



Meeting of the Board of Trustees

December 12, 2019

3:15 p.m. (Closed Session); 5:00 p.m. (Public Meeting)

SBCCD Boardroom

550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

AGENDA

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
(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) or (d)(1) (Workers Comp Claim #s 1655-06-0016, 514406 and 541124)
- 2.5. Conference with Real Property Negotiator
Government Code section 54956.8
 - Properties:
 - Sand Canyon Road, Yucaipa, 18.75 Acre Parcel
 - Pro-Swap-Meet, San Bernardino, 22.79 Total Acres
 - Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiators Bruce Baron, Chancellor; Jose F. Torres, Executive Vice Chancellor
 - 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

2.7. Public Employee Appointment
Government Code 54957 (b)(1)

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) 388-6902 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. ORGANIZATIONAL MEETING OF THE BOARD

8.1. Election of SBCCD Executive Board: President, Vice President, and Clerk of the Board of Trustees (p5)

8.2. Assignment to the San Bernardino Regional Emergency Training Center Joint Powers Authority (p6)

8.3. Election of Board Representatives to the Nominating Committee for the County Committee on School District Organization (p7)

8.4. Assignments to Board Committees (p8)

9. PRESENTATIONS

9.1. None

10. REPORTS

- 10.1. Board Committee Reports (p10)
- 10.2. Board Information Requests (p13)
- 10.3. Key Performance Indicators (p15)
- 10.4. Good News (p20)
- 10.5. San Bernardino Valley College Academic Senate
- 10.6. San Bernardino Valley College Classified Senate
- 10.7. San Bernardino Valley College Associated Students
- 10.8. Crafton Hills College Academic Senate
- 10.9. Crafton Hills College Classified Senate
- 10.10. Crafton Hills College Associated Students
- 10.11. CSEA
- 10.12. CTA

11. APPROVAL OF MINUTES

- 11.1. November 14, 2019 (p21)

12. 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

- 12.1 Approval of Curriculum – CHC (p27)
- 12.2 Approval of Donation (modular ambulance) – CHC (p34)
- 12.3 Approval of Curriculum – SBVC (p35)
- 12.4 Approval of Donation (Eddy Current testers) – SBVC (p91)
- 12.5 Approval of Donation (floor paint) – SBVC (p92)

Human Resources

- 12.6 Adjunct and Substitute Academic Employees (p93)
- 12.7 Appointment of Temporary Academic Employees (p95)
- 12.8 Non-Instructional Pay (p97)
- 12.9 Payment of Stipends (p103)
- 12.10 Appointment of Interim Managers (p106)
- 12.11 Appointment of District Employees (p108)
- 12.12 Employee Promotions (p110)
- 12.13 39-Month Reemployment List (p112)
- 12.14 Employee Transfers (p114)
- 12.15 Rates of Pay for Professional Expert and Short-Term Hourly Employees (p116)

Business & Fiscal Services

- 12.16 Contracts at or Above \$92,600 (p121)
- 12.17 Surplus Property for Private Sale or Disposal (p124)
- 12.18 Vacation Payout (p126)
- 12.19 2021-22 Academic Calendar (p127)
- 12.20 Resolution to Grant Excused Absence of Trustee (p130)
- 12.21 District & College Expenses (p132)

Facilities

- 12.22 Bond Construction Professional Services Pools (p136)
- 12.23 CEQA Environmental Impact Report Addenda (p138)

13. ACTION AGENDA

- 13.1 Review and Reaffirm Guiding Principles for FCC Auction Proceeds (p271)
- 13.2 Board Policies – First Reading (p273)
- 13.3 Board Policies – Second Reading (p291)

14. INFORMATION ITEMS

- 14.1. Applause Cards (p326)
- 14.2. Budget Report (p329)
- 14.3. Clery Report (p332)
- 14.4. Contracts Below \$92,600 (p335)
- 14.5. Final Finance Summary for Initial Sale of Bonds (p349)
- 14.6. General Fund Cash Flow Analysis (p355)
- 14.7. MOUs between SBCCD and the CSEA (p357)
- 14.8. Professional Expert, Short-Term, and Substitute Employees (p360)
- 14.9. Purchase Orders (p386)
- 14.10. Quarterly Financial Status Report (p393)
- 14.11. Quarterly Investment & Deposit Report (p398)
- 14.12. Volunteers (p400)

15. PUBLIC COMMENT ON NON-AGENDA ITEMS

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

16. ADJOURN

The next meeting of the Board: Study Session (KVCR Update) – December 19, 2019 at 12pm.

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

DATE: December 12, 2019

SUBJECT: Consideration of Approval to Nominate and Elect Members of the SBCCD Executive Board: President, Vice President, and Clerk

RECOMMENDATION

It is recommended that the Board of Trustees nominate and elect its members of the SBCCD Executive Board: President, Vice President, and Clerk of the Board of Trustees for the 2020 calendar year.

ANALYSIS

Education Code 72000(c)(2)(C) requires that governing boards elect officers at their annual organizational meeting.

Per Administrative Procedure 2305, new officers will begin their term of service at the first meeting of the board in January of the next year. Prior to the first board meeting in January, the outgoing board president and the newly elected board president will meet together to discuss:

- Duties of the board officers, especially the president
- Board policy dates pertinent to the function of the board
- Evaluation of the Chancellor
- Board self-evaluation
- Any current ongoing discussions with the Chancellor

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: December 12, 2019

SUBJECT: Consideration of Approval of Board Member Assignment to the San Bernardino Regional Emergency Training Center Joint Powers Authority

RECOMMENDATION

It is recommended that the Board of Trustees approve the assignment of one trustee to the San Bernardino Regional Emergency Training Center Joint Powers Authority for the 2020 calendar year.

OVERVIEW

	2019 Member	2020 Member
San Bernardino Regional Emergency Training Center Joint Powers Authority	1. Stephanie Houston	

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: December 12, 2019

SUBJECT: Consideration of Approval to Elect Board Representative and Alternate to the Nominating Committee for the County Committee on School District Organization

RECOMMENDATION

It is recommended that the Board of Trustees elect a Board representative and alternate to serve on the Nominating Committee for the County Committee on School District Organization for the 2020 calendar year.

OVERVIEW

	2019 Members	2020 Members
Nominating Committee for the County Committee on School District Organization.	1. Anne Viricel (primary) 2. Joseph Williams (alternate)	

ANALYSIS

The governing board of each community college district shall select one of its members to serve as its voting representative/elector at the annual October meeting of school and community college district representatives (E.C. 4005).

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: December 12, 2019

SUBJECT: Consideration of Approval of Board Member Assignments to Board Committees

RECOMMENDATION

It is recommended that the Board of Trustees approve its representatives on board committees for the 2020 calendar year.

OVERVIEW

Committee	2019 Members	2020 Members
Legislative Committee	1. Frank Reyes 2. Anne Viricel 3. John Longville	1. 2. 3.
Finance Committee	1. Gloria Harrison 2. Donald Singer 3. Anne Viricel 4. Elijah Gerard (student trustee not included in quorum)	1. 2. 3. 4.

ANALYSIS

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

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: December 12, 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

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

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

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

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

DATE: December 12, 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.



BOT Information Requests

Updated as of December 4, 2019

Date of Request: 7/11/2019

Requested by: Williams

Request: Update on measure CC and the groundbreaking of the CTE building.

Planned Completion Date: 12/12/19

Comments: The BOT Finance Committee will discuss at their 12/12/19 meeting.

Date of Request: 6/20/2019

Requested by: Williams

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

Planned Completion Date: 12/31/19

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.

Date of Request: 4/11/2019

Requested by: Houston

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

Planned Completion Date: Completed

Comments: The Chancellor will have updates under Reports every six months, beginning at October's meeting. The presentation is included in the 10/10/19 Board agenda.

Date of Request: 5/16/2019

Requested by: Williams

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

Planned Completion Date: Completed

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.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Bruce Baron, Chancellor

PREPARED BY: Jeremiah Gilbert, Executive Director, Research & Planning

DATE: December 12, 2019

SUBJECT: Key Performance Indicator (KPI) Dashboard Updates

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached data sheets provide updates to the KPIs that have been revised with 2018-19 data.

ANALYSIS

2018-19 data is now available for KPI 1.2 (Fall to Spring Retention) and KPI 1.6 (Course Success Rate). Once all KPIs have been updated with 2018-19 data, the full dashboard will be revised and updated online.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.



Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

Goal 1 – Student Success

KPI 1.2 – Fall to Spring Retention (Persistence)

Objective: Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

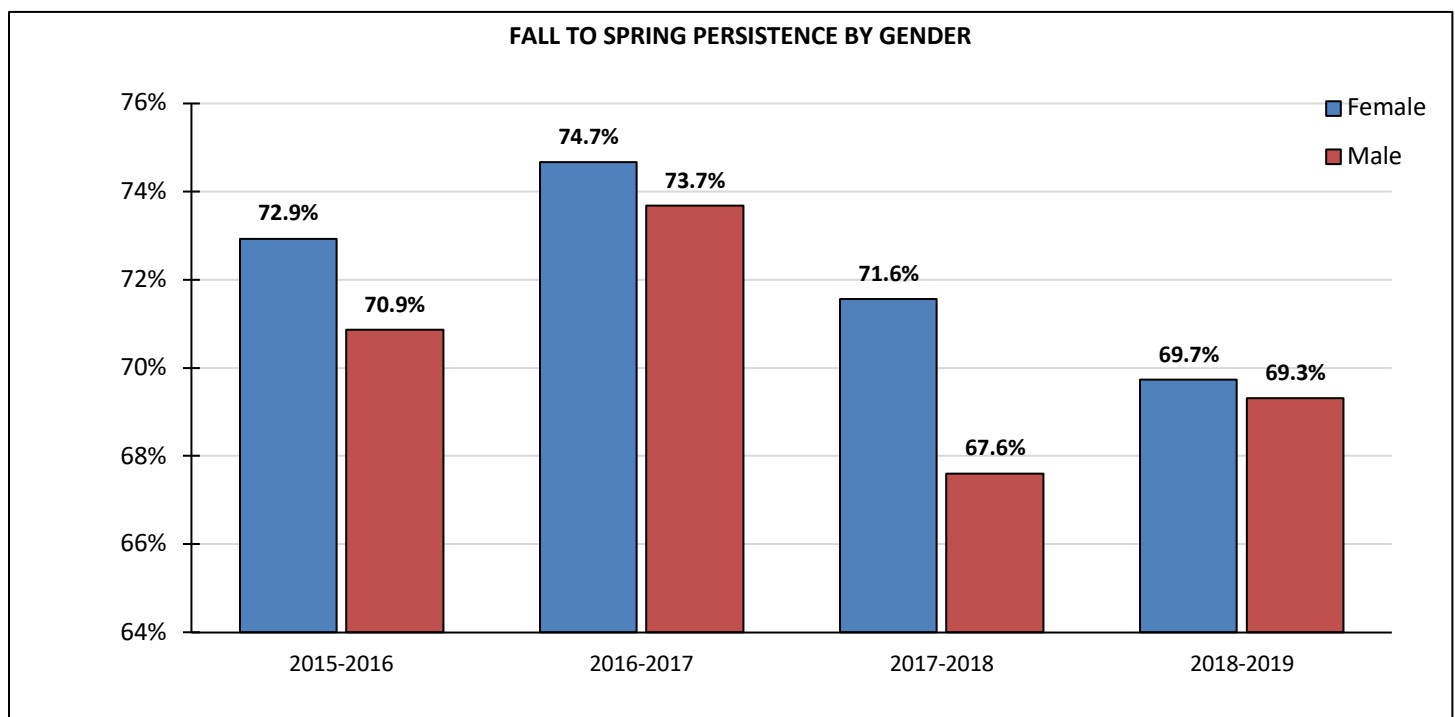
Definition: Number of students earning any grade in the initial Fall semester divided by the number of students who earned any grade in the subsequent Spring semester, excluding students who earned a degree or certificate and/or transferred to a four-year college or university.

Measurement Frequency: Annual

Note: Fall to Spring and not Fall to Fall. Annual measures (e.g. Fall to Spring) rather than multi-year measures (Fall to Fall) allow districts and colleges to develop interventions annually rather than every two years.

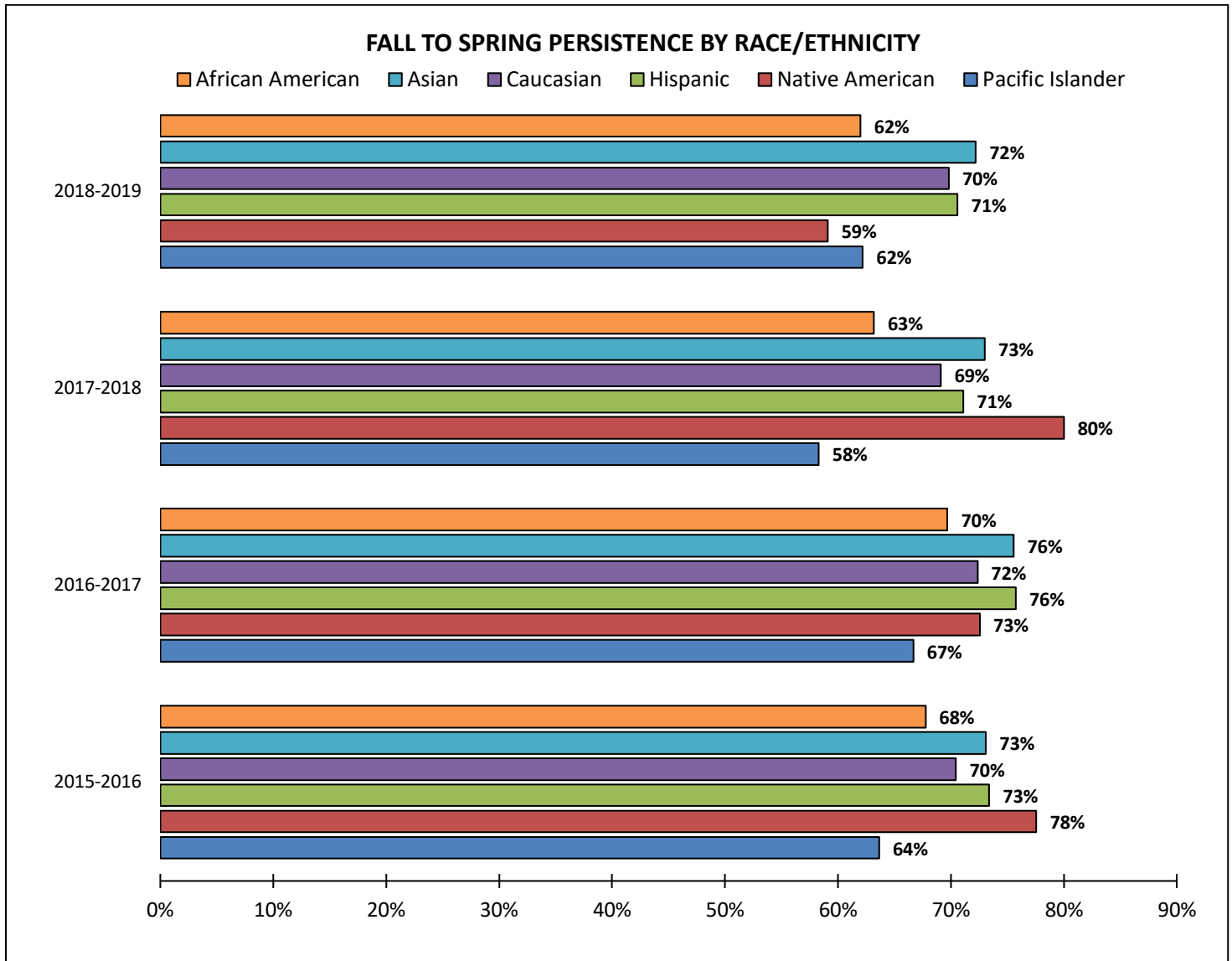
KPI 1.2: Fall to Spring Retention (Persistence)	2015-2016	2016-2017	2017-2018	2018-2019
Crafton Hills College (CHC)	72.00%	72.40%	71.14%	68.94%
San Bernardino Valley College (SBVC)	72.02%	75.07%	69.22%	69.84%
SBCCD (Total)	72.01%	74.22%	69.81%	69.55%

EQUITY ANALYSIS:





Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard



SUMMARY OF THE DATA:

Fall to Spring Retention (Overall): 69.6% of students in the District persisted from Fall 2018 to Spring 2019, compared with 69.8% from Fall 2017 to Spring 2018, 74.2% from Fall 2016 to Spring 2017 and 72.0% from Fall 2015 to Spring 2016. Over this four-year period, the persistence rate declined by 2.46%, with a **four-year average of 71.3%**.

