requirements in **Section I** to **IX** of this Administrative Procedure are only applicable to contracts for goods and non-professional services. This includes:

- (i.) Equipment, materials, or supplies to be furnished, sold, or leased to SBCCD;
- (ii.) Services (excluding construction services, professional services, insurance services, and work done by day labor or by force account pursuant to PCC Section 20655); and
- (iii.) Repairs, including maintenance as defined in PCC Section 20656, that are not public projects as defined in PCC Section 22002(c).

**II. Bid Limits**

If a contemplated expenditure is less than the formal bid limit set annually by the Board of Governors, please refer the purchasing procedures in **AP 6330** titled **Purchasing**.

If a contemplated expenditure meets or exceeds the formal bid limit set annually by the Board of Governors, a formal bid, request for proposal, or other formal solicitation process must be utilized.

**NOTE:** *The formal bid limit is annually adjusted by the Board of Governors as required by PCC Section 20651(d);*

**III. Bid Specifications**

Bid specifications shall include a definite, complete statement of what is required and, insofar as practical, shall include pertinent details of size, composition, construction, and/or texture of what is specified, and minimum standards of efficiency, durability, and/or utility required of what is specified.

**IV. Notice Calling for Formal Advertised Bids**

Pursuant to PCC Section 20112, SBCCD shall publish at least once a week for two weeks in a newspaper of general circulation published within SBCCD or if there is no such paper, then in some newspaper of general circulation, circulated in the county, and may post on SBCCD's web site or through an electronic portal, a notice calling for bids or proposals, stating the work to be done or materials or supplies to be furnished and the time and place when bids will be opened. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid shall not be received after that time. SBCCD may accept a bid that was submitted either electronically or on paper.

Bid and contract forms shall be prepared and maintained by Business Services. All applicable statutory provisions and board policies shall be observed in preparation of the forms.

Business Services shall be responsible for insuring that the bid specifications are sufficiently broad to encourage and promote open competitive bidding.

All bid notices for work to be done shall contain an affirmative statement requiring compliance with Labor Code Sections 1775 and 1776 governing payment of prevailing wages and Labor Code Section 1777.5 governing employment of apprentices. All bid submissions shall contain all documents necessary to assure compliance with these California Labor Code Sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

When required or determined to be appropriate, bids shall be accompanied by a certified or cashier's check, or bid bond, in the amount specified in the bid form, as a guarantee that the bidder will enter into contract and furnish the required contract bonds. When no longer required for the protection of SBCCD, any certified or cashier's check received shall be returned to the respective bidder.

Business Services shall make available to the prospective bidders bid forms with sets of specifications and drawings and shall provide a convenient place where bidders, subcontractors, and material personnel may examine the specifications and drawings.

Business Services shall provide an electronic copy of the plans and specifications and other contract documents to a contractor plan room service at no charge upon request from that contractor plan room. When permitted, a deposit for sets of plans and specifications may be required and may be refunded when such documents are returned.

#### **V. Awarding of Bids and Contracts**

The awarding of bids and contracts shall be subject to the following conditions:

- Any and all bids and contract proposals may be rejected by SBCCD.
- All bids shall be opened publicly and bidder shall be given the opportunity to make record of the bids received.
- Solicitations using a Request for Proposal (RFP), Request for Qualifications (RFQ), and Request for Information (RFI) are based on best value and not based solely on lowest priced proposal.
- When formal bidding is required, the award of bid shall be presented to the Board along with a tabulation of the bids received in reasonable detail.
- Bid and contract awards shall be made to the lowest responsible bidder substantially meeting the requirements of the specifications. SBCCD reserves the right to make its selection of materials or services purchased based on its best judgment as to which bid substantially complies with the quality required by the specifications.
- For the purposes of bid evaluation and selection when the District determines that it can expect long-term savings through the use of life-cycle cost methodology, the use of more sustainable goods and materials, and reduced administrative costs, the District may provide for the selection of the lowest responsible bidder on the basis of best value pursuant to policies and procedures adopted by the governing board in accordance with this section.
- "Best value" means the most advantageous balance of price, quality, service, performance, and other elements, as defined by the Board of Trustees, achieved through methods in accordance with this section and determined by objective performance criteria that may include price, features, long-term functionality, life-cycle costs, overall sustainability, and required services.
- Conflict of Interest. Board members and employees of SBCCD are prohibited from participating in the bid evaluation and selection process if he or she has a relationship with or financial interest in any of the bidders. When a Bid Evaluation & Selection Committee is established, all members of the committee will be required to complete a disclosure form prior to participation in the bid evaluation and selection process. The Business Manager will collect and review all disclosure forms for potential conflicts of interest.

**VI. Purchase without Advertising for Bids**

The Business Manager is authorized to make purchases from firms holding public agency contracts without calling for bids where it appears advantageous to do so. The Business Manager may, without advertising for bids, purchase or lease from other public agencies materials or services by authorization of contract or purchase order. The Business Manager may make purchases through the State of California Cooperative Purchasing Program operated by the Department of General Services, California Multiple Award Schedule (CMAS), Western States Contracting Alliance (WSCA) with California endorsement, Foundation for California Community Colleges (FCCC) and other approved purchasing cooperatives, for goods and services as listed in the approved agreements.

**VII. Emergency Repair Contracts without Bid**

When emergency repairs or alterations are necessary to continue existing classes or to avoid danger of life or property, the Business Manager may make a contract on behalf of SBCCD for labor, materials and supplies without advertising for or inviting bids, subject to ratification by the Board.

**VIII. Unlawful to Split Bids**

Pursuant to PCC Section 20657, it shall be unlawful to split or separate into smaller work orders, purchase orders, contracts, or projects any work, project, service, or purchase for the purpose of evading the provisions of the Public Contract Code requiring work to be done by contract after competitive bidding.

**IX. Employees as Independent Contractors**

An individual cannot be both an SBCCD employee and an independent contractor with SBCCD at the same time unless it can be clearly demonstrated that the work being performed as an independent contractor has no relationship to work being performed as an employee of SBCCD and such work cannot be construed as falling within the broad definition of the individual's job description or classification as an employee. Any SBCCD employee engaged as an independent contractor is considered an "employee" for payroll purposes and payment for services is subject to appropriate tax withholding.

**References:** Education Code Sections 88003.1, 81641 et seq.;

Government Code Section 53060;

Public Contract Code Sections 20103.7, 20112, 20650 et seq., and 22000 et seq.;

Labor Code Sections 1770 et seq.

ACCJC Accreditation Standard III.D.16

<b>Approved: 3/17/11</b>	
<b>Revised:</b>	

**Attachments:**

- [AP 6340 Bids & Contracts.docx](#)
- [AP 6340 Bids and Contracts - Comments](#)
- [AP 6340 Bids and Contracts - Legal Citations](#)
- [AP6340 -OLD.pdf](#)



[image1.png](#)





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References:	

## BP 6925 Refreshments or Meals Served at Meetings and District Events

*(Replaces current SBCCD BP 3750)*

The Board of Trustees authorizes the Chancellor to develop administrative procedures allowing for a limited expenditure of funds for refreshments and/or meals served while conducting District business and District-approved Associated Student Club business.

### References:

None

### Attachments:

[BP 6925 Refreshments or Meals Served at Meetings and District Events - Comments](#)  
[BP 6925 Refreshments or Meals Served at Meetings and District Events - Legal Citations](#)



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**References:**

## AP 6925 Refreshments or Meals Served at Meetings and District Events

(Replaces current SBCCD AP 3750)

### A. Refreshments and/or Meals

The Board of Trustees authorizes the expenditure of funds for refreshments and/or meals served at District or approved Associated Students meetings and trainings in order to conduct District business or Associated Student Clubs business under the conditions set forth in sections A.1 and A.2.

#### 1. Attended by Employees and/or Students

For meetings or trainings attended only by employees and/or currently enrolled students are authorized for up to a total \$~~500~~1000 for that meeting or training. Expenditures in excess of \$~~500~~1,000 require Board approval prior to the meeting or training. Bottled water for individual use is exempt from the conditions below.

#### 2. Attended by Employees and/or Students as well as Non-employees or Non-Students

For meetings or training attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, are authorized for up to \$~~100~~500. Expenditures in excess of a total \$~~100~~500 for that meeting or training require Board approval prior to the meeting or training.

### B. Refreshments or Meals for events

Events are defined as activities in which non-employees and/or non-students will be or can be attending and/or participating (e.g. job fair, holiday event, recruitment event); or is on a large enough scale to be considered neither a meeting nor training. Any refreshments and/or meals for an event require Board approval prior to the event.

### C. Refreshments or Meals Charged to Grant Funds

Any expenditure for refreshments or meals charged to grant funds must meet the requirements set forth in paragraphs A and B above. In addition, such expenditures must be specifically authorized by the terms and conditions set forth in the grant agreement.

### D. Purchase Order and/or Requisition

Expenditures for refreshments and/or meals must specify on the District purchase order, trust account requisition, or submitted with Cal Card statement reconciliation:

1. The name(s) of the individuals or group name, or general description of the parties, for which the refreshments or meals are to be served.

2. The agenda or purpose of the meeting, training, or event.
3. The location and date of the meeting, training or event.
4. If required by Section A.1, A.2, or B, the Board approval date for the expenditure.

Expenditures for Associated Student accounts must be made in accordance with Board Policy (BP) 5420 titled Associated Students Finance and approved by appropriate person listed within BP 5420.

## References:

None

## Attachments:

[AP 6925 Refreshments or Meals Served at Mtgs & District Events- Comments](#)  
[AP 6925 Refreshments or Meals Served at Mtgs & District Events- Legal Citations](#)



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## AP 7126 Applicant Background Investigations and Reference Checks

Applicants for positions may be subject to background or reference checks.

Where a background investigation is performed by a third party, ~~[designate position]~~ the Executive Director of Human Resources or designee shall make a clear and conspicuous disclosure to the applicant on a separate form before the report is procured. The applicant shall be provided an option to receive or not receive the report. If the applicant is not hired, or the District takes other action that adversely effects any applicant based in whole or in part upon the third-party report, ~~[designate position]~~ Executive Director of Human Resources or designee shall provide oral, written, or electronic notice of:

- the adverse action to the applicant;
- the name, address, and telephone number of the third party agency that furnished the report;
- the applicant's right to obtain a free copy of the report; and
- the applicant's right to dispute the accuracy or completeness of any of the information in the report.

### References:

Civil Code Sections 47, 1785.16, 1785.20, and 1786.16 et seq.;

Federal Fair Credit Reporting Act

### Attachments:

No Attachments



Current Status: *Draft*

PolicyStat ID: 6183211



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References:	<i>Brand New - advised</i>

## AP 7145 Personnel Files

Personnel records are private, accurate, complete, and permanent. ~~*(Insert local procedures that meet this standard.)*~~

Every employee has the right to inspect personnel records pursuant to the Labor Code.

Information of a derogatory nature shall not be entered into an employee's personnel records unless and until the employee is given notice and an opportunity to review and comment on that information. The employee shall have the right to enter, and have his/her own comments attached to any derogatory statement. The review shall take place during normal business hours and the employee shall be released from duty for this purpose without salary reduction.

The employee shall not have the right to inspect personnel records at a time when the employee is actually required to render services to the District.

Nothing in this procedure shall entitle an employee to review ratings, reports, or records that were:

- a. obtained prior to the employment of the person involved,
- b. prepared by identifiable examination committee members,
- c. obtained in connection with a promotional examination or interview.

### References:

#### References:

Education Code Section 87031;

Labor Code Section 1198.5

### Attachments:

No Attachments



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## BP 7150 Evaluation

*(Replaces current SBCCD BP 7251)*

All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified members.

The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

### Reference:

WASC/ACCJC Accreditation Standard III.A.1.b

### Attachments:

- [BP 7150 Evaluation- Comments](#)
- [BP 7150 Evaluation- Legal Citations](#)

### Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
	Stacey Nikac: Administrator	10/2018
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 References:

## AP 7150 Evaluation

(Replaces current SBCCD AP 7251)

~~Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.~~

### ~~Frequency of Evaluation~~

#### Frequency of Evaluation

Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.

For managers within the first year of evaluation, the ~~supervisor and employee~~supervising manager and manager being evaluated will establish goals and objectives to be accomplished. The supervising manager will be solely responsible for providing an evaluation within the first six months of hire. In the subsequent year, and each year thereafter, the evaluation committee process will be instituted.

Interim ~~Manager assignments~~Managers will be evaluated during the sixth month of interim appointment, and annually thereafter if the assignment is greater than one semester in length. The supervising manager will be solely responsible for providing the evaluation. ~~Evaluations may~~A survey will be held on a more frequent basis as sent campus/district wide for all interims when appropriate. Evaluations may be held on a more frequent basis as appropriate.

### ~~EVALUATION TIMELINE:~~

#### EVALUATION TIMELINE:

No later than October 1 of each calendar year the ~~supervisor and employee~~supervising manager and manager will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year.

By November 1 of each year, the committee shall be formed. The committee will ~~meet and~~ convene and provide a written ~~summary~~ report to the ~~immediate supervisor~~supervising manager no later than December ~~30~~31 of each calendar year.

The final evaluation report shall be provided to the ~~evaluatee~~manager no later than January ~~30~~31 of each calendar year.

# Goals/Objectives

## Goals/Objectives

Each manager will meet with his/her ~~supervisor~~supervising manager at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.

In an effort to ensure that ~~employee~~-evaluations are completed in a timely manner, the following process will be followed by Human Resources:

1. The ~~immediate supervisor of the employee who~~supervising manager will receive an email from Human Resources notifying him or her that an evaluation of the manager is ~~to be evaluated will receive an email directly from HR notifying the supervisor that an evaluation is~~ due.
2. The ~~evaluating supervisor's~~person whom the supervising manager reports will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to ~~HR~~Human Resources within the required timeframe.
3. The President of the College and the appropriate Vice President will be copied on the email.

# Committee

## Committee

In the case of campus- Directors, Deans, and Vice Presidents, the committee shall include the ~~immediate supervisor~~supervising manager as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed ~~in collaboration with~~by CSEA ~~and hiring manager~~. ~~All supervisors and managers will be evaluated by the hiring manager. Surveys will be sent district wide for input.~~

In the case of the College Presidents, the committee shall include the ~~immediate supervisor~~supervising manager as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed ~~in collaboration with~~by CSEA ~~and hiring manager~~.

In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the ~~immediate supervisor~~supervising manager as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed ~~in collaboration with~~by CSEA ~~and hiring manager~~. ~~All supervisors and managers will be evaluated by the hiring manager. Surveys will be sent district wide for input.~~

All supervisors and managers will be evaluated by the supervising manager.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the first committee meeting. Once the committee has met, no new members may be added.

# Campus/District Survey

At the discretion of the supervising manager, committee meetings may take place using teleconference and/or video conferencing.



## Campus/District Survey

As appropriate to the assignment, the ~~hiring~~supervising manager shall seek written feedback from the campus and/or district community. In obtaining this feedback, the ~~hiring~~supervising manager shall use an approved evaluation form. Using the approved form, the ~~hiring~~supervising manager shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the ~~evaluatee~~manager is performing assigned responsibilities. Responses on the approved form shall be signed, and the ~~hiring~~supervising manager shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the committee.

## ~~Evaluatee~~

### Evaluatee

Prior to the evaluation conference, the manager being evaluated will submit, to their ~~supervisor~~supervising manager, a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The manager may submit a portfolio of representative work, or any other items he/she considers appropriate.

## ~~Evaluation Report~~

### Evaluation Report

The ~~hiring~~supervising manager will produce a written evaluation report by January ~~30~~31. The report shall include:

1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
2. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by the manager and his/her ~~supervisor~~supervising manager.
3. An assessment of the extent to which the ~~evaluatee~~manager meets his/her stated goals and objectives.
4. An assessment of the management and leadership strengths of the ~~evaluatee~~manager.
5. The identification of any areas in which the manager can improve his/her performance or management skills.
6. A copy of the consolidated summary of the ratings and comments

The written report shall specify one of the following:

1. Commendation for superior performance;
2. Confirmation of satisfactory performance;
3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the ~~hiring~~supervising manager and the manager before being placed in ~~his/her~~the manager's file. The ~~evaluatee~~manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within ~~fifteen~~15 working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be maintained in ~~the District Office~~ Human Resources ~~Department~~. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they

be expunged.

There will be only two copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated and the original will become a part of the official file in ~~the~~ Human Resources ~~Department~~.

## ~~Procedures in the Case of Unsatisfactory Performance of Responsibilities~~

### Procedures in the Case of Unsatisfactory Performance of Responsibilities

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed and approved by the ~~hiring~~ supervising manager (or Board of Trustees, in the case of the Chancellor) who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the ~~immediate supervisor~~ supervising manager will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the ~~supervisor~~ supervising manager, but in no case later than six months after the initial findings of the ~~evaluation committee~~ supervising manager. The re-evaluation process shall include the submission of new goals and objectives to the ~~immediate supervisor~~ supervising manager, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.

## ~~Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration~~

### Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract non-renewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

~~Classified employee evaluations will be conducted in accordance with the Agreement between the District and the Chapter of the California School Employees' Association.~~

~~Confidential employee evaluations will be conducted every three months for the first twelve months of service, then every two years thereafter.~~

~~Faculty evaluations (both full and part time) will be conducted in accordance with the Agreement between the District and Chapter of CCA/CTA/NEA.~~

### Non-Management Employees

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

The criteria for confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager and the supervisor.

Additional documents related to evaluation can be reviewed on the Human Resources web-page.

Also see BP/AP 2435 titled Evaluation of the Chancellor

## **Reference:**

### **Reference:**

Accreditation Standard III.A.5 (formerly III.A.1.b)

## **Attachments:**

No Attachments



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## AP 7234 Overtime

Overtime is defined to include any time required to be worked in excess of eight hours in any one day and in excess of 40 hours in any calendar week. If the Board of Trustees establishes a workday of less than eight hours but seven hours or more and a workweek of less than 40 hours but 35 hours or more for all of its classified positions or for certain classes of classified positions, all time worked in excess of the established workday and workweek shall be deemed to be overtime.

The foregoing provisions do not apply to:

- classified positions for which a workday of fewer than seven hours and a workweek of fewer than 35 hours has been established,
- positions for which a workday of eight hours and a workweek of 40 hours has been established, but in which positions employees are temporarily assigned to work fewer than eight hours per day or 40 hours per week when such reduction in hours is necessary to avoid layoffs for lack of work or lack of funds and the consent of the majority of affected employees to such reduction in hours has been first obtained.

For the purpose of computing the number of hours worked, time during which an employee is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leave of absence shall be considered as time worked by the employee.

When compensatory time off is authorized in lieu of cash compensation, such compensatory time off shall be granted within 12 calendar months following the month in which the overtime was worked and without impairing the services rendered by the District.

An employee having an average workday of less than four hours during a workweek shall, for any work required to be performed on the seventh day following the commencement of his/her workweek, be compensated for at a rate equal to 1 1/2 times the regular rate of pay of the employee designated and authorized to perform the work.

Work performed for the Associated Students is not affected by the college policy. The hourly rate of pay for compensation received from the Associated Students has not been changed. Time and one-half pay is related only to work performed for the college.

Travel time of thirty (30) minutes each way will be allowed if the employee is called back for an emergency situation. If service is continuous, no travel time will be allowed.

All overtime for which employees are to be paid must be authorized in advance by the Chancellor, Chancellor's designee, or college president for the site.

Employees shall not be paid unauthorized overtime.

Overtime shall be reported on the time sheet at the end of the month by dates, hours and emergency or event requiring overtime. The immediate supervisor shall sign the time sheet.

The foregoing provisions are not intended to apply to properly designated part-time positions with an assigned workday of less than eight (8) hours and a workweek of less than forty (40) hours.

Positions in the Security Department are exempt from the provisions of this policy.

Persons serving in supervisory, administrative, or executive positions shall be excluded from these procedures regarding overtime.

## **References:**

Education Code Sections 88027, 88028, 88029, and 88030

## **Attachments:**

No Attachments



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## AP 7337 Fingerprinting

~~**NOTE:** This procedure is legally required for classified employees and optional for academic employees. Local practice may be inserted. It is legally advised to make fingerprinting mandatory as to all employees.~~

~~Where Live Scan is not available regionally, Districts should continue to use the language of Education Code Sections 87013 and 88024. Districts should note that Live Scan is the Department of Justice's preferred method for the submission of fingerprints.~~

~~The following is excerpted from statute. **This format is not legally required.** It is provided for the convenience of Districts that want to use it.~~

The ~~Chief Human Resources Officer~~Executive Vice Chancellor will designate one or more employees to receive, store, disseminate and destroy criminal records furnished by the California Department of Justice and to serve as the contact for the California Department of Justice for related issues. Any such employee must be confirmed by the California Department of Justice as required by law and pursuant to California Department of Justice procedures. The Chief Human Resources Officer will notify the California Department of Justice by March 1 of each year beginning on March 1, 2012, of the individuals designated.

All candidates for academic, classified, and contract positions shall be required to have fingerprints taken via Live Scan ten working days prior to the date of employment. The electronic fingerprints and applicable fees will be forwarded to the Department of Justice. The Department of Justice will forward any findings to the Human Resources Office. Human Resources will evaluate findings to ensure all criminal activity was reported, that no offense would disqualify the applicant from employment, and that no conviction would render the candidate unfit for the position. The costs of Live Scan fingerprinting are the sole responsibility of the candidate.

Substitute, temporary employees and professional experts shall be required to have fingerprints taken via Live Scan ten working days prior to the date of employment.

Student workers may be exempt from this procedure. All workers or volunteers in the Child Development Center and in other programs requiring fingerprinting must submit to Live Scan fingerprinting.

The ~~Chief~~Executive Director, Human Resources ~~Officer will~~shall ensure that criminal history record information is destroyed once the District's business need for the information is fulfilled. Applicants may file an appeal to have their criminal record reviewed according to Ed Code 87405.

### ~~Classified Employees~~

~~The District, within 10 working days of date of employment, shall require each person to be employed, or employed in, a nonacademic position to have two 8X8 fingerprint cards bearing the legible rolled and flat~~

~~impressions of that person's fingerprints together with a personal description of the applicant or employee, as the case may be, prepared by [a local law enforcement agency having jurisdiction in the area of the District].~~

~~Identification cards are completed as follows [insert local practice]. The cards shall be prepared by a [local public law enforcement agency having jurisdiction in the area of the District].~~

~~The fee for the service is [as determined by the state Department of Justice to be sufficient to reimburse the department for the costs incurred in processing the application].~~

~~The fee is forwarded to the Department of Justice with two copies of applicant's or employee's fingerprint cards. The District shall collect an additional fee not to exceed two dollars (\$2) payable to the [local public law enforcement agency]. The additional fees are be transmitted to the [city or county treasury].~~

~~The fee [is/is not] reimbursed to an applicant who submits fingerprints in accordance with these procedures and who is subsequently hired by the District within 30 days of the application. Funds not reimbursed to applicants are credited to the general fund of the District.~~

~~If the fingerprint cards forwarded to the Department of Justice are those of a person already in the employ of the Governing Board, the District pays the fee required by this section. The fee shall be a proper charge against the general fund of the District, and no fee shall be charged the employee.~~

~~Substitute and temporary employees employed for less than a school year [are/are not] exempted from these procedures.~~

## **Academic Employees**

***NOTE:*** ~~Insert local practice; the following is an illustrative example:~~

~~Whenever the District employs a person in an academic position and that person has not previously been employed by a school or community college district in this state, the District, within 10 working days of the person's date of employment, requires the individual to have duplicate personal identification cards upon which shall appear the legible fingerprints and a personal description of the employee prepared by **[a local law enforcement agency having jurisdiction in the area of the District]**. The **[law enforcement agency]** transmits the cards, together with any applicable fee, to the Department of Justice.~~

~~The **[local law enforcement agency]**, upon receipt of information from the Department of Justice, excerpts from the history all information regarding any convictions of the employee and shall forward that information to the District.~~

~~The District may provide the means whereby the identification cards may be completed and may charge a fee determined by the Department of Justice to be sufficient to reimburse the Department for the costs incurred in processing the application. The amount of the fee shall be forwarded to the Department of Justice, with two copies of applicant's or employee's fingerprint cards. The District shall collect an additional fee not to exceed two dollars (\$2) payable to the **[local public law enforcement agency]** taking the fingerprints and completing the data on the fingerprint cards.~~

~~All managers shall be required to provide fingerprint cards at the time of hire. The cost of the fingerprinting shall be borne by the employee.~~

~~Substitute and temporary employees employed for less than a school year are exempted from the provisions of this policy.~~

## References:

[Also see AP 7126 titled Applicant Background Checks](#)

Education Code Sections 87013 and 88024; [87405](#)

Penal Code Sections 11102.2 and 11077.1

## Attachments:

No Attachments





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## AP 7343 Industrial Accident and Illness Leave

### ~~Industrial Accident and Illness Leave~~

~~An employee must have been with the district a minimum of nine months.~~

1. Evidence must support the fact that the illness or accident arose out of employment. The Board of Trustees may require a physician's report on probable causes.
2. An employee absent from his/her duties due to an accepted industrial accident or illness leave shall receive his/her full pay from the district. The employee is required to endorse temporary disability indemnity checks received from Workers' Compensation to the district. Arrangements may be made with Workers' Compensation to have the checks mailed directly to the district.
3. Industrial accident or illness leave of absence shall not exceed sixty days in any one fiscal year for the same accident or illness.
4. At such time as the employee has used his full entitlement of sixty days industrial leave, he/she may use his/her accumulated sick leave. Sick leave will be used at a rate equal to the pay received from the district less any contribution from Workers' Compensation. ~~For example: An employee's daily rate is \$20.00; the district receives \$10.00 per day from Workers' Compensation. The employee receives his/her full pay but is charged only one-half sick leave.~~
5. Industrial leave is not accumulative.
6. When accident or illness overlaps into the next fiscal year, the employee is entitled only to the balance of the sixty days not used.
7. ~~The employee may not leave the state during the leave period unless authorized by the Board of Trustees.~~ The employee may not leave the state during the leave period unless authorized by the Board of Trustees.
8. When all industrial leave and sick leave benefits have been exhausted, the employee must be placed on the reemployment list for a period of 39 months.