Fall to Spring Retention (Equity): On average, females have a **higher persistence rate** than males over this four-year period (72.16% and 70.30%, respectively). On average, over the same four-year period, Asians (73.4%) have the **highest persistence rate**, followed by Hispanics (72.6%), Native Americans (72.5%), Caucasians (70.4%), African Americans (65.6%), and Pacific Islanders (62.5%).



Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

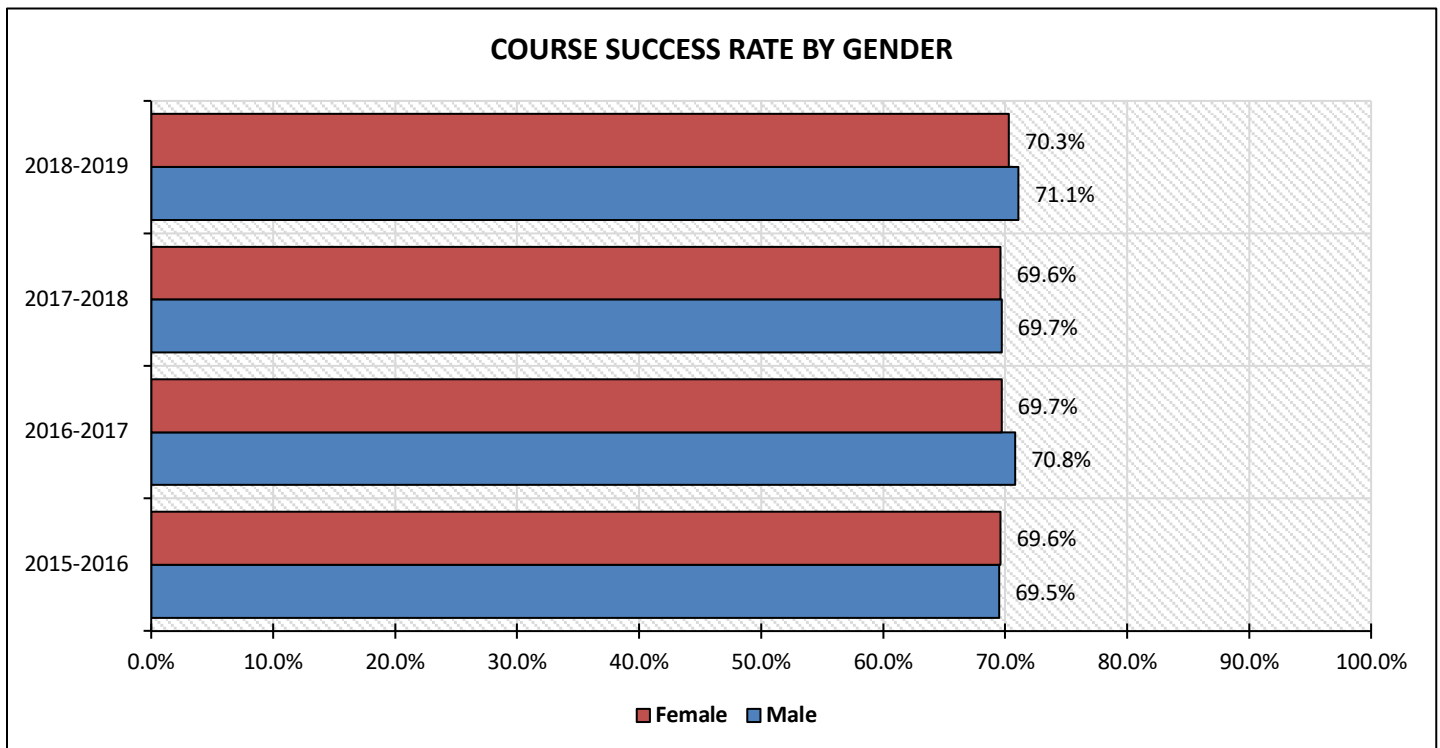
Goal 1 – Student Success KPI 1.6 – Course Success Rate

Objective: Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

Definition: Course success rate is defined as the percent of students earning a passing grade (A, B, C, IA, IB, IC, or P) divided by the number of students earning any grade (A, B, C, D, F, FW, P, NP, I, or W) each academic year: summer, fall, and spring.

Measurement Frequency: Annual

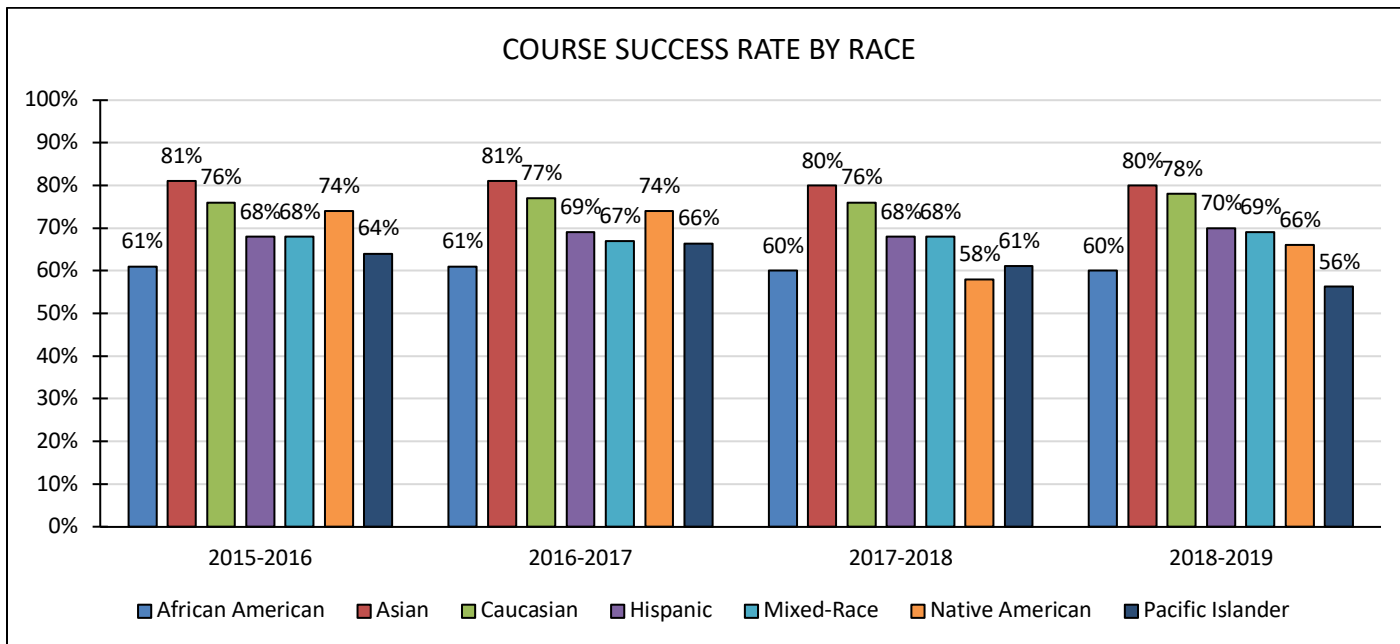
KPI 1.6: Course Success Rate	2015-2016 Total	2016-2017 Total	2017-2018 Total	2018-2019 Total
Crafton Hills College (CHC)	73.31%	72.78%	72.48%	73.97%
San Bernardino Valley College (SBVC)	67.91%	69.03%	68.42%	69.12%
SBCCD (Total)	69.60%	70.20%	69.66%	70.69%



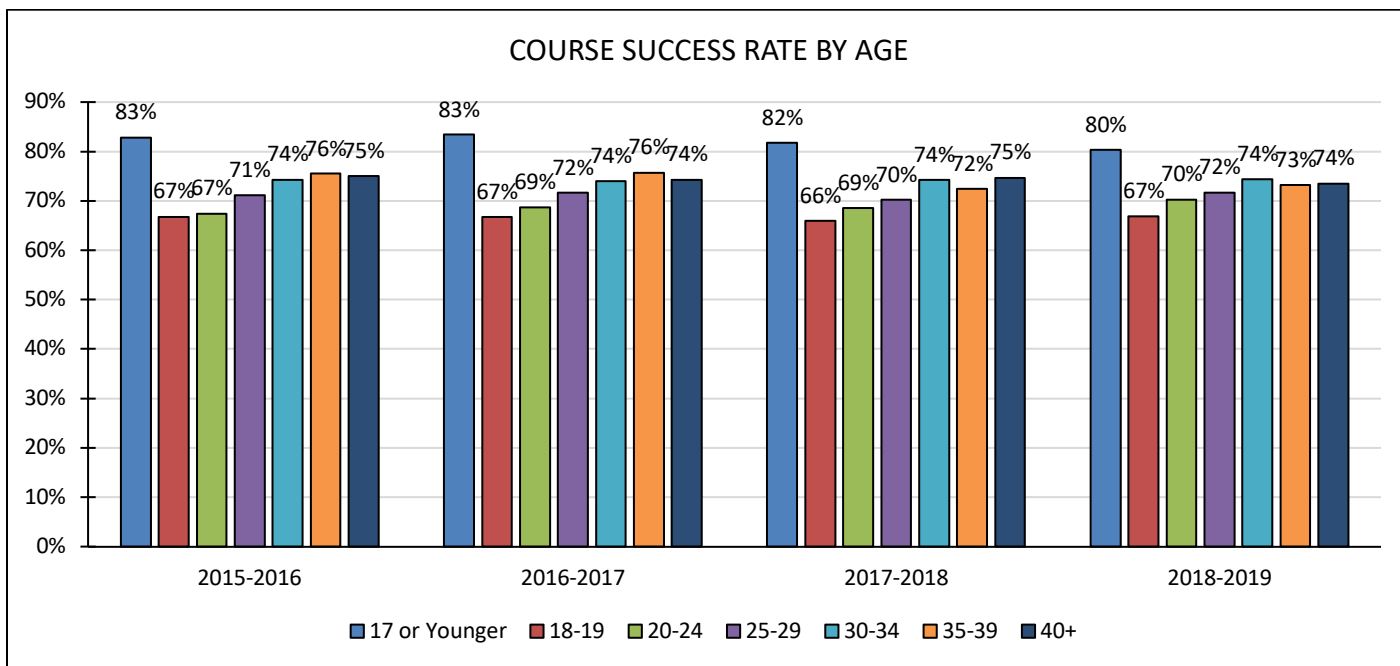
Course Success Analysis - Overall and by Gender: For both colleges, the **overall** course success rate **has remained stable** over the last four years (~70%). This is just below the state average of 72% for the same time period. Also, there is virtually **no gender gap** in course success rate (Males = 70.29% and Females = 69.82%).



Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard



Analysis: On average, over this four-year period, Asian students had the highest course success rate (80.4%), followed by Caucasians (76.8%), Hispanics (68.63%), Native Americans (68.6%), Multiple Race (68.2%), Pacific Islanders (62.0%), and African Americans (60.5%).



Analysis: On average, over this four-year period, the 17 or younger age group had the highest success rate (82%), followed by the 30-34, 35-39, and 40 or older age groups (74.2% and 74.1% and 74.4%, respectively). The lowest course success rate was seen in the 18-19 and the 20-24 age groups (66.6% and 68.7%, respectively).



GOOD NEWS

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

December 2019 Edition



Crafton Hills College | San Bernardino Valley College | Empire KVCR

SBCCD CHAMPIONED THE STATE'S BUDGET PRIORITY

Students, lawmakers, board members, instructors, and community members gathered Wednesday inside a cavernous building where, for decades, San Bernardino Valley College students have learned to repair autos, airplanes and even helicopters.

They came to celebrate the fact that this plain brick building — one of the oldest on the campus — is about to get a 21st-century overhaul to become a career training hub for Inland Empire students.

Gov. Gavin Newsom allocated the first \$2.5 million for the new Applied Technology Building in his recently signed budget. The college will receive \$35 million from state construction bonds passed by voters in 2016. The district will match that from Measure CC money voters approved locally in 2018.

After championing the building's renovation as a state budget priority earlier this year, state Sen. Connie Leyva, D-Chino; and Assemblywoman Eloise Gómez Reyes, D-Grand Terrace; celebrated the project with other dignitaries Wednesday, Nov. 20, on the grounds of what will become a nearly 100,000-square-foot modern career training hub for Inland Empire students.

Construction starts in summer 2021 on a 99,500 square foot building outfitted for modern workforce training. The new building will be accessible, sustainable, and filled with the tools needed for training students in water management, automotive repair, and machining, among other fields.



SBCCD STANDING WITH DREAMS

Recently, the San Bernardino Community College District celebrated Undocumented Student Week of Action with workshops at Crafton Hills College and San Bernardino Valley College to help "Dreamers," or young people brought to this country by undocumented parents. In some cases, their lack of documentation came as a shock. Maybe it preempted a driver's license, a job, or even signing up for college.

To help them, we were one of the first community colleges to open a Dreamers Resource Center at San Bernardino Valley College in 2015. It offers resources to students for enrolling and staying eligible for classes and residency. California has been proactive on this issue since 2001 when AB 540 passed into law. It allows undocumented students who meet specific qualifications to pay in-state tuition rates. Our Board of Trustees has been very clear in their direction on this. We are proud to provide a welcome for all students regardless of their immigration status.

BUSINESS OPPORTUNITIES FOR CONTRACTORS

In 2018, local votes approved Measure CC, a \$470 million bond measure to repair, upgrade and build new facilities at CHC and SBVC. This means, new bid opportunities for local, minority, women and veteran-owned businesses. SBCCD reached out to over 200 vendors inviting them to an industry event with information regarding program overview, project priority, schedule, sustainability plans, and bid process.



A San Bernardino Community College District publication by the Office of the Chancellor
550 E. Hospitality Lane, Suite 200, San Bernardino, CA 92408 | 909.388.6900 | www.SBCCD.edu



Meeting of the Board of Trustees

November 14, 2019

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

SBCCD Boardroom

550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408

MINUTES

MEMBERS PRESENT

John Longville, President

Dr. Anne L. Viricel, Vice President

Gloria Macías Harrison, Trustee

Dr. Stephanie Houston, Trustee (departed at 5:18pm)

Frank Reyes, Trustee

Dr. Donald L. Singer, Trustee

Elijah Gerard, CHC Student Trustee (arrived at 4:57pm)

Maritza Mariscal-Medina, SBVC Student Trustee (arrived at 5:04pm)

ABSENT

Joseph Williams, Clerk

ADMINISTRATORS PRESENT

Bruce Baron, Chancellor

Jose Torres, Executive Vice Chancellor

Diana Rodriguez, SBVC President

Kevin Horan, CHC President

ADMINISTRATORS ABSENT

None

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

President Longville called the meeting to order at 4:04pm. Trustee Viricel 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

(5 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) or (d)(1) (Workers Comp Claim #559027)

- 2.5. Conference with Real Property Negotiator pursuant to Government Code section 54956.8
- Properties:
 - Sand Canyon Road, Yucaipa, 18.75 Acre Parcel
 - Pro-Swap-Meet, San Bernardino, 22.79 Total Acres
 - Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiators Bruce Baron, Chancellor; Jose F. Torres, Executive Vice Chancellor
 - 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 5:05pm.

Without objection, the Board agreed to take item 8.1 out of order to hear the presentation to Mike Sola from Assemblymember Eloise Gomez Reyes.

- 8.1 Assemblymember Eloise Gómez Reyes Presentation
Mike Sola was presented with a resolution and commended for his years of service to SBVC.

6. REPORT OF ACTION IN CLOSED SESSION

- In closed session, the Board unanimously took action to not re-employ the Division Dean, San Bernardino Valley College for the 2020-21 academic year and to send notice to management employee #23823.
- In closed session, the Board unanimously took action to not re-employ the Executive Director, Economic Development, Corporate Training and Technology, for the 2020-21 academic year and to send notice to management employee #8605.
- In closed session, the Board unanimously took action to not re-employ the Director of Internal Audit and Advisory Services for the 2020-21 academic year and to send notice to management employee #29559.
- In closed session, the Board unanimously took action to approve the release of probationary employee #30334 from the position of senior student services technician, effective November 14, 2019.
- In closed session, the Board unanimously took action to approve settlement of Workers Comp Claim #559027 with employee #25849.

7. PUBLIC COMMENTS ON AGENDA ITEMS

- Item 11.10 – Yendis Battle
- Item 12.4 – Alanna Cummings
- Item 12.4 – Bill Perez
- Item 13.6 – Amy Avelar

Without objection, the Board agreed to take item 12.4 out of order.

12.4 Community Benefits Agreement – Second Reading (p199)

Trustee Longville moved approval of the Community Benefits Agreement as amended to ensure the concern regarding paid interns is addressed in the final agreement prior to signing (p204 section 2.3 (a)). Trustee Reyes seconded the motion.

AYES: Longville, Viricel, Harrison, Reyes, Singer, Gerard, Mariscal-Medina

NOES: None

ABSENT: Houston, Williams

ABSTENSIONS: None

8. PRESENTATIONS

8.1. Assemblymember Eloise Gómez Reyes Presentation – item was taken out of order and noted above.

8.2. HACU Presentation

Students: Albert Ramirez and Sofiya Herrera gave brief reports on their HACU experience.

9. REPORTS

9.1. Board Committee Reports (p5)

9.2. Board Information Requests (p8)

9.3. Key Performance Indicators (p10)

9.4. Good News (p13)

9.5. San Bernardino Valley College Academic Senate

9.6. San Bernardino Valley College Classified Senate

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

9.12. CTA

10. APPROVAL OF MINUTES

10.1. September 26, 2019 (p14)

10.2. October 10, 2019 (p16)

10.3. October 24, 2019 (p22)

Trustee Harrison moved approval of the 9/26/19, 10/10/19, and 10/24/19 minutes. Trustee Singer seconded the motion.

AYES: Longville, Viricel, Harrison, Reyes, Singer, Gerard, Mariscal-Medina

NOES: None

ABSENT: Houston, Williams

ABSTENSIONS: None

11. CONSENT AGENDA

Instruction/Student Services

11.1 Approval of Advisory Committees - SBVC (p24)

11.2 Approval of Curriculum – SBVC (p46)

11.3 Approval of Curriculum – CHC (p75)

Human Resources

- 11.4 Adjunct and Substitute Academic Employees (p84)
- 11.5 Appointment of Temporary Academic Employees (p86)
- 11.6 Non-Instructional Pay (p88)
- 11.7 Payment of Stipends (p93)
- 11.8 Management Job Descriptions (p95) - Amended to include the job descriptions.

Proposed	New or Replacing
Associate Dean of Health Sciences and Director of Nursing Management Schedule, Range 19	Associate Dean, Nursing Management Schedule, Range 19
Police Lieutenant Management Schedule, Range 15	Police Supervisor Management Schedule, Range 12

- 11.9 Appointment of Interim Managers (p96)
- 11.10 Appointment of District Employees (p98)
- 11.11 Employee Promotions (p101)

Business & Fiscal Services

- 11.12 Contracts at or Above \$92,600 (p103)
- 11.13 Surplus Property for Private Sale or Disposal (p105)
- 11.14 Interfund Borrowing Transactions (p107)
- 11.15 Revised Authorized Signature List (p108)
- 11.16 Vacation Payout (p111) - Amended to include the vacation payout.

	# Days	Rate	Total
Baron, Bruce Chancellor	11	\$ 1,286.35	\$ 14,149.85

- 11.17 Establish an Investment Account for Crafton Hills Colleges FCC Auction Proceeds (p112)
- 11.18 2020-21 Budget Calendar (p113)
- 11.19 District & College Expenses (p117) - Amended to include the expense for Region 9 CEO meeting.

Site: CHC Event: Region 9 CEO Meeting Date of Event: 12/09/2019	Item Being Purchased: Refreshments. Sponsored and hosted by the CHC President's Office, refreshments for the Region 9 CEO meeting (including all college presidents from Region 9). Total Estimated Cost: \$ 350 Funding Source: Campus President General Fund
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- 11.20 Resolution to Grant Absence and Pay Trustee (p122)

Facilities

None

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

AYES: Longville, Viricel, Harrison, Reyes, Singer

NOES: Mariscal-Medina

ABSENT: Houston, Williams

ABSTENSIONS: Gerard

12. ACTION AGENDA

12.1 Board Orientation Handbook – Second Reading (p124)

Trustee Singer moved approval of the Board Orientation Handbook. Trustee Viricel seconded the motion.

AYES: Longville, Viricel, Harrison, Reyes, Singer, Gerard, Mariscal-Medina

NOES: None

ABSENT: Houston, Williams

ABSTENSIONS: None

12.2 Board Policies – First Reading (p159)

Trustee Gerard moved approval of the Board Policies for first reading. Trustee Harrison seconded the motion.

AP/BP 3430 Prohibition of Harassment

AP 3435 Discrimination and Harassment Complaints and Investigations

AP/BP 3440 Service Animals

AP/BP 7450 Mileage Reimbursement

AYES: Longville, Viricel, Harrison, Reyes, Singer, Gerard, Mariscal-Medina

NOES: None

ABSENT: Houston, Williams

ABSTENSIONS: None

12.3 Board Policies – Second Reading (p194)

Trustee Harrison moved approval of the Board Policies. Trustee Singer seconded the motion.

AP/BP 3550 Drug Free Environment and Drug Prevention Program

AYES: Longville, Viricel, Harrison, Reyes, Singer, Gerard, Mariscal-Medina

NOES: None

ABSENT: Houston, Williams

ABSTENSIONS: None

12.4 Community Benefits Agreement – Second Reading (p199) – this item was taken out of order and voted on above.

12.5 Resolution #2019-11-14-FPC01 Authorizing Issuance of 2019 General Obligation Refunding Bonds (p237)

12.6 Resolution #2019-11-14-FPC02 Authorizing Issuance of Election of 2018 General Obligation Bonds, Series A and Series A-1 (p406)

Trustee Harrison moved approval of Resolution #2019-11-14-FPC01 Authorizing Issuance of 2019 General Obligation Refunding Bonds and Resolution #2019-11-14-FPC02 Authorizing Issuance of Election of 2018 General Obligation Bonds, Series A and Series A-1. Trustee Reyes seconded the motion.

AYES: Longville, Viricel, Harrison, Reyes, Singer, Gerard, Mariscal-Medina

NOES: None

ABSENT: Houston, Williams

ABSTENSIONS: None

12.7 Employment Contract for Chancellor (p566)

Trustee Viricel moved to table the employment contract for the Chancellor to next month. Trustee Harrison seconded the motion.

AYES: Longville, Viricel, Harrison, Reyes, Singer, Gerard, Mariscal-Medina

NOES: None

ABSENT: Houston, Williams

ABSTENSIONS: None

13. INFORMATION ITEMS

13.1. Appendix CCAP Agreement - CHC (p567)

13.2. Applause Cards (p574)

13.3. Budget Report (p579)

13.4. Clery Report (p599)

13.5. Contracts Below \$92,600 (p601)

13.6. General Fund Cash Flow Analysis (p609)

13.7. MOUs between SBCCD and the SBCCDTA (p611)

13.8. Professional Expert, Short-Term, and Substitute Employees (p614)

13.9. Purchase Orders (p620)

13.10. Resignations and Retirements (p632)

13.11. Sabbatical Report (p634)

13.12. SBCCD Advocacy Update (p638)

13.13. Volunteers (p648)

14. PUBLIC COMMENT ON NON-AGENDA ITEMS

Joshua Millikan – CTE Building

Without objection, Trustee Reyes moved approval to begin closed session on December 12, 2019 to 3:15pm. Trustee Gerard seconded the motion.

15. ADJOURN

The next meeting of the Board: Business Meeting – December 12, 2019 at 3:15pm. President Longville adjourned the meeting at 7:20pm.

Joseph Williams, Clerk
SBCCD Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Kevin Horan, President, CHC
PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC
DATE: December 12, 2019
SUBJECT: Consideration of Approval of Curriculum - CHC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
December 12, 2019

MODIFY COURSE

COURSE ID	COURSE TITLE
ASL 101	American Sign Language I

Departmental Recommendation:	Eligibility for ENGL 101. Concurrent enrollment in ASL 115
Catalog Description:	Introduction to American Sign Language as used by the Deaf community in the United States. Study of a basic vocabulary of approximately 400 signs, typical ASL sentence structures and social conventions involved in ASL. Discussion of the history of d/Deaf education and the Deaf community up to the end of the nineteenth century. NOTE: This course corresponds to the first year of high school American Sign Language and may require attendance to Deaf community events.
Schedule Description:	Introduction to American Sign Language as used by the Deaf community in the United States. NOTE: This course corresponds to the first year of high school American Sign Language and may require attendance to Deaf community events.
Rationale:	Six-year revision
Equate:	ASL 109
Effective:	Fall 2020

COURSE ID	COURSE TITLE
ASL 102	American Sign Language II

Departmental Recommendation:	Successful completion of ENGL 101. Concurrent or previous enrollment in ASL 115
Catalog Description:	Continuing introduction to American Sign Language as used by the Deaf community in the United States. Study of a more advanced vocabulary of approximately 400 additional signs, ASL sentence structures and social conventions involved in ASL. Discussion of Deaf Culture, norms, and values. NOTE: This course corresponds to the second year of high school American Sign Language and may require attendance to Deaf community events.
Schedule Description:	Continuing introduction to American Sign Language as used by the Deaf community in the United States. NOTE: This course corresponds to the second year of high school American Sign Language and may require attendance to Deaf community events.
Rationale:	Six-year revision
Equate:	ASL 110
Effective:	Fall 2020

COURSE ID	COURSE TITLE
ASL 103	American Sign Language III

Departmental Recommendation:	Successful completion of ENGL 101. Concurrent or previous enrollment in ASL 115
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Catalog Description: Intermediate study of American Sign Language as used by the Deaf community in the United States. Study of increasingly more advanced vocabulary, complex sentence structures and conversational skills, as well as in-depth analysis of cultural topics. Attendance to Deaf Community events may be required.

Schedule Description: Intermediate study of American Sign Language as used by the Deaf community in the United States. Attendance to Deaf Community events may be required.

Rationale: Six-year revision
Equate: ASL 111
Effective: Fall 2020

COURSE ID	COURSE TITLE
ASL 104	American Sign Language IV

Departmental Recommendation: Successful completion of ENGL 101. Concurrent or previous enrollment in ASL 200 or ASL 205. Completion of ASL 115.

Catalog Description: Continued intermediate study of American Sign Language as used by the Deaf community in the United States. Study of increasingly more advanced vocabulary and grammar structures and application of skills in both formal and informal contexts. Attendance to Deaf Community events may be required.

Schedule Description: Continued intermediate study of American Sign Language as used by the Deaf community in the United States. Attendance to Deaf Community events may be required.

Rationale: Six-year revision
Equate: ASL 112
Effective: Fall 2020

COURSE ID	COURSE TITLE
ASL 105	American Sign Language V

Catalog Description: Continued intermediate/advanced study of American Sign Language as used by the Deaf community in the United States. Study of increasingly more advanced vocabulary and grammatical structures including the use of slang and idioms, with an emphasis on self-expression and everyday conversations.

Schedule Description: Continued intermediate/advanced study of American Sign Language as used by the Deaf community in the United States. Study of increasingly more advanced vocabulary and grammatical structures including the use of slang and idioms, with an emphasis on self-expression and everyday conversations.

Rationale: Six-year revision
Equate: Course is not offered at SBVC.
Effective: Fall 2020

COURSE ID	COURSE TITLE
ASL 115	The American Deaf Experience: Introduction to Deaf Studies

Catalog Description: Introduction to American Deaf Culture and the Deaf community as a linguistic and cultural minority in the United States. Multidisciplinary examination of aspects of Deaf Culture including history, traditions, values, language, art, education, family and social and political interactions. Attendance to Deaf Community events may be required.

Schedule Description: Introduction to American Deaf Culture and the Deaf community as a linguistic and cultural minority in the United States. Attendance to Deaf Community events may be required.

Rationale: Six-year revision

Equate: Course is not offered at SBVC.

Effective: Fall 2020

COURSE ID	COURSE TITLE
ASL 200	Introduction to Interpreting for the Deaf

Departmental Recommendation: Concurrent enrollment in ASL 104. Successful completion of ASL 115

Catalog Description: Introduction to the field of sign language interpreting. Focus is on language analysis and idiomatic development, as well as principles and practices involved in interpreting for a diverse d/Deaf population. Educational, medical, free-lance, and relay interpreting settings are discussed. Includes instruction on national testing standards, preparation for certification, and an emphasis on the professional code of ethics. Primary language of instruction is ASL and activities take place in both ASL and English.

Schedule Description: Introduction to the field of sign language interpreting. Focus is on language analysis and idiomatic development, as well as principles and practices involved in interpreting for a diverse d/Deaf population.

Rationale: Six-year revision

Equate: Course is not offered at SBVC.

Effective: Fall 2020

COURSE ID	COURSE TITLE
ASL 205	Fingerspelling, Numbers, Classifiers, and Non-Manuals

Catalog Description: ASL 205 provides specialized instruction to further develop skills in the areas of fingerspelling, numbers, classifiers, and non-manual signals. Both receptive and expressive techniques will be emphasized.

Schedule Description: ASL 205 provides specialized instruction to further develop skills in the areas of fingerspelling, numbers, classifiers, and non-manual signals. Both receptive and expressive techniques will be emphasized.

Rationale: Six-year revision

Equate: Course is not offered at SBVC.

Effective: Fall 2020

COURSE ID	COURSE TITLE
FIRET 504	Advanced Firefighter Continuing Education

Prerequisite: FIRET 115 and/or fulfill the requirements for certification in a State Fire Marshal Firefighter I Academy or equivalent as determined by the Fire Academy Chief.

Catalog Description: Students will build upon their firefighting skills to include: Knowledge of firefighter safety, SCBA and PASS devices, determination of air supply, electrical hazards, use of tools and equipment, fuel types and suppression methods, attack techniques, structural search and rescue, first aid & CPR skills. Graded on a Pass or No Pass basis only.

Schedule Description: Students will build upon their structural and wildland firefighting skills as required by the California State Fire Marshal's Office. Graded on a Pass or No Pass basis only.

Rationale: Updating the course to Pass/No Pass.

Equate: Course is not offered at SBVC.

Effective: Fall 2020

COURSE ID	COURSE TITLE
KIN/F 190A	Tai Chi I

Rationale: Six-year revision

Equate: KINF 190A

Effective: Fall 2020

COURSE ID	COURSE TITLE
KIN/F 190B	Tai Chi II

Catalog Description: Intermediate-level Tai Chi training suitable for individuals of all ages and fitness levels. Breathing techniques and intermediate movement patterns to increase strength, endurance and flexibility. Discussion of the research associated with the practice of Tai Chi. Students are encouraged to take level A before enrolling in level B.

Schedule Description: Intermediate-level Tai Chi training suitable for individuals of all ages and fitness levels. Breathing techniques and intermediate movement patterns to increase strength, endurance and flexibility.

Rationale: Six-year revision

Equate: KINF 190B

Effective: Fall 2020

COURSE ID	COURSE TITLE
KIN/F 190C	Tai Chi III

Catalog Description: Intermediate/advanced-level Tai Chi training suitable for individuals of all ages and fitness levels. Emphasis on flow and synchronization of breathing with intermediate/advanced movement patterns, to further improve strength, endurance, flexibility and balance. Students are encouraged to take levels A and B before enrolling in C.

Schedule Description: Intermediate/advanced-level Tai Chi training suitable for individuals of all ages and fitness levels. Emphasis on flow and synchronization of breathing with intermediate/advanced movement patterns, to further improve strength, endurance, flexibility and balance.

Rationale: Six-year revision

Equate: KINF 190C

Effective: Fall 2020

COURSE ID	COURSE TITLE
KIN/F 190D	Tai Chi IV

Rationale: Six-year revision

Equate: Course is not offered at SBVC.