### ~~Academic Employees~~

#### Academic Employees

Academic employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness in any one fiscal year for the same accident.

Allowable leave shall not be accumulated from year to year.

Industrial accident or illness leave shall commence on the first day of absence.

When an academic employee is absent from his/her duties on account of an industrial accident or illness, the employee shall be paid the portion of the salary due him/her for any month in which the absence occurs as, when added to his/her temporary disability indemnity under the Labor Code, will result in a payment to the employee of not more than his/her full salary. "Full salary," shall be computed so that it shall not be less than the employee's "average weekly earnings" as that phrase is used in Labor Code Section 4453. For purposes of this section, however, the maximum and minimum average weekly earnings set forth in Labor Code Section 4453 shall otherwise not be deemed applicable.

Industrial accident or illness leave shall be reduced by one day for each day of authorized absence regardless of a temporary disability indemnity award.

When an industrial accident or illness leave overlaps into the next fiscal year, the employee shall be entitled to only the amount of unused leave due him/her for the same illness or injury.

Upon termination of the industrial accident or illness leave, the employee shall be entitled to the benefits provided in Education Code Sections 87780, 87781 and 87786, and, for the purposes of each of these sections, his/her absence shall be deemed to have commenced on the date of termination of the industrial accident or illness leave. However, if the employee continues to receive temporary disability indemnity, he/she may elect to take as much of his or her accumulated sick leave which, when added to his/her temporary disability indemnity, will result in a payment to the employee of not more than his/her full salary.

During any paid leave of absence, the employee may endorse to the District the temporary disability indemnity checks received on account of his/her industrial accident or illness. The District shall issue the employee appropriate salary warrants for payment of the employee's salary and shall deduct normal retirement, other authorized contributions, and the temporary disability indemnity, if any, actually paid to and retained by the employee for periods covered by the salary warrants.

## ~~Classified Employees~~

### Classified Employees

Classified employees shall be entitled to not less than 60 days leave on account of an industrial accident or illness, in any one fiscal year for the same accident.

Allowable leave shall not be accumulative from year to year.

Industrial accident or illness leave of absence will commence on the first day of absence.

Payment for wages lost on any day shall not, when added to an award granted the employee under the workers' compensation laws of this state, exceed the normal wage for the day.

Industrial accident leave will be reduced by one day for each day of authorized absence regardless of a compensation award made under workers' compensation.

When an industrial accident or illness occurs at a time when the full 60 days will overlap into the next fiscal year, the employee shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred, for the same illness or injury.

The industrial accident or illness leave of absence is to be used in lieu of entitlement acquired under Education Code Section 88191. When entitlement to industrial accident or illness leave has been exhausted, entitlement to other sick leave will then be used; but if an employee is receiving workers' compensation, the person shall

be entitled to use only so much of the person's accumulated or available sick leave, accumulated compensating time, vacation or other available leave which, when added to the workers' compensation award, provide for a full day's wage or salary.

Periods of leave of absence, paid or unpaid, shall not be considered to be a break in service of the employee.

During all paid leaves of absence, whether industrial accident leave as provided in this procedure, sick leave, vacation, compensated time off or other available leave provided by law or the action of the District, the employee shall endorse to the District wage loss benefit checks received under the workers' compensation laws of this state. The District, in turn, shall issue the employee appropriate warrants for payment of wages or salary and shall deduct normal retirement and other authorized contributions. Reduction of entitlement to leave shall be made only in accordance with this procedure.

When all available leaves of absence, paid or unpaid, have been exhausted and if the employee is not medically able to assume the duties of the person's position, the person, if not placed in another position, shall be placed on a reemployment list for a period of 39 months. When available, during the 39 month period, the person shall be employed in a vacant position in the class of the person's previous assignment over all other available candidates except for a reemployment list established because of lack of work or lack of funds, in which case the person shall be listed in accordance with appropriate seniority regulations.

~~The [designate authority] may require that an employee serve, or have served continuously, [specify time limit, not more than three years] before the benefits provided by this section are made available to the person. All service of an employee prior to the effective date of any such requirement shall be credited in determining compliance with the requirement.~~

~~Any employee receiving benefits as a result of this section shall, during periods of injury or illness, remain within the State of California unless the [designate authority] authorizes travel outside the state.~~

An employee who has been placed on a reemployment list, as provided above, who has been medically released for return to duty and who fails to accept an appropriate assignment, shall be dismissed.

## References:

### References:

Education Code Sections 87787 and 88192

## Attachments:

AP 7343 Industrial Accident & Illness Leave  
Rev. 4-3-17.docx  
AP 7343 Update #30.pdf



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## AP 7344 Notifying the District of Illness

~~**NOTE:** While there is no law or regulation requiring this procedure, it is **legally advised to establish written procedures requiring employees to notify the District when ill, either here or through collective bargaining. Local practice may be inserted.**~~

### ~~Sample from another District~~

~~Procedures are outlined in respective Collective Bargaining Agreements (CBAs) between units and the District.~~

~~Individual departments are responsible for establishing protocols for absence notification.~~

~~Employees must follow department call-in procedures to notify the department of the reason for lateness and expected arrival time.~~

~~Unless the collective bargaining agreement provides otherwise, employees are required to complete absence forms upon return from absence as follows:~~

- ~~• Submit completed absence report forms to Human Resources.~~
- ~~• Incomplete or incorrect absence reports will be returned to the employee's supervisor for correction.~~

~~Full-time classified employee:~~

- ~~• Use Classified Employee Absence Report form—obtain from supervisor.~~

~~Full-time academic faculty:~~

- ~~• For Absence from regular class load: Use Academic Absence form—obtain from department.~~
- ~~• For Absence from overload class: Use the Hourly/Overload Absence form.~~

~~Part-time associate faculty or full-time academic—overload:~~

- ~~• Use the Hourly / Overload Absence form.~~

~~Complete Hourly/Overload Absence form and retain a copy for employee records.~~

### ~~Sample from another District~~

~~If it is not possible for an employee to report for work, the employee shall notify his/her supervisor or the designated alternate as soon as possible, but not later than thirty (30) minutes after the reporting time. All employees absent because of illness shall inform their supervisor in a timely manner as to when they expect to~~

~~return to work.~~

## ~~Sample from another District~~

While each ~~department~~area should develop and maintain procedures regarding the specific steps to be taken by an employee when notifying the ~~department~~appropriate administrator or designee of an absence, it is the general policy of the District that any employee who will be absent from work due to unexpected illness or other reasons, must report the absence to their immediate supervisor daily, by telephone, ~~and/or email~~ at the beginning of the work period.

Other than for leaves that are requested and approved in advance, supervisor's shall notify Human Resources immediately anytime a regular employee is absent for ~~three~~five or more consecutive work days. This includes absences for employees who follow the established notification of absence procedures as determined by the department and are absent for three consecutive work days.

### Reference:

No specific reference

### Attachments:

[AP 7344 Notifying District of illness.doc](#)



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**References:** Brand New - advised

## AP 7346 Employees Called to Military Duty

***NOTE: This procedure is legally advised. Some aspects of it may be subject to collective bargaining. The following illustrative example incorporates the minimum requirements of applicable law.***

The following applies to any District employee, academic or classified, who enters the active military service of the United States of America or of the State of California, including active service in any uniformed auxiliary of any branch of the military service, during any period of national emergency declared by the President of the United States or during any war in which the United States of America is engaged.

### Leave

Upon presentation of a copy of orders for active duty in the Armed Forces, the National Guard, or the Naval Militia, the District shall grant a military leave of absence for the period of active duty specified in the orders, but not to exceed five years for a permanent, probationary, or exempt employee, or for the remainder of a limited-term employee's appointment or a temporary employee's appointment.

### Salary

Any District employee called to active duty who has been in the service of the District for at least one year will continue to receive his or her salary for the first 30 calendar days of ordered military service. Employees who are members of the National Guard will continue to receive salary for the first 30 calendar days of active service regardless of length of service with the District.

In addition, the District may provide for not more than 180 calendar days as part of the employee's compensation all of the following:

- The difference between the amount of his/her military pay and allowances and the amount the employee would have received as an employee, including any merit raises that would otherwise have been granted during the time the individual was on active military duty.
- All benefits that he/she would have received had he/she not been called to active military duty unless the benefits are prohibited or limited by vendor contracts.
- Employees returning from military leave shall have their salary adjusted to reflect salary increases that are not based on merit.

### Health Benefits

An employee on military leave for less than 31 days shall continue to receive health insurance benefits.

Employees on leave for longer than 30 days may elect to continue health care coverage for themselves and their eligible dependents for a maximum period of 18 months.

Returning veteran employees whose coverage was terminated because of military leave will not be subject to any exclusion or waiting period prior to reinstatement of health coverage.

## **Vacation and Sick Leave**

Employees on military leave accrue any benefits the District provides to other employees, e.g. if employees on other approved leaves are permitted to accrue vacation or sick leave, employees on military leave will do so as well.

Employees on military leave shall accrue any benefits afforded by any collective bargaining agreement negotiated during their absence.

Any employee on temporary military leave for training who has worked for the District for at least one year shall continue to accrue vacation, sick leave and holiday privileges up to a maximum period of 180 days.

## **Reinstatement**

An employee on active duty military leave shall be entitled to return to the position held by him/her at the time of his/her entrance into the service within six months after the employee honorably leaves the service or is placed on inactive duty.

In the case of a contract academic employee, absence on military leave shall not count as part of the service required for the acquisition of tenure, but the absence shall not be construed as a break in the continuity of service. If the employee was employed by the district for more than one year, but had not yet become a regular academic employee of the district, he/she is entitled to return to the position for the period of time his/her contract of employment had to run at the time he or she entered military service.

In the case of an academic employee, absence on military leave shall not be construed as a break in the continuity of service.

In the case of a classified employee, absence on military leave shall not be construed as a break in the continuity of service.

## **References:**

Education Code Sections 87018, 87700, 87832 and 88116;

Military and Veteran's Code Sections 389 et seq;

38 U.S. Code Sections 4301 et seq.

## **Attachments:**

No Attachments



Origination: N/A  
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 Owner: Human Resources Human Resources  
 Policy Area: Chapter 7 Human Resources  
 References:

## BP 7350 Resignations

(Replaces current SBCCD BP 7350)

• ~~From current SBCCD BP 7350 titled Resignations~~

The Board ~~of Trustees~~of Trustees shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the ~~academic~~fiscal year during which the Board has received the resignation.

~~NOTE: Although not legally required, the following language is:~~

~~The Board of Trustees hereby delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor. When accepted by the Chancellor, the resignation is final and may not be rescinded. All such resignations shall be forwarded to the Board for ratification.~~The Board of Trustees hereby delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor. When accepted by the Chancellor, the resignation is final and may not be rescinded.

The Chancellor or designee is authorized by the Board of Trustees to accept officially the resignation of any employee.

~~Acceptance of the resignation shall be effective at the time of receipt and approval by the Chancellor or designee, except the Board of Trustees retains the authority to rescind the Chancellor's approval of resignations under this policy.~~

### References:

### References:

Education Code Sections 87730; ~~and~~and 88201

### Attachments:

- BP 7350 Resignations - Comments
- BP 7350 Resignations - Legal Citations
- BP7350 -OLD.pdf





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 Last Approved: N/A  
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 Next Review: 02/2020  
 Owner: Human Resources Human Resources  
 Policy Area: Chapter 7 Human Resources  
 References: Brand New - optional

## AP 7350 Resignations

~~NOTE: BP 7350 titled Resignations spells out the minimum requirements for acceptance of resignation, and delegates the authority to the Superintendent-President to accept a resignation. If there are additional local practices, they can be inserted here.~~

### ~~Sample from another District~~

#### Resigning Employees

~~It is customary to give a minimum of two weeks' notice for classified and confidential staff; a minimum of 30 days' notice for management; a minimum of one semester's notice for faculty, OR, at the earliest feasible moment. All notifications must be submitted in writing to the appropriate manager with a copy to Human Resources, who will inform the Superintendent-President.~~  
It is customary to give a minimum of two weeks' notice for classified and confidential staff; a minimum of 30 days' notice for management; a minimum of one semester's notice for faculty, OR, at the earliest feasible moment. All notifications must be submitted in writing to the appropriate manager with a copy to Human Resources, who will inform the Chancellor.

### ~~Sample from another District~~

~~Normally, a resignation is made in writing to the Chancellor:~~

- ~~• stating the employee's desire to resign, and~~
- ~~• giving the employee's intended last day of service.~~

~~The Chancellor will normally accept the resignation and may countersign, denoting his/her acceptance.~~

~~The Board of Trustees will be informed of resignations at the next earliest meeting of the Trustees.~~

~~Once accepted, a resignation may not be withdrawn. The last day of service will be as indicated by the employee in his/her letter of resignation, subject to the approval of the Chancellor~~

### ~~Sample from another District~~

~~Employees who resign or retire from the District are expected to provide written advance notice. Advance notice of two weeks is appreciated. One month's notice is preferred in the event of a retirement. When notice is given, it should be directed to the employee's department and to Human Resources.~~

~~Individuals who leave employment with the District are expected to return District property, and satisfy outstanding financial or other obligations before the last workday. Administrators are responsible for ensuring~~

~~that all District property is obtained from all terminating employees and that financial obligations are satisfied.~~

~~Upon termination of employment, the supervisor must make appropriate arrangements to discontinue an employee's password and/or access to all District information systems. This may include, but is not limited to, financial, employee, departmental local area network, and student information systems and e-mail accounts. It also includes building and petty cash security system codes and combinations to which the employee may have had access.~~

~~All employees whether they are resigning or retiring must submit a letter of resignation or complete an Employee Separation Form (available on the District website) and submit a copy to his/her department supervisor and send the original to Human Resources.~~

~~The date the resignation will become effective as determined by Human Resources which shall not be later than the last paid day of paid service in the employee's regular assignment. For employees who retire from the District, the resignation date must be prior to the retirement date. The retirement date should be discussed with a PERS/STRS representative.~~

~~All voluntary letters of resignation in lieu of the Employee Separation Form are subject to the approval of the Associate Vice Chancellor of Human Resources. Letters may not include "intention" to resign or retire and may not include "any special conditions of resignation or retirement" outside those already provided in the employee handbooks and/or collective bargaining agreements. Unacceptable letters or resignation forms not complying with policy or these administrative procedures will be returned to the employee with an explanation.~~

~~The District retains the right to negotiate employee resignations when it is determined to be in the best interest of the District and/or the employee. The employee may have a union representative present at these negotiations.~~

~~Once Human Resources receives the resignation document, he/she will date stamp the document as received and prepare an agenda item for subsequent Board of Trustees acceptance. The resignation becomes official when it is accepted by the Board.~~

~~Once the resignation is received by Human Resources, it cannot be rescinded unless approved by the Superintendent President. Such approval must be in writing on the resignation document and forwarded to Human Resources for action.~~

~~Human Resources will forward a confirmation email or letter to the employee after Board of Trustees action to confirm resignation acceptance and the effective date. Human Resources will include in this letter information on completing the Exit Interview Checklist, submission of all absence report forms, and the Voluntary Exit Interview Questionnaire. The checklist and questionnaire forms are available on the District website.~~

~~Human Resources is responsible for providing appropriate documents to the Payroll Office for terminating employees and providing information to the Benefits Specialist for retiring employees.~~

## **Retiring Employees**

### **Retiring Employees**

~~Retiring employees must submit a letter or separation form to document resignation for the purpose of retiring. If submitting a personal letter, the details must include the specific date of resignation. The retirement date may be noted in the letter but is not required.~~  
Retiring employees must submit a letter or separation form to document resignation for the purpose of retiring. If submitting a personal letter, the details must include the specific date of resignation. The retirement date may be noted in the letter but is not required.

~~The retirement date is between the employee and the retirement system. The following information is provided for retiring employees.~~The retirement date is between the employee and the retirement system. The following information is provided for retiring employees.

## **CalPERS**

### **CalPERS**

- ~~Employee must contact CalPERS at 1-888-CalPERS or 1-888-225-7377 to obtain a Service Retirement Election Application and schedule an appointment with a CalPERS counselor.~~Employee must contact CalPERS at 1-888-CalPERS or 1-888-225-7377 to obtain a Service Retirement Election Application and schedule an appointment with a CalPERS counselor.
- ~~Before submitting completed application to CalPERS the employee must contact the Specialist at least 30 days prior to retirement regarding sick leave hours.~~Before submitting completed application to CalPERS the employee must contact the HR Analyst at least 30 days prior to retirement regarding sick leave hours.
- ~~For additional information you may visit the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov)~~For additional information you may visit the CalPERS website at [www.calpers.ca.gov](http://www.calpers.ca.gov)

## **CalSTRS**

### **CalSTRS**

- ~~Employee must contact CalSTRS at 1-800-228-5453 to obtain a retirement packet.~~Employee must contact CalSTRS at 1-800-228-5453 to obtain a retirement packet.
- ~~Employee must contact Specialist to obtain an Express Benefits Report to submit with a completed retirement packet to CalSTRS no sooner than the Quarter prior to retirements~~Employee must contact HR Analyst to obtain an Express Benefits Report to submit with a completed retirement packet to CalSTRS no sooner than the Quarter prior to retirements
- ~~Retirement workshops for academic employees are conducted by STRS.~~Retirement workshops for academic employees are conducted by STRS.
- ~~For additional information you may visit the CalSTRS website at [www.calstrs.com](http://www.calstrs.com)~~For additional information you may visit the CalSTRS website at [www.calstrs.com](http://www.calstrs.com)

## **References:**

### **References:**

~~Education Code Sections 87730 and 88201~~Education Code Sections 87730 and 88201

### **Attachments:**

No Attachments



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**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## BP 7365 Discipline & Dismissal - Classified Employees

*(Replaces current SBCCD BP 7365)*

~~**NOTE:** Current SBCCD BP 7365 parallels the language recommended by the Policy and Procedure Service.~~

- ~~• From current SBCCD BP 7365 titled Discipline and Dismissal, Classified Employees~~

The Chancellor shall enact procedures for the disciplinary proceedings applicable to all permanent classified employees of the District. Such procedures shall conform to the requirements of the Education Code.

The Board's of Trustees' determination of the sufficiency of the cause for disciplinary action of a classified employee shall be conclusive.

No disciplinary action shall be taken for any cause that arose prior to the employee becoming permanent, or for any cause that arise more than two years preceding the date of the filing of any charge against the employee, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the District.

A permanent member of the classified service shall be subject to disciplinary action, including, but not limited to, oral reprimand, written reprimand, reduction in pay, demotion, suspension, or discharge, for any of the following grounds:

- Fraud in securing employment or making a false statement on an application for employment.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position.
- Willful disobedience and insubordination, a willful failure to submit to duly appointed and acting supervision, conform to duly established orders or directions of, or insulting or demeaning the authority of a supervisor or manager.
- Dishonesty involving employment.
- Being impaired by or under the influence of alcohol or illegal drugs or narcotics while on duty, which could impact the ability to do the job.
- Excessive absenteeism.
- Unexcused absence without leave.
- Abuse or misuse of sick leave.
- The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for

dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this Section.

- Discourteous treatment of the public or other employees.
- Improper or unauthorized use of District property.
- Refusal to subscribe to any oath or affirmation which is required by law in connection with District employment.
- Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department, or division.
- Inattention to duty, tardiness, indolence, carelessness, or negligence in the care and handling of District property.
- Mental or physical impairment which renders the employee unable to perform the essential functions of the job without reasonable accommodation or without presenting a direct threat to the health and safety of self or others.
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of his/ or her official duties.
- The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Willful violation of policies, procedures, and other rules which may be prescribed by the District, college(s) , or departments.
- Working overtime without authorization.

## **References:**

### **References:**

Education Code Section 88013;  
Government Code Sections 3300 et seq.

## **Attachments:**

[BP 7365 Discipline & Dismissal - Classified Employees - Comments](#)  
[BP 7365 Discipline & Dismissal - Classified Employees - Legal Citations](#)  
[BP7365 -OLD.pdf](#)



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 Owner: Human Resources Human Resources  
 Policy Area: Chapter 7 Human Resources  
 References: Brand New - required

## AP 7365 Discipline and Dismissal - Classified Employees

### ~~Discipline and Dismissal - Classified Employees~~

No disciplinary action shall be taken for any cause that arose prior to the employee's becoming permanent, or for any cause that arose more than two years preceding the date of the filing of the notice of cause, unless the cause was concealed or not disclosed by the employee when it could have be reasonably assumed that the employee should have disclosed the facts to the District. Ed Code 88013

~~A permanent member of the classified unit shall be subject to disciplinary action, including but not limited to, informal/verbal warning, written warning, letter of reprimand, and/or further action for any of the following grounds:~~  
A permanent member of the classified unit shall be subject to disciplinary action, including but not limited to, informal/verbal warning, written warning, letter of reprimand, and/or further action for any of the following grounds:

Conduct Which is Subject to Disciplinary Action

1. Work Performance
  - A. Any classified employee who fails to maintain satisfactory work performance standards can constitute good cause for disciplinary action, up to and including termination. Work performance includes all aspects of a classified employee's work.
  - B. Work performance is judged by the immediate supervisor's evaluation of the quality and quantity of work performed by each employee. When the work performance does not meet satisfy standards and/or does not comply with the immediate supervisor's instructions will be subject to disciplinary action, up to and including termination.
  - C. The following are examples of work performance subject to disciplinary action. This list is not exhaustive.
    - I. ~~Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.~~ Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
    - II. ~~Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his/her position.~~ Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee within his/her position.

1. Conduct

- A. All classified employees are expected to maintain standards of conduct suitable and acceptable to the work environment. Disciplinary action, up to and including termination may be imposed for unacceptable conduct.
- B. The following are examples of conduct subject to disciplinary action. This list is not exhaustive.
- I. Intentionally falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records
- II. Insubordination including the refusal to perform assigned duties or the refusal to obey a lawful directive from a supervisor.
- III. Dishonesty
- IV. Drinking alcoholic beverages on the job, or reporting to work while intoxicated.
- V. Use of narcotics on the job or reporting to work under the influence. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified employee is not prohibited.
- VI. ~~Repeated~~Repeated unexcused absence or tardiness
- VII. ~~Unexcused absence without leave.~~Unexcused absence without leave.
- VIII. ~~Abuse or misuse of leaves.~~Abuse or misuse of leaves.
- IX. ~~The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Office of Human Resources may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline, or the determination if such conviction is an offense involving moral turpitude. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.~~The conviction of either a misdemeanor or a felony involving moral turpitude shall constitute grounds for dismissal of any employee. The record of conviction shall be conclusive evidence only of the fact that the conviction occurred. The Office of Human Resources may inquire into the circumstances surrounding the commission of the crime in order to fix the degree of discipline, or the determination if such conviction is an offense involving moral turpitude. A plea or verdict of guilty, or a conviction showing a plea of nolo contendere made to charge a felony or any offense involving moral turpitude, is deemed to be a conviction within the meaning of this section.
- X. ~~Discourteous treatment of the public or other employees.~~Discourteous treatment of the public or other employees.
- XI. ~~Improper or unauthorized use of District property.~~Improper or unauthorized use of District property.  
Carelessness or negligence in the care and/or use of District property
- XII. ~~Refusal to subscribe to any oath or affirmation that is required by law in connection with District employment.~~Refusal to subscribe to any oath or affirmation that is required by law in connection with District employment.
- XIII. ~~Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.~~Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department or division.

- XIV. ~~Violation of the rules and regulations published in any department.~~Violation of the rules and regulations published in any department.
- XV. Offering of anything of value or offering any service in exchange for special treatment in connection with the classified employee's assigned duties, or the accepting of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- XVI. ~~The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.~~The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- XVII. Negligent or intentional violation of any law concerning the District.
- XVIII. Engaging during required work time in political activity not authorized by law. ~~Example: Those campaigning for or espousing the election or non election of any candidate in national, state, county or municipal elections while on duty and/or during working hours or the dissemination of political material of any kind while on duty and/or during working hours.~~Example: Those campaigning for or espousing the election or non election of any candidate in national, state, county or municipal elections while on duty and/or during working hours or the dissemination of political material of any kind while on duty and/or during working hours.
- XIX. ~~Working overtime without authorization~~Working overtime without authorization.
- XX. ~~The refusal of any officer and or employee of the District to participate and/or fully cooperate in any investigation. Violation of this provision may constitute insubordination and may be grounds for discipline action, up to and including termination.~~The refusal of any officer and or employee of the District to participate and/or fully cooperate in any investigation. Violation of this provision may constitute insubordination and may be grounds for discipline action, up to and including termination.
- XXI. ~~Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the District by the board of governors or by the governing board of the District employing him or her.~~Persistent violation of, or refusal to obey, the school laws of the state or reasonable regulations prescribed for the government of the District by the board of governors or by the governing board of the District employing him or her.
- XXII. ~~Discourteous offensive, or abusive conduct or language toward other employees, students, or the public.~~Discourteous offensive, or abusive conduct or language toward other employees, students, or the public.
- XXIII. ~~Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.~~Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.
- XXIV. Personal conduct of an unlawful nature or other conduct which a reasonable person would know may have adverse impact on the District.



# Disciplinary Actions

## Disciplinary Actions

Disciplinary action taken by the District against a permanent member of the classified unit may include, but not be limited to informal/verbal warning, written warning, letter of reprimand, and the following:

- ~~Reduction in pay or demotion~~ Reduction in pay or demotion
- ~~Suspension~~ Suspension
- ~~Reduction hours~~ Reduction hours
- ~~Transfer/reassignment without the unit member's voluntary consent~~ Transfer/reassignment without the unit member's voluntary consent
- ~~Termination~~ Termination

Prior to imposing formal disciplinary action upon a classified unit member, the District shall follow the principles of progressive discipline. Exceptions to progressive discipline include serious cases of misconduct, or cause as defined in Article 17.11 or clauses as defined in this Board Policy. Discipline includes, but is not limited to, oral warning, written warning, written reprimand, suspension without pay, and may lead to termination.

**Step 1 – Informal Conference.** Prior to any formal discipline action, the member's immediate supervisor shall notify the classified employee of the deficiencies in his or her job performance that has been observed. The supervisor shall identify improvements needed and how the classified employee may improve his or her performance. The supervisor shall provide a written improvement plan including coaching and training, as needed, to address the identified deficiencies. The unit member's performance must be reviewed within sixty (6) days to document the unit member's progress, including any recommendations for continued success. Documentation of the coaching shall not be placed in the unit member's personnel file, but may be used as supporting documentation in later steps.

**Step 2 – Verbal Warning.** If the deficiencies identified in Step 1 have not been improved, the unit member may receive a verbal warning. The verbal warning shall consist of the unit member's specific deficient performance and further direction for improvement(s). The verbal warning shall not include incidents or deficiencies that were not discussed in the Step 1 level. Documentation of the verbal warning shall be acknowledged by the member and supervisor with copies to both and shall not be placed in the unit member's personnel file, but may be used as supporting documentation in later steps.

**Step 3 – Written Warning.** If deficiencies identified in Step 2 have not improved, the unit member may receive a written warning. The supervisor shall prepare and send a written warning letter to the bargaining unit member and the CSEA Chapter President or designee. The letter shall consist of the unit member's specific deficient performance and further direction for improvements. The written warning shall not include incidents or deficiencies that were not discussed in the Step 2 level. Documentation of the written warning shall be placed in the unit member's personnel file.

**Step 4 – Letter of Reprimand.** If deficiencies identified in Step 3 have not improved, the unit member's immediate supervisor may prepare a written letter of reprimand and send the letter to the unit member and the CSEA Chapter President or designee. The letter of reprimand shall outline those specific areas or incidents of the unit member's deficient performance and a written improvement plan where appropriate for deficiencies of job performances. The letter of reprimand shall not include any incidents or deficiencies that were not included in the Step 3 level. The Letter of Reprimand shall not be placed in the unit member's personnel file until he or she has been given thirty (30) working days to respond.

**Step 5 – Suspension.** If deficiencies identified in Step 4 have not improved, the immediate supervisor may make a recommendation to the Vice Chancellor of Human Resources or designee that the unit member's deficient performance may warrant a suspension without pay for a period not to exceed five (5) days, as deemed appropriate. Copies of the recommendation shall be sent to the unit member and the CSEA Chapter President and placed in the unit members' personnel file. A notice of the suspension shall be prepared and subject to the disciplinary procedures outlined below in Procedures for Disciplinary Action and Appeal.

**Step 6 – Further Action.** If deficiencies identified in Step 5 have not improved after the above procedures have been followed, the Vice Chancellor of Human Resources or designee may recommend further disciplinary action be taken against the unit member. Additional discipline may include: demotion, suspension, reduction in hours, transfer or reassignment without the unit member's voluntary consent, written reprimand, or termination. Copies of the recommendation shall be sent to the unit member and the CSEA Chapter President. A notice of the recommendation for further action shall be prepared and subject to the disciplinary procedures outlined below in Procedures for Disciplinary Action and Appeal and placed in the unit members' personnel file.

Additional discipline may include: demotion, suspension, reduction in hours, transfer or reassignment without the unit member's voluntary consent, written reprimand, or termination.

## ~~Procedure for Disciplinary Action and Appeal~~

### Procedure for Disciplinary Action and Appeal

The District may, for disciplinary purposes, may demote, suspend, reduce hours, transfer or reassign without the unit member's voluntary consent, or terminate employee holding a position in the classified unit. Demotion shall include reduction in pay from a step within the class to one or more lower steps.

For classified employees demoted, suspended, reduction in hours, transfer or reassign, or terminated the District shall follow a pre-disciplinary procedure as follows:

## ~~Due Process~~

### Due Process

Whenever disciplinary action is being proposed against a unit member, the District must comply with the procedural due process requirements. A unit member shall be given a written notice of discipline, which sets forth the following:

- Notice of the proposed action,
- Cause for the action,
- A statement of the charges signed by the Vice Chancellor of Human Resources or designee setting forth in clear and understandable language the specific act(s), error(s), or omission(s) giving rise to the charges,
- A copy of all materials including statements on which the district relied upon preparing the notice of intent to discipline,
- Copies of any sections of this contract, rules, regulations, or laws which are alleged to have been violated,
- Notice of the right to respond to the charges either verbally or in writing prior to imposed discipline,
- The right to representation at all phases of the disciplinary process, and
- Statement of the employee's right to hearing(s).

# ~~Appeal and Request for Hearing~~

## Appeal and Request for Hearing

**Right to a Pre-Disciplinary Meeting (Skelly Conference).** The "notice of proposed discipline" shall inform the unit member of his/her right to request a pre-disciplinary meeting (Skelly Conference) prior to the imposition of the discipline. In the event of the unit member's timely request of a pre-disciplinary meeting (Skelly Conference), such a meeting shall be held no sooner than (5) days but within a reasonable period of time of upon the unit member's request. At such a meeting the unit member shall be granted a reasonable opportunity, either in person or in writing, to make any representations the unit member believes are relevant to the case and put forth any information as to why the intended action should not proceed.

If a pre-disciplinary hearing is held, the District shall provide the CSEA President or designee and unit member with a written notification of the Skelly Officer's recommendation to either continue, amend, reduce, or dismiss the proposed discipline within ten (10) days.

Subject to the outcome of the pre-disciplinary hearing (Skelly) referenced above, the discipline will commence following the outcome of that pre-disciplinary hearing (Skelly) or, if no pre-disciplinary hearing (Skelly) is requested, on the sixth calendar day following receipt of this notice. If unit member timely request an evidentiary hearing, as addressed above, such a hearing would occur following the commencement of discipline.

**Right to an Evidentiary Hearing.** The "Notice of Proposed Discipline" shall inform the unit member of his/her right to request an evidentiary hearing after a decision is provided resulting from the pre-disciplinary meeting (Skelly Conference). Unit members' have the right, upon request, to an evidentiary hearing before the disciplinary action is final.

~~request an evidentiary hearing after a decision is provided resulting from the pre-disciplinary meeting (Skelly Conference). Unit members' have the right, upon request, to an evidentiary hearing before the disciplinary action is final.~~

~~Such request for an evidentiary hearing must be made in writing within five (5) days from receipt of the "Notice of~~

~~Proposed Discipline" and must be actually received by the Vice Chancellor of Human Resources or designee no later~~

~~than five (5) days after notice is delivered. If the unit member requests an evidentiary hearing within the five (5) day~~

~~period, at such hearing the unit member will be provided an opportunity to present oral and/or documentary evidence,~~

~~confront and cross examine witnesses and to represented by a representative of his/her choice. No evidentiary hearing~~

~~shall be held unless written notice is delivered to the Vice Chancellor of Human Resources or designee within five (5)~~

~~days of the date this notice is served on the unit member.~~

~~Failure to file a timely request for an evidentiary hearing waives the unity members' right to an evidentiary~~

~~hearing and~~

~~no hearing will be held.~~

Such request for an evidentiary hearing must be made in writing within five (5) days from receipt of the "Notice of Proposed Discipline" and must be actually received by the Vice Chancellor of Human Resources or designee no later than five (5) days after notice is delivered. If the unit member requests an evidentiary hearing within the five (5) day period, at such hearing the unit member will be provided an opportunity to present oral and/or documentary evidence, confront and cross examine witnesses and to be represented by a representative of his/her choice. No evidentiary hearing shall be held unless written notice is delivered to the Vice Chancellor of Human Resources or designee within five (5) days of the date this notice is served on the unit member. Failure to file a timely request for an evidentiary hearing waives the unit members' right to an evidentiary hearing and no hearing will be held.

#### **Member's Right During an Evidentiary Hearing.**

- Evidentiary Hearing: All evidentiary hearings shall be conducted by a neutral hearing officer who shall be mutually agreed upon within twenty (20) days by the District and CSEA Association. In the event the parties are unable to reach an agreement on the hearing officer within twenty (20) days from the date of the request for the hearing, a request for a list of five (5) qualified hearing officers will be submitted to the California Mediation and Conciliation Service by the District. The Hearing Officer will be selected from the aforementioned list by alternate strike off. The first strike off will be determined by chance then each party will strike one name from the list until only one name remains. The remaining hearing officer will conduct the hearing. The hearing shall be conducted under rules of procedure established by the hearing officer which are consistent with the law. Both the District and CSEA Association shall have the right to call witnesses, introduce evidence, cross examine any witness, and make motions or objections to the proceedings. All hearings shall be closed to the public unless the affected unit member specifically requests that the hearing be open to the public.
- Witnesses and Evidence: The hearing officer shall have the authority to compel the production of such witnesses and evidence as may be necessary to ensure that the bargaining unit member's due process rights are protected. The technical rules of evidence shall not apply. Hearsay evidence may be submitted to support direct evidence, but may not be sufficient standing alone to support a finding
- Following the Evidentiary Hearing, the Hearing Officer shall render his or her findings, and decision, which shall be served on both parties. The Hearing Officer's decision is a recommendation only and is not binding.
- Unit member have the right to an evidentiary hearing before a neutral hearing officer; however, the Governing Board's determination of the sufficiency of the cause of disciplinary action shall be conclusive.

## ~~Decision of the Board to be Final~~

### Decision of the Board to be Final

The decision of the Board of Trustees in all cases shall be final. The Board may sustain or reject any or all of the charges filed against the employee. The Board may sustain, reject or modify the disciplinary action invoked against the employee. In those cases where the Board has received a proposed decision from a hearing officer or Administrative Law Judge, the Board may adopt the proposed decision, modify the proposed decision or render a new decision. If the Board recommends reinstatement of the terminated employee, the employee is only entitled to back pay minus the sum the employee has earned during the period of absence.

## ~~Record Filed~~

### Record Filed

When final action is taken, the documents shall be placed in the employee's personnel file.

## ~~References:~~

### References:

Education Code Section 88013; Government Code Sections 3300 et seq.

~~Government Code Sections 3300 et seq.~~

## **Attachments:**

No Attachments



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References:	

## BP 7370 Political Activity

*(Replaces current SBCCD BP 7370)*

~~**NOTE:** Current SBCCD BP 7370 parallels the language recommended by the Policy and Procedure Service.~~

- ~~• From current SBCCD BP 7370 titled Political Activity~~

Employees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the ~~*governing board*~~ **Board of Trustees**Board of Trustees.

This policy prohibits political activity during an employee's working hours, but shall not be construed to prohibit an employee from urging the support or defeat of a ballot measure or candidate during nonworking time.

### **References:**

#### References:

Education Code Sections 7054, and 7056;  
Government Code Section 8314

### **Attachments:**

BP 2716 Political Activity.docx  
 BP 7370 Political Activity - Comments  
 BP 7370 Political Activity - Legal Citations  
 BP7370 -OLD.pdf



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References:	<i>Brand New - advised</i>

## AP 7370 Political Activity

~~*NOTE: This procedure is legally advised. Local procedure may be inserted, but should comply with these minimum requirements as excerpted from statute.*~~

No restriction shall be placed on the political activities of any employee of the District except as provided in Board policy and these procedures.

No District funds, services, supplies, or equipment may be used to urge the support or defeat of any ballot measure or candidate, including but not limited to any candidate for election to the Board of Trustees.

District resources may be used to provide information to the public about the possible effects of a bond issue or other ballot measure if both the following conditions are met:

- The informational activities are otherwise authorized by the Constitution or laws of the State of California; and
- The information provided constitutes a fair and impartial presentation of relevant facts to aid the electorate in reaching an informed judgment regarding the bond issue or ballot measure.

Any administrator or Board member may appear before a citizens' group that requests the appearance to discuss the reasons why the Board called an election to submit to the voters a proposition for the issuance of bonds, and to respond to inquiries from the citizens' group.

An officer or employee of the District may solicit or receive political funds or contributions to promote the support or defeat of a ballot measure that would affect the rate of pay, hours of work, retirement, civil service, or other working conditions of officers or employees of the District. Such activities are prohibited during working hours, and entry into buildings and grounds of the District during working hours is prohibited. Such activities are permitted during nonworking time. "Nonworking time" means time outside an employees' working hours, whether before or after the work day or during the employees' lunch period or other breaks during the day.

### **References:**

### References:

Education Code Sections 7050 et seq.

### **Attachments:**

No Attachments



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References:	<i>Brand New - required</i>

## AP 7371 Personal Use of Public Resources

***NOTE: This procedure is legally required.***

No employee or consultant shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

*Also see BP 2717 titled Personal Use of Public Resources*

### **References:**

#### **References:**

Government Code Section 8314; [Penal Code Section 424](#)

~~Penal Code Section 424~~

### **Attachments:**

No Attachments





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References:	<i>Legally Required</i>

## BP 7400 Travel

*(Replaces current SBCCD BP 7400)*

The Chancellor is authorized to attend conferences, meetings and other activities that are appropriate to the functions of the District.

The Chancellor shall establish procedures regarding the attendance of other employees at conferences, meetings, or activities. The procedures shall include authorized expenses, advance of funds, and reimbursement.

~~All travel outside the state of California and with expenses over \$1,000 must be approved in advance by the Board.~~

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must have prior Board approval..

### Reference:

Education Code Section 87032; Government Code Section 11139.8

### Attachments:

[BP 2735 Board Member Travel.docx](#)  
[BP 7400 Travel- Comments](#)  
[BP 7400 Travel- Legal Citations](#)  
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



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**Owner:** Human Resources Human Resources  
**Policy Area:** Chapter 7 Human Resources  
**References:** Legally Advised

## AP 7400 Travel

(Replaces current SBCCD AP 7400)

### A. Definition

Travel includes:

1. Attendance at workshops, seminars, conventions, conferences, or other meetings of interest to the District; and/or
2. The required use of a personal vehicle in the performance of an employee's duty.

### B. Approval

1. Any travel, which involves reimbursable expenses in excess of \$1,000 and all travel outside of California shall be approved by the Board of Trustees prior to the onset of the travel.
2. Travel within the state with reimbursable expenses of \$1,000 or less must be approved by the College President or designee for campus employees, or the Chancellor or designee for District site employees. Travel for the Chancellor must be approved by the Board President or other designated Board member subject to the above conditions.
3. Any exception must be approved by the Chancellor or designee for employees and the Board President or designee for the Chancellor.

### C. Request for Conference Attendances

If travel involves costs to the District other than mileage or the employee's salary while absent from work, a "Request for Conference Attendance" Form shall be prepared by the employee and shall include a detailed cost estimate. Upon approval of conference attendance request, a purchase requisition must be prepared at 100% of estimated travel expenses. Travel costs must be fully funded at time of request.

### D. Travel Advances

1. A travel advance must be requested on the Travel Form (AC 10) and requires approval by the Chancellor or designee. A travel advance shall not exceed 80% of the anticipated expenses unless conference literature, travel registrations, and hotel brochures indicate actual cost, in which case a request for 100% will be considered, upon written request.
2. If travel requires Board approval, advance request will not be processed until approval by Board of Trustees.
3. All advances must be followed by a resubmission of the Travel Form (AC 10) within thirty (30) days

~~from completion of travel whether or not the claim exceeds the advance. If an advance exceeds actual cost, the claimant shall reimburse the District for the excess within thirty (30) days. Claims submitted to accounts payable after 30 calendar days from completion of travel may be denied.~~

- ~~4. No advance may be allowed if the Travel Form for a previous advance was not filed within the allotted thirty (30) days or if a prior advance has not been resolved.~~

#### **E. Travel Claims**

- ~~1. Whenever travel is properly authorized and costs are incurred, a claim may be filed using a Travel Form (AC-10) which shows in detail all expenditures incurred. Itemized receipts for eligible expenses must be attached to the claim form.~~
- ~~2. The claimant shall certify by signing the Travel Form (AC-10) that all amounts claimed were actual and necessary, that the expenses were for the benefit of the claimant only and only allowable expenses are included. Claims shall be filed within thirty (30) calendar days after return from travel. Claims submitted to accounts payable after 30 calendar days may be denied.~~
- ~~3. A receipt may be one of the following:
  - ~~▪ An itemized invoice or bill stamped PAID by the vendor;~~
  - ~~▪ A photocopy of a canceled check showing both front and back may be used provided itemization is attached;~~
  - ~~▪ An itemized receipt or invoice prepared by the party furnishing the material or service, showing the amount of money received.~~~~

#### **F. Mileage**

~~Please refer to AP 7450 for mileage rate and calculation.~~

#### **G. Meals**

~~Maximum reimbursement shall be based upon flat rate daily per diem rates for the Los Angeles Orange County area as established by the U.S. General Services Administration ([www.gsa.gov/perdiem](http://www.gsa.gov/perdiem)). The applicable GSA daily per diem rates shall apply for full days of travel. For first and last days of travel, 75% of the applicable GSA daily per diem rates will apply. The rates shall be updated in accordance with GSA per diem adjustments, which normally occur annually. Reimbursement shall be based upon actual and necessary meal costs, including tax and gratuity. A maximum acceptable gratuity is 20% of allowable meal expenses and taxes. Itemized receipts are required.~~

#### **H. Lodging**

~~Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Itemized bills, showing all charges with proof of payment is required.~~

~~Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.~~

#### **I. Transportation**

~~Private or other mode of transportation shall not exceed the lowest cost of air transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage for one round trip to nearest airport, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized on claim forms. Receipt is required.~~

~~J. Registration/Conference Fees~~

~~Registration fees are authorized. Conference fees for business related events only shall be reimbursed. Receipts are required.~~

~~K. Portorage~~

~~Reasonable portorage or baggage handling costs are allowed. Receipt is required.~~

~~L. Incidentals~~

~~Other incidental minor costs, as claimed, may be approved by the Chancellor, or his designee, provided such other costs are explained in detail and do not include personal expenses, such as toothpaste, razor blades, or laundry. Receipt is required.~~

~~M. Telephone and/or Internet~~

~~Telephone and/or Internet expenses are permitted for college business purposes only. Receipt is required.~~

~~N. Unallowable Travel Expenses~~

~~Travel expenses which are not "actual and necessary" shall not be reimbursed. Examples are alcohol, movie rentals, personal phone calls and fees for social/recreational activities.~~

~~O. Federal Awards Requirements~~

~~The District reimburses expenses for transportation, lodging, and related items incurred by employees who travel on official business of the District. For travel associated with federal awards, costs incurred by employees and officers must be reasonable and otherwise allowable to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of the District's written travel policy.~~

~~If the District charges these costs directly to a federal award, documentation justify that participation of the individual is necessary to the federal award, and that costs are reasonable and consistent with District's travel policy.~~

A. Application

This procedure should be followed when travel is for District employees or individual student travelers.

Travel includes:

1. Attendance at workshops, seminars, conventions, conferences, webinars, or other meetings of interest to the District; overnight student travel to conferences; and/or
2. The required use of a personal vehicle in the performance of an employee's duty.

B. Travel Requests

1. Travel for employees or students must be requested using the SBCCD Travel/Conference Request and Claim Form (Section A). Travel must be approved by the appropriate administrators prior to the onset of travel and prior to incurring any travel related expenses.
2. A student traveler must include his or her student ID on the SBCCD Travel Conference Request and

Claim Form (Subsection A.1).

3. The SBCCD Travel/Conference Request and Claim Form, including a detailed cost estimate, must be prepared if travel involves costs other than mileage or the employee's salary while absent from work. All costs must be included, including those on the Cal-card.
4. The traveler or designee must also prepare a purchase requisition(s) in the District's financial system to ensure sufficient funds are encumbered for the trip. The traveler or designee should list the purchase requisition number(s) on the SBCCD Travel/Conference Request and Claim Form (Section A) and then electronically route the form to the appropriate administrator, as defined in this Administrative Procedure, for electronic approval. Before submitting the purchase requisition, the traveler or designee must electronically attach the SBCCD Travel/Conference Request and Claim Form, with Section A approved by the appropriate administrator, to the purchase requisition.

**Non-Oracle Users:** The traveler or designee must submit purchase requisitions to cover 100% of estimated travel expenses. All estimated expenses reimbursable to the traveler must be on a single purchase requisition. Any estimated expenses that will be charged to the Cal-card must be on a separate purchase requisition. If any expenses will be prepaid by the District consistent with Part D of this procedure, the traveler or designee must prepare a separate PR for each vendor.

**Oracle Users:** The traveler or designee must submit a single purchase requisition in Oracle that covers 100% of estimated travel expenses, including Cal-card expenses.

5. Once submitted, the purchase requisition is automatically routed to the appropriate Responsibility Center Manager(s) for approval and then to Business Services for final approval. Please note: If Board approval is required, Business Services will not approve travel until Board approval is obtained.
6. A request to travel has been completely approved only if an approved purchase order is in place. The traveler must ensure that approved purchase orders to encumber sufficient funds are in place prior to requesting a travel advance or prepayment of expenses and prior to incurring any travel related expenses.