Effective: Fall 2020

COURSE ID	COURSE TITLE
WRIT/N 606	Reading and Writing for Workplace Communication

**MINIMUM SEMESTER
HOURS**

Lecture:	18 – 54
Rationale:	Hours of the course are being updated from 54 to 18 – 54.
Equate:	Course is not offered at SBVC.
Effective:	Fall 2020

DISTRIBUTED EDUCATION

Course ID:	ASL 101	Hybrid
Course Title:	American Sign Language I	
Rationale:	Increase DE Offerings	
Effective:	Fall 2020	

Course ID:	ASL 102	Hybrid
Course Title:	American Sign Language II	
Rationale:	Increase DE Offerings	
Effective:	Fall 2020	

Course ID:	ASL 103	Hybrid
Course Title:	American Sign Language III	
Rationale:	Increase DE Offerings	
Effective:	Fall 2020	

Course ID:	ASL 104	Hybrid
Course Title:	American Sign Language IV	
Rationale:	Increase DE Offerings	
Effective:	Fall 2020	

Course ID:	ASL 115	Hybrid
Course Title:	The American Deaf Experience: Introduction to Deaf Studies	
Rationale:	Increase DE Offerings	
Effective:	Fall 2020	

PROGRAM DELETION

**Computer Assisted Graphic Design Certificate
Certificate of Achievement**

Rationale:	Computer Assisted Graphic Design is currently listed as an Emphasis under the Computer Information Science Associate of Science Degree. Since the Emphasis was never approved at the State level, students awarded the degree are also receiving the Computer Assisted Graphic Design Certificate. The department will be submitting a new degree to cover the specialty areas.
Effective:	Fall 2020


PROGRAM DELETION

**Web Design Certificate
Certificate of Achievement**

Rationale: Web Design is currently listed as an Emphasis under the Computer Information Science Associate of Science Degree. Since the Emphasis was never approved at the State level, students awarded the degree are also receiving the Web Design Certificate. The department will be submitting a new degree to cover the specialty areas.

Effective: Fall 2020

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Dr. Kevin Horan, President, CHC
PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC 
DATE: December 12, 2019
SUBJECT: Consideration of Approval of Donation - CHC

RECOMMENDATION

It is recommended that the Board of Trustees accept the following donation from the San Bernardino County Fire Department.

OVERVIEW

The following donation is being made to the Crafton Hills College Emergency Medical Services (EMS) program within the Career Education and Human Development Division:

<u>Donation</u>	<u>Source</u>
Fully functional Modular Ambulance	San Bernardino County Fire

ANALYSIS

A donation of a fully functional Modular Ambulance will provide the students a training aid (simulation) for hands-on training for both the EMT and Paramedic programs.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Dina Humble, Vice President, Instruction, SBVC
DATE: December 12, 2019
SUBJECT: Consideration of Approval of Curriculum - SBVC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

**SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
December 12, 2019**

CONTENT REVIEW

No Changes to the College Catalog

MATH 222
MATH 952

MATH 252
MATH 962

MATH 266

MATH 942

Rationale:
Effective:

Content Review
Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:
Course Title:
Hours:
Lecture:
Prerequisite:

AERO 621
Aviation Fundamentals
48 - 54
48 - 54 contact hour(s) per semester
None

Catalog Description:

This noncredit course is an introduction to the basic principles of aeronautics, aircraft structure and operations including space, rocketry and aeronautical occupations.

Schedule Description:

This noncredit course is an introduction to the basic principles of aeronautics, aircraft structure and operations including space, rocketry and aeronautical occupations.

TOP Code:

3020.20

Equate:

Course not offered at CHC.

Rationale:

Noncredit mirror course of AERO 021, to be added to the new noncredit Flight Operations Certificate.

Effective:

Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:
Course Title:
Hours:
Lecture:
Prerequisite:
Catalog Description:

AERO 622
Private Pilot Ground School
96 - 108
96 - 108 contact hour(s) per semester
None

Catalog Description:

This noncredit course offers complete preparation for the Federal Aviation Administration (FAA) private pilot written examination including aerodynamics, weight and balance, airports and airspace, meteorology, using aviation services, flight information publications, federal air regulations, navigation, radio navigation aids, cross-country flight planning, physiology of flight, and airborne emergencies.

Schedule Description:

This noncredit course offers complete preparation for the Federal Aviation Administration (FAA) private pilot written examination including aerodynamics, weight and balance, flight computer, navigation, meteorology and federal air regulations.

TOP Code:

3020.20

Equate:

Course not offered at CHC.

Rationale: Noncredit mirror course of AERO 022, to be added to the new noncredit Flight Operations Certificate.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: **AERO 624**
Course Title: Aircraft Powerplants
Hours: 48 - 54
Lecture: 48 - 54 contact hour(s) per semester
Prerequisite: None
Catalog Description: This course is designed to familiarize the student with the operating principles and construction highlights of both reciprocating and jet aircraft engines including: internal combustion engines, jet propulsion engines, aircraft fuels and fuel systems, electrical and ignition systems, lubricants and lubrication systems, propellers, engine instrument and control systems, engine inspection, operation and troubleshooting.
Schedule Description: This course is designed to familiarize the student with the operating principles and construction highlights of both reciprocating and jet aircraft engines.
TOP Code: 3020.20
Equate: Course not offered at CHC.
Rationale: Noncredit mirror course of AERO 024, to be added to the new noncredit Flight Operations Certificate.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: **AERO 625**
Course Title: Flight Safety
Hours: 32 – 36
Lecture: 32 - 36 contact hour(s) per semester
Prerequisite: None
Catalog Description: This noncredit course is an in-depth study of flight safety including: organizations contributing to flight safety, pilot and passenger responsibilities, emergency radio procedures, pilot resources, ground safety, mid-air collisions, weather and night flight hazards and precautions, emergency procedures, medical factors, human factors, and crash investigation and liability.
Schedule Description: This noncredit course is an in-depth study of flight safety including organizations contributing to flight safety, emergency procedures, medical and human factors, crash investigation and liability.
TOP Code: 3020.20
Equate: Course not offered at CHC.
Rationale: Noncredit mirror course of AERO 025, to be added to the new noncredit Flight Operations Certificate.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	AERO 626
Course Title:	Airframe Structures
Hours:	48 - 54
Lecture:	48 - 54 contact hour(s) per semester
Prerequisite:	None
Catalog Description:	This course is designed to familiarize the aviator or prospective pilot with the fundamentals of aircraft design and construction including: aircraft structural components, fundamentals of aerodynamics and flight, materials and hardware, ice and rain protection, hydraulic and pneumatic systems, landing gear systems, fire protection systems, electrical systems, instrument systems, weight and balance control, and blueprint reading.
Schedule Description:	This course is designed to familiarize the student with design and construction, principles of aerodynamics and flight and aircraft systems and components.
TOP Code:	3020.20
Equate:	Course not offered at CHC.
Rationale:	Noncredit mirror course of AERO 026, to be added to the new noncredit Flight Operations Certificate.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	AERO 640
Course Title:	Instrument Ground School
Hours:	96 – 108
Lecture:	48 - 54 contact hour(s) per semester and
Laboratory:	48 - 54 contact hour(s) per semester
Prerequisite:	None
Catalog Description:	This noncredit course examines the fundamentals of instrument flight in the Air Traffic Control (ATC) system and factors that can affect the operation including aerodynamics, navigation, flight planning, and communication. The subject matter is reinforced by flying various procedures in flight simulators. This course can be used as a method to meet the Federal Aviation Administration (FAA) requirements for the ground instruction portion of a Biennial Flight Review (BFR) as specified in Federal Aviation Regulations (FAR) 61.56.
Schedule Description:	This noncredit course examines the fundamentals of instrument flight in the Air Traffic Control (ATC) system and factors that can affect the operation including aerodynamics, navigation, flight planning, and communication. The subject matter is reinforced by flying various procedures in flight simulators. This course can be used as a method to meet the Federal Aviation Administration (FAA) requirements for the ground instruction portion of a Biennial Flight Review (BFR) as specified in Federal Aviation Regulations (FAR) 61.56.
TOP Code:	3020.20
Equate:	Course not offered at CHC.
Rationale:	Noncredit mirror course of AERO 040, to be added to the new noncredit Flight Operations Certificate.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	AERO 646
Course Title:	Aviation Weather
Hours:	48 - 54
Lecture:	48 - 54 contact hour(s) per semester
Prerequisite:	None
Catalog Description:	This noncredit course covers the aspects of weather as they relate to aircraft operation and safety. It includes basic and hazardous weather, atmospheric winds, pressure systems as associated with weather, cloud formation, air masses and fronts, thunderstorms, turbulence and icing, fog, haze and smoke, high altitude, arctic and tropical weather, interpretation of weather reports, forecast, charts and maps.
Schedule Description:	This noncredit course covers the aspects of weather as they relate to aircraft operation and flight safety. It includes basic and hazardous weather and interpretation of weather reports, forecast, charts, and maps.
TOP Code:	3020.20
Equate:	Course not offered at CHC.
Rationale:	Noncredit mirror course of AERO 046, to be added to the new noncredit Flight Operations Certificate.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	CD 098
Course Title:	Child Development Work Experience
Units:	1 - 4
Work Experience:	60 - 300 contact hour(s) per semester
Prerequisite:	None
Catalog Description:	This course involves supervised training, in the form of on-the-job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. See department for specific guidelines.
Schedule Description:	This course involves supervised training, in the form of on-the-job employment that will enhance the student's knowledge in the selected field of study. The student's major and job must match. Students work 5-20 hours per week to earn units using the following formula: For paid work, 75 hours = 1 unit; for volunteer work, 60 hours = 1 unit. Students may earn a total of 16 units toward graduation in Work Experience 098 courses. See department for specific guidelines.
TOP Code:	1305.00
Equate:	Course not offered at CHC.
Rationale:	Course needed for students to fulfill 50 day requirement for the Associate Teacher Certificate for the CA Commission on Teacher Credentialing.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	ELECTR 620
Course Title:	Introduction to Computer Networking
Hours:	96 - 108
Lecture:	48 - 54 contact hours per semester and
Laboratory:	48 - 54 contact hours per semester
Prerequisite:	None
Catalog Description:	This noncredit electronics technology course prepares students to take the ETA (Electronics Technicians Association International) STS-CN industry certification. The course covers wire and wireless local area network basics, Internet/VoIP services and security, hardware and software installation, and cabling distribution.
Schedule Description:	This noncredit electronics technology course prepares students to take the ETA (Electronics Technicians Association International) STS-CN industry certification. The course covers wire and wireless local area network basics, Internet/VoIP services and security, hardware and software installation, and cabling distribution.
TOP Code:	0934.00
Equate:	Course not offered at CHC.
Rationale:	Students in this course will learn about basic networking requirements on how to integrate smart system devices that connect to the Internet of Things (IoT) to automate, control, and monitor various in-home and/or in-business using smart home applications, smartphones, tablets, computers, voice-controlled assistants, or other networked devices.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	ELECTR 621
Course Title:	Security, Alarm, and Surveillance Systems
Hours:	96 - 108
Lecture:	48 - 54 contact hours per semester and
Laboratory:	48 - 54 contact hours per semester
Prerequisite:	None
Catalog Description:	This noncredit electronics technology course prepares students to take the ETA (Electronics Technicians Association International) STS-SS industry certification. The course covers closed-circuit television (CCTV) system, security and fire alarm system, Voice-over-Internet Protocol (VoIP), security cameras, smart locks, and smart access control.
Schedule Description:	This noncredit electronics technology course prepares students to take the ETA (Electronics Technicians Association International) STS-SS industry certification. The course covers closed-circuit television (CCTV) system, security and fire alarm system, Voice-over-Internet Protocol (VoIP), security cameras, smart locks, and smart access control.
TOP Code:	0934.00
Equate:	Course not offered at CHC.
Rationale:	This course is an integral part of smart systems automation technology focusing on home and/or business owners convenience, efficiency, and peace of mind, making it possible to automate and monitor remotely or on-site security and other visual activities through smart cameras, monitors, smart locks and other smart security and monitoring devices.

Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: ELECTR 622
Course Title: Smart Environmental Controls
Hours: 96 - 108
Lecture: 48 - 54 contact hours per semester and
Laboratory: 48 - 54 contact hours per semester
Prerequisite: None
Catalog Description: This noncredit electronics technology course prepares students to take the ETA (Electronics Technicians Association International) STS-EC industry certification. The course covers smart lighting, smart thermostats, smart plugs and switches, smart HVAC, and carbon monoxide and smoke detectors, and other miscellaneous smart devices.
Schedule Description: This noncredit electronics technology course prepares students to take the ETA (Electronics Technicians Association International) STS-EC industry certification. The course covers smart lighting, smart thermostats, smart plugs and switches, smart HVAC, and carbon monoxide and smoke detectors, and other miscellaneous smart devices
TOP Code: 0934.00
Equate: Course not offered at CHC.
Rationale: Students may have a variety of employment opportunities in the environmental controls industry. Students may have the opportunity to take the Certified Smart Technology Systems (STS) examination - Environmental Controls (STS-EC) endorsement option.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: ELECTR 623
Course Title: Audio-Video Entertainment Systems
Hours: 96 – 108
Lecture: 48 - 54 contact hours per semester
Laboratory: 48 - 54 contact hours per semester
Prerequisite: None
Catalog Description: This noncredit course prepares students to take the ETA (Electronics Technicians Association International) STS-AV industry certification. The course covers smart televisions and projectors, HD, UHD, LED, and OLED television technologies, wireless smart speakers, Wi-Fi screencasting, audio and HD cabling, amplifiers and receivers, surround sound speaker systems and connectors, rackmounts, and other accessories.
Schedule Description: This noncredit course prepares students to take the ETA (Electronics Technicians Association International) STS-AV industry certification. The course covers smart televisions and projectors, HD, UHD, LED, and OLED television technologies, wireless smart speakers, Wi-Fi screencasting, audio and HD cabling, amplifiers and receivers, surround sound speaker systems and connectors, rackmounts, and other accessories.
TOP Code: 0934.00
Equate: Course not offered at CHC.

Rationale: This course covers the installation of home theater audio-video systems, personal assistants, cable TV, surround sound & video components; speaker cabling, amplifiers, off-air antennas and telecommunications.

Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: **HMDT 042**

Course Title: Zero Emission Heavy Duty Truck

Units: 2

Lecture: 1 contact hour(s) per week
16 - 18 contact hours per semester

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

Outside of Class Hours: 2 hour(s) per week

Prerequisite: None

Catalog Description: The Zero Emission Heavy-Duty Truck course is to provide students with training in servicing and maintaining Electric Vehicles.

Schedule Description: The Zero Emission Heavy-Duty Truck course is to provide students with training in servicing and maintaining Electric Vehicles.

TOP Code: 0948.40

Equate: Course not offered at CHC.

Rationale: Students / Technicians will be in high demand and are sought after by national companies. The class will prepare the student graduates and give them an advantage when applying for a job with very competitive pay and benefits shortly after completing the class.

Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: **MATH 602**

Course Title: Support for College Algebra

Hours: 18 - 54

Laboratory: 18 - 54 contact hour(s) per semester

Corequisite: MATH 102

Catalog Description: This noncredit course is a review of the prerequisite skills essential for college algebra. This course includes a review of topics covered in elementary and intermediate algebra as appropriate, based on individual student needs. The course is intended for students who need to refresh their math skills while enrolled in a college algebra math course to be used for just in time remediation.

Schedule Description: This noncredit course is a review of the prerequisite skills essential for college algebra. This course includes a review of topics covered in elementary and intermediate algebra as appropriate, based on individual student needs. The course is intended for students who need to refresh their math skills while enrolled in a college algebra math course to be used for just in time remediation.

TOP Code: 1702.00

Equate: Course not offered at CHC.

Rationale: In response to AB 705 this course will be utilized to support students in Math 102 College Algebra in lieu of required prerequisites.

Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	MATH 608
Course Title:	Support for Introductory Statistics
Hours:	18 - 54
Laboratory:	18 - 54 contact hour(s) per semester
Corequisite:	MATH 108
Catalog Description:	This noncredit course is a review of the prerequisite skills essential for statistics. This course includes a review of topics covered in arithmetic and algebra as appropriate, based on individual student needs. The course is intended for students who need to refresh their math skills while enrolled in an introductory statistics course to be used for just in time remediation.
Schedule Description:	This noncredit course is a review of the prerequisite skills essential for statistics. This course includes a review of topics covered in arithmetic and algebra as appropriate, based on individual student needs. The course is intended for students who need to refresh their math skills while enrolled in an introductory statistics course to be used for just in time remediation.
TOP Code:	1702.00
Equate:	Course not offered at CHC.
Rationale:	The co-requisite course will help support our students in the Math Department's introductory statistics course. This course will help the department improve the implementation of AB705.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	PHT 601
Course Title:	Pharmacy Technician Licensure Exam Preparation
Hours:	16 - 18
Lecture:	16 - 18 contact hour(s) per semester
Prerequisite:	None
Catalog Description:	This noncredit course prepares students that have completed or are nearing completion of the Pharmacy Technology program for the state administered licensing examination for pharmacy technicians. This course is also recommended for students who desire refresher training. Topics include, but are not limited to: the duties of a pharmacy technician in the out-patient/community and the in-patient/institutional setting in the areas of pharmacy management/administration, pharmacy federal laws/regulation, and pharmacology. Also included are some basic test-taking techniques to increase proficiency on the state exam.
Schedule Description:	This noncredit course prepares students for the multiple choice questions on the pharmacy technician licensing examination. This course reviews the duties of a pharmacy technician in the out-patient/community and the in-patient/institutional setting in the areas of pharmacy management/administration, pharmacy federal laws/regulation, and pharmacology.
TOP Code:	1221.00
Equate:	Course not offered at CHC.
Rationale:	Exam prep course for students in the Pharmacy Technology program.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	STSP 050
Course Title:	Medical Terminology for Surgical Technologists
Units:	3
Lecture:	3 contact hour(s) per week 48 - 54 contact hours per semester
Outside of Class Hours:	6 hour(s) per week
Prerequisite:	None
Catalog Description:	This course is designed to introduce the student to the component parts of medical terms. Utilizing a systems-approach, the student will gain an understanding of basic elements, rules of building and analyzing medical terms relating to structure, function, pathology, and diagnosis. Upon completion, students should be able to apply theoretical knowledge of the course topics to the surgical environment.
Schedule Description:	This course is designed to introduce the student to the component parts of medical terms. Utilizing a systems-approach, the student will gain an understanding of basic elements, rules of building and analyzing medical terms relating to structure, function, pathology, and diagnosis. Upon completion, students should be able to apply theoretical knowledge of the course topics to the surgical environment.
TOP Code:	1217.00
Equate:	Course not offered at CHC.
Rationale:	Enhance diversity of CTE certificate programs offered.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	STSP 051
Course Title:	Pharmacology for Surgical Technologists
Units:	4
Lecture:	3 contact hour(s) per week 48 - 54 contact hours per semester
Laboratory:	3 contact hour(s) per week 48 - 54 contact hours per semester
Outside of Class Hours:	6 hour(s) per week
Prerequisite:	None
Catalog Description:	This course is designed to introduce the student to the surgical technologist's role in the universal practices of safe administration of medications and solutions during the intraoperative phase of surgery. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of course topics to on-campus mock surgery laboratory, simulation settings, and the perioperative clinical environment.
Schedule Description:	This course is designed to introduce the student to the surgical technologist's role in the universal practices of safe administration of medications and solutions during the intraoperative phase of surgery. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of course topics to on-campus mock surgery laboratory, simulation settings, and the perioperative clinical environment.
TOP Code:	1217.00
Equate:	Course not offered at CHC.
Rationale:	Enhance diversity of CTE certificate programs offered.

Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: STSP 060
Course Title: Principles of Surgical Technology
Units: 8
Lecture: 8 contact hour(s) per week
128 - 144 contact hours per semester
Outside of Class Hours: 16 hour(s) per week
Prerequisite: BIOL 155, STSP 050 and STSP 051
Catalog Description: Principles of Surgical Technology is designed to provide the student with an introduction to the allied health profession of surgical technology. This course focuses on the surgical technologist's role in the perioperative environment, the principles of aseptic technique, evidence-based surgical practices, basic microbiology, and surgical pharmacology. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of course topics to mock surgery laboratory and simulation settings.
Schedule Description: Principles of Surgical Technology is designed to provide the student with an introduction to the allied health profession of surgical technology. This course focuses on the surgical technologist's role in the perioperative environment, the principles of aseptic technique, evidence-based surgical practices, basic microbiology, and surgical pharmacology. Upon completion, students should be able to correlate, integrate, and apply theoretical knowledge of course topics to mock surgery laboratory and simulation settings.
TOP Code: 1217.00
Equate: Course not offered at CHC.
Rationale: Enhance diversity of CTE certificate programs offered.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: STSP 061
Course Title: Surgical Patient Care Concepts
Units: 5
Laboratory: 15 contact hour(s) per week
240 - 270 contact hours per semester
Prerequisite: BIOL 155, STSP 050 and STSP 051
Catalog Description: Surgical Patient Care Concepts is designed to provide the student with extensive mock-surgery laboratory practice to build upon the knowledge, skills, and theory introduced in the principles of surgical technology course of study. This course focuses on quality patient care during the preoperative, intraoperative, and postoperative phases of surgery.
Schedule Description: Surgical Patient Care Concepts is designed to provide the student with extensive mock-surgery laboratory practice to build upon the knowledge, skills, and theory introduced in the principles of surgical technology course of study. This course focuses on quality patient care during the preoperative, intraoperative, and postoperative phases of surgery.
TOP Code: 1217.00
Equate: Course not offered at CHC.
Rationale: Enhance diversity of CTE certificate programs offered.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	STSP 062
Course Title:	Sterile Processing and Surgical Instrumentation
Units:	3
Lecture:	2 contact hour(s) per week 32 - 36 contact hours per semester
Laboratory:	3 contact hour(s) per week 48 - 54 contact hours per semester
Outside of Class Hours:	6 hour(s) per week
Prerequisite:	BIOL 155, STSP 050 and STSP 051
Catalog Description:	Sterile Processing and Surgical Instrumentation is designed to introduce the knowledge, technical skills, interdepartmental collaboration, and the primary functions of a sterile processing department within the healthcare setting. The sterile processing component of this course focuses on patient-centered practices, evidenced-based theories, infection control standards, customer service, safety precautions, inventory control, and supply chain management. The Surgical Instrumentation component of this course prepares the student to differentiate among instrument types by design, function, and tissue classification. Application of knowledge and technical skills will occur in the hospital, on-campus surgical instrumentation laboratory, and simulation settings. Upon completion, the students should be able to correlate, integrate, and apply theoretical knowledge to the clinical and perioperative environment.
Schedule Description:	Sterile Processing and Surgical Instrumentation is designed to introduce the knowledge, technical skills, interdepartmental collaboration, and the primary functions of a sterile processing department within the healthcare setting. The sterile processing component of this course focuses on patient-centered practices, evidenced-based theories, infection control standards, customer service, safety precautions, inventory control, and supply chain management.
TOP Code:	1217.00
Equate:	Course not offered at CHC.
Rationale:	Enhance diversity of CTE certificate programs offered.
Effective:	Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	STSP 063
Course Title:	Sterile Processing Clinical Externship I
Units:	4
Laboratory:	12 contact hour(s) per week 192 - 216 contact hours per semester
Prerequisite:	STSP 060, STSP 061 and STSP 062
Catalog Description:	Sterile Processing Clinical Externship is designed to provide the student with basic laboratory experience to support the initial theory course for Sterile Processing/Surgical Instrumentation. Under the direct supervision and guidance of the preceptor and clinical instructor students will gain proficiency in functioning as a sterile processing/central service team member. Application of theoretical knowledge, technical skills, and extensive practice will occur in the hospital setting.
Schedule Description:	Sterile Processing Clinical Externship is designed to provide the student with basic laboratory experience to support the initial theory course for Sterile Processing/Surgical Instrumentation. Under the direct supervision and guidance

of the preceptor and clinical instructor students will gain proficiency in functioning as a sterile processing/central service team member. Application of theoretical knowledge, technical skills, and extensive practice will occur in the hospital setting.

TOP Code: 1217.00
Equate: Course not offered at CHC.
Rationale: Enhance diversity of CTE certificate programs offered.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: **STSP 070**
Course Title: Surgical Specialties
Units: 4
Lecture: 4 contact hour(s) per week
 64 - 72 contact hours per semester
Outside of Class Hours: 8 hour(s) per week
Prerequisite: STSP 063
Catalog Description: Surgical Specialties concentration is on providing the fundamental knowledge to develop the core surgical principles that students will be exposed to during the clinical rotation. This course focuses on surgical theory including relevant anatomy, pathological conditions, diagnostic procedures and tests, case planning, procedural sequence, surgical instrumentation, equipment, supplies, medications, and patient preparation.
Schedule Description: Surgical Specialties concentration is on providing the fundamental knowledge to develop the core surgical principles that students will be exposed to during the clinical rotation. This course focuses on surgical theory including relevant anatomy, pathological conditions, diagnostic procedures and tests, case planning, procedural sequence, surgical instrumentation, equipment, supplies, medications, and patient preparation.
TOP Code: 1217.00
Equate: Course not offered at CHC.
Rationale: Enhance diversity of CTE certificate programs offered.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: **STSP 071**
Course Title: Surgical Procedures
Units: 1
Laboratory: 3 contact hour(s) per week
 48 - 54 contact hours per semester
Prerequisite: STSP 063
Catalog Description: Surgical Procedures concentrates on providing students with the technical skills through extensive practice to develop the core surgical principles that students experience during clinical practicum. Emphasis is placed on basic, intermediate to moderately complex procedures surgery. Application of knowledge, technical skills, and extensive practice will occur in the hospital, on-campus mock surgery laboratory, and simulation settings.
Schedule Description: Surgical Procedures concentrates on providing students with the technical skills through extensive practice to develop the core surgical principles that students experience during clinical practicum. Emphasis is placed on basic, intermediate

to moderately complex procedures surgery. Application of knowledge, technical skills, and extensive practice will occur in the hospital, on-campus mock surgery laboratory, and simulation settings.

TOP Code: 1217.00
Equate: Course not offered at CHC.
Rationale: Enhance diversity of CTE certificate programs offered.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: **STSP 080**
Course Title: Surgical Technology Clinical Practicum
Units: 11
Laboratory: 33 contact hour(s) per week
528 - 594 contact hours per semester
Prerequisite: STSP 070 and STSP 071
Catalog Description: This course provides extensive clinical experience with a variety of perioperative assignments to build upon the knowledge and skills introduced in the surgical procedures course of study. Under the direct supervision and guidance of the clinical instructor and preceptors, students gain proficiency in responding to the needs of the surgical patient in the preoperative, intraoperative, and postoperative phases of selected surgical procedures. Emphasis is placed on the designated roles of first and second scrub, circulator, and first assistant in the perioperative environment.
Schedule Description: This course provides extensive clinical experience with a variety of perioperative assignments to build upon the knowledge and skills introduced in the surgical procedures course of study. Under the direct supervision and guidance of the clinical instructor and preceptors, students gain proficiency in responding to the needs of the surgical patient in the preoperative, intraoperative, and postoperative phases of selected surgical procedures. Emphasis is placed on the designated roles of first and second scrub, circulator, and first assistant in the perioperative environment.
TOP Code: 1217.00
Equate: Course not offered at CHC.
Rationale: Enhance diversity of CTE certificate programs offered.
Effective: Fall 2020

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID: **STSP 083**
Course Title: Sterile Processing Clinical Externship II
Units: 4
Laboratory: 12 contact hour(s) per week
192 - 216 contact hours per semester
Prerequisite: STSP 080
Catalog Description: Sterile Processing Clinical Externship II is designed to provide the student with advanced laboratory experience to support the initial theory course for Sterile Processing/Surgical Instrumentation. Emphasis is placed on the proper handling of instrumentation, equipment, chemical processing agents and surgical case cart management. Extensive practice will occur in the hospital setting.
Schedule Description: Sterile Processing Clinical Externship II is designed to provide the student with advanced laboratory experience to support the initial theory course for Sterile

Processing/Surgical Instrumentation. Emphasis is placed on the proper handling of instrumentation, equipment, chemical processing agents and surgical case cart management. Extensive practice will occur in the hospital setting.

TOP Code: 1217.00
Equate: Course not offered at CHC.
Rationale: Enhance diversity of CTE certificate programs offered.
Effective: Fall 2020

COURSE MODIFICATIONS

Changes to the 2020-2021 or 2021-2022 College Catalog

COURSE ID	COURSE TITLE
CD 060	UNDERSTANDING SCHOOL-AGE CHILDREN

Departmental Advisory: READ 015
Equate: Course not offered at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 061	ACTIVITIES FOR SCHOOL-AGE CHILDREN

Departmental Advisory: READ 015
Equate: Course not offered at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 075	FAMILY CHILD CARE PRACTICES

Departmental Advisory: READ 015
Equate: Course not offered at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 100	INTRODUCTION TO CHILD DEVELOPMENT

Departmental Advisory: READ 015
Catalog Description: This course is an introduction to and overview of the field of child development, designed to familiarize students with the broad aspects of the profession, philosophies, theories and principles of caring for children in a variety of settings.
Schedule Description: This course is an introduction to and overview of the field of child development, designed to familiarize students with the broad aspects of the profession, philosophies, theories and principles of caring for children in a variety of settings.
Rationale: Content review. Updating departmental advisory to remove eligibility wording and updating course descriptions.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 101	PARENT-CHILD INTERACTION

Departmental Advisory: READ 015
Equate: Course not offered at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 105	CHILD GROWTH AND DEVELOPMENT

Departmental Advisory: ENGL 101 or ENGL 101H
Equate: CD 105 at CHC.
Rationale: Content review. Updating departmental advisory from READ 015 to ENGL 101 or ENGL 101H.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 105H	CHILD GROWTH AND DEVELOPMENT-HONORS

Prerequisite: ENGL 101 or ENGL 101H
Equate: CD 105H at CHC.
Rationale: Content review. Removing departmental advisory and adding ENGL 101 or ENGL 101H as prerequisite.
Effective: Fall 2021

COURSE ID	COURSE TITLE
CD 108	EARLY CHILDHOOD DEVELOPMENT

Departmental Advisory: READ 015
Equate: Course not offered at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 111	OBSERVATION AND ASSESSMENT IN CHILD DEVELOPMENT

Departmental Advisory: READ 015
Equate: CD 212 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 113	PRINCIPLES AND PRACTICES OF TEACHING YOUNG CHILDREN

Departmental Advisory: READ 015
Equate: Course not offered at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 114	INTRODUCTION TO CURRICULUM

Departmental Advisory: READ 015
Equate: CD 132 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 115	HEALTH, SAFETY AND NUTRITION

Departmental Advisory: READ 015
Equate: CD 115 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 126	CHILD, FAMILY, AND THE COMMUNITY

Departmental Advisory: READ 015
Equate: CD 126 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 127	GUIDANCE OF CHILDREN

Departmental Advisory: ENGL 101 or ENGL 101H
Equate: Course not offered at CHC.
Rationale: Content review. Updating department advisory from READ 015 to ENGL 101 or ENGL 101H.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 130	CREATIVE MUSIC AND MOVEMENT FOR CHILDREN

Departmental Advisory: READ 015
Equate: Course not offered at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 133	CREATIVE SCIENCE AND MATH ACTIVITIES FOR CHILDREN

Departmental Advisory: READ 015
Equate: CD 133 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 134	LANGUAGE, LISTENING AND LITERATURE FOR CHILDREN

Departmental Advisory: READ 015
Equate: CD 134 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 136	CREATIVE ART EXPERIENCES FOR CHILDREN

Departmental Advisory: READ 015
Equate: CD 136 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 137	PLAY AND MATERIALS FOR CHILDREN

Departmental Advisory: READ 015
Equate: CD 137 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 138	TEACHING IN A DIVERSE SOCIETY

Departmental Advisory: READ 015
Equate: CD 182 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 185	INFANT/TODDLER GROWTH AND DEVELOPMENT

Departmental Advisory: READ 015
Catalog Description: This course explores the physical, social-emotional, cognitive, and language development of children from birth to age three. It fulfills the California licensing requirements for infant center personnel and includes infant/toddler interactions and curriculum.
Schedule Description: This course explores the physical, social-emotional, cognitive and language development of children from birth to age three. It fulfills the California licensing requirements for infant center personnel.
Equate: CD 185 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording and updating course descriptions.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 186	INFANT AND TODDLER CURRICULUM

Departmental Advisory: READ 015
Equate: CD 186 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 205	CHILD DEVELOPMENT PRACTICUM / FIELD EXPERIENCE

Lecture: 2 contact hour(s) per week
 32 - 36 contact hours per semester
Laboratory: 6 contact hour(s) per week
 96 - 108 contact hours per semester
Outside of Class Hours: 4 hour(s) per week
Departmental Advisory: READ 015
Equate: CD 205 at CHC.
Rationale: Content review. Updating hours and advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 210	INFANT AND TODDLER PRACTICUM

Lecture: 2 contact hour(s) per week
 32 - 36 contact hours per semester
Laboratory: 6 contact hour(s) per week
 96 - 108 contact hours per semester
Outside of Class Hours: 4 hour(s) per week
Departmental Advisory: READ 015
Equate: Course not offered at CHC.
Rationale: Content review. Updating hours and advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 215	EARLY INTERVENTION AND INCLUSION INTERNSHIP

Departmental Advisory: READ 015
Equate: Course not offered at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 244	CHILDREN WITH SPECIAL NEEDS

Departmental Advisory: READ 015
Equate: CD 244 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 245	EARLY INTERVENTION AND INCLUSION

Departmental Advisory: READ 015
Equate: Course not offered at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 270	ADULT SUPERVISION AND MENTORING IN EARLY CARE AND EDUCATION

Departmental Advisory: READ 015
Equate: CD 270 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 271	ADMINISTRATION I: PROGRAMS IN EARLY CHILDHOOD EDUCATION

Departmental Advisory: READ 015
Equate: CD 271 at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
CD 272	ADMINISTRATION II: PERSONNEL AND LEADERSHIP IN EARLY CHILDHOOD

Departmental Advisory: CD 271 and READ 015
Equate: Course not offered at CHC.
Rationale: Content review. Updating departmental advisory to remove eligibility wording.
Effective: Fall 2020

COURSE ID	COURSE TITLE
DIESEL 034	DIESEL ALTERNATIVE FUELS

Course ID: HMDT 034
Catalog Description: This course provides theory and hands-on experience in the operation, service, inspection, and maintenance of compressed natural gas (CNG) vehicle systems. This course prepares students for the ASE Alternate Fuels Test (F-1). (Formerly DIESEL 034)
Schedule Description: This course provides theory and hands-on experience in the operation, service, inspection, and maintenance of compressed natural gas (CNG) vehicle systems. This course prepares students for the ASE Alternate Fuels Test (F-1). (Formerly DIESEL 034)
TOP Code: 0948.40
Equate: Course not offered at CHC.
Rationale: Updating department name from DIESEL to HMDT, adding formerly note to course descriptions, and updating TOP Code.