**C. Travel Requests - Required Approvals**

Travel requests must be approved by the appropriate administrator and documented on the SBCCD Travel/Conference Request and Claim Form (Section A). The appropriate administrator is:

- For employee travel, the traveler's immediate supervisor
- For student travel, the College President
- For the Chancellor's travel, the Board President or other designated Board Member

Additionally, travel requests must be approved by the Responsibility Center Manager(s) and Business Services. Approvals from the Responsibility Center Manager(s) and Business Services are obtained through the electronic routing of the purchase requisition in the District's financial system.

If total estimated travel expenses exceed \$5,000 per person, or travel is outside the contiguous United States, travel must also have **prior Board approval** in addition to the approvals noted above. Travel approval should be listed under the board agenda conference attendance section.

The Chancellor or designee may approve any exceptions for employees or students. Any exceptions for the Chancellor must be approved by the Board President or designee.

**D. District Prepaid Expenses**

The following are the only expenses that may be paid in advance by a District check payable to vendors other than the traveler:

- Conference registration for employees or students.
- Hotel for students only.

Requests to pay travel expenses in advance must be listed on the SBCCD Travel/Conference Request and Claim Form (Section A). For processing of prepayment, the SBCCD Travel/Conference Request and Claim Form (Section A) must be submitted to sbccdapd@sbccd.org (Accounts Payable Department) with the corresponding purchase requisition number, approval by the appropriate administrator, and adequate documentation including:

- Conference literature;
- Conference registration form/brochure or confirmation showing fees if requesting prepayment of conference registration;
- Hotel quotes and hotel confirmation if requesting prepayment of student hotel expense;
- Pro forma invoice or invoice provided by vendor if available.

**E. Travel Advance Payable to the Traveler**

1. A request for a travel advance will only be considered if estimated travel expenses include reimbursable expenses other than mileage and/or meals.
2. **Non-Oracle Users:** Each traveler must request a travel advance on the SBCCD Travel/Conference Request and Claim Form (Section B), electronically sign Section B and attach all required documentation, and email the request to sbccdapd@sbccd.org (Accounts Payable Department). **Oracle Users:** Traveler must request a travel advance through the Oracle Expense Module and electronically attach all required documentation to his or her request.
3. All travel advance requests must be accompanied by the following required documentation:
  - Proper approval to travel and PR number (on the SBCCD Travel/Conference Request and Claim Form, Section A);
  - Conference literature; and
  - Support for all estimated travel-related expenses. This may include conference registration brochure showing registration fees or confirmation; quote for airfare; quote for nightly lodging rate, quote for rental car or shuttle service; MapQuest or Google Maps printout showing total mileage; etc.
4. The travel advance must only be used for reimbursable travel expenses necessary in attending to District business.
5. A travel advance must not exceed 80% of the anticipated expenses unless actual payments have been made and are substantiated in which case a request for 100% will be considered, upon written request.
6. Employees with Cal Cards may not request advances.
7. If travel requires Board approval, no advance request will be processed until approved by the Board of Trustees.
8. All advances must be followed by a resubmission of the SBCCD Travel/Conference Request and

Claim Form or by submitting an Expense Report in Oracle within thirty (30) calendar days of the trip end date. If an advance exceeds actual cost, the claimant must reimburse the District upon submission of the SBCCD Travel/Conference Request and Claim Form.

9. If the trip is cancelled, the requestor will return the advance to Fiscal Services within three (3) business days from the date of cancellation.
10. Employees and students may not have more than two (2) travel advances open at any given time. A travel advance request may be rejected if travel claims from a previous trip have not been submitted in accordance with these procedures.
11. By receiving a travel advance, the requestor authorizes the Payroll Department to automatically deduct the travel advance from the requestor's payroll check or place a hold on the requestor's student records (if applicable) should the requestor fail to return monies owed to the District or fail to submit a completed SBCCD Travel/Conference Request and Claim Form or Expense Report in Oracle in accordance with these procedures.

#### **F. Travel Claims**

1. Whenever travel is properly authorized and costs are incurred, a claim must be filed showing in detail all actual expenditures. The claim must be submitted with all required claim support including:
  - Proper approval to travel and the corresponding PR number(s) (Section A of the SBCCD Travel/Conference Request and Claim Form);
  - Conference literature; and
  - Itemized receipts or invoices for all actual and eligible expenses. Mileage must be supported by a MapQuest or Google Maps printout showing total mileage.

**Non-Oracle User:** Each traveler must file his or her travel claim electronically by resubmitting the SBCCD Travel/Conference Request and Claim Form with all required claim support to sbccdapd@sbccd.org (Accounts Payable Department).

**Oracle User:** Traveler must file his or her travel claim by submitting an Expense Report and attaching all required claim support in Oracle.
2. The traveler must certify that all amounts claimed were actual and necessary, and that only allowable expenses are included.
3. If the traveler paid for another employee's or student's expenses, and the expense is reimbursable, the traveler must obtain a signed waiver from each person for whom the traveler paid for. The signed waivers must be attached to the SBCCD Travel/Conference Request and Claim Form or the Expense Report when submitted.
4. **Non-Oracle User:** After the traveler has completed the SBCCD Travel/Conference Request and Claim Form, the form must be reviewed and electronically signed by the traveler's supervisor if the traveler is an employee, or the Responsibility Center Manager if the traveler is a student.

**Oracle User:** Once an Expense Report is submitted, it will be automatically routed for proper approvals.
5. If total travel expenses (including any advances) exceed the approved cost estimate in Section A, a change order must be requested and approved by the Responsibility Center Manager to increase the purchase order.
6. Claims must be filed within thirty (30) calendar days after return from travel. Claims submitted after 30 calendar days may be denied. Traveler shall be reimbursed within forty five days (45) from claim submission.

7. A receipt must be an itemized bill or invoice from the vendor showing proof of payment (e.g. invoice stamped PAID or showing the amount of money received). A photocopy of a cancelled check showing both front and back can also be submitted with the vendor's itemized bill or invoice to prove the vendor was paid.

**G. Mileage**

Please refer to AP 7450 for mileage rate and calculation.

**H. Meals and Incidentals**

Reimbursement shall be based on per diem rates for the San Francisco area as established by the U.S. General Services Administration (www.gsa.gov/perdiem). The applicable GSA per diem rates shall apply for all days of business travel. The rates shall be updated in accordance with GSA per diem adjustments, which normally occur annually. Meals are not reimbursable if provided at the conference or event. Itemized receipts are not required for meals. Cal-card users will be reimbursed for meal expenses that appear on the Cal-card statement up to the per diem rate. Incidentals include fees and tips given to porters, baggage carriers, and hotel staff.

**I. Lodging**

Travelers are expected to use lodging that is necessary and reasonable, selecting the lowest standard room rates available. Travelers attending a conference should make reservations early enough to take advantage of conference rates.

Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Itemized bills, showing all charges with proof of payment is required. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.

**J. Transportation**

Private or other mode of transportation shall not exceed the lowest cost of air transportation to the same destination. Purchasing refundable airline tickets is prohibited, unless there is a valid business reason and it is approved by a supervisor.

Streetcar, ferry, taxi and bus fares, bridge and road tolls, mileage for one round trip to nearest airport, or parking charges incurred while on approved travel may be claimed for reimbursement when properly itemized. Receipt is required.

Toll fees only payable by Internet must be paid by the traveler and are reimbursable.

Necessary rental car expenses (including fuel and insurance) are reimbursable, not to exceed the costs of Compact class cars, unless there is a valid business reason and it is approved by a supervisor.

Itemized receipts for all transportation expenses are required.

**K. Registration/Conference Fees**

Event registration fees will only be reimbursed if the event is related to the traveler's employment at the



District and for the benefit of the District. Student travel must serve an educational purpose. Itemized receipts are required.

Conference literature must be submitted with the SBCCD Travel/Conference Request and Claim Form, or attached to the Expense Report in Oracle. Conference literature must include the cost, dates, location of the event, and the conference agenda, program, or description.

**L. Miscellaneous Expenses**

Miscellaneous expenses are reimbursable when they are ordinary and necessary to accomplish the official business purpose of a trip. Explanation for these expenses must be attached. Itemized receipts are required. These expenses include reasonable telephone charges, internet charges, and postage, only if necessary for business purposes. These expenses do not include personal expenses such as toothpaste, razor blades, or laundry.

**M. Unallowable Travel Expenses**

Travel expenses which are not "actual and necessary" shall not be reimbursed. Examples are alcohol; personal domestic ATM/credit card fees; traffic, parking or toll citations; movie rentals; personal phone calls; early check in fees; fees for social/recreational activities; and gratuities in excess of 20%.

No reimbursement for lodging or subsistence shall be paid to an employee for travel to a destination for his/her own convenience in advance of the necessary time of arrival, or if he/she remains at the destination following a meeting/conference.

**N. Federal Awards Requirements**

The District reimburses expenses for transportation, lodging, and related items incurred by employees who travel on official business of the District. For travel associated with federal awards, costs incurred by employees and officers must be reasonable and otherwise allowable to the extent such costs do not exceed charges normally allowed by the District in its regular operations as the result of the District's written travel policy.

If the District charges these costs directly to a federal award, documentation justify that participation of the individual is necessary to the federal award, and that costs are reasonable and consistent with District's travel policy.

## Reference:

Education Code Section 87032

Code of Federal Regulations, Title 2, 200.474

## Attachments:

[AP 2735 Board Member Travel.docx](#)

[AP 7400 Travel- Comments](#)

[AP 7400 Travel- Legal Citations](#)

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



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 References:

## AP 4104 Contract Education

~~The District may contract for instructional classes to be offered at the request of public or private agencies or groups.~~ The District may contract for instructional classes to be offered at the request of public or private agencies or groups.

The purpose of contract education is to help the district build capacity to deliver training and services that enhance businesses, the workforce, and the local economy. The goals for contract education include: increased revenue to the district, increased system support for economic and workforce development, and increased retention of economic and workforce development professionals.

Contract education classes may be offered for credit, noncredit or not-for-credit as requested by the outside agency or group. Credit and non-credit contract education courses may be offered by either college.

No state apportionment shall be requested for classes compensated by another public or private agency, corporation, or other body or person.

An agreement between the district and the identified public or private agency, corporation, or other body or person shall be developed and approved by the Board of Trustees.

The agreement shall identify the classes to be taught and the amount of money to be paid to the district. No general fund money shall be utilized for contract education classes.

The district business and fiscal services department shall invoice the agency for all contract education classes as per the billing cycle delineated in the contract education agreement.

When contract education involves academic credit classes, or noncredit classes faculty appointments will be consistent with minimum qualifications, and curriculum approval processes and registration procedures for all students will be followed.

### Reference:

Title 5 Section 55170

### Attachments:

No Attachments



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References:	Legally Required

## AP 4222 Remedial Coursework

(Replaces current SBCCD AP 4222)

### A. Course Definition

Remedial coursework refers to non - degree, pre - collegiate, basic skills offered for college credit to include reading, writing, computation, learning skills, study skills, and English as a Second Language designed to ensure acquisition of those skills necessary for successful completion of associate degree, transfer, and occupational courses. A student's need for remedial coursework shall be determined using appropriate assessment instruments, methods, or procedures.

### B. Remedial English or Mathematics Coursework

No student shall be required to enroll in remedial English or mathematics coursework that lengthens their time to complete a degree unless placement research that includes consideration of high school grade point average and coursework, shows that those students are highly unlikely to success in transfer-level coursework in English and mathematics. A student may be required to enroll in additional concurrent support, including additional language support for English as a Second Language students, during the same semester that they take a transfer-level English or mathematics course, but only if the college determines the support will increase their likelihood of passing the transfer-level English or mathematics course. The college shall minimize the impact on student financial aid and unit requirements for the degree by exploring embedded and low or noncredit support options.

### C. Limits

A student enrolled in remedial coursework as identified above shall not receive credit for more than 30 units of such coursework earned in this District. Remedial coursework earned in another District shall not be counted toward the 30-unit limit. A student who exhausts this unit limitation shall be referred to appropriate adult noncredit education services.

### D. Exemptions

All remedial courses taken by students enrolled in English as a Second Language courses and students identified by the District for learning disabled programs are exempted from the limitations imposed above.

### E. Waivers

A student who shows significant, measurable progress toward the development of skills appropriate to enrollment in college-level courses may apply for a waiver of the 30-unit limit through the college petitions process. A waiver shall be subject to the following conditions:

1. A student must have been continuously enrolled and have completed at least 24 units of remedial coursework with a grade of C or better.
2. A petition for waiver must have the recommendation of a college counselor.

3. Additional remedial coursework shall be specified in a course list prepared by a college counselor.
4. Additional coursework shall be limited to two additional courses above the 30-unit limit not to exceed eight units.
5. Any coursework approved through the waiver process shall be completed within the semester that immediately follows the reaching of the 30-unit limit.
6. A grade of P (pass) constitutes satisfactory progress.

**F. Academic Probation, Dismissal**

A student enrolled in remedial coursework is subject to the District standards for academic probation and/or dismissal. In addition, a student who does not attain full eligibility status for college-level work within the 30-unit limit described above shall, unless provided with a waiver, be dismissed and referred to adult noncredit education courses. Students enrolled in remedial coursework shall be notified of unsuccessful progress through the regular college counseling and advising process.

**G. Reinstatement**

A student may, upon successful completion of appropriate remedial coursework elsewhere, or upon demonstration of skills levels that will reasonably assure success in college-level courses, request reinstatement to proceed with college-level coursework by filing a petition with the Vice-President of Student Services.

**H. College Catalog**

The SBVC and the CHC catalogs include a clear statement of the limited applicability of remedial coursework toward fulfilling degree requirements and any exemptions that may apply to this limitation.

## Reference:

Title 5 Section 55035  
ACCJC Accreditation Standard II.A.4

## Attachments:

[AP 4222 Remedial Courseworks - Comments](#)  
[AP 4222 Remedial Courseworks - Legal Citations](#)  
[AP4222 -OLD.pdf](#)  
[Legal Update 33 Overview Rev. 10-25-18.docx](#)



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 Owner: *Academic Senates Academic Senates*  
 Policy Area: *Chapter 5 Student Services*  
 References:

## BP 5530 Student Rights and Grievances

(Replaces current SBCCD BP 5530 and BP 5540)

**NOTE:** *This policy is unique to SBCCD.*

• **From current SBCCD BP 5530 titled Student Grievances**

Students may initiate grievance proceedings against a ~~District~~district employee under the ~~administrative regulations procedures~~procedures provided by the Chancellor.

• **From current SBCCD BP 5540 titled Student Grievances**

~~It is the policy of the San Bernardino Community College. The~~It is the policy of the District ~~that there~~that there shall ~~be provide~~be an appeal process by which a dispute in the assigned final grade received by a student may be resolved in a fair and efficient manner according to State law. (~~See BP and AP 4231 titled Grade Changes~~)See BP and AP 4231 titled Grade Changes)

### References:

Education Code Section 76224(a);

~~Title 5~~ Title 5 Section ~~55025 55760(a)~~ *(Title 5 Section 55760 was repealed)*

~~Title IX, Education Amendments of 1972~~55025

Title IX, Education Amendments of 1972

### Attachments:

- BP 5530 Student Rights and Grievances - Comments
- BP 5530 Student Rights and Grievances - Legal Citations
- BP5530 -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:	Legally Required

## AP 5530 Student Rights and Grievances

(Replaces current SBCCD AP 5530 and AP 5540)

~~The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:~~ The purpose of this procedure is to provide a prompt and equitable means of resolving student grievances. These procedures shall be available to any student who reasonably believes a college decision or action by an instructor, college official, or by another student has adversely affected his or her status, rights or privileges as a student. The procedures shall include, but not be limited to, grievances regarding:

- ~~• Sex discrimination as prohibited by Title IX of the Higher Education Amendments of 1972~~
- ~~• Financial aid~~
- ~~• Course grades, to the extent permitted by Education Code Section 76224(a), which provides: "When grades are given for any course of instruction taught in a community college District, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetency, shall be final." "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors.~~
- ~~• The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.~~
- Sex discrimination, in education programs and activities, as prohibited by Title IX of the Higher Education Amendments of 1972. For grievances related to sexual harassment, sexual assault, or illegal discrimination (i.e. age, ancestry, citizenship status, color, disability, ethnic group identification, gender, marital status, medical condition, national origin, parental status, race, religion, sexual orientation, or veteran status), students should contact the Human Resources Department and/or the San Bernardino Community College Police. Staff members in those areas will assist students with the correct processes for resolution. Complaint and investigation procedures related to harassment and discrimination (including sexual assault, sexual violence, dating violence, stalking, and domestic violence) can be found in Administrative Procedure 3435.
- Financial aid (see AP 5130 Financial Aid for appeals relating to financial aid):
- Course grades, to the extent permitted by Education Code Section 76224(a) (see AP 4231 Grade Changes for appeals relating to course grades)
- The exercise of rights of free expression protected by state and federal constitutions and Education Code Section 76120.

In addition to San Bernardino Community College District Procedures, a student may address a grievance directly to the California Community Colleges Chancellor's Office by accessing the following website:

<http://californiacommunitycolleges.cccco.edu/ComplaintsForm.aspx>

~~This procedure does not apply to:~~ This procedure does not apply to:

- ~~Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.~~ Student disciplinary actions, which are covered under separate Board Policies and Administrative Procedures.
- ~~Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.~~ Police citations (i.e. "tickets"); complaints about citations must be directed to the County Courthouse in the same way as any traffic violation.

## Definitions:

### Definitions

~~Party—The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.~~ Party – The student or any persons claimed to have been responsible for the student's alleged grievance, together with their representatives. "Party" shall not include the Grievance Hearing Committee or the College Grievance Officer.

~~Chancellor—The Chancellor or a designated representative of the Chancellor.~~ Chancellor – The Chancellor or a designated representative of the Chancellor.

~~Student—A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).~~ Student – A currently enrolled student, a person who has filed an application for admission to the college, or a former student. A grievance by an applicant shall be limited to a complaint regarding denial of admission. Former students shall be limited to grievances relating to course grades to the extent permitted by Education Code Section 76224(a).

~~Respondent—Any person claimed by a grievant to be responsible for the alleged grievance.~~ Respondent – Any person claimed by a grievant to be responsible for the alleged grievance.

~~Day—Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.~~ Day – Unless otherwise provided, day shall mean a day during which the college is in session and regular classes are held, excluding Saturdays and Sundays.

### Informal Resolution

~~Informal Resolution—Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate supervisor, or the local college administration.~~ Each student who has a grievance shall make a reasonable effort to resolve the matter on an informal basis prior to requesting a grievance hearing, and shall attempt to solve the problem with the person with whom the student has the grievance, that person's immediate

supervisor, or the local college administration.

~~The Chancellor shall appoint an employee who shall assist students in seeking resolution by informal means. This person shall be called the Grievance Officer. The Grievance Officer and the student may also seek the assistance of the Associated Student Organization in attempting to resolve a grievance informally.~~

~~Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.~~  
Informal meetings and discussion between persons directly involved in a grievance are essential at the outset of a dispute and should be encouraged at all stages. An equitable solution should be sought before persons directly involved in the case have stated official or public positions that might tend to polarize the dispute and render a solution more difficult. At no time shall any of the persons directly or indirectly involved in the case use the fact of such informal discussion, the fact that a grievance has been filed, or the character of the informal discussion for the purpose of strengthening the case for or against persons directly involved in the dispute or for any purpose other than the settlement of the grievance.

~~Any student who believes he/she has a grievance shall file a Statement of Grievance with the Grievance Officer within [number] days of the incident on which the grievance is based, or [number] days after the student learns of the basis for the grievance, whichever is later. The Statement of Grievance must be filed whether or not the student has already initiated efforts at informal resolution, if the student wishes the grievance to become official. Within two days following receipt of the Statement of Grievance Form, the Grievance Officer shall advise the student of his or her rights and responsibilities under these procedures, and assist the student, if necessary, in the final preparation of the Statement of Grievance form.~~

~~If at the end of [number] days following the student's first meeting with the Grievance Officer, there is no informal resolution of the complaint which is satisfactory to the student, the student shall have the right to request a grievance hearing.~~

*NOTE: The following is—*

~~Grievance Hearing Committee: The Chancellor shall at the beginning of each semester, including any summer session, establish a standing panel of [number] members of the college community, including [number] students, [number] faculty members and [number] administrators, from which one or more Grievance Hearing Committees may be appointed. The panel will be established with the advice and assistance of the Associated Students Organization and the Academic Senate, who shall each submit [number] names to the Chancellor for inclusion on the panel. A Grievance Hearing Committee shall be constituted in accordance with the following:~~

- ~~• It shall include [number] students, [number] instructors, and [number] college administrator selected from the panel described above.~~
- ~~• No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner. Any party to the grievance may~~



~~challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the Chancellor who shall determine whether cause for disqualification has been shown. If the Chancellor feels that sufficient ground for removal of a member of the committee has been presented, the Chancellor shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.~~

- ~~• The Grievance Officer shall sit with the Grievance Hearing Committee but shall not serve as a member nor vote. The Grievance Officer shall coordinate all scheduling of hearings, shall serve to assist all parties and the Hearing Committee to facilitate a full, fair and efficient resolution of the grievance, and shall avoid an adversary role.~~

~~Request for Grievance Hearing — Any request for a grievance hearing shall be filed on a Request for a Grievance Hearing within [number] days after filing the Statement of Grievance as described above.~~

~~Within [number] days following receipt of the request for grievance hearing, the Chancellor shall appoint a Grievance Hearing Committee as described above, and the Grievance Hearing Committee shall meet in private and without the parties present to select a chair and to determine on the basis of the Statement of Grievance whether it presents sufficient grounds for a hearing.~~

## Formal Process

If informal resolution through discussion or mediation does not resolve the conflict, the student shall have the right to request a grievance hearing, in writing, to the Vice president of Student Services. The request for a hearing must be made within 180 calendar days of the incident being grieved.

~~The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:~~ The determination of whether the Statement of Grievance presents sufficient grounds for a hearing shall be based on the following:

- ~~• The statement contains facts which, if true, would constitute a grievance under these procedures;~~ The statement contains facts which, if true, would constitute a grievance under these procedures;
- ~~• The grievant is a student as defined in these procedures, which include applicants and former students;~~ The grievant is a student as defined in these procedures, which include applicants and former students;
- ~~• The grievant is personally and directly affected by the alleged grievance;~~ The grievant is personally and directly affected by the alleged grievance;
- ~~• The grievance was filed in a timely manner;~~ The grievance was filed in a timely manner;
- ~~• The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.~~ The grievance is not clearly frivolous, clearly without foundation, or clearly filed for purposes of harassment.

~~If the grievance does not meet each of the requirements, the Hearing Committee chair shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within [number] days of the date the decision is made by the Grievance Hearing Committee.~~ If the grievance does not meet each of the requirements, the Vice president of Student Services shall notify the student in writing of the rejection of the Request for a Grievance Hearing, together with the specific reasons for the rejection and the procedures for appeal. This notice will be provided within five days of the date the decision is made.

~~If the Request for Grievance Hearing satisfies each of the requirements, the College Grievance Officer~~

~~shall schedule a grievance hearing. The hearing will begin within [number] days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than [number] days notice of the date, time and place of the hearing.~~ If the Request for Grievance Hearing satisfies each of the requirements, the Vice president of Student Services shall schedule a grievance hearing. The hearing will begin within *ten* days following the decision to grant a Grievance Hearing. All parties to the grievance shall be given not less than *five* days notice of the date, time and place of the hearing.

~~*NOTE: A hearing must comply with principles of due process, including the right to confront and cross examine witnesses. The following procedure is.*~~

## ~~Hearing Procedure~~

~~The decision of the Grievance Hearing Committee chair shall be final on all matters relating to the conduct of the hearing unless there is a vote of a majority of the other members of the panel to the contrary.~~

### Grievance Hearing

The formal grievance hearing will be scheduled within 10 days (during which the college is in session) of receipt of the request.

The grievance hearing committee will be composed of the following:

- One student appointed by the Student Senate president.
- One faculty member appointed by the Academic Senate president if the grievance is against a faculty member.
- One staff member appointed by the Classified Senate president if the grievance is against a staff member.
- Vice president of Student Services, who will chair the committee if the grievance is non-academic, or the Vice president of Instruction if the grievance is academic.

No person shall serve as a member of a Grievance Hearing Committee if that person has been personally involved in any matter giving rise to the grievance, has made any statement on the matters at issue, or could otherwise not act in a neutral manner.

Any party to the grievance may challenge for cause any member of the hearing committee prior to the beginning of the hearing by addressing a challenge to the chair, who shall determine whether cause for disqualification has been shown. If the chair feels that sufficient ground for removal of a member of the committee has been presented, he or she shall remove the challenged member or members and substitute a member or members from the panel described above. This determination is subject to appeal as defined below.

The chair will conduct the hearing. Possible protective measures that may be utilized include, but are not limited to, no-contact orders, remote participation during the hearing (telephone, videoconferencing, use of a privacy screen, etc.), separate waiting areas during hearing, safety escorts, and prohibitions against retaliation.

~~The members of the Grievance Hearing Committee shall be provided with a copy of the grievance and any written response provided by the respondent before the hearing begins.~~ The members of the grievance hearing committee will be provided a copy of the grievance and any written response to the grievance.

~~Each party to the grievance may call witnesses and introduce oral and written testimony relevant to~~

~~the issues of the matter.~~ Each party to the grievance may call witnesses and introduce oral and written testimony. Witnesses unable to be present may submit written statements.

~~Formal rules of evidence shall not apply. Any relevant evidence shall be admitted.~~

~~Unless the Grievance Hearing Committee determines to proceed otherwise, each party to the grievance shall be permitted to make an opening statement. Thereafter, the grievant or grievants shall make the first presentation, followed by the respondent or respondents. The grievant(s) may present rebuttal evidence after the respondent(s)' evidence. The burden shall be on the grievant or grievants to prove by substantial evidence that the facts alleged are true and that a grievance has been established as specified above.~~

~~Each party to the grievance may represent himself/herself, and may also have the right to be represented by a person of his/her choice; except that a party shall not be represented by an attorney unless, in the judgment of the Grievance Hearing Committee, complex legal issues are involved. If a party wishes to be represented by an attorney, a request must be presented not less than [number] days prior to the date of the hearing. If one party is permitted to be represented by an attorney, any other party shall have the right to be represented by an attorney. The hearing committee may also request legal assistance through the Chancellor any legal advisor provided to the hearing committee may sit with it in an advisory capacity to provide legal counsel but shall not be a member of the panel nor vote with it.~~

Although the hearing is formal, rules of evidence do not apply as they would in a court of law.

Each party to the grievance will be permitted to make an opening statement; thereafter, the grievant will present evidence followed by the respondent.

The student may bring an advocate or attorney to the hearing provided the Vice president of Student Services is notified at least five calendar days in advance of the hearing. In the event the student gives notification that he or she will have representation, the respondent has the right to legal counsel and a right to receive notification that the student will have counsel present.

The hearing will be recorded, and the recording shall remain in the custody of the Vice president of Student Services. Any party to the grievance may request a copy of the recording.

~~Hearings shall be closed and confidential unless all parties request that it be open to the public. Any such request must be made no less than [number] days prior to the date of the hearing.~~ Hearings shall be closed and confidential unless all parties request that they be open to the public. Any such request must be made no less than three calendar days prior to the date of the hearing. In a closed hearing, witnesses will testify and be excused.

~~In a closed hearing, witnesses shall not be present at the hearing when not testifying, unless all parties and the committee agree to the contrary.~~

~~The hearing shall be recorded by the Grievance Officer either by tape recording or stenographic recording, and shall be the only recording made. No witness who refuses to be recorded may be permitted to give testimony. In the event the recording is by tape recording, the Grievance Hearing Committee Chair shall, at the beginning of the hearing, ask each person present to identify themselves by name, and thereafter shall ask witnesses to identify themselves by name. The tape recording shall remain in the custody of the District, either at the college or the District office, at all times, unless released to a professional transcribing service. Any party may request a copy of the tape recording.~~

~~All testimony shall be taken under oath; the oath shall be administered by the Grievance Hearing Committee Chair. Written statements of witnesses under penalty of perjury shall not be used unless the witness is unavailable to testify. A witness who refuses to be tape recorded shall be considered to be unavailable.~~

~~Within [number] days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the Chancellor a written decision. The decision shall include specific factual findings regarding the grievance, and shall include specific conclusions regarding whether a grievance has been established as defined above. The decision shall also include a specific recommendation regarding the relief to be afforded the grievant, if any. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.~~  
The grievance hearing committee will recommend a resolution of the grievance after listening to all of the participants. The committee will inform the student and the respondent in writing about its recommendation within 10 days of the hearing. The decision shall be based only on the record of the hearing, and not on matter outside of that record. The record consists of the original grievance, any written response, and the oral and written evidence produced at the hearing.

Within five days following the close of the hearing, the Grievance Hearing Committee shall prepare and send to the President a written decision. The recommendation shall include specific factual findings regarding the grievance. The recommendation shall also include relief afforded to the student, if any.

~~**Chancellor's Decision:** Within [number] days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the Chancellor shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The Chancellor may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the Chancellor does not accept the decision or a finding or recommendation of the Hearing Committee, the Chancellor shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the Chancellor shall be final, subject only to appeal as provided below.~~  
Within five days following receipt of the Grievance Hearing Committee's decision and recommendation(s), the President shall send to all parties his/her written decision, together with the Hearing Committee's decision and recommendations. The Chancellor may accept or reject the findings, decisions and recommendations of the Hearing Committee. The factual findings of the Hearing Committee shall be accorded great weight; and if the President does not accept the decision or a finding or recommendation of the Hearing Committee, the President shall review the record of the hearing, and shall prepare a new written decision which contains specific factual findings and conclusions. The decision of the President shall be final, subject only to appeal as provided below

## Appeals

The student may appeal the recommendation of the grievance hearing committee by writing to the president within 10 calendar days of being notified of the grievance hearing committee's recommendation. The president will send the student a final decision in writing within 10 calendar days of receiving the appeal.

~~**Appeal:** Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the Chancellor within [number] days of that decision. The Chancellor shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance~~

~~provided in these procedures, but shall not consider any other matters. The Chancellor's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.~~ Any appeal relating to a Grievance Hearing Committee decision that the Statement of Grievance does not present a grievance as defined in these procedures shall be made in writing to the president within five days of that decision. The president shall review the Statement of Grievance and Request for Grievance Hearing in accordance with the requirements for a grievance provided in these procedures, but shall not consider any other matters. The Chancellor's decision whether or not to grant a grievance hearing shall be final and not subject to further appeal.

~~**NOTE: The following section applies only to multi-college Districts.**~~

~~Any party to the grievance may appeal the decision of the Chancellor after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.~~ Any party to the grievance may appeal the decision of the president after a hearing before a Grievance Hearing Committee by filing an appeal with the Chancellor. The Chancellor may designate a District administrator to review the appeal and make a recommendation.

~~Any such appeal shall be submitted in writing within five days following receipt of the Chancellor's decision and shall state specifically the grounds for appeal.~~ Any such appeal shall be submitted in writing within five days following receipt of the Chancellor's decision and shall state specifically the grounds for appeal.

~~The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.~~ The written appeal shall be sent to all concerned parties. All parties may submit written statements on the appeal.

~~The Chancellor or designee shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the Chancellor's designee, if any, shall make a written recommendation to the Chancellor regarding the outcome of the appeal.~~ The Chancellor or designee shall review the record of the hearing and the documents submitted in connection with the appeal, but shall not consider any matters outside of the record. Following the review of the record and appeal statements, the Chancellor's designee, if any, shall make a written recommendation to the Chancellor regarding the outcome of the appeal.

~~The Chancellor may decide to sustain, reverse or modify the decision of the Chancellor's designee. The Chancellor's decision shall be in writing and shall include a statement of reasons for the decision. The Chancellor's decision shall be final.~~

~~The decision on appeal shall be reached within five days after receipt of the appeal documents. Copies of the Chancellor's appeal decision shall be sent to all parties.~~

## ~~Time Limits:~~

### Time Limits

~~Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.~~ Any times specified in these procedures may be shortened or lengthened if there is mutual concurrence by all parties.

- ~~From current SBCCD AP 5530 titled Student Grievances~~

The purpose of this ~~policy procedure~~ is to provide a due process procedure for review and resolution of student grievances.

## ~~Cause and Filing~~

Student grievance proceedings may be initiated against a District employee or another student for any of the following reasons:

1. Any act or threat of intimidation
2. Any act or threat of physical aggression
3. Any arbitrary action or imposition of sanctions without a proper regard to due process as specified in college procedures.

### ~~NOTICE:~~

1. Grades are not grievable (see Board Policy 5540)
2. Sexual Harassment complaints are filed in accordance with Board Policy 3430 and are not covered under Student Grievances.
3. Discrimination complaints are filed in accordance with Board Policy 3430 and are not covered under Student Grievances.

### ~~Who to File a Grievance With?~~

A student may submit a grievance to any manager or employee in any area for delivery to the Vice President of Student Services who will assess which manager or vice president is to oversee the grievance process.

A student grievance is to be handled in the area where the alleged grievance occurred. Examples are:

- Classroom or teacher-related issues would go to the vice president or manager in Instruction
- Student service or counselor-related issues would go to the vice president or manager in Student Services
- Building, grounds, cashiering, or police-related issues would go to the vice president or manager in Administrative Services

## ~~Time for Filing a Grievance Notice~~

The appropriate vice president, district manager, or designee will accept a formal written student grievance when submitted within 180 calendar days of the event's occurrence and under the provisions specified. A grievance may be denied if the events occurred more than 180 calendar days prior to the date in which the grievance was filed in writing.

## ~~Student Status for Filing a Grievance~~

Only registered students may file a student grievance. Non-student grievances may be considered by the designated vice president or manager if the grievance is a result of a dispute arising out of the registration or enrollment process and the grievance is filed within thirty (30) calendar days of the alleged incident.

## ~~Group Grievance~~

If more than one student files a grievance against an individual on the same issue or situation, members of the

group shall select one person to serve as spokesperson/representative for the entire group.

## ~~Informal Student Complaint Resolution Process (Non-written)~~

~~**Step 1.** Every effort shall be made to resolve a student complaint at the lowest level possible. A student must first attempt to resolve the issue directly. If this is not practical or possible, or due to the nature of the problem, or Failing a resolution the grievance progresses to Step 2.~~

~~**Step 2.** A student who is not satisfied with the Step 1 outcome may next attempt to resolve the alleged problem by conferring with the immediate supervisor of the employee with whom the initial conference was held. If the grievance is alleged against another student, Step 2 would be taken to the Director of Student Life. Upon such a request, the administrator shall inform and confer with any employee or student named by the student. In turn, the administrator shall schedule a meeting with the grievant and if requested, all involved parties, not more than ten (10) school days from the date of the initial request.~~

## ~~Formal Procedures~~

~~If the alleged problem is not resolved at the Informal Level, the student may request a formal hearing in writing with the appropriate vice president or designee. This written notice shall state the conditions, practice, alleged act, or injustice that is being grieved, the date(s) of the alleged occurrence and should, if possible, include a proposed remedy or resolution to the problem.~~

~~**Step 1:** Within three (3) working days of receipt of the written student grievance notice, the appropriate Vice President or designee, shall determine if the allegations were filed in a timely manner and meet the criteria outlined. If the student grievance notice fails to meet the above criterion, the Vice President shall notify the student of this determination and the grievance shall be terminated. If the student grievance notice is not terminated, the Vice President shall appoint a Student Grievance Hearing Committee within five (5) working days.~~

~~**Step 2:** Any employee who has conferred with a student who requests a hearing shall prepare a written account of the discussion which shall be forwarded to the appropriate Vice President or designee.~~

~~**Step 3:** The student and any college personnel or student involved in the allegations shall be notified of a hearing and the time and place of the hearing in writing. The notice shall include the names of the Hearing Committee and all documentation relating to the allegation(s).~~

~~**Step 4:** The Hearing Committee shall consist of either a maximum of two faculty or two classified staff members, based on the nature of the classification of staff involved, two students, and one administrator to hear the grievance. The administrator where the issue relates shall serve as chairperson of the hearing committee.~~

## ~~Hearing Procedures~~

- ~~a. The hearing shall convene within ten (10) working days of the receipt of the student grievance notice unless mutually agreed upon for a delay.~~
- ~~b. The hearing shall be closed unless the District employee or student against whom the grievance is brought requests that it be open.~~
- ~~c. The following persons should be present:~~

1. ~~The Hearing Committee~~
  2. ~~The student grievant and non-legal representative/advocate if any;~~
  3. ~~The college employee or student against whom the grievance is brought and a representative of the appropriate bargaining unit, if any;~~
  4. ~~Witnesses, while presenting testimony.~~
- d. ~~Both parties shall notify the appropriate Vice President or designee, in writing within three (3) working days of the hearing if he/she will be accompanied by a representative/advocate. Such notification shall include the name and title of the representative. The Committee Chairperson shall be obligated to immediately notify the parties directly involved.~~
- e. ~~Although minutes will be taken at the hearing to provide a written record, if all parties agree the hearing may also be tape recorded.~~
- f. ~~All participants in a hearing shall be advised by the Committee Chairperson that the proceedings are confidential.~~
- g. ~~Witnesses shall not be required to testify under oath; however, witnesses shall be advised that false testimony will constitute grounds for college disciplinary action.~~
- h. ~~The proceedings will not be bound by formal rules of evidence nor trial-like procedures. Rather, the procedures will be those upon which reasonable persons would rely in the conduct of serious affairs. The Committee Chairperson shall rule on all procedural issues. If substantive or procedural issues arise during the hearing that require external assistance for resolution, the Hearing Committee Chairperson should recess the hearing and submit the issue to the college president for resolution.~~
- i. ~~Evidence and/or testimony which may be irrelevant or unduly repetitious may be so noted by the Committee Chairperson.~~
- j. ~~The burden of proof to sustain a grievance rests with the student.~~
- k. ~~If the grievant fails to appear at the time and place scheduled for the hearing, and fails to notify the committee of the circumstances the grievance will be considered to have been withdrawn and procedures will be terminated. Depending on the nature of the circumstances, the committee shall determine if the hearing should be rescheduled within a reasonable period of time. It is recommended that the defendant participate in the hearing.~~
- l. ~~Upon conclusion of the hearing, within five (5) working days, the Committee Chairperson shall submit to the Vice President a written report. The report shall include:~~
1. ~~A brief summary of evidence submitted;~~
  2. ~~A finding of facts, supported by a preponderance of the evidence;~~
  3. ~~A recommendation that the grievance be sustained or denied; and~~
  4. ~~In the event the recommendation is to sustain the grievance, a recommendation of appropriate corrective action.~~
- m. ~~Upon review of the Hearing Committee's report, the Vice President or designee shall make a final determination.~~

## **Notification**

Within five (5) working days following receipt of the report of the Hearing Committee chairperson, the Vice President or designee shall provide a written notification to the student/s and to the employee/s directly



involved in the issues as to the final determination.

## ~~Appeal to College President~~

~~If either the complainant or accused is not satisfied with the final college-level disposition of the grievance, the party may, within ten (10) working days, appeal the decision to the College President. The basis of appeals are: All parties shall be notified by the College President of the appeal. The College President shall provide written notification to the student and to other parties directly involved in the issues as to his/her recommendation within five (5) working days.~~

## ~~Appeal to the Chancellor~~

~~If either party is not satisfied with the final college-level disposition of the grievance, he/she may, within ten (10) working days, appeal (state the basis of the appeal again) the decision to the Board of Trustees through the District Chancellor. All parties shall be notified by the Chancellor of the appeal. The Chancellor shall report the grievance in closed session to the Board of Trustees for final determination. The Chancellor shall provide written notification to the student and to other parties directly involved in the issues as to his/her recommendation within five (5) working days. The determination of the Board of Trustees is final.~~

## ~~General Provisions~~

- ~~1. The time limits specified in this procedure may be shortened or extended if there is mutual written concurrence between the parties.~~
- ~~2. At any step of the grievance procedure, the College President may designate a substitute for the designated college officials.~~
- ~~3. Failure of the student grievant to appeal a grievance determination at any step to another step within the specified time limits shall be deemed acceptance of the last determination rendered.~~
- ~~4. It is the intent of this policy that the confidentiality of the discussions, including any documents or written records, be maintained by the participants.~~
- ~~5. It will not be mandatory for any staff member to attend the student grievance meetings nor will the student grievance procedure supersede staff member's contractual rights.~~

- ~~• From current SBCCD AP 5540 titled Student Grade Appeals~~

### ~~Student Grade Appeals~~

~~BP and AP 4231 titled Grade Changes delineates the process by which grades may be changed.~~

~~Section 76224(a), California Education Code,~~

~~"When grades are given for any course of instruction taught in a community college district, the grade given to each student shall be the grade determined by the instructor of the course and the determination of the student's grade by the instructor, in the absence of mistake, fraud, bad faith, or incompetence, shall be final."~~

~~Title 5 Section 55025-55760(a), California Code of Regulation~~

~~"In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with section 55758 of this chapter. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetence. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record."~~

~~In any course of instruction in a community college district for which grades are awarded, the instructor of the course shall determine the grade to be awarded each student in accordance with this article. The determination of the student's grade by the instructor shall be final in the absence of mistake, fraud, bad faith, or incompetency.~~

~~For purposes of this section, "mistake" may include, but is not limited to, clerical errors and errors made by an instructor in calculating a student's grade.~~

~~Procedures for the correction of grades shall be consistent with Education Code Section 76232 or provide an alternative mechanism which will ensure that students receive a reasonable and objective review of the requested grade change. If the procedure requires the student to first request a grade change from the instructor, provisions shall be made for another faculty member to substitute for the instructor if the instructor is not available, the student has filed a discrimination complaint or the District determines that it is possible there has been gross misconduct by the original instructor.~~

~~Section 55758 California Code of Regulation~~

~~The academic record of a student who remains in a class beyond the time allowed by district policy must reflect a symbol as authorized in Section 55758 of this part, other than a "W." The governing board may by regulation authorize withdrawal from a class or classes in extenuating circumstances after the last day of the fourteenth week (or 75% of the term, whichever is less) upon petition of the student or his or her representative and after consultation with the instructor(s) or appropriate faculty. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student. For purposes of withdrawal policies, the term "appropriate faculty"\* means the instructor of each course in question or, in the event the instructor cannot be contacted, the department chair or equivalent faculty officer.~~

~~**Military Withdrawal:** "Military withdrawal" occurs when a student who is a member of an active or reserve United States military service receives orders compelling a withdrawal from courses. Upon verification of such orders, a withdrawal symbol may be assigned at any time after the period established by the governing board during which no notation is made for withdrawals. Note: Authority cited: Sections 66700 and 70901, Education Code. Reference: Sections 70901, 70902 and 76000, Education Code. This means that no individual at the college has the authority to change a grade unless persuasive evidence is presented indicating mistake, fraud, bad faith or incompetence on the instructor's part.~~

## ~~INFORMAL PROCESS~~

~~All attempts should be made to resolve the grade dispute at the lowest level possible; however, a student may proceed directly to the formal process.~~

~~**Step 1:** If possible, the student first meets with the faculty member who issued the grade; or, if the faculty member is no longer employed or working at the College, the student then meets with the Department Chair or designee to resolve the grade dispute. If resolved and a grade change is indicated, the instructor or designee completes a Grade Change Form.~~

~~**Step 2:** If unresolved in Step 1, the student then meets with the Department Chair or designee. If resolved and a grade change is indicated, a Grade Change Form is completed. If the dispute is not resolved then a formal appeal process can be initiated.~~

~~According to code, if mistake, fraud, bad faith, or incompetence is the reason for the grade dispute, the burden of proof lies with the student to produce facts that support this allegation, proceeding then to the formal process. If such evidence exists, the student must complete the Grade Appeal Form and make an appointment to see the Dean.~~

# ~~FORMAL PROCESS~~

~~**STEP 1:** The student meets with the Division Dean who will confer with the faculty member and/or Department Chair or designee, to attempt to resolve the grade dispute. If resolved and a grade change is indicated, the faculty member completes a Grade Change Form.~~

~~**STEP 2: Investigation:** If the matter is not resolved, the student may submit the issue to the Director of Admissions and Records, in consultation with the Vice President of Instruction and appropriate instructional dean, where a full investigation will be conducted within 30 work days of the Step 2 filing date, and a determination made as to status of the grade dispute. During the investigation the student will be able to present evidence of mistake, fraud, bad faith, or incompetence of the instructor. The instructor will be able to provide evidence to support the grade. If the investigation shows fraud, bad faith, or incompetence, the investigative report will be provided to the Vice Chancellor of Human Resources for appropriate action. If a mistake has been made and a grade change is indicated, a Grade Change Form is submitted to Admissions and Records.~~

~~**STEP 3: Hearing:** If the matter is not satisfactorily resolved and a grade change may be warranted because evidence shows fraud, bad faith, or incompetence, the student may request a formal hearing by the Grade Appeal Committee through the Office of Admissions and Records. The committee shall be comprised of the Vice President of Instruction, 2 faculty members, 2 students and one educational administrator (not of the division where the accused faculty member works). A meeting will be convened within five (5) working days (unless mutually agreed upon to delay). The student and instructor, if still employed, will be expected to attend the hearing. All attempts will be made to contact an instructor who is no longer employed by the college regarding the grade dispute. The Grade Appeal Committee will provide a written decision to the student within five (5) working days of the date of the hearing. The decision of the Grade Appeal Committee is final. If resolved, the Change of Grade Form, the Grade Appeal Form, the written summary of the investigation findings, and the written decision of the Grade Appeal Committee are submitted to Admissions and Records.~~

## References:

Education Code Section 76224(a);

;Title IX, Education Amendments of 1972;

~~**ACCJC Accreditation Eligibility Requirement 20;**~~

~~**ACCJC Accreditation Standard IV.D** [34 Code of Federal Regulations Parts 106.1 et seq.;](#) [ACCJC Accreditation Eligibility Requirement 20;](#) [ACCJC Accreditation Standard IV.D](#)~~

## Attachments:

AP 5530 Student Rights and Grievances -  
Comments

AP 5530 Student Rights and Grievances - Legal  
Citations

AP5530 -OLD.pdf

SBCCD - Overview for Legal Update 31 Final  
Version.docx

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Bruce Baron, Chancellor

**REVIEWED BY:** Bruce Baron, Chancellor

**PREPARED BY:** Stacey K. Nikac, Administrative Officer to the Chancellor

**DATE:** July 11, 2019

**SUBJECT:** Applause Cards

### **RECOMMENDATION**

This item is for information only. No action is required.

### **OVERVIEW**

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.

At the Chancellor's Holiday Party and Service Awards in December, recipients with the most applause cards awarded at SBVC, CHC, and District are recognized and presented with an award.

### **ANALYSIS**

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance.