Effective: Fall 2020

COURSE ID	COURSE TITLE
FN 060	MODIFIED DIETS

Catalog Description: This course concentrates on the principles of nutrition in order to provide modified diets for individuals with a variety of health care conditions. The focus is on the rationale for the diet and how the modifications improve a person's overall well-being.

Schedule Description: This course concentrates on the principles of nutrition in order to provide modified diets to improve the well-being of individuals with a variety of health care conditions.

Equate: Course not offered at CHC.

Rationale: Content review. Removing formerly note from course descriptions.

Effective: Fall 2020

COURSE ID	COURSE TITLE
FN 064	NUTRITION MANAGEMENT

Departmental Advisory: None

Equate: Course not offered at CHC.

Rationale: Content review. Removing ENGL 914 and MATH 942 advisories.

Effective: Fall 2020

COURSE ID	COURSE TITLE
FN 066	NUTRITION CARE

Catalog Description: This course integrates the academic content and principles of nutrition, diet and menu development with the application of nutrition care, diet evaluation, diet education and dietetic practice.

Schedule Description: This course integrates the academic content and principles of nutrition, diet and menu development with the application of nutrition care, diet evaluation, diet education and dietetic practice.

Equate: Course not offered at CHC.

Rationale: Content review. Removing formerly note from course descriptions.

Effective: Fall 2020

COURSE ID	COURSE TITLE
FN 162	INTRODUCTION TO FOOD AND NUTRITION

Departmental Advisory: ENGL 101 or ENGL 101H

Equate: Course not offered at CHC.

Rationale: Updating to align with C-ID, adding ENGL 101 or ENGL 101H as an advisory.

Effective: Fall 2020

COURSE ID	COURSE TITLE
MATH 090	ELEMENTARY ALGEBRA

Catalog Description:	This course includes the basic concepts typically introduced in high school algebra, including operations on polynomials, exponents, solving linear and quadratic equations, linear inequalities, system linear of equations, word problems, factoring, rational expressions, and graphing linear equations.
Schedule Description:	This course includes the basic concepts typically introduced in high school algebra, including operations on polynomials, exponents, solving linear and quadratic equations, linear inequalities, system linear of equations, word problems, factoring, rational expressions, and graphing linear equations.
Equate:	MATH 090 at CHC.
Rationale:	Content review. Updating course descriptions, SLOs, content, and assignments.
Effective:	Fall 2020

COURSE ID	COURSE TITLE
MATH 095	INTERMEDIATE ALGEBRA

Catalog Description:	This course includes finding solutions to quadratic equations and inequalities, rational exponents and radicals, solving linear systems of equations and inequalities, functions, exponential and logarithm functions, and application problems.
Schedule Description:	This course includes finding solutions to quadratic equations and inequalities, rational exponents and radicals, solving linear systems of equations and inequalities, functions, exponential and logarithm functions, and application problems.
Equate:	MATH 095 at CHC.
Rationale:	Content review. Updating course descriptions, SLOs, and content.
Effective:	Fall 2020

COURSE ID	COURSE TITLE
PHT 060	PHARMACY SYSTEMS I

Schedule Description:	This class introduces the student to the field of pharmacy, its history, environment, and processes. It emphasizes out-patient/community service pharmacy settings in issues of prescription processing, pharmacy business management, federal laws/regulation, protocol procedures, and pharmacy references/associations for assistance.
Equate:	Course not offered at CHC.
Rationale:	Content review. Updating schedule description.
Effective:	Fall 2020

COURSE ID	COURSE TITLE
PHT 062	PHARMACOLOGY I

Departmental Advisory:	None
Equate:	Course not offered at CHC.
Rationale:	Content review. Removing departmental advisory.
Effective:	Fall 2020

COURSE ID	COURSE TITLE
PHT 064	PHARMACY CALCULATIONS

Prerequisite: None
Catalog Description: In this course students apply mathematical skills to the calculation of medication dosages, intravenous solutions, and pharmacy operations.
Schedule Description: In this course students apply mathematical skills to the calculation of medication dosages, intravenous solutions, and pharmacy operations.
Equate: Course not offered at CHC.
Rationale: Content review. Removing prerequisite and formerly note.
Effective: Fall 2020

COURSE ID	COURSE TITLE
PHT 070	PHARMACY SYSTEMS II

Prerequisite: PHT 060, PHT 062 and PHT 064
Corequisite: None
Equate: Course not offered at CHC.
Rationale: Content review. Updating prerequisite and removing corequisite.
Effective: Fall 2020

COURSE ID	COURSE TITLE
PHT 071	PHARMACOLOGY II

Prerequisite: PHT 062
Equate: Course not offered at CHC.
Rationale: Content review. Updating prerequisite.
Effective: Fall 2020

COURSE ID	COURSE TITLE
PHT 072	PHARMACY CLINICAL EXPERIENCE

Corequisite: PHT 074
Equate: Course not offered at CHC.
Rationale: Content review and adding corequisite.
Effective: Fall 2020

COURSE ID	COURSE TITLE
PHT 074	PHARMACY SEMINAR

Corequisite: PHT 072
Equate: Course not offered at CHC.
Rationale: Content review and adding corequisite.
Effective: Fall 2020

COURSE DELETIONS

CD 068

PHT 063

Rationale: Courses are no longer offered.

Effective: Fall 2020

DISTANCE EDUCATION

ACCT 030	ACCT 090	ART 102	ART 102H
CD 060	CD 061	CD 075	CD 105
CD 105H	CD 108	CD 113	CD 115
CD 126	CD 127	CD 133	CD 136
CD 138	CD 185	CD 186	CD 244
CD 270	CD 271	CD 272	CIT 010
CIT 045	CIT 048	ENGL 086	ENGL 087
ENGL 101	ENGL 101H	FN 064	HEALTH 103
HIST 176	KIN 200	LIB 070	LIB 071
LIB 073	LIB 110	MATH 090	MATH 095
MATH 096	MATH 102	MATH 103	MATH 108
MATH 115	MATH 141	MATH 602	MATH 608
MATH 942	MATH 952	MATH 962	PHT 060
PHT 062	PHT 064	PHT 070	PHT 074
POLIT 140	PSYCH 100H	READ 015	READ 100
READ 102	SPAN 104		

Rationale: **100% ONLINE**

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

Effective: Spring 2020 or Fall 2020

NEW CERTIFICATE

CSU GE-BREADTH CERTIFICATE

The CSU GE-Breadth certificate of achievement is intended for students who are planning to transfer their lower-division transferable general education and major preparation courses from SBVC to a campus in the California State University (CSU) system. It may also be accepted by some private/independent or out of state universities. Successful completion of the CSU GE-Breadth certificate requires an overall grade point average (GPA) of at least a 2.0.

Students are strongly advised to meet with a counselor early to discuss their transfer plans, as completion of the CSU GE-Breadth does not guarantee admission to a specific campus within the CSU system, nor does it guarantee admission to a specific major. Students are required to have a minimum total of 60 transferable units that include a combination of general education and major preparation courses.

Area A: English Language, Communication and Critical Thinking

Three courses required; minimum 9 semester units total

A1: Oral Communication

One course required, minimum 3 semester units

	Units
COMMST 100 Elements of Public Speaking	3
COMMST 100H Elements of Public Speaking - Honors	3
COMMST 111 Interpersonal Communication	3
COMMST 140 Small Group Communication	3

A2: Written Communication

One course required, minimum 3 semester units

	Units
ENGL 101 Freshman Composition	4
ENGL 101H Freshman Composition-Honors	4

A3: Critical Thinking

One course required, minimum 3 semester units

	Units
COMMST 125 Critical Thinking Through Argumentation and Debate	3
ENGL 102 Intermediate Composition and Critical Thinking	4
ENGL 102H Intermediate Composition and Critical Thinking - Honors	4
PHIL 102 Critical Thinking and Writing	3
PHIL 103 Introduction to Logic: Argument and Evidence	3
READ 102 Critical Reading as Critical Thinking	3

Area B: Scientific Inquiry and Quantitative Reasoning

Three courses required, minimum 9 semester units total

One course from B1 and one course from B2; one of these courses must include a laboratory

One course from B4

B1: Physical Science

One course required

	Units
ASTRON 120 Introduction to Astronomy	3
ASTRON 125 Astronomy Laboratory	1
CHEM 101 Introductory Chemistry	4
CHEM 104 Introduction to Organic Chemistry and Biochemistry	4
CHEM 104H Introduction to Organic Chemistry and Biochemistry - Honors	4

CHEM 105	Introduction to General, Organic and Biochemistry	5
CHEM 110	Environmental and Consumer Chemistry	3
CHEM 150	General Chemistry I	5
CHEM 150H	General Chemistry I - Honors	5
CHEM 151	General Chemistry II	5
CHEM 151H	General Chemistry II - Honors	5
CHEM 212	Organic Chemistry I	4
CHEM 212H	Organic Chemistry I - Honors	4
CHEM 213	Organic Chemistry II	4
CHEM 213H	Organic Chemistry II - Honors	4
GEOG 110	Physical Geography	3
GEOG 111	Physical Geography Laboratory	1
GEOG 111H	Physical Geography Laboratory - Honors	1
GEOG 114	Weather and Climate	4
GEOL 101	Introduction to Physical Geology	3
GEOL 111	Introduction to Physical Geology Laboratory	1
GEOL 112	Historical Geology	4
GEOL 122	Environmental Geology	3
GEOL 250	Geology of California	3
GEOL 251	Geology of National Parks and Monuments	3
OCEAN 101	Elements of Oceanography	3
OCEAN 111	Elements of Oceanography Laboratory	1
PHYSIC 101	Introductory Physics	4
PHYSIC 150A	General Physics for the Life Sciences I	5
PHYSIC 150B	General Physics for the Life Sciences II	5
PHYSIC 200	Physics I	6
PHYSIC 201	Physics II	6
PS 101	Introduction to Physical Science	3

B2: Life Science

One course required

		Units
ANTHRO 106	Biological Anthropology	3
ANTHRO 106H	Biological Anthropology - Honors	3
ANTHRO 106L	Biological Anthropology Laboratory	1
BIOL 100	General Biology	4
BIOL 102	Human Biology	3
BIOL 104	Human Ecology	3
BIOL 109	History of Life	4
BIOL 109H	History of Life - Honors	4
BIOL 141	Genetics	3
BIOL 155	Introductory Anatomy and Physiology	4
BIOL 205	Cell and Molecular Biology	4
BIOL 206	Organismal Biology	4
BIOL 207	Evolutionary Ecology	4
BIOL 250	Human Anatomy and Physiology I	4
BIOL 251	Human Anatomy and Physiology II	4
BIOL 260	Human Anatomy	4
BIOL 261	Human Physiology	4
BIOL 270	Microbiology	5
PSYCH 141	Introduction to Biological Psychology	3

B3: Laboratory Activity

The requirement is satisfied by completion of any course in B1 or B2 with a laboratory.

B4: Mathematics/Quantitative Reasoning

One course required; a minimum grade of "C-" is required

		Units
ECON 208	Business and Economic Statistics	4
MATH 102	College Algebra	4
MATH 103	Plane Trigonometry	4
MATH 108	Introduction to Probability and Statistics	4
MATH 115	Ideas of Mathematics	3
MATH 141	Business Calculus	4
MATH 151	Precalculus	4
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
MATH 252	Multivariable Calculus	5
MATH 265	Linear Algebra	4
MATH 266	Ordinary Differential Equations	4
PSYCH 105	Statistics for the Behavioral Sciences	4

Area C: Arts and Humanities

Three courses required; minimum 3 semester units each

One course must be from C1 and one course from C2

C1: Arts

One course required

		Units
ANTHRO 109	Visual Culture and Art	3
ARCH 145	History of Architecture: Early Design through Gothic	3
ARCH 145H	History of Architecture: Early Design through Gothic - Honors	3
ARCH 146	History of Architecture: Renaissance through Modern	3
ARCH 146H	Architecture History: Renaissance to Modern - Honors	3
ART 100	Art History: The Stone Age to the Middle Ages	3
ART 102	Art History: Renaissance to Present	3
ART 102H	Art History: Renaissance to Present - Honors	3
ART 103	Art Appreciation	3
ART 105	History of Modern Art	3
ART 107	Art History: Africa, Oceania and the Americas	3
ART 108	Art of Mexico and Mesoamerica	3
DANCE 200	Dance History and Appreciation	3
MUS 100	Music Appreciation	3
MUS 101	Music Theory I: Fundamentals	3
MUS 102	Music Theory II: Scales and Modes	3
MUS 104	History of Rock and Roll	3
MUS 105	American Popular Music	3
MUS 106	History of Jazz	3
MUS 107	Music of the World	3
MUS 121	Music History and Literature-Middle Ages through Baroque	3
MUS 121H	Music History and Literature - Middle Ages through Baroque - Honors	3
MUS 122	Music History and Literature - Classic through Contemporary	3

MUS 122H	Music History and Literature - Classic through Contemporary - Honors	3
RTVF 101	Introduction to Media Aesthetics and Cinematic Arts	3
THART 100	Introduction to the Theatre	3
THART 105	Script Analysis	3

C2: Humanities

One course required

		Units
ANTHRO 108	North American Indians	3
ANTHRO 110	Magic, Witchcraft, and Religion	3
ARAB 101	College Arabic I	5
ARAB 102	College Arabic II	5
ASL 109	American Sign Language I	4
ASL 110	American Sign Language II	4
ASL 111	American Sign Language III	4
ASL 112	American Sign Language IV	4
CHIN 101	College Mandarin Chinese I	5
CHIN 102	College Mandarin Chinese II	5
ENGL 140	Exploring the World of Science Fiction	3
ENGL 141	Mystery and Detective Fiction	3
ENGL 151	Freshman Composition and Literature	3
ENGL 151H	Freshman Composition and Literature-Honors	3
ENGL 153	Literature and Film	3
ENGL 155	Children's Literature	3
ENGL 161	Women Writers	3
ENGL 163	Chicano Literature	3
ENGL 165	African-American Literature	3
ENGL 175	The Literature and Religion of the Bible	3
ENGL 232	Creative Writing	3
ENGL 260	American Literature to Mid 19th Century	3
ENGL 261	American Literature from 1865 to Present	3
ENGL 270	English Literature: Middle Ages to 18th Century	3
ENGL 270H	English Literature: Middle Ages to 18th Century-Honors	3
ENGL 271	English Literature: 18th Century to Present	3
ENGL 271H	English Literature: 18th Century to Present-Honors	3
ENGL 275	Shakespeare	3
ENGL 280	World Literature to 17th Century	3
ENGL 281	World Literature 17th Century to Present	3
FRENCH 101	College French I	5
FRENCH 102	College French II	5
HIST 100	United States History to 1877	3
HIST 100H	United States History to 1877 - Honors	3
HIST 101	United States History: 1865 to Present	3
HIST 101H	United States History: 1865 to Present - Honors	3
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3
HIST 145	History of California	3
HIST 150	Introduction to Latin American History	3

HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
HIST 176	Comparative History of Genocide and War Crimes	3
PHIL 101	Introduction to Philosophy	3
PHIL 101H	Introduction to Philosophy - Honors	3
PHIL 105	Introduction to Ethics	3
PHIL 112	Philosophy in Literature	3
PHIL 180	Death and Dying	3
RELIG 100	Introduction to Religious Studies	3
RELIG 100H	Introduction to Religious Studies-Honors	3
RELIG 101	Introduction to World Religions	3
RELIG 110	Magic, Witchcraft, and Religion	3
RELIG 135	Religion in America	3
RELIG 150	Introduction to Mythology	3
RELIG 175	The Literature and Religion of the Bible	3
RELIG 176	Jesus and His Interpreters	3
RELIG 180	Death and Dying	3
SPAN 101	College Spanish I	5
SPAN 101H	College Spanish I - Honors	5
SPAN 102	College Spanish II	5
SPAN 102H	College Spanish II - Honors	5
SPAN 103	College Spanish III	4
SPAN 103H	College Spanish III - Honors	4
SPAN 104	College Spanish IV	4
SPAN 157	Spanish for Heritage Speakers I	4
SPAN 158	Spanish for Heritage Speakers II	4

Area D: Social Sciences

Three courses required, minimum 3 semester units each

Courses must be from at least two disciplines

Units

		Units
ANTHRO 100	Introduction to Archaeology	3
ANTHRO 102	Cultural Anthropology	3
ANTHRO 102H	Cultural Anthropology - Honors	3
ANTHRO 103	Anthropology of Food	3
ANTHRO 106	Biological Anthropology	3
ANTHRO 106H	Biological Anthropology - Honors	3
ANTHRO 108	North American Indians	3
ANTHRO 109	Visual Culture and Art	3
ANTHRO 110	Magic, Witchcraft, and Religion	3
ANTHRO 125	Language and Culture	3
CD 105	Child Growth and Development	3
CD 105H	Child Growth and Development-Honors	3
CD 108	Early Childhood Development	3
CD 126	Child, Family, and the Community	3
COMMST 135	Mass Media and Society	3
COMMST 174	Intercultural Communication	3
COMMST 176	Gender Differences in Communication	3
ECON 100	Introduction to Economics	3
ECON 200	Principles of Macroeconomics	3
ECON 200H	Principles of Macroeconomics - Honors	3

ECON 201	Principles of Microeconomics	3
ECON 201H	Principles of Microeconomics - Honors	3
GEOG 102	Cultural Geography	3
GEOG 106	Geographic Perspectives on the Environment	3
GEOG 118	California Geography	3
GEOG 120	World Regional Geography	3
HIST 100	United States History to 1877	3
HIST 100H	United States History to 1877 - Honors	3
HIST 101	United States History: 1865 to Present	3
HIST 101H	United States History: 1865 to Present - Honors	3
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3
HIST 145	History of California	3
HIST 150	Introduction to Latin American History	3
HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
HIST 176	Comparative History of Genocide and War Crimes	3
KIN 202	History of Physical Education and Sport in the United States	3
PHIL 180	Death and Dying	3
POLIT 100	American Politics	3
POLIT 110	Introduction to Political Theory	3
POLIT 110H	Introduction to Political Theory Honors	3
POLIT 140	Introduction to Comparative Politics	3
POLIT 141	Introduction to World Politics	3
POLIT 141H	Introduction to World Politics - Honors	3
PS 112	Introduction to the Development of Modern Science	3
PSYCH 100	General Psychology	3
PSYCH 100H	General Psychology - Honors	3
PSYCH 102	Personal and Social Adjustment	3
PSYCH 110	Abnormal Psychology	3
PSYCH 111	Developmental Psychology: Lifespan	3
PSYCH 112	Developmental Psychology: Child and Adolescent Psychology	3
PSYCH 118	Human Sexual Behavior	3
RELIG 110	Magic, Witchcraft, and Religion	3
RELIG 135	Religion in America	3
RELIG 180	Death and Dying	3
RTVF 100	Introduction to Electronic Media	3
SOC 100	Introduction to Sociology	3
SOC 100H	Introduction to Sociology - Honors	3
SOC 110	Social Problems	3
SOC 110H	Social Problems - Honors	3
SOC 120	Health and Social Justice	3
SOC 130	Family Sociology	3
SOC 135	Introduction to Crime	3
SOC 141	Race and Ethnic Relations	3
SOC 145	Sociology of Gender	3
SOC 150	Aging and the Life Course	3

Area E: Lifelong Learning and Self-Development**Minimum three semester units required****Former military personnel with a DD-214 will receive three units of credit to apply to this area.****Units**

		Units
BIOL 140	Biology of Sexually Transmitted Diseases	2
BUSAD 108	Personal Finance, Investments and Estate Planning	3
CD 101	Parent-Child Interaction	3
CD 105	Child Growth and Development	3
CD 105H	Child Growth and Development-Honors	3
CD 126	Child, Family, and the Community	3
FN 162	Introduction to Food and Nutrition	3
GEOG 106	Geographic Perspectives on the Environment	3
HEALTH 101	Health Education	3
HEALTH 103	Introduction to Holistic Health	3
KIN 236	Stress Management and Wellness	3
PSYCH 100	General Psychology	3
PSYCH 100H	General Psychology - Honors	3
PSYCH 102	Personal and Social Adjustment	3
PSYCH 111	Developmental Psychology: Lifespan	3
PSYCH 118	Human Sexual Behavior	3
SDEV 102	Pathways for College and Life Success	3
SDEV 103	Career Exploration and Life Planning	3
SOC 130	Family Sociology	3
SOC 150	Aging and the Life Course	3

Activity Course

One semester unit allowed to count toward Area E

Units

DANCE 101A	Beginning Modern Dance	2
DANCE 101B	Beginning/Intermediate Modern Dance	2
DANCE 102A	Intermediate Modern Dance	2
DANCE 102B	Intermediate/Advanced Modern Dance	2
DANCE 103A	Beginning Ballet	2
DANCE 103B	Beginning/Intermediate Ballet	2
DANCE 105A	Beginning Jazz Dance	2
DANCE 105B	Beginning/Intermediate Jazz Dance	2
DANCE 106A	Intermediate Jazz Dance	2
DANCE 106B	Intermediate/Advanced Jazz Dance	2
DANCE 107x2	Beginning Tap Dance	2
DANCE 114X4	Dance Rehearsal and Performance	4
DANCE 206X4	Dance Production	4
KINA: Adapted (All courses)		1
KINF: Fitness (All courses)		1
KINS: Sports (All courses)		1
KINX: Athletics (All courses)		1

CSU Graduation Requirement: U.S. History, Constitution and American Ideals**Any combination of one course from EACH group below will normally fulfill this requirement.****Courses may double count in areas C2 and/or D.****Units**

Group 1: POLIT 100

Group 2: HIST 100/100H, HIST 101/101H, HIST 137, HIST 139, HIST 140

Total Units**39**

Rationale: Students who complete an SBVC associate degree (AA/AS) and/or an associate degree for transfer (AA-T/AS-T) can complete the CSU GE-Breadth to satisfy their required general education courses.

Effective: Fall 2019

NEW CERTIFICATE

DIETETIC AIDE CERTIFICATE OF ACHIEVEMENT

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This program is designed to prepare students for entry level employment in a designated unit or department in health care, community care, school food service, or health and community directed programs of nutrition services. These services are often provided for the elderly and infants or children.

REQUIRED COURSES:		Units
CULART 225	Sanitation and Safety	3
CULART 160	Introduction to Foods	3
CULART 240	Procurement, Purchasing and Selection	3
FN 060	Modified Diets	3
FN 064	Nutrition Management	3
FN 162	Introduction to Food and Nutrition	3
FN 098	Food and Nutrition Work Experience	1 - 4
Total Units		19 - 22

This is a Gainful Employment Program

Rationale: Certificate was previously approved, but had to be pulled due to not being approved by the State Chancellor's Office. Certificate will now receive proper approvals prior to being offered.

Effective: Fall 2020

NEW CERTIFICATE

DIETETIC SERVICE SUPERVISOR CERTIFICATE OF ACHIEVEMENT

Students receive education and training for entry level management positions in a food service department within a health care facility, community care or school food service organizations. Supervisors write menus, design diets, teach classes to food service personnel and give instruction on individual diets.

REQUIRED COURSES:		Units
CULART 225	Sanitation and Safety	3
CULART 160	Introduction to Foods	3
CULART 161	Quantity Food Preparation	3
CULART 201	Management of Human Resources in Hospitality	3
FN 060	Modified Diets	3
FN 064	Nutrition Management	3
FN 066	Nutrition Care	2
FN 098	Food and Nutrition Work Experience	1 - 4
FN 162	Introduction to Food and Nutrition	3
Total Units		24 - 27

Rationale: Certificate was previously approved, but had to be pulled due to not being approved by the State Chancellor's Office. Certificate will now receive proper approvals prior to being offered.

Effective: Fall 2020

NEW CERTIFICATE

FLIGHT OPERATIONS CERTIFICATE OF COMPLETION

This noncredit certificate program in Flight Operations is designed for students interested in careers as a pilot in general aviation, commercial aviation, or military aviation. This certificate prepares students for employment or transfer to other colleges, and includes Federal Aviation Administration approved curricula in basic ground school, advanced ground school, and instrument ground school. Through the San Bernardino Valley College Flying Club students have the opportunity to gain flight experience at a nominal cost as they prepare for the private pilot, commercial pilot, or instrument pilot ratings. Students working for certificates must have a basic knowledge of arithmetic, reading, and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:

	Hours
AERO 621 Aviation Fundamentals	48 - 54
AERO 622 Private Pilot Ground School	96 - 108
AERO 624 Aircraft Powerplants	48 - 54
AERO 625 Flight Safety	32 - 36
AERO 626 Airframe Structures	48 - 54
AERO 640 Instrument Ground School	96 - 108
AERO 646 Aviation Weather	48 - 54

Total Hours	416 - 468
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Rationale: This is a specialized certificate geared specifically for students looking to work in aviation flight related fields. Certificate is the noncredit mirror version of the Flight Operations Certificate of Achievement.

Effective: Fall 2020

NEW CERTIFICATE

IGETC CERTIFICATE

The Intersegmental General Education Transfer Curriculum (IGETC) certificate of achievement is intended for students who are planning to transfer their lower-division transferable general education and major preparation courses from SBVC to a campus in the California State University (CSU) or University of California (UC) system. It may also be accepted by some private/independent or out of state universities. The course requirements for all areas in IGETC must be completed with a grade of "C" or higher.

Students are strongly advised to meet with a counselor early to discuss their transfer plans, as completion of the IGETC certificate does not guarantee admission to a specific campus within the CSU or UC system, nor does it guarantee acceptance into a specific major. Students are required to have a minimum total of 60 transferable units that include a combination of general education and major preparation courses.

Area 1: English Communication

CSU: Three courses required, one from each group below

UC: Two courses required, one each from 1A and 1B

1A: English Composition

One course required, minimum 3 semester units

	Units
ENGL 101 Freshman Composition	4
ENGL 101H Freshman Composition-Honors	4

1B: Critical Thinking/English Composition

One course required, minimum 3 semester units

	Units
ENGL 102 Intermediate Composition and Critical Thinking	4

ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
PHIL 102	Critical Thinking and Writing	3

1C: Oral Communication (CSU ONLY)

One course required, minimum 3 semester units

		Units
COMMST 100	Elements of Public Speaking	3
COMMST 100H	Elements of Public Speaking - Honors	3
COMMST 111	Interpersonal Communication	3
COMMST 140	Small Group Communication	3

Area 2: Mathematical Concepts and Quantitative Reasoning

One course required, minimum 3 semester units

ECON 208	Business and Economic Statistics	4
MATH 102	College Algebra	4
MATH 108	Introduction to Probability and Statistics	4
MATH 115	Ideas of Mathematics	3
MATH 141	Business Calculus	4
MATH 151	Precalculus	4
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
MATH 252	Multivariable Calculus	5
MATH 265	Linear Algebra	4
MATH 266	Ordinary Differential Equations	4
PSYCH 105	Statistics for the Behavioral Sciences	4

Area 3: Arts and Humanities

Three courses required, minimum 3 semester units each

One course must be from 3A and one course from 3B

3A: Arts

One course required

		Units
ANTHRO 109	Visual Culture and Art	3
ARCH 145	History of Architecture: Early Design through Gothic	3
ARCH 145H	History of Architecture: Early Design through Gothic - Honors	3
ARCH 146	History of Architecture: Renaissance through Modern	3
ARCH 146H	Architecture History: Renaissance to Modern - Honors	3
ART 100	Art History: The Stone Age to the Middle Ages	3
ART 102	Art History: Renaissance to Present	3
ART 102H	Art History: Renaissance to Present - Honors	3
ART 103	Art Appreciation	3
ART 105	History of Modern Art	3
ART 107	Art History: Africa, Oceania and the Americas	3
ART 108	Art of Mexico and Mesoamerica	3
DANCE 200	Dance History and Appreciation	3
MUS 100	Music Appreciation	3
MUS 101	Music Theory I: Fundamentals	3
MUS 102	Music Theory II: Scales and Modes	3
MUS 104	History of Rock and Roll	3
MUS 105	American Popular Music	3

MUS 106	History of Jazz	3
MUS 107	Music of the World	3
MUS 121	Music History and Literature-Middle Ages through Baroque	3
MUS 121H	Music History and Literature - Middle Ages through Baroque - Honors	3
MUS 122	Music History and Literature - Classic through Contemporary	3
MUS 122H	Music History and Literature - Classic through Contemporary - Honors	3
THART 100	Introduction to the Theatre	3
THART 105	Script Analysis	3

3B: Humanities

One course required

		Units
ARAB 102	College Arabic II	5
ANTHRO 108	North American Indians	3
ANTHRO 110	Magic, Witchcraft, and Religion	3
ASL 111	American Sign Language III	4
ASL 112	American Sign Language IV	4
ENGL 140	Exploring the World of Science Fiction	3
ENGL 141	Mystery and Detective Fiction	3
ENGL 151	Freshman Composition and Literature	3
ENGL 151H	Freshman Composition and Literature-Honors	3
ENGL 153	Literature and Film	3
ENGL 155	Children's Literature	3
ENGL 161	Women Writers	3
ENGL 163	Chicano Literature	3
ENGL 165	African-American Literature	3
ENGL 175	The Literature and Religion of the Bible	3
ENGL 260	American Literature to Mid-19th Century	3
ENGL 261	American Literature from 1865 to Present	3
ENGL 270	English Literature: Middle Ages to 18th Century	3
ENGL 270H	English Literature: Middle Ages to 18th Century-Honors	3
ENGL 271	English Literature: 18th Century to Present	3
ENGL 271H	English Literature: 18th Century to Present-Honors	3
ENGL 275	Shakespeare	3
ENGL 280	World Literature to 17th Century	3
ENGL 281	World Literature 17th Century to Present	3
FRENCH 102	College French II	5
HIST 100	United States History to 1877	3
HIST 100H	United States History to 1877 - Honors	3
HIST 101	United States History: 1865 to Present	3
HIST 101H	United States History: 1865 to Present - Honors	3
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3
HIST 145	History of California	3
HIST 150	Introduction to Latin American History	3
HIST 170	World History to 1500	3