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None



# Applause Cards

Submitted for Approval July 11, 2019

## DISTRICT

Last Name	First Name	Div/Dept/Office	Details of the Service	Recognized By
Aguirre	Margarita	Accounts Payable	Appreciate all of her efforts in expediting some Accounts Payable processes. We are not only receiving our Advances in a timely fashion but she is keeping us in the loop as to when we can expect to receive the checks. Thank you!	Kathy Crow
Aguirre	Margarita	Accounts Payable	Always there with supportive service and assistance. Thank you! You are Awesome!	Michelle Cole
Ford	Heather	Office of the Chancellor	Thank you for all you do every day!	Stacey Nikac
Menge	Erika	District Support Services	Thank you for all your help with Oracle and budget transfers. It is greatly appreciated!	Michael Nguyen
Piggott	Gloria	Print Shop	Gloria goes above and beyond to make sure our newsletters look sharp and communicate well to the campus community. Your "can-do" attitude is greatly appreciated!	Farrah Farzaneh / Michael Nguyen
Torres	Maria	Human Resources	Thank you for all you do every day!	Stacey Nikac

## CRAFTON HILLS COLLEGE

Last Name	First Name	Div/Dept/Office	Details of the Service	Recognized By
Calderon-Cruz	Cinthia	Bursar's Office	Thank you for coming in from your time off to help Mike and me out. We appreciate your commitment to the college.	Tina Marie Gimple
Lopez	Richard	Custodial	Richard is always awesome! He helped me again today to get the room ready for the Foundation Board meeting. There were no paper towels in the kitchen and the tables needed to be wiped down - he jumped right in to help! Thank you!	Carrie Audet
Raventos	Ali	Admissions and Records	Ali is such a great help. She is enthusiastic and knows when and how to use a warm hand-off to the benefit of the student. Nobody is left dissatisfied.	Floyd Simpson

St. Jean	Cyndie	President's Office	Thank you for all you do every day!	Stacey Nikac
Sousa	Juanita	Financial Aid	Thank you for going above and beyond to help me out when I was in a bind! I appreciated your help.	Tina Marie Gimple

## **SAN BERNARDINO VALLEY COLLEGE**

<b>Last Name</b>	<b>First Name</b>	<b>Div/Dept/Office</b>	<b>Details of the Service</b>	<b>Recognized By</b>
Gallagher	Debby	Office of the President	Thank you for all you do every day.	Stacey Nikac
Pasillas	Karol	VPAS office	Karol Pasillas is always most prompt when I am in need of assistance with Questica and Oracle. She readily responds within 5 minutes or before the end of the working day with patience and is cheerful. Thank you Karol, thank you.	Anonymous

## **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:** July 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 June 18, 2019. As of that date, SBCCD was 96.6% through the fiscal year and had spent and/or encumbered approximately 80.3% 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 06/18/2019

	96.6% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	\$167,416,275	\$ 154,068,803	92.0%	\$173,419,060	\$139,214,754	80.3%	<i>Services and Operating expenditures trending lower than expected.</i>
215 Bond Interest & Redemption	\$ 25,703,480	\$ 30,355,598	118.1%	\$ 29,169,261	\$ 29,159,437	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	\$ 3,146,781	88.8%	\$ 3,544,746	\$ 3,171,226	89.5%	<i>Revenue posted one month in arrears.</i>
390 KVCR	\$ 4,880,375	\$ 3,651,205	74.8%	\$ 4,883,829	\$ 4,242,028	86.9%	<i>Revenue received YTD is lower than expected.</i>
410 Capital Outlay Projects	\$ 1,569,707	\$ 1,528,241	97.4%	\$ 6,644,972	\$ 5,086,051	76.5%	<i>Equipment/furniture expenditures lower than expected.</i>
435 Bond Construction	\$ -	\$ 33,704	n/a	\$ 9,630,319	\$ 2,319,351	24.1%	<i>Budget includes \$3million for EDA funds match and \$1.6million for program support.</i>
590 FCC Auction Proceeds	\$ 2,000,000	\$ 1,214,228	60.7%	\$ 74,796,233	\$ 61,104,732	81.7%	<i>4th quarter interest revenue to post in July.</i>
615 Workers Compensation	\$ 1,257,000	\$ 1,224,331	97.4%	\$ 1,257,000	\$ 932,632	74.2%	<i>Expenditures are consistent with District claims received.</i>
620 Self Insurance-Liability	\$ 550,000	\$ 560,941	102.0%	\$ 789,687	\$ 711,924	90.2%	<i>FY2019 Insurance payment of \$516,488. Interest income received YTD is \$10,941.</i>
690 Retiree Benefit	\$ 240,000	\$ 162,887	67.9%	\$ 479,935	\$ 256,241	53.4%	<i>Revenue posted one month in arrears. Expenditures are consistent with retiree benefit costs.</i>
730 Student Body Center Fee	\$ 294,700	\$ 259,925	88.2%	\$ 294,700	\$ 269,075	91.3%	
825 FNX	\$ 3,018,000	\$ 2,015,844	66.8%	\$ 3,191,671	\$ 2,132,941	66.8%	<i>Expenditures are consistent with the scope of the funding agreement. Final payment from sponsor expected to be received by June 30, 2019.</i>
830 KVCR Educational Foundation	\$ 3,459,192	\$ 1,555,264	45.0%	\$ 3,459,224	\$ 1,562,953	45.2%	<i>Revenue received YTD is lower than expected.</i>
890 EDCT Foundation	\$ 783,766	\$ 423,059	54.0%	\$ 817,766	\$ 495,815	60.6%	<i>Revenue received YTD is lower than expected.</i>

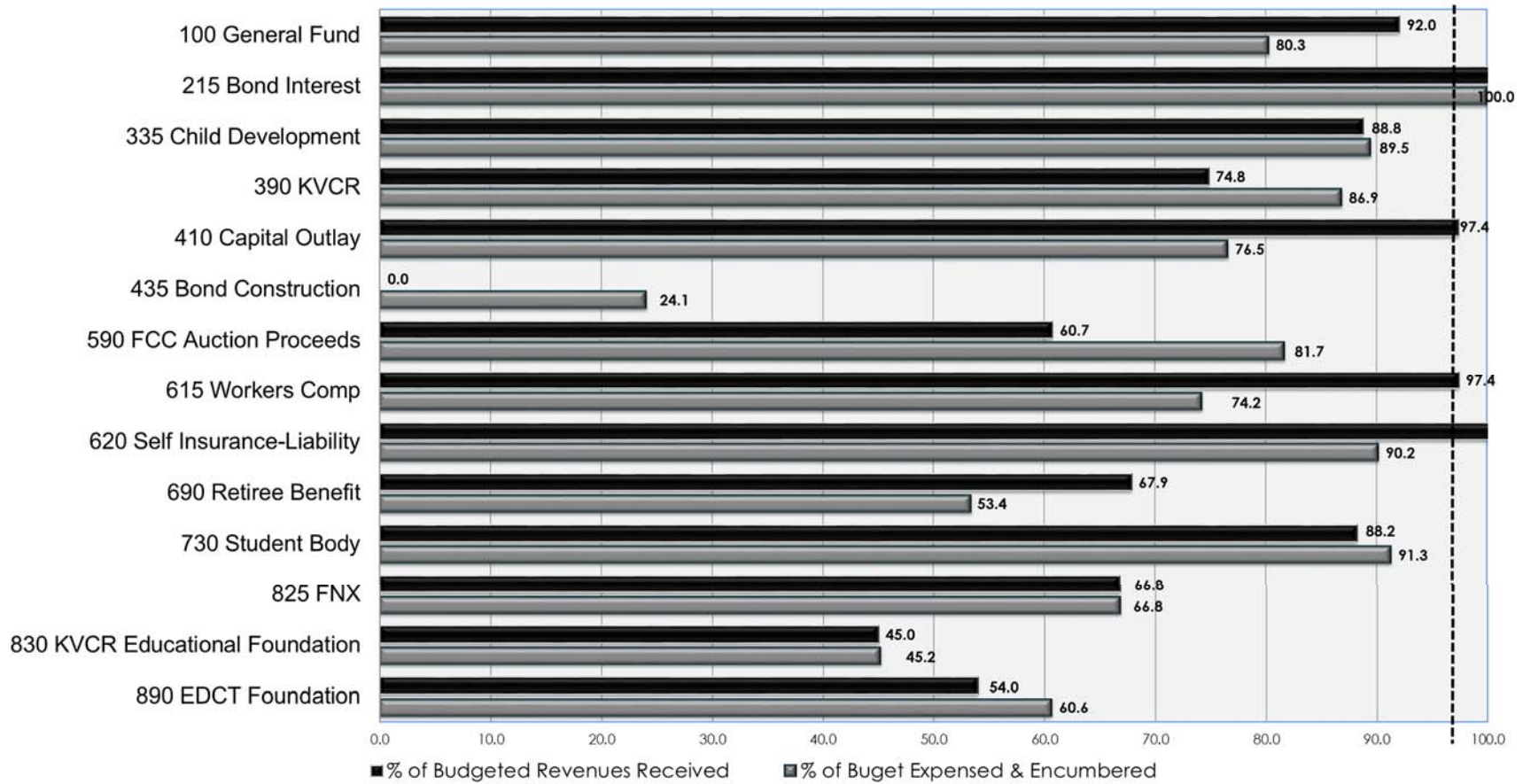




# Budget Revenue & Expenditure Summary

Year to Date 06/18/2019

Fiscal Year Elapsed - 96.6%





## Oracle Encumbrance Report

Year to Date 06/18/2019

Fund	Title	Type	Total
100	General Fund	Expense	8,325,084
215	Bond Interest	Expense	-
335	Child Development	Expense	96,443
390	KVCR	Expense	605,796
410	Capital Outlay	Expense	861,584
435	Bond Construction	Expense	802,606
590	FCC Auction Proceeds	Expense	9,511,792
615	Worker's Comp	Expense	-
620	Self-Insurance - Liability	Expense	15,395
690	Retiree Benefit	Expense	-
730	Student Body Center Fee	Expense	8,928
825	FNX	Expense	258,301
830	KVCR Educational Foundation	Expense	174,553
890	EDCT Foundation	Expense	31,416

**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
<b>Fund 01 GENERAL FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	3,239,100.61	881,032.12	881,032.12	27.20%	-	2,358,068.49	72.80%
Other State Revenue (860000 to 869999)	106,360,512.20	90,582,573.64	90,582,573.64	85.17%	-	15,777,938.56	14.83%
Other Local Revenue (880000 to 889999)	39,136,229.49	46,367,986.23	46,367,986.23	118.48%	420,392.69	(7,652,149.43)	(19.55%)
All Other Financing Sources (890000 to 897999)	9,591,054.00	8,727,439.12	8,727,439.12	91.00%	-	863,614.88	9.00%
Interfund Transfers In (898000 to 898999)	9,089,378.65	7,089,378.65	7,089,378.65	78.00%	-	2,000,000.00	22.00%
<b>Total Revenue</b>	<b>167,416,274.95</b>	<b>153,648,409.76</b>	<b>153,648,409.76</b>		<b>420,392.69</b>	<b>13,347,472.50</b>	
<b>Expenditure</b>							
Certificated Salary (100000 to 199999)	48,199,468.89	45,554,564.46	45,554,564.46	94.51%	(335.54)	2,645,239.97	5.49%
Classified Salary (200000 to 299999)	35,907,819.14	31,122,333.11	31,122,333.11	86.67%	(4,873.00)	4,790,359.03	13.34%
Employee Benefit (300000 to 399999)	27,400,219.42	24,267,894.74	24,267,894.74	88.57%	(3,225.79)	3,135,550.47	11.44%
Books and Supplies (400000 to 499999)	3,824,494.89	1,460,831.01	1,460,831.01	38.20%	31,708.72	2,331,955.16	60.97%
Services and Operating Expenditures (500000 to 599999)	38,097,514.63	14,617,183.32	14,617,183.32	38.37%	1,126,755.38	22,353,575.93	58.67%
Capital Outlay (600000 to 699999)	8,182,799.17	4,067,591.91	4,067,591.91	49.71%	313,682.63	3,801,524.63	46.46%
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)	11,036,744.03	8,999,725.65	8,999,725.65	81.54%	177,490.36	1,859,528.02	16.85%
<b>Total Expenditure</b>	<b>173,419,060.17</b>	<b>130,860,124.20</b>	<b>130,860,124.20</b>		<b>1,641,202.76</b>	<b>40,917,733.21</b>	
<b>Total Fund 01 GENERAL FUND</b>	<b>(6,002,785.22)</b>	<b>22,788,285.56</b>	<b>22,788,285.56</b>		<b>(1,220,810.07)</b>	<b>(27,570,260.71)</b>	

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
<b>Fund 21 BOND INTEREST AND REDEMPTIONF</b>							
<b>Revenue</b>							
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	29,495,970.72	29,495,970.72	115.77%	-	(4,018,234.72)	(15.77%)
All Other Financing Sources (890000 to 897999)	0.00	740,690.51	740,690.51	100.00%	-	(740,690.51)	0.00%
<b>Total Revenue</b>	<b>25,703,480.00</b>	<b>30,355,598.32</b>	<b>30,355,598.32</b>		<b>-</b>	<b>(4,652,118.32)</b>	
<b>Expenditure</b>							
Other Financing Uses (700000 to 729999)	29,169,261.00	29,159,437.25	29,159,437.25	99.97%	-	9,823.75	0.03%
<b>Total Expenditure</b>	<b>29,169,261.00</b>	<b>29,159,437.25</b>	<b>29,159,437.25</b>		<b>-</b>	<b>9,823.75</b>	
<b>Total Fund 21 BOND INTEREST AND REDEMP</b>	<b>(3,465,781.00)</b>	<b>1,196,161.07</b>	<b>1,196,161.07</b>		<b>-</b>	<b>(4,661,942.07)</b>	

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
<b>Fund 41 CAPITAL OUTLAY PROJECTS FUND</b>							
<b>Revenue</b>							
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	1,258,533.92	1,258,533.92	96.81%	-	41,466.08	3.19%
<b>Total Revenue</b>	<b>1,569,707.36</b>	<b>1,528,241.28</b>	<b>1,528,241.28</b>		<b>-</b>	<b>41,466.08</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	210,085.69	200,569.11	200,569.11	95.47%	-	9,516.58	4.53%
Employee Benefit (300000 to 399999)	84,435.60	71,275.92	71,275.92	84.41%	-	13,159.68	15.59%
Services and Operating Expenditures (500000 to 599999)	1,877,846.52	1,774,937.33	1,774,937.33	94.52%	69,007.40	33,901.79	1.81%
Capital Outlay (600000 to 699999)	4,472,604.34	2,177,684.30	2,177,684.30	48.69%	69,563.11	2,225,356.93	49.76%
<b>Total Expenditure</b>	<b>6,644,972.15</b>	<b>4,224,466.66</b>	<b>4,224,466.66</b>		<b>138,570.51</b>	<b>2,281,934.98</b>	
<b>Total Fund 41 CAPITAL OUTLAY PROJECTS</b>	<b>(5,075,264.79)</b>	<b>(2,696,225.38)</b>	<b>(2,696,225.38)</b>		<b>(138,570.51)</b>	<b>(2,240,468.90)</b>	

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
<b>Fund 42 REVENUE BOND CONSTRUCTION FUN</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	33,704.14	33,704.14	100.00%	-	(33,704.14)	0.00%
<b>Total Revenue</b>	<b>0.00</b>	<b>33,704.14</b>	<b>33,704.14</b>		<b>-</b>	<b>(33,704.14)</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	250,000.00	56,292.39	56,292.39	22.52%	2,525.00	191,182.61	76.47%
Capital Outlay (600000 to 699999)	9,380,318.63	1,460,452.11	1,460,452.11	15.57%	310,368.00	7,609,498.52	81.12%
<b>Total Expenditure</b>	<b>9,630,318.63</b>	<b>1,516,744.50</b>	<b>1,516,744.50</b>		<b>312,893.00</b>	<b>7,800,681.13</b>	
<b>Total Fund 42 REVENUE BOND CONSTRUCTIO</b>	<b>(9,630,318.63)</b>	<b>(1,483,040.36)</b>	<b>(1,483,040.36)</b>		<b>(312,893.00)</b>	<b>(7,834,385.27)</b>	

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
<b>Fund 59 ENTERPRISE FUND-FCC AUCTION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,000,000.00	1,214,228.68	1,214,228.68	60.71%	-	785,771.32	39.29%
<b>Total Revenue</b>	<b>2,000,000.00</b>	<b>1,214,228.68</b>	<b>1,214,228.68</b>		<b>-</b>	<b>785,771.32</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	852,210.00	512,265.49	512,265.49	60.11%	57,404.80	282,539.71	33.15%
Capital Outlay (600000 to 699999)	61,799,644.46	42,441,295.80	42,441,295.80	68.68%	2,938,936.73	16,419,411.93	26.57%
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)	10,144,378.65	8,639,378.65	8,639,378.65	85.16%	-	1,505,000.00	14.84%
<b>Total Expenditure</b>	<b>74,796,233.11</b>	<b>51,592,939.94</b>	<b>51,592,939.94</b>		<b>2,996,341.53</b>	<b>20,206,951.64</b>	
<b>Total Fund 59 ENTERPRISE FUND-FCC AUCT</b>	<b>(72,796,233.11)</b>	<b>(50,378,711.26)</b>	<b>(50,378,711.26)</b>		<b>(2,996,341.53)</b>	<b>(19,421,180.32)</b>	

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
<b>Fund 68 RETIREE BENEFIT FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	240,000.00	153,624.38	153,624.38	64.01%	9,263.08	77,112.54	32.13%
<b>Total Revenue</b>	240,000.00	153,624.38	153,624.38		9,263.08	77,112.54	
<b>Expenditure</b>							
Employee Benefit (300000 to 399999)	479,935.30	256,240.55	256,240.55	53.39%	1,120.22	222,574.53	46.38%
<b>Total Expenditure</b>	479,935.30	256,240.55	256,240.55		1,120.22	222,574.53	
<b>Total Fund 68 RETIREE BENEFIT FUND</b>	<b>(239,935.30)</b>	<b>(102,616.17)</b>	<b>(102,616.17)</b>		<b>8,142.86</b>	<b>(145,461.99)</b>	

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
<b>Fund 72 CHILD DEVELOPMENT FUND</b>							
<b>Revenue</b>							
Federal Revenue (810000 to 819999)	545,440.00	166,059.61	166,059.61	30.45%	24,579.33	354,801.06	65.05%
Other State Revenue (860000 to 869999)	2,784,409.00	2,732,955.88	2,732,955.88	98.15%	1,313.12	50,140.00	1.80%
Other Local Revenue (880000 to 889999)	214,896.70	221,873.41	221,873.41	103.25%	-	(6,976.71)	(3.25%)
<b>Total Revenue</b>	<b>3,544,745.70</b>	<b>3,120,888.90</b>	<b>3,120,888.90</b>		<b>25,892.45</b>	<b>397,964.35</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	2,029,391.34	1,901,507.60	1,901,507.60	93.70%	-	127,883.74	6.30%
Employee Benefit (300000 to 399999)	798,209.97	720,862.89	720,862.89	90.31%	-	77,347.08	9.69%
Books and Supplies (400000 to 499999)	525,020.49	352,896.85	352,896.85	67.22%	8,140.51	163,983.13	31.23%
Services and Operating Expenditures (500000 to 599999)	44,862.72	8,629.70	8,629.70	19.24%	212,261.00	(176,027.98)	(392.37%)
Capital Outlay (600000 to 699999)	147,261.21	90,886.18	90,886.18	61.72%	46,892.84	9,482.19	6.44%
<b>Total Expenditure</b>	<b>3,544,745.73</b>	<b>3,074,783.22</b>	<b>3,074,783.22</b>		<b>267,294.35</b>	<b>202,668.16</b>	
<b>Total Fund 72 CHILD DEVELOPMENT FUND</b>	<b>(0.03)</b>	<b>46,105.68</b>	<b>46,105.68</b>		<b>(241,401.90)</b>	<b>195,296.19</b>	

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
<b>Fund 73 STUDENT BODY CENTER FEE FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	294,700.00	259,925.26	259,925.26	88.20%	-	34,774.74	11.80%
<b>Total Revenue</b>	<b>294,700.00</b>	<b>259,925.26</b>	<b>259,925.26</b>		<b>-</b>	<b>34,774.74</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	180,791.82	169,129.67	169,129.67	93.55%	-	11,662.15	6.45%
Employee Benefit (300000 to 399999)	64,078.50	61,495.72	61,495.72	95.97%	-	2,582.78	4.03%
Books and Supplies (400000 to 499999)	31,417.22	15,792.45	15,792.45	50.27%	13,106.62	2,518.15	8.02%
Services and Operating Expenditures (500000 to 599999)	8,081.20	3,608.32	3,608.32	44.65%	-	4,472.88	55.35%
Capital Outlay (600000 to 699999)	10,331.28	10,121.03	10,121.03	97.96%	-	210.25	2.04%
<b>Total Expenditure</b>	<b>294,700.02</b>	<b>260,147.19</b>	<b>260,147.19</b>		<b>13,106.62</b>	<b>21,446.21</b>	
<b>Total Fund 73 STUDENT BODY CENTER FEE</b>	<b>(0.02)</b>	<b>(221.93)</b>	<b>(221.93)</b>		<b>(13,106.62)</b>	<b>13,328.53</b>	

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
<b>Fund 74 KVCR FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,776,056.39	1,450,941.21	1,450,941.21	81.69%	264.00	324,851.18	18.29%
Interfund Transfers In (898000 to 898999)	3,104,319.00	2,200,000.00	2,200,000.00	70.87%	-	904,319.00	29.13%
<b>Total Revenue</b>	<b>4,880,375.39</b>	<b>3,650,941.21</b>	<b>3,650,941.21</b>		<b>264.00</b>	<b>1,229,170.18</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,895,760.34	1,761,750.40	1,761,750.40	92.93%	-	134,009.94	7.07%
Employee Benefit (300000 to 399999)	623,161.26	529,548.97	529,548.97	84.98%	-	93,612.29	15.02%
Books and Supplies (400000 to 499999)	33,250.00	7,120.02	7,120.02	21.41%	-	26,129.98	78.59%
Services and Operating Expenditures (500000 to 599999)	2,191,657.43	1,260,938.11	1,260,938.11	57.53%	17,524.25	913,195.07	41.67%
Capital Outlay (600000 to 699999)	140,000.00	76,874.24	76,874.24	54.91%	-	63,125.76	45.09%
<b>Total Expenditure</b>	<b>4,883,829.03</b>	<b>3,636,231.74</b>	<b>3,636,231.74</b>		<b>17,524.25</b>	<b>1,230,073.04</b>	
<b>Total Fund 74 KVCR FUND</b>	<b>(3,453.64)</b>	<b>14,709.47</b>	<b>14,709.47</b>		<b>(17,260.25)</b>	<b>(902.86)</b>	

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**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
<b>Fund 76 KVCR EDUCATIONAL FOUNDATION</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	2,858,510.83	1,556,126.13	1,556,126.13	54.44%	(862.30)	1,303,247.00	45.59%
Interfund Transfers In (898000 to 898999)	600,681.00	0.00	0.00	0.00%	-	600,681.00	100.00%
<b>Total Revenue</b>	<b>3,459,191.83</b>	<b>1,556,126.13</b>	<b>1,556,126.13</b>		<b>(862.30)</b>	<b>1,903,928.00</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	514,190.02	264,078.24	264,078.24	51.36%	-	250,111.78	48.64%
Employee Benefit (300000 to 399999)	187,057.86	79,615.68	79,615.68	42.56%	-	107,442.18	57.44%
Books and Supplies (400000 to 499999)	38,569.20	2,907.82	2,907.82	7.54%	-	35,661.38	92.46%
Services and Operating Expenditures (500000 to 599999)	989,906.55	391,585.29	391,585.29	39.56%	7,146.69	591,174.57	59.72%
Capital Outlay (600000 to 699999)	29,500.00	213.35	213.35	0.72%	-	29,286.65	99.28%
Interfund Transfers Out (730000 to 739999)	1,700,000.00	650,000.00	650,000.00	38.24%	-	1,050,000.00	61.76%
<b>Total Expenditure</b>	<b>3,459,223.63</b>	<b>1,388,400.38</b>	<b>1,388,400.38</b>		<b>7,146.69</b>	<b>2,063,676.56</b>	
<b>Total Fund 76 KVCR EDUCATIONAL FOUNDAT</b>	<b>(31.80)</b>	<b>167,725.75</b>	<b>167,725.75</b>		<b>(8,008.99)</b>	<b>(159,748.56)</b>	

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
<b>Fund 78 SELF INSURANCE-LIABILITY&amp;PROP</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	0.00	10,941.17	10,941.17	100.00%	-	(10,941.17)	0.00%
Interfund Transfers In (898000 to 898999)	550,000.00	550,000.00	550,000.00	100.00%	-	0.00	0.00%
<b>Total Revenue</b>	<b>550,000.00</b>	<b>560,941.17</b>	<b>560,941.17</b>		<b>-</b>	<b>(10,941.17)</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	789,686.60	696,528.50	696,528.50	88.20%	-	93,158.10	11.80%
<b>Total Expenditure</b>	<b>789,686.60</b>	<b>696,528.50</b>	<b>696,528.50</b>		<b>-</b>	<b>93,158.10</b>	
<b>Total Fund 78 SELF INSURANCE-LIABILITY</b>	<b>(239,686.60)</b>	<b>(135,587.33)</b>	<b>(135,587.33)</b>		<b>-</b>	<b>(104,099.27)</b>	

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
<b>Fund 79 EDCT FOUNDATION</b>							
<b>Revenue</b>							
Other State Revenue (860000 to 869999)	516,571.00	159,878.24	159,878.24	30.95%	-	356,692.76	69.05%
Other Local Revenue (880000 to 889999)	47,194.67	41,941.99	41,941.99	88.87%	1,239.40	4,013.28	8.50%
Interfund Transfers In (898000 to 898999)	220,000.00	220,000.00	220,000.00	100.00%	-	0.00	0.00%
<b>Total Revenue</b>	<b>783,765.67</b>	<b>421,820.23</b>	<b>421,820.23</b>		<b>1,239.40</b>	<b>360,706.04</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	264,377.66	240,928.15	240,928.15	91.13%	4,873.00	18,576.51	7.03%
Employee Benefit (300000 to 399999)	53,599.35	49,937.91	49,937.91	93.17%	328.65	3,332.79	6.22%
Books and Supplies (400000 to 499999)	66,849.67	22,714.73	22,714.73	33.98%	-	44,134.94	66.02%
Services and Operating Expenditures (500000 to 599999)	311,864.46	38,885.36	38,885.36	12.47%	1,962.22	271,016.88	86.90%
Capital Outlay (600000 to 699999)	121,074.54	111,932.67	111,932.67	92.45%	-	9,141.87	7.55%
<b>Total Expenditure</b>	<b>817,765.68</b>	<b>464,398.82</b>	<b>464,398.82</b>		<b>7,163.87</b>	<b>346,202.99</b>	
<b>Total Fund 79 EDCT FOUNDATION</b>	<b>(34,000.01)</b>	<b>(42,578.59)</b>	<b>(42,578.59)</b>		<b>(5,924.47)</b>	<b>14,503.05</b>	

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
<b>Fund 82 SCHLRSH&amp;LOAN AGENCY KVCR-FNX</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	3,018,000.00	2,015,843.51	2,015,843.51	66.79%	-	1,002,156.49	33.21%
<b>Total Revenue</b>	<b>3,018,000.00</b>	<b>2,015,843.51</b>	<b>2,015,843.51</b>		<b>-</b>	<b>1,002,156.49</b>	
<b>Expenditure</b>							
Classified Salary (200000 to 299999)	1,232,267.16	893,093.88	893,093.88	72.48%	-	339,173.28	27.52%
Employee Benefit (300000 to 399999)	412,208.78	271,910.65	271,910.65	65.96%	-	140,298.13	34.04%
Books and Supplies (400000 to 499999)	21,800.00	7,825.18	7,825.18	35.90%	101.81	13,873.01	63.64%
Services and Operating Expenditures (500000 to 599999)	1,450,895.20	668,480.67	668,480.67	46.07%	271,659.82	510,754.71	35.20%
Capital Outlay (600000 to 699999)	74,500.00	33,329.20	33,329.20	44.74%	1,050.78	40,120.02	53.85%
<b>Total Expenditure</b>	<b>3,191,671.14</b>	<b>1,874,639.58</b>	<b>1,874,639.58</b>		<b>272,812.41</b>	<b>1,044,219.15</b>	
<b>Total Fund 82 SCHLRSH&amp;LOAN AGENCY KVC</b>	<b>(173,671.14)</b>	<b>141,203.93</b>	<b>141,203.93</b>		<b>(272,812.41)</b>	<b>(42,062.66)</b>	

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
<b>Fund 84 WORKERS COMPENSATION FUND</b>							
<b>Revenue</b>							
Other Local Revenue (880000 to 889999)	1,257,000.00	1,127,831.16	1,127,831.16	89.72%	96,500.00	32,668.84	2.60%
<b>Total Revenue</b>	<b>1,257,000.00</b>	<b>1,127,831.16</b>	<b>1,127,831.16</b>		<b>96,500.00</b>	<b>32,668.84</b>	
<b>Expenditure</b>							
Services and Operating Expenditures (500000 to 599999)	1,257,000.00	932,632.12	932,632.12	74.20%	-	324,367.88	25.80%
<b>Total Expenditure</b>	<b>1,257,000.00</b>	<b>932,632.12</b>	<b>932,632.12</b>		<b>-</b>	<b>324,367.88</b>	
<b>Total Fund 84 WORKERS COMPENSATION FUN</b>	<b>0.00</b>	<b>195,199.04</b>	<b>195,199.04</b>		<b>96,500.00</b>	<b>(291,699.04)</b>	

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:** July 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 May 2019 (See attached).

### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

### **FINANCIAL IMPLICATIONS**

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CLERY ACT CRIMES  
May 2019**

**ON CAMPUS:**

**CRAFTON**

<b>Case #</b>	<b>Reported</b>	<b>Offense</b>	<b>Reportable Clery Crime</b>	<b>Location</b>	<b>Disposition</b>
19-0422	5/03/2019	H&S 11377(A)	Possession of Control Substance	Lot 6	Subject Arrested
19-0423	5/03/2019	BP 25620	Possession of Open Containers	Baseball Field	Subject Arrested
19-0435	5/08/2019	H&S 11364(A)	Possession of Drug Paraphernalia	Lot 9	Subject Arrested

**DISTRICT**

NO INCIDENTS TO REPORT

**VALLEY**

NO INCIDENTS TO REPORT

**PUBLIC PROPERTY:**

**CRAFTON**

NO INCIDENTS TO REPORT

**DISTRICT**

NO INCIDENTS TO REPORT

**VALLEY**

<b>Case #</b>	<b>Reported</b>	<b>Offense</b>	<b>Reportable Clery Crime</b>	<b>Location</b>	<b>Disposition</b>
19-0444	05/10/2019	PC 647(F)	Disorderly Conduct	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:** July 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. Such purchase and/or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days

### **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 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

Board Date 07/11/2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amendment
18390	Air Conditioning Control Systems, Inc. (ACCS)	Maintenance Agreement	Maintenance/SBVC	\$50,000.00		
18346	Alliance Inspection Management	Educational Site Agreements	Technical Training/SBVC	No Cost		
18347	AMD International Technologies LLC	Training Services	EDCT/SBCCD	\$15,000.00		
18351	American Fidelity Assurance	Employee Benefit	Human Resources /SBCCD	No Cost		
18397	American Public Television (APT)	Broadcasting Rights	KVCR/KVCR	\$2,400.00		
18380	American Thermoform Corp	Maintenance Agreement	ATPC/SBCCD	\$8,000.00		
18368	American Type Culture Collection (ATCC)	Maintenance Agreement	Administrative Services/SBVC	\$20,000.00		
17130	Anady's Trophies & Engraving	Production of Logo Items	TESS/SBCCD	\$3,000.00		
18367	Arrowhead Group dba Basic Backflow	Maintenance Agreement	Maintenance/SBVC	\$40,000.00		
18389	Ben's Lock and Key	On Demand Repairs Agreement	Maintenance/SBVC	\$30,000.00		
18392	Borgne, Allan	Program Acquisition	FNX/KVCR	No Cost		
18359	Butte Glenn CCD	Customized Training	EDCT/SBCCD	\$68,000.00		
18361	Butte Glenn CCD	Services Data Analysis	EDCT/SBCCD	\$2,500.00		

## Contracts & Agreements

Board Date 07/11/2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amendment
18393	California Department of Ed	Income - Grant	Child Care Center/SBVC		\$1,887,636.00	
18396	California Department of Ed	Income - Grant	Child Care Center/SBVC		\$1,039,886.00	
18366	California Industrial	On Demand Repairs Agreement	Maintenance/SBVC	\$50,000.00		
18358	California, State of	MedCal Authorization	Health Center/CHC	No Cost		
17730	Cambridge West Partnership, LLC	Consultants	Fiscal Services /SBCCD	\$24,000.00		Extended Term
18349	CCC Chancellor's Office	Income - Grant	Veterans Resource/SBVC		\$99,954.00	
18369	CommUSA a Bearcom Company	On Demand Repairs Agreement	Maintenance/SBVC	\$20,000.00		
18395	ConvergeOne, Inc.	On Demand Repairs Agreement	ATPC/SBCCD	\$40,000.00		
18409	Crafton Hills College Foundation	Foundation Agreement	DSS/SBCCD	No Cost		
18372	Culligan of Ontario	Maintenance Agreement	Administrative Services/SBVC	\$10,000.00		
18382	Dan Lyman Construction, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$30,000.00		
18352	Daub, Shelley, MA, LCSW	Professional Services	Health Center/CHC	\$60,000.00		
18398	Encore Event Technologies	Rental	FNX/KVCR	\$342.18		

## Contracts & Agreements

Board Date 07/11/2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amendment
18348	Encore Event Technologies	Temporary Electrical	FNX/KVCR	\$342.18		
18374	Environmental Management Technologies	On Demand Repairs Agreement	Administrative Services/SBVC	\$60,000.00		
18387	Foothill-DeAnza CCD	Income - Grant	Humanities/SBVC		\$482,180.00	
18384	Foundation for California Community Colleges	Income - General	Technical Training/SBVC		\$24,000.00	
16920	Fuel Pros, Inc.	General	Grounds/CHC	\$2,260.00		\$1,235.00
18376	Golf Cars of Riverside Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$20,000.00		
18345	Grand Canyon University	Clinicals	Nursing/SBVC	No Cost		
17919	Hesperia, City of	Income - Broadcast Licensing	Inland Futures Foundation/SBCCD		\$4,500.00	
18362	Hour Glass & Mirror, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$25,000.00		
18356	J & M Trophies	Novelty Item with Logo	SBVC Foundation/SBVC	\$1,336.10		
18402	KCAL FM - SBR Broadcasting Corp	Advertising	Mathematics/SBVC	\$11,080.00		
18385	Konica Minolta	Maintenance Agreement	EDCT/SBCCD	\$2,000.00		
18383	LAUNCH	Instructional Agreement	Technical Training/SBVC	No Cost		

## Contracts & Agreements

Board Date 07/11/2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amendment
18377	Napa Valley CCD	Customized Training	EDCT/SBCCD	\$30,000.00		
18399	New York Public Radio - WNYC	Broadcasting Rights	KVCR/KVCR	\$18,820.20		
18353	Operation New Hope	Income - Facilities Use	Administrative Services/SBVC		\$263.04	
18401	P2C Solutions, LLC	Consultants	Mathematics/SBVC	\$35,550.00		
18363	Pacific Industrial Electric Company Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$20,000.00		
18364	Pacific Parking Systems, Inc.	Maintenance Agreement	Administrative Services/SBVC	\$25,000.00		
18388	Package Products & Services, Inc.	Software/Online Services	Maintenance/SBVC	\$11,016.00		
18365	Palomar Mountain Premium Spring Water, LLC	Bulk Drinking Water Services	Maintenance/SBVC	\$20,000.00		
18381	Pinnacle Disposal & Environmental Services, Inc.	Open Top Disposal Containers	Maintenance/SBVC	\$20,000.00		
18379	Purcell-Rorick, Mary	Independent Contractor	KVCR/KVCR	\$1,500.00		
18373	Ram Plumbing Heating & Air	On Demand Repairs Agreement	Maintenance/SBVC	\$40,000.00		
18375	RDO Construction Equipment Co. dba RDO Equipment Co.	On Demand Repairs Agreement	Maintenance/SBVC	\$20,000.00		
18354	Riverside, City of, Fire Department	Clinicals	Emergency Medical Services/CHC	No Cost		

## Contracts & Agreements

Board Date 07/11/2019

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Amendment
18249	Roll-A-Shade Inc.	Repairs	Facilities/CHC	\$7,000.00		
18360	San Bernardino City USD	Collaborative Relationship	EDCT/SBCCD	No Cost		
18405	San Bernardino Valley College Foundation	Foundation Agreement	DSS/SBCCD	No Cost		
18400	Southwest Site Services	Porta-Potty Service	KVCR/KVCR	\$6,500.00		
18378	Stanley Convergent Security Solutions Inc.	Software/Online Services	Administrative Services/SBVC	\$4,840.00		
18357	Star Aquatic	Income - Facilities Use	Pool/CHC		\$1,000.00	
18343	Taylion Academy	Income - Facilities Use	Administrative Services/SBVC		\$507.81	
18371	Technical Safety Services, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$20,000.00		
18355	Timeless Plaques & Awards	Production of Logo Items	Chancellor/SBCCD	\$544.14		
18386	Total Compensation Systems, Inc.	Professional Services	Fiscal Services/SBCCD	\$15,850.00		
18370	Waxie Sanitary Supply	Maintenance Agreement	Custodial/SBVC	\$20,000.00		

Total Number of Contracts 63

\$911,880.80    \$3,539,926.85



**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:** July 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 July 11, 2019

[v.6.20.2019.p.1|1]

	Site	Assignment	From	To
<b>Johnson, David</b>	DIST	KVCR	8/15/19	12/31/19
<b>Le, Nguyen</b>	CHC	Counseling	7/12/19	12/31/19
<b>Blackmon, Richard</b>	SBVC	Chemistry	07/12/19	12/24/19
<b>Brown, Wyvonia</b>	SBVC	DSPS	07/12/19	12/31/19
<b>Flores, Lifni</b>	SBVC	Chemistry	07/12/19	12/24/19
<b>Lindsley, Fred</b>	SBVC	Athletics	07/12/19	12/31/19
<b>Manalla, Jazzmin</b>	SBVC	Athletics	07/12/19	12/31/19
<b>Medina, Pedro</b>	SBVC	Athletics	07/12/19	12/31/19
<b>Morton, Christopher</b>	SBVC	DSPS	07/12/19	12/31/19
<b>Ruiz, Cindy</b>	SBVC	Student Equity	08/01/19	12/31/19
<b>Szumski, Edward</b>	SBVC	Development & Community Relations/SBVC Foundation	07/12/19	12/31/19
<b>Vollhardt, Sydney</b>	SBVC	Athletics	07/12/19	12/13/19

## **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:** July 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 \$37,501,364.

### **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 June 20, 2019, rounded to the nearest \$1,000)

													PROJECTED	
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	35,917	37,386	34,882	36,454	33,008	30,690	42,498	37,998	44,539	46,406	45,306	39,596		
Receipts														
Federal		-1		130	-22	192	1	294	103	61	142	77		976
State	6,908	6,209	11,863	6,458	7,180	9,408	7,111	15,141	9,961	4,453	5,657	5,234		95,583
State Deferrals														
Local	1,664	889	1,600	2,448	3,633	16,118	1,766	5,741	583	5,978	-876	6,825		46,368
Temporary Borrowings														
Inc Transfer & Sale of Assets				1				5,000	7,261	1,837	1,628	89		15,817
Accounts Receivable/Accruals	711	275	645	2,419	169	-439	4	787	403	230	379	96		5,680
Total Receipts	9,284	7,371	14,108	11,456	10,959	25,279	8,881	26,964	18,311	12,559	6,930	12,322		164,424
Disbursements														
Academic Salaries	-2	2,021	3,941	4,320	4,274	4,401	4,309	4,047	4,345	4,458	4,439	7,622		48,175
Classified Salaries	2,203	2,483	3,737	2,788	2,784	2,964	2,732	2,501	2,656	2,717	2,949	4,972		35,486
Benefits	1,050	1,771	2,366	2,191	2,200	2,218	2,194	2,306	2,210	2,232	2,260	4,304		27,302
Supplies & Materials	-3	11	81	152	111	149	108	157	169	171	213	2,445		3,764
Other Operating Exp	4	277	1,536	1,098	1,091	1,603	2,071	1,035	1,022	2,613	1,601	4,466		18,417
Capital Outlay	-1	4	134	223	398	218	395	34	375	1,095	848	848		4,572
Other Outgo			264		2,260	1,849	1,644	-182	786	374	1,509	1,509		10,013
Longterm Post-Employment Benefits	-6	-1	-2	-17	-9	21	-2	-9	5	-9	23	-4		-9
Accounts Payable/Accruals	4,570	3,309	479	4,146	168	48	-69	10,534	4,874	8	-1,202	-11,747		15,119
Total Disbursements	7,814	9,876	12,536	14,902	13,277	13,471	13,382	20,423	16,443	13,659	12,640	14,416		162,839
Increase / (Decrease) in Cash Balance	1,469	-2,504	1,572	-3,446	-2,318	11,808	-4,500	6,541	1,868	-1,100	-5,710	-2,095		
Estimated Ending Cash Balance	37,386	34,882	36,454	33,008	30,690	42,498	37,998	44,539	46,406	45,306	39,596	37,501		

## **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:** July 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 CCD CHAPTER 291

June 19, 2019

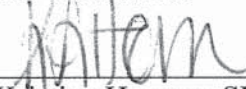
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association").

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 Evidence and Records Technician.

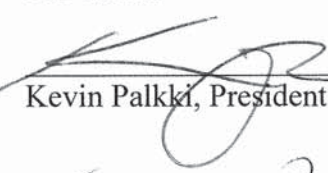
1. The purpose of this MOU is to establish the new classification title of Evidence and Records Technician.
2. The parties agree that the Evidence and Records Technician position shall be placed at Range 38 on the current CSEA salary schedule.
3. This MOU does not affect the rights provided through Article 6.
4. This classification will be placed on the current CSEA salary schedule.

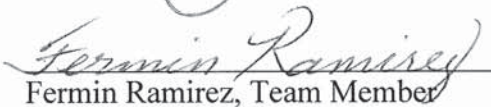
This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

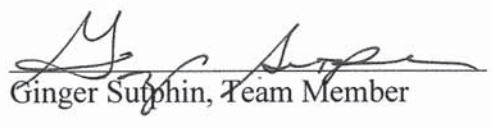
For the District

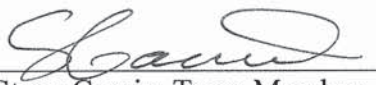
  
 \_\_\_\_\_  
 Kristina Hannon, SBCCD  
 Executive Director, Human Resources


For CSEA

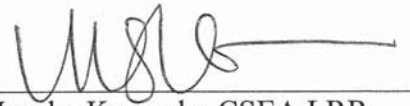
  
 \_\_\_\_\_  
 Kevin Palkki, President CSEA #291

  
 \_\_\_\_\_  
 Fermin Ramirez, Team Member

  
 \_\_\_\_\_  
 Ginger Supphin, Team Member

  
 \_\_\_\_\_  
 Stacy Garcia, Team Member

  
 \_\_\_\_\_  
 David Stevenson, Team Member

  
 \_\_\_\_\_  
 Myesha Kennedy, CSEA LRR

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**EVIDENCE AND RECORDS TECHNICIAN**

*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, performs a variety of specialized non-sworn manual, clerical and other duties involved in receiving, storing, disposition and release of property and evidence collected or confiscated by the District Police Department personnel; maintains control records of evidence, found property and other items.

**REPRESENTATIVE DUTIES**

*The following duties are typical for this classification.*

1. Responsible for property and evidence processing during chain of custody, including but not limited to, collection, storage, handling, tracking, release, and disposal.
2. Assists with questions and inquiries at the District Police Department related to evidence, records, and lost and found property.
3. Receives, records, classifies packages, and stores various types of property that have been recovered, found, or turned in as evidence by District Police Department personnel.
4. Maintains files and records regarding property and evidence in Police Department possession and its disposition; updates records management system as necessary.
5. Operates a variety of communications equipment including telephone, two-way radio, and computer equipment; accesses the California Law Enforcement Telecommunications System (CLETS) and other public safety telecommunications and departmental information databases.
6. Obtains police reports, incident reports, and court orders; prepares and provides reports to outside agencies as related to evidence.
7. Assists with audit and inventory of property and evidence rooms.
8. Operates standard office equipment, including, but not limited to, barcode scanner, and video surveillance system.
9. Operates and maintains Live Scan fingerprint equipment and records.
10. Types and/or retrieves police reports, incident reports, and other materials related to the position duties; processes, files, or duplicates related documents as appropriate.
11. Prepares, packages, and transports criminal case reports to the District Attorney's office for review, filing, and court proceedings; Obtains court orders for the destruction or return of property.
12. Performs other duties as 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:**

- Laws, regulations, practices and procedures pertaining to property and evidence collection, storage, handling, tracking, release, and disposal.
- Fingerprint processing procedures according to California Department of Justice standards.
- Processes and procedures for requesting court orders.
- Electronic record keeping and file systems.
- Record keeping practices and procedures.
- Computer operations, and general office practices and procedures.
- Safety practices and procedures.
- Standard radio and telephone communications receiving and transmitting equipment.
- Standard broadcasting procedures and roles.
- Operation of common radio equipment.

- Basic computer knowledge.
- Modern office practices, procedures, and equipment.
- Telephone techniques and etiquette.

**Ability to:**

- Maintain evidence information in the District Police Department records management system and maintain accurate inventory records.
- Testify in court regarding the chain of evidence.
- Access the California Law Enforcement Telecommunications System (CLETS) and other public safety telecommunications and departmental information databases.
- Communicate effectively both orally and in writing.
- Exercise good judgment and make sound decisions in emergency and non-emergency situations.
- Effectively communicate with and elicit information from upset and irate citizens.
- Operate computer systems, photocopier, multi-line phone system, and other office equipment.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain accurate reports and records related to duties performed.
- Maintain security and confidentiality of confidential and restricted information.
- Perform a variety of clerical work as needed.

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

**Education/Training:**

High school diploma or equivalent. Supplemental coursework in a related field is preferred.

**Experience:**

Two year of experience in law enforcement, records management, dispatch, or a related field.

**License or Certificate:**

- Fingerprint Rolling Certification required at time of employment.
- Possession of a valid California Class "C" driver's license.

**Appointment to Evidence and Records Technician position**

Appointment to position is contingent upon satisfactory completion of a background investigation by an independent investigator including, but not limited to, investigation of past employers, employment records, licenses, certifications, education, references, criminal and civil records, and consumer credit check. All applicants will be required to execute appropriate waivers and releases, answer questions, and be interviewed by investigator as a condition of employment.

**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:** The District Police Department is a 24-hour-per-day, 7-days-a-week operation, which requires rotating shift work (days, swing, or graveyard shifts, weekends and holidays).

Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

**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.



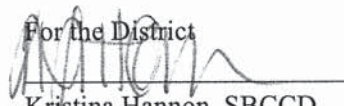
MEMORANDUM OF UNDERSTANDING  
By And Between  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (DISTRICT)  
And  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its CHAPTER #291 (CSEA)


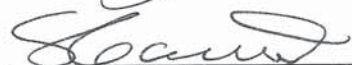
**REGARDING DISPATCH CLERK EMPLOYEES**  
**June 11, 2019**

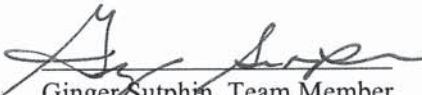
This Memorandum of Understanding (MOU) is made and entered between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties"). This MOU shall be considered a "contract" per 8.1.1 of the agreement between the Contractor (California State San Bernardino) and the District, in addition to the parties' collective bargaining agreement and any other applicable agreements or MOUs between the parties.


1. On June 11, 2018, the District has entered into a contract with California State University San Bernardino ("CSUSB") to provide 24/7 Dispatch Services 365 days per year for the District Police Department. The outsourcing of these duties resulted in a need to replace the duties and scope of the current Dispatch Clerk position.
2. The District will provide a new job description for all incumbents in the Dispatch Clerk position.
3. For the duration that the contract between the District and California State University San Bernardino, the Dispatch Clerk Classification title and the respective job description shall remain within the CSEA bargaining unit and shall be maintained.
4. If the District decides to terminate the contract with CSUSB, the District agrees to negotiate the effects with the Association.
5. If the District decides to terminate the contract with California State University San Bernardino, the District agrees to negotiate any proposed changes to bargaining unit positions upon termination of the contract with the District. The District shall notify the Association of termination of contract with the California State University San Bernardino within five (5) business days of termination.
6. The Employee shall not be subjected to any additional probationary period and shall maintain their seniority from date of hire with the District.


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 Paikki, President CSEA #291  
  
Stacy Garcia, Team Member

  
Ginger Sutphin, Team Member

  
Fermin Ramirez, 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**

**COLLEGE POLICE OFFICER SHIFT ROTATION**

**May 14, 2019**

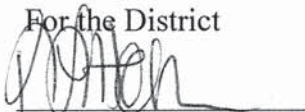
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

In Accordance with Article 6.2 the District and the Association have agreed to the following:

- The College Police Officers will have a permanent rotating shift schedule commencing on September 3<sup>rd</sup> 2018. The shifts shall rotate every four (4) months and begin on the first workday of January, May, and September.
- The scheduled shift shall be in accordance with Article 6.2 and shall not encompass workdays or site location.
- The District will provide the Association with an updated shift schedule including names, location, and shift times worked at the beginning of each rotation.
- All shift will be paid at the appropriate differential in accordance with Article 7.2.
- The schedules will be offered on a rotational basis, based on seniority, determined by permanent hire date among those in the same classification and department who normally perform the work involved.
- All new hire shifts will be assigned by the Police Chief, during their probationary period. At the end of the probationary period, the officer will remain on that shift until the next rotation cycle. Thereafter, the police officer will enter the rotation stated above.
- The unit member can only choose the same scheduled shift for two (2) consecutive rotations and must pick a different scheduled shift during the third rotation before picking the previous two (2) scheduled shifts.
- In the event that, two (2) or more unit members have equal seniority in the same classification, priority shall be given to the unit member with the greater overall District seniority; if that be equal, determination seniority shall be made by lot (ex. Draw Straws, Coin Flip).