HIST 171	World History Since 1500	3
HIST 176	Comparative History of Genocide and War Crimes	3
PHIL 101	Introduction to Philosophy	3
PHIL 101H	Introduction to Philosophy - Honors	3
PHIL 105	Introduction to Ethics	3
PHIL 112	Philosophy in Literature	3
PHIL 180	Death and Dying	3
RELIG 100	Introduction to Religious Studies	3
RELIG 100H	Introduction to Religious Studies-Honors	3
RELIG 101	Introduction to World Religions	3
RELIG 110	Magic, Witchcraft, and Religion	3
RELIG 135	Religion in America	3
RELIG 150	Introduction to Mythology	3
RELIG 175	The Literature and Religion of the Bible	3
RELIG 176	Jesus and His Interpreters	3
RELIG 180	Death and Dying	3
SPAN 102	College Spanish II	5
SPAN 102H	College Spanish II - Honors	5
SPAN 103	College Spanish III	4
SPAN 103H	College Spanish III - Honors	4
SPAN 104	College Spanish IV	4
SPAN 157	Spanish for Heritage Speakers I	4
SPAN 158	Spanish for Heritage Speakers II	4

Area 4: Social and Behavioral Sciences

**Three courses required, minimum 3 semester units each
Courses must be from at least two disciplines**

Units

4A: Anthropology and Archaeology

	Units
ANTHRO 100 Introduction to Archaeology	3
ANTHRO 102 Cultural Anthropology	3
ANTHRO 102H Cultural Anthropology - Honors	3
ANTHRO 103 Anthropology of Food	3
ANTHRO 106 Biological Anthropology	3
ANTHRO 106H Biological Anthropology - Honors	3
ANTHRO 108 North American Indians	3
ANTHRO 109 Visual Culture and Art	3
ANTHRO 110 Magic, Witchcraft, and Religion	3
ANTHRO 125 Language and Culture	3
RELIG 110 Magic, Witchcraft, and Religion	3

4B: Economics

	Units
ECON 100 Introduction to Economics	3
ECON 200 Principles of Macroeconomics	3
ECON 200H Principles of Macroeconomics - Honors	3
ECON 201 Principles of Microeconomics	3
ECON 201H Principles of Microeconomics - Honors	3

4C: Ethnic Studies

		Units
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 145	History of California	3
SOC 145	Sociology of Gender	3

4D: Gender Studies

		Units
COMMST 176	Gender Differences in Communication	3

4E: Geography

		Units
GEOG 102	Cultural Geography	3
GEOG 106	Geographic Perspectives on the Environment	3
GEOG 118	California Geography	3
GEOG 120	World Regional Geography	3

4F: History

		Units
HIST 100	United States History to 1877	3
HIST 100H	United States History to 1877 - Honors	3
HIST 101	United States History: 1865 to Present	3
HIST 101H	United States History: 1865 to Present - Honors	3
HIST 107	The United States and the North American Indians	3
HIST 137	Racial and Ethnic Groups in United States History	3
HIST 138	African-American History to 1877	3
HIST 139	African-American History 1877 to Present	3
HIST 140	Chicano History	3
HIST 145	History of California	3
HIST 150	Introduction to Latin American History	3
HIST 170	World History to 1500	3
HIST 171	World History Since 1500	3
HIST 176	Comparative History of Genocide and War Crimes	3
KIN 202	History of Physical Education and Sport in the United States	3

4G: Interdisciplinary Social or Behavioral Science

		Units
CD 105	Child Growth and Development	3
CD 105H	Child Growth and Development-Honors	3
CD 126	Child, Family, and the Community	3
COMMST 135	Mass Media and Society	3
COMMST 174	Intercultural Communication	3
COMMST 176	Gender Differences in Communication	3
PHIL 180	Death and Dying	3
RELIG 180	Death and Dying	3

4H: Political Science

Units

POLIT 100	American Politics	3
POLIT 110	Introduction to Political Theory	3
POLIT 110H	Introduction to Political Theory Honors	3
POLIT 140	Introduction to Comparative Politics	3
POLIT 141	Introduction to World Politics	3
POLIT 141H	Introduction to World Politics - Honors	3

4I: Psychology

		Units
CD 108	Early Childhood Development	3
PSYCH 100	General Psychology	3
PSYCH 100H	General Psychology - Honors	3
PSYCH 102	Personal and Social Adjustment	3
PSYCH 110	Abnormal Psychology	3
PSYCH 111	Developmental Psychology: Lifespan	3
PSYCH 112	Developmental Psychology: Child and Adolescent Psychology	3
PSYCH 118	Human Sexual Behavior	3

4J: Sociology and Criminology

		Units
SOC 100	Introduction to Sociology	3
SOC 100H	Introduction to Sociology - Honors	3
SOC 110	Social Problems	3
SOC 110H	Social Problems - Honors	3
SOC 120	Health and Social Justice	3
SOC 130	Family Sociology	3
SOC 135	Introduction to Crime	3
SOC 141	Race and Ethnic Relations	3
SOC 145	Sociology of Gender	3
SOC 150	Aging and the Life Course	3

Area 5: Physical and Biological Sciences

Two courses required, minimum 7 semester units total

1 course from 5A and 1 course from 5B

One course must include a laboratory

Units

5A: Physical Science

One course required

		Units
ASTRON 120	Introduction to Astronomy	3
ASTRON 125	Astronomy Laboratory	1
CHEM 101	Introductory Chemistry	4
CHEM 104	Introduction to Organic Chemistry and Biochemistry	4
CHEM 104H	Introduction to Organic Chemistry and Biochemistry - Honors	4
CHEM 105	Introduction to General, Organic and Biochemistry	5
CHEM 150	General Chemistry I	5
CHEM 150H	General Chemistry I - Honors	5
CHEM 151	General Chemistry II	5
CHEM 151H	General Chemistry II - Honors	5
CHEM 212	Organic Chemistry I	4
CHEM 212H	Organic Chemistry I - Honors	4

CHEM 213	Organic Chemistry II	4
CHEM 213H	Organic Chemistry II - Honors	4
GEOG 110	Physical Geography	3
GEOG 111	Physical Geography Laboratory	1
GEOG 111H	Physical Geography Laboratory - Honors	1
GEOG 114	Weather and Climate	4
GEOL 101	Introduction to Physical Geology	3
GEOL 111	Introduction to Physical Geology Laboratory	1
GEOL 112	Historical Geology	4
GEOL 122	Environmental Geology	3
GEOL 250	Geology of California	3
GEOL 251	Geology of National Parks and Monuments	3
OCEAN 101	Elements of Oceanography	3
OCEAN 111	Elements of Oceanography Laboratory	1
PHYSIC 101	Introductory Physics	4
PHYSIC 150A	General Physics for the Life Sciences I	5
PHYSIC 150B	General Physics for the Life Sciences II	5
PHYSIC 200	Physics I	6
PHYSIC 201	Physics II	6

5B: Biological Science
One course required

	Units
ANTHRO 106 Biological Anthropology	3
ANTHRO 106H Biological Anthropology - Honors	3
ANTHRO 106L Biological Anthropology Laboratory	1
BIOL 100 General Biology	4
BIOL 102 Human Biology	3
BIOL 104 Human Ecology	3
BIOL 109 History of Life	4
BIOL 109H History of Life - Honors	4
BIOL 141 Genetics	3
BIOL 205 Cell and Molecular Biology	4
BIOL 206 Organismal Biology	4
BIOL 207 Evolutionary Ecology	4
BIOL 250 Human Anatomy and Physiology I	4
BIOL 251 Human Anatomy and Physiology II	4
BIOL 260 Human Anatomy	4
BIOL 261 Human Physiology	4
BIOL 270 Microbiology	5
PSYCH 141 Introduction to Biological Psychology	3

Area 6A: Language Other Than English (LOTE)

UC Requirement ONLY

Proficiency equivalent to 2 years of H.S. in the same language

OR

Complete one of the courses listed below

ARAB 101	College Arabic I	5
ARAB 102	College Arabic II	5
ASL 109	American Sign Language I	4
CHIN 101	College Mandarin Chinese I	5

CHIN 102	College Mandarin Chinese II	5
FRENCH 101	College French I	5
SPAN 101	College Spanish I	5
SPAN 101H	College Spanish I - Honors	5
SPAN 102	College Spanish II	5
SPAN 102H	College Spanish II - Honors	5
SPAN 157	Spanish for Heritage Speakers I	4

CSU Graduation Requirement (not required for IGETC Certification):

U.S. History, Constitution and American Ideals

Any combination of one course from EACH group below will normally fulfill this requirement.

Courses may double count in areas 3B and/or 4.

Group 1: POLIT 100

Group 2: HIST 100/100H, HIST 101/101H, HIST 137, HIST 139, HIST 140

Total Units **37 - 39**

Rationale: Students who complete an SBVC associate degree (AA/AS) and/or an associate degree for transfer (AA-T/AS-T) can complete the IGETC to satisfy their required general education courses.

Effective: Fall 2019

NEW CERTIFICATE

SMART SYSTEMS AUTOMATION TECHNOLOGY CERTIFICATE OF COMPLETION

This noncredit certificate is designed to provide students with the fundamentals of smart devices as they apply to smart systems automation technology. The curriculum prepares students for entry-level positions in computer networking, security and surveillance, audio-video entertainment systems, and environmental controls.

REQUIRED COURSES:

	Hours
ELECTR 620 Introduction to Computer Networking	96 - 108
ELECTR 621 Security, Alarm, and Surveillance Systems	96 - 108
ELECTR 622 Smart Environmental Controls	96 - 108
ELECTR 623 Audio-Video Entertainment Systems	96 - 108

Total Hours **384 - 432**

Rationale: This program prepares students to take the Certified Smart Technology Systems (STS) Exams with the Electronics Technicians Association International, Inc. The certification examinations are Certified Smart Technology Systems (STS) - Basic Exam, Certified Smart Technology Systems with Endorsement Options: Audio-Video, Computer Networking, Environmental Controls, and Security-Surveillance.

Effective: Fall 2020

NEW CERTIFICATE

STERILE PROCESSING CERTIFICATE

This is a vocational program that prepares students to work in Central Service at Hospitals and Medical facilities as a Sterile Processing/Central Service Technician. The Sterile Processing/Central Service Technician decontaminates, inspects, assembles, and sterilizes instruments and surgical trays. The technician also manages inventory control, orders supplies, inspects, maintains, delivers and retrieves equipment and instruments for the surgery suite, emergency room and intensive care units. A hands-on clinical practicum experience in an area hospital is included in the course of study.

The Sterile Processing program integrates theory, simulations, mock-surgery laboratories, and clinical practice to prepare students to take the International Association of Healthcare Central Service Material Management (IAHCSMM) Certification as a Sterile Processing/Central Service Technician.

Before acceptance to the Sterile program students must complete the following prerequisite courses with a "C" or higher: Bio 155 Introductory Anatomy and Physiology, STSP 050 Medical Terminology for Surgical Technologists, and STSP 051 Pharmacology for Surgical Technologists. State law requires that any person providing services that involve direct contact with patients and/or residents have a background check conducted by the State.

PROGRAM PREREQUISITES:

	Units
BIOL 155 Introductory Anatomy and Physiology	4
STSP 050 Medical Terminology for Surgical Technologists	3
STSP 051 Pharmacology for Surgical Technologists	4

REQUIRED COURSES:

	Units
STSP 060 Principles of Surgical Technology	8
STSP 061 Surgical Patient Care Concepts	5
STSP 062 Sterile Processing and Surgical Instrumentation	3
STSP 063 Sterile Processing Clinical Externship I	4
STSP 083 Sterile Processing Clinical Externship II	4

Total Units	35
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This is a Gainful Employment Program

Rationale: The enrollment projection for this program is 15-30 students within the first year. Based on "The State of the San Bernardino County Economy" 2017 Annual Report, one of the top industry by growth in San Bernardino County is the Health Care sector with 2.1% growth annually.

Effective: Fall 2020

NEW CERTIFICATE

SURGICAL TECHNOLOGIST CERTIFICATE

This is a vocational program that prepares students to work on a multidisciplinary team that includes registered nurses and physicians who are caring for patients in an operating room or surgical practice setting.

The Sterile program integrates theory, simulations, mock-surgery laboratories, and clinical practice to prepare students to take the National Exam for Certification as a Surgical Technologist. The curriculum is designed to develop a student's ability to promote and maintain a safe perioperative environment by integrating surgical asepsis and skill competency to intervene therapeutically for the health of the surgical patient.

Before acceptance to the Sterile program students must complete the following prerequisite courses with a "C" or higher: BIOL 155 Introductory Anatomy and Physiology, STSP 050 Medical Terminology for Surgical Technologists, and STSP 051 Pharmacology for Surgical Technologists. Students entering the Surgical Technologist program must have current

certification in Sterile Processing or equivalent as determined by the Department. State law requires that any person providing services that involve direct contact with patients and/or residents have a background check conducted by the State.

PROGRAM PREREQUISITES:

BIOL 155	Introductory Anatomy and Physiology	Units	4
STSP 050	Medical Terminology for Surgical Technologists		3
STSP 051	Pharmacology for Surgical Technologists		4

REQUIRED COURSES:

STSP 060	Principles of Surgical Technology	Units	8
STSP 061	Surgical Patient Care Concepts		5
STSP 062	Sterile Processing and Surgical Instrumentation		3
STSP 063	Sterile Processing Clinical Externship I		4
STSP 070	Surgical Specialties		4
STSP 071	Surgical Procedures		1
STSP 080	Surgical Technology Clinical Practicum		11
STSP 083	Sterile Processing Clinical Externship II		4

Total Units		51
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Rationale: The enrollment projection for this program is 15-30 students within the first year. Based on "The State of the San Bernardino County Economy" 2017 Annual Report, one of the top industry by growth in San Bernardino County is the Health Care sector with 2.1% growth annually.

Effective: Fall 2020

CERTIFICATE MODIFICATION

CHILD DEVELOPMENT - ASSOCIATE TEACHER CERTIFICATE OF ACHIEVEMENT

The Associate Teacher Certificate is designed to be the first step toward obtaining entry-level employment in the field of Early Childhood Education in a preschool or childcare setting. The Associate Teacher Certificate requires 19 CD units which includes four units of practicum/ supervised experience with young children.

This Certificate meets the unit and course requirements towards the California Title 5 requirements for the Child Development Associate Teacher Permit. Applications may be obtained through the California Commission on Teacher Credentialing Office or the Child Development Training Consortium (CDTC). After students take CD 205, more days of experience are needed to meet the 50 days of experience requirement for the CD Associate Teacher Permit. Child Development Work Experience, CD 098, may be taken to help meet the 50 day requirement.

Required Courses:

CD 105	Child Growth and Development	Units	3
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or

CD 105H	Child Growth and Development-Honors	Units	3
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CD 113	Principles and Practices of Teaching Young Children	Units	3
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CD 114	Introduction to Curriculum	Units	3
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CD 126	Child, Family, and the Community	Units	3
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Choose one (1) course from the following:

CD 101	Parent-Child Interaction	Units	3
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CD 127	Guidance of Children	Units	3
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Required course for experience working with children:

CD 205	Child Development Practicum / Field Experience	Units	4
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Recommended course to meet 50 day requirement for the Associate Teacher Permit:

CD 098	Child Development Work Experience	Units	1 - 4
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Total Units	19
<i>This is a Gainful Employment Program</i>	

Rationale:	CTE and Content review. Updating catalog description to reflect changes to the certificate in the CD Practicum course which will no longer give the students 50 days of experience due to the change to a 16 week semester.
Effective:	Fall 2020

CERTIFICATE MODIFICATION

CHILD DEVELOPMENT - EARLY INTERVENTION AND INCLUSION CERTIFICATE OF ACHIEVEMENT

The Early Intervention and Inclusion Certificate prepares individuals to work as early childhood paraprofessionals with expertise in special education and early intervention. The program's perspective is culturally sensitive and family-focused which emphasizes the value of individual differences in young children. This certificate meets the State's competencies for early childhood intervention/early childhood special education paraprofessionals.

This Certificate meets California Title 5 requirements for the Child Development Associate Teacher Permit. Upon completion of all the courses contact the California Commission on Teacher Credentialing Office for an application.

Required Courses:		Units
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3
CD 245	Early Intervention and Inclusion	3
Required Experience Working with Children:		Units
Choose one (1) course		
CD 205	Child Development Practicum / Field Experience	4
CD 210	Infant and Toddler Practicum	4
CD 215	Early Intervention and Inclusion Internship	4

Total Units	28
<i>This is a Gainful Employment Program</i>	

Rationale:	Content and CTE