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

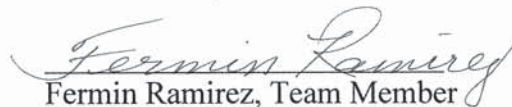


Kristina Hannon, SBCCD  
Executive Director, Human Resources


For CSEA




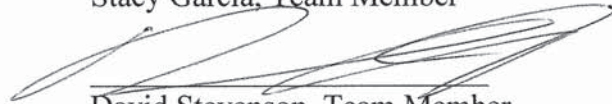
Kevin Palkki, President CSEA #291

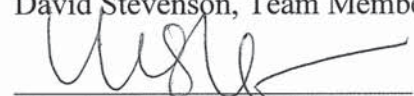


Fermin Ramirez, Team Member

  
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**

**COLLEGE SECURITY OFFICER SHIFT ROTATION**  
**May 14, 2019**

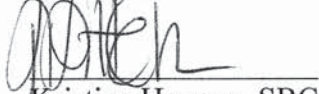
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- The College Security Officers will have a permanent rotating shift schedule commencing on September 3<sup>rd</sup> 2018. The shifts shall rotate every four (4) months and begin on the first workday of January, May, and September.
- The scheduled shift shall be in accordance with Article 6.2 and shall not encompass workdays or site location.
- The District will provide the Association with an updated shift schedule including names, location, and shift times worked at the beginning of each rotation.
- All shift will be paid at the appropriate differential in accordance with Article 7.2.
- The schedules will be offered on a rotational basis, based on seniority, determined by permanent hire date among those in the same classification and department who normally perform the work involved.
- The unit member can only choose the same scheduled shift for two (2) consecutive rotations and must pick a different scheduled shift during the third rotation before picking the previous two (2) scheduled shifts.
- In the event two (2) or more unit members have equal seniority in the same classification, priority shall be given to the unit member with the greater overall District seniority; if that be equal, determination seniority shall be made by lot (ex. Draw Straws, Coin Flip).

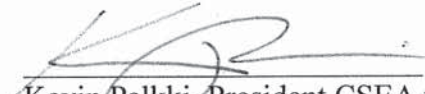
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District




Kristina Hannon, SBCCD  
 Executive Director, Human Resources

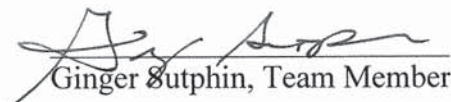
For CSEA




Kevin Palkki, President CSEA #291



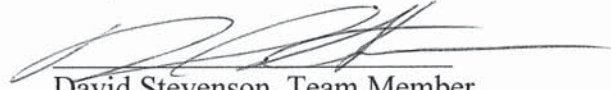
Fermin Ramirez, Team Member



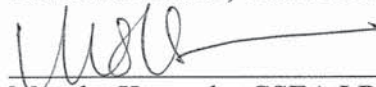
Ginger Sutphin, Team Member



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**

**May 14, 2019**

**JOHN CARLOS INTERIM APPOINTMENT TO POLICE SERGEANT**


**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 to approve the interim Out-of-Class assignment for John Carlos (hereinafter, "Employee"), College Police Officer, to Police Sergeant, under the following stipulations:

1. The length of assignment will be from July 1, 2019 through December 31, 2019, or until a decision is made by the Employee or management to end the assignment, or the position is filled on a permanent basis.
2. The Employee will be compensated at Range 9 Step G 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 Police Sergeant, 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 College Police Officer.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as College Police Officer 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




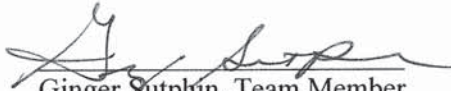
Kristina Hannon, SBCCD  
Executive Director, Human Resources


For CSEA

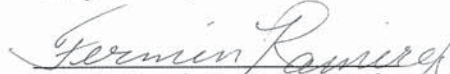



Kevin Palkki, President CSEA #291

  
David Stevenson, Team Member

  
Ginger Sutphin, Team Member

  
Stacy Garcia, Team Member

  
Fermin Ramirez, 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**

**May 14, 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 to approve the Out-of-Class assignment for Yvette Tram, Systems Analyst, to Business Systems Administrator, under the following stipulations:

1. The length of the assignment was effective July 1, 2018 through February 21, 2019.
2. The Employee will be compensated from the Management Salary Schedule at Range 13, Step E. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA.
3. The Parties agree that the employee, while performing the Out-of-Class assignment, remained a unit member and may benefit from any and all rights and representation afforded them though affiliation with CSEA.
4. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Systems Analyst continued to accrue while in the Out-of-Class assignment.
5. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Yvette Tram.


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

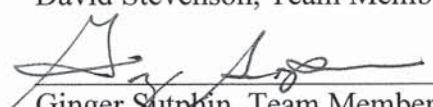
For CSEA



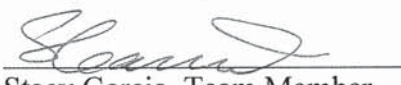
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 Kevin Palkki, President CSEA #291



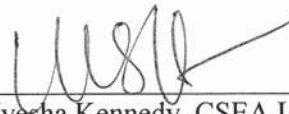
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 David Stevenson, Team Member



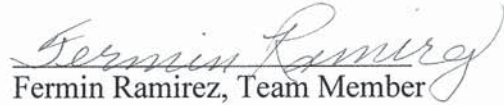
\_\_\_\_\_  
 Ginger Sutphin, Team Member



\_\_\_\_\_  
 Stacy Garcia, Team Member



Myesha Kennedy, CSEA LRR



Fermin Ramirez, Team Member

**Memorandum of Understanding**  
**By And Between**  
**San Bernardino Community College District And**  
**California School Employees Association and its San Bernardino CCD Chapter #291**

**Carrie Audet Reclassification**  
**June 11, 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".

In accordance with the agreed MOU on January 23, 2019 the Parties have reviewed, updated, and negotiated the Development Coordinator position.

The parties have acknowledged that the duties and functions of Administrative Secretary Carrie Audet have gradually changed and are currently bearing the workload and job description of the Development Coordinator. Therefore, the Parties have agreed to the following effects for Carrie Audet, currently in the Administrative Secretary position:

- Effective November 15, 2018, bargaining unit members Carrie Audet, Administrative Secretary, Range 37 and Step D, 8 hours/260 day work year, in the Foundation office at Crafton Hills College will be reclassified to the classification of Development Coordinator, Range 45 Step A, 8 hours/ 260 day work year.

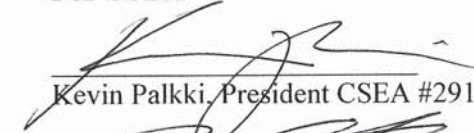
This Agreement is subject to the procedures required by CSEA Policy 610.

For the District



Kristina Hannon, SBCCD  
Executive Director, Human Resources

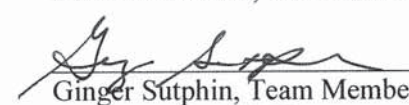
For CSEA



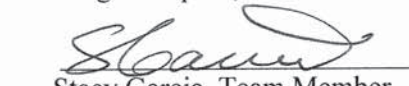
Kevin Palkki, President CSEA #291



David Stevenson, Team Member



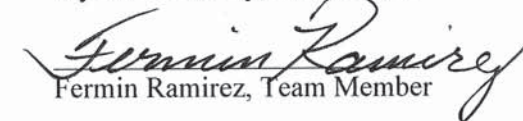
Ginger Sutphin, Team Member



Stacy Garcia, Team Member



Myesha Kennedy, CSEA LRR



Fermin Ramirez, Team Member

## **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:** July 11, 2019  
**SUBJECT:** Professional Expert, Short-Term, and Substitute Employees

### **RECOMMENDATION**

This item is for information only.

### **OVERVIEW**

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.

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.

### **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 July 11, 2019

[v.6.27.2019.p.1|6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Collins Jr., Thomas</b> Fire Academy Instructor Fire Technology Program	Fire Academy Instructor	7/12/19	12/30/19	\$45.00
<b>Corbett, Shawn</b> Fire Academy Instructor Fire Technology Program	Fire Academy Instructor	7/12/19	12/30/19	\$45.00
<b>Ford, Megan A.</b> Fire Academy Instructor Fire Technology Program	Fire Academy Instructor	7/12/19	12/30/19	\$45.00
<b>Groff, Nathan</b> Fire Academy Instructor Fire Technology Program	Fire Academy Instructor	7/12/19	12/30/19	\$45.00
<b>Groff, Nicholas</b> Fire Academy Instructor Fire Technology Program	Fire Academy Instructor	7/12/19	12/30/19	\$45.00
<b>Harold, Ryan E.</b> Fire Academy Instructor Fire Technology Program	Fire Academy Instructor	7/12/19	12/30/19	\$45.00
<b>Martinez, Richard</b> Fire Academy Instructor Fire Technology Program	Fire Academy Instructor	7/12/19	12/30/19	\$45.00
<b>Nielsen, Benjamin W.</b> Fire Academy Instructor Fire Technology Program	Fire Academy Instructor	7/1/19	12/31/19	\$45.00
<b>Ortiz, Francisco</b> Fire Academy Instructor Fire Technology Program	Fire Academy Instructor	7/12/19	12/30/19	\$45.00
<b>Ramos, Jesus</b> Fire Academy Instructor Fire Technology Program	Fire Academy Instructor	7/12/19	12/30/19	\$45.00
<b>Solometo, Richard</b> Fire Academy Instructor Fire Technology Program	Fire Academy Instructor	7/12/19	12/30/19	\$45.00
<b>Groff, Rick T.</b> Fire Operations Specialist Fire Technology Program	Fire Operations Specialist	7/12/19	12/30/19	\$55.00
<b>Benfield, David</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Cisneros, Cory</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Commander, John</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>de Boer, Frank</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	8/9/19	12/31/19	\$55.00
<b>Gaddy, Duran</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2019

[v.6.27.2019.p.2]6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Horton, Michael</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Janssen, Joshua</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Kearney, Matthew</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Kelsheimer, Jeff</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Ketcherside, David</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Konrad, Josef</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Lagace, Paul</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Nafzgar, Daniel</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Nunez, Crispin</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Page, Tony</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Raney, Bret</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Timboe, Robert</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Tovar II, Rafael</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2019

[v.6.27.2019.p.3|6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Valdez, Travis</b> State Fire Training Instructor Fire Technology Program	State Fire Training Instructor	7/12/19	12/30/19	\$55.00
<b>Sigmon, Rebecca</b> Tutor III Tutoring Center	Tutor III	8/5/19	12/20/19	\$13.50
<b>Bolita, Anthony</b> Closed Caption Editor III FNX	Closed Caption Editor III	7/1/19	12/31/19	\$22.00
<b>Cuapio, Isel</b> Editor FNX	Editor	7/1/19	12/31/19	\$20.00
<b>Grover, Weldon</b> Editor FNX	Editor	7/1/19	12/31/19	\$25.00
<b>Keith, David</b> Program Assistant FNX	Program Assistant	7/1/19	12/31/19	\$40.00
<b>Salvago Escalera, Javier</b> Program Assistant FNX	Program Assistant	7/1/19	12/31/19	\$40.00
<b>Sanchez, Michael</b> Program Assistant FNX	Program Assistant	7/1/19	12/31/19	\$40.00
<b>Peck, Eric</b> 3D Animator KVCR	3D Animator	7/1/19	12/31/19	\$25.00
<b>Shabeb, Younis</b> Content Specialist KVCR	Content Specialist	7/1/19	12/31/19	\$15.00
<b>Awad, Shareen</b> Editor KVCR	Editor	7/1/19	12/31/19	\$18.00
<b>Gonzalez, Santana</b> Editor KVCR	Editor	7/1/19	12/31/19	\$25.00
<b>Hill, Taylor</b> Editor KVCR	Editor	7/1/19	12/31/19	\$25.00
<b>Ornelas, Matthew</b> Editor KVCR	Editor	7/1/19	12/31/19	\$25.00
<b>Curtis, Joey</b> Program Assistant KVCR	Program Assistant	7/1/19	12/31/19	\$40.00
<b>Houlihan, Sean</b> Program Assistant KVCR	Program Assistant	7/1/19	12/31/19	\$30.00
<b>Mellard, Amanda</b> Program Assistant KVCR	Program Assistant	7/1/19	12/31/19	\$25.00
<b>Caravella, Andrew</b> Social Media Specialist KVCR	Social Media Specialist	7/1/19	12/31/19	\$25.00
<b>Baron, Ethan</b> Editor KVCR	Editor	7/1/19	12/31/19	\$20.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2019

[v.6.27.2019.p.4|6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Hernandez, Jasmine</b> Program Assistant Applied Technology, Transportation & Culinary Arts Division	Program Assistant	7/1/19	12/20/19	\$20.00
<b>Lu, Brian</b> Program Assistant Applied Technology, Transportation & Culinary Arts Division	Program Assistant	7/1/19	12/31/19	\$30.00
<b>Moreno Jr., Robert</b> Program Assistant Applied Technology, Transportation & Culinary Arts Division	Program Assistant	7/1/19	12/20/19	\$30.00
<b>Oey, Yayang</b> Program Assistant Applied Technology, Transportation & Culinary Arts Division	Program Assistant	7/1/19	12/20/19	\$20.00
<b>Russell, Jeffery</b> Program Assistant Applied Technology, Transportation & Culinary Arts Division	Program Assistant	7/1/19	12/20/19	\$20.00
<b>Baca, Audrey</b> Program Assistant Development and Community Relations	Program Assistant	7/1/19	12/31/19	\$25.00
<b>Pang, Sonja E.</b> Special Events Planner Development and Community Relations	Special Events Planner	7/1/19	12/31/19	\$30.00
<b>Hughes, Brianna L.</b> Interpreting/Transliterating Level I Disabled Student Programs & Services	Interpreting/ Transliterating Level I	7/12/19	12/30/19	\$18.00
<b>Baty, Michelle L.</b> Content Specialist Marketing & Public Relations	Content Specialist	7/1/19	12/30/19	\$40.00
<b>Chavez, Mark H.</b> Police Science Facilitator/Evaluator Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	7/1/19	12/31/19	\$50.00
<b>Higgins, MaryJean</b> Police Tactical Office/RTO, Police Science Facilitator/Evaluator Police Academies/Criminal Justice	Police Tactical Office/RTO, Police Science Facilitator/Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Whitfield, Develon A.</b> Police Tactical Office/RTO, Police Science Facilitator/Evaluator Police Academies/Criminal Justice	Police Tactical Office/RTO, Police Science Facilitator/Evaluator	7/1/19	12/31/19	\$35.00/ \$50.00
<b>Munoz, Daniela</b> Tutor I Student Success Center	Tutor I	6/14/19	6/30/19	\$12.00
<b>Kruger, Logan D.</b> Tutor III Student Success Center	Tutor III	7/12/19	12/30/19	\$15.50





# Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2019

[v.6.27.2019.p.5]6]

## Professional Expert

	Duties	From	To	Hourly Rate
<b>Patino, Araceli</b> Tutor III Writing Center	Tutor III	8/19/19	12/31/19	\$15.50

## Short-Term

	Duties	From	To	Hourly Rate
<b>Sousa, Miranda</b> CHC Art	Model (Undraped)	8/9/19	12/30/19	\$16.00
<b>Cabrales, Cameron</b> CHC Counseling	Project Assistant I	6/22/19	6/30/19	\$12.00

## Substitute

	Duties	From	To	Hourly Rate
<b>Covarrubias, Martha</b> SBVC CDC <i>Extension: On call</i>	Child Development Teacher	7/1/19	8/29/19	\$22.87
<b>Covarrubias, Martha</b> SBVC CDC <i>Extension: On call</i>	Child Development Assistant	7/1/19	8/29/19	\$15.89
<b>Rendon, Marlies</b> SBVC Facilities Planning and Construction <i>Extension: On call/sick/vacation coverage</i>	Custodian	5/1/19	6/30/19	\$19.47
<b>Lowery, Rebecca</b> DIST EDCT <i>Extension: Vacancy in recruitment</i>	Secretary II	6/3/19	6/20/19	\$21.92
<b>Higgins, Earnest</b> SBVC Applied Technology <i>New: Coverage for LOA</i>	Tool Room Specialist	6/12/19	6/28/19	\$18.44
<b>Scott, Mary</b> CHC Child Development Center <i>Extension: On call/sick/vacation coverage.</i>	Child Development Assistant	6/4/19	6/30/19	\$15.89
<b>Rocha Garcia, Cindi</b> SBVC Custodial <i>New: On call/sick/vacation coverage/vacancies in recruitment.</i>	Custodian I	7/1/19	8/28/19	\$19.47



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 11, 2019

[v.6.27.2019.p.6]6]

## Substitute

	Duties	From	To	Hourly Rate
<b>Gutierrez, Luis</b> SBVC Custodial <i>New: On call/sick/vacation coverage/vacancies in recruitment.</i>	Custodian I	7/1/19	8/28/19	\$19.47
<b>Gonzalez, Natalie</b> SBVC Custodial <i>New: On call/sick/vacation coverage/vacancies in recruitment.</i>	Custodian I	7/1/19	8/28/19	\$19.47
<b>Bravo, Donna</b> SBVC Custodial <i>New: On call/sick/vacation coverage/vacancies in recruitment.</i>	Custodian I	7/1/19	8/28/19	\$19.47
<b>Bernasconi, Anna</b> SBVC Custodial <i>New: On call/sick/vacation coverage/vacancies in recruitment.</i>	Custodian I	7/1/19	8/28/19	\$19.47
<b>Martinez-Moad, Miranda</b> SBVC Biology <i>Extension: On call/sick/vacation coverage</i>	Lab. Technician - Biology	5/29/19	6/17/19	\$24.79
<b>Bateman, Jeffrey</b> SBVC Maintenance <i>New: On call/sick/vacation coverage/vacancies in recruitment.</i>	Maintenance Technician	7/1/19	8/29/19	\$24.91
<b>Hautreux, Luis</b> SBVC Grounds <i>New: On call/sick/vacation coverage/vacancies in recruitment.</i>	Grounds Caretaker	7/1/19	8/29/19	\$20.96
<b>Huerta, Maria</b> SBVC Custodial <i>New: On call/sick/vacation coverage/vacancies in recruitment.</i>	Custodian I	7/1/19	8/29/19	\$19.47
<b>Hasson, Eugene</b> SBVC Custodial <i>New: On call/sick/vacation coverage/vacancies in recruitment.</i>	Custodian I	7/1/19	8/29/19	\$19.47

## **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:** July 11, 2019  
**SUBJECT:** Purchase Order Report

### **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 5/30/19 – 6/17/19 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  
July 11, 2019

PO#	Supplier Name	Amount
1906251	US BANK CORPORATE PMT SYSTEMS	\$ 435.00
1906253	TORRES, JOSE	\$ 15.66
1906255	US BANK CORPORATE PMT SYSTEMS	\$ 995.00
1906256	US BANK CORPORATE PMT SYSTEMS	\$ 1,000.00
1906257	STATER BROS MARKETS	\$ 171.56
1906258	STAPLES BUSINESS ADVANTAGE	\$ 1,972.07
1906259	SAN BERNARDINO CCD	\$ 1,697.50
1906260	DMV RENEWAL	\$ 593.00
1906261	US BANK CORPORATE PMT SYSTEMS	\$ 2,700.00
1906262	US BANK CORPORATE PMT SYSTEMS	\$ 1,400.00
1906265	BARON, BRUCE	\$ 27.43
1906266	NIKAC, STACEY	\$ 7.56
1906268	US BANK CORPORATE PMT SYSTEMS	\$ 418.46
1906269	DIVISION OF STATE ARCHITECT	\$ 1,493.03
1906274	STAPLES BUSINESS ADVANTAGE	\$ 754.67
1906275	US BANK CORPORATE PMT SYSTEMS	\$ 2,700.00
1906277	CPR SAVERS & FIRST AID SUPPLY	\$ 530.99
1906278	CNS PRODUCTIONS,INC	\$ 2,129.70
1906283	SAN BERNARDINO CCD	\$ 448.25
1906284	SAN BERNARDINO CCD	\$ 716.00
1906285	MANIAOL, ALBERT	\$ 1,000.00
1906286	US BANK CORPORATE PMT SYSTEMS	\$ 2,300.00
1906287	MICHAEL BARNES	\$ 1,173.46
1906288	JEFFREY ALLISON	\$ 839.80
1906289	MADRID, FRANK	\$ 679.70
1906290	US BANK CORPORATE PMT SYSTEMS	\$ 440.00
1906291	US BANK CORPORATE PMT SYSTEMS	\$ 210.00
1906292	NIKAC, STACEY	\$ 119.00
1906293	LAUREN ZAMORA	\$ 131.34
1906294	CAMERON WILDER	\$ 218.90
1906295	ESTRELLA VILLA	\$ 284.57
1906296	DELIA VELOZ	\$ 218.90
1906297	GABRIELLE URSUY	\$ 262.68
1906298	TURNER, RENEE	\$ 437.80
1906299	SHEESHE TRAYLOR	\$ 218.90
1906300	REBECCA SNELL	\$ 262.68
1906301	ALMA SANTANA	\$ 197.01
1906302	DESTINY SANDOVAL	\$ 131.34
1906303	CELIA SANCHEZ	\$ 153.23
1906304	MARLENE LOERA	\$ 284.57
1906305	HARPREET KAUR	\$ 678.59
1906306	TIMBOE, ROBERT	\$ 107.24
1906307	YARBER, TRACY	\$ 153.23
1906308	SALINAS, ERIKA	\$ 153.23
1906309	ALONDRA LEPE	\$ 284.57

Purchase Order Report  
July 11, 2019

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
1906310	RIVERA, JASMINE	\$ 700.48
1906311	US BANK CORPORATE PMT SYSTEMS	\$ 760.00
1906312	TATIANA MUNOZ	\$ 437.80
1906313	ALICIA MOTLEY	\$ 65.67
1906314	MISSAEL MORALES	\$ 394.02
1906315	ERIKA MONTANO	\$ 372.13
1906316	EMIGDIA MEJIA URIBE	\$ 459.69
1906317	MARLINA HERRERA	\$ 284.57
1906318	XOCHIQUETZAL HERNANDEZ	\$ 273.63
1906319	CRISTAL HERNANDEZ	\$ 218.90
1906320	MONICA HAST	\$ 262.68
1906321	VIDAL GONZALEZ	\$ 131.34
1906322	GARCIA, TERESA	\$ 394.02
1906323	GAMEZ, ILIANA	\$ 218.90
1906324	MAYRA GAMA-CARREON	\$ 284.57
1906325	OLGA GAETA	\$ 197.01
1906326	CHELSEA FURLONG	\$ 65.67
1906327	JACQUELINE FLORES	\$ 569.14
1906328	FELICIA FIGEROA	\$ 459.69
1906329	COLLETTE FEOLA	\$ 131.34
1906330	CRISTINA DE LA TORRE	\$ 394.02
1906331	JASMINE CULBERSON	\$ 547.25
1906332	ALEX CORONA	\$ 262.68
1906333	AMELIA COOK-SNEATHEN	\$ 65.67
1906334	MARIA CONTRERAS	\$ 131.34
1906335	KAREN CONTRERAS	\$ 284.57
1906336	MYLINDA BROWN	\$ 131.34
1906337	MICHELLE ALCARAZ	\$ 131.34
1906338	STAPLES BUSINESS ADVANTAGE	\$ 608.05
1906340	US BANK CORPORATE PMT SYSTEMS	\$ 105.83

## **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:** July 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 July 11, 2019

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Resignations	Years of Service	Last Date of Employment
<b>De La Cruz, Nikole</b> College Security Officer DIST Police	6.5	6/25/19
<b>Dower, Kellori</b> Dean, Language, Arts & Mathematics CHC Office of Instruction	1.5	6/30/19

Retirements	Years of Service	Last Date of Employment
<i>None</i>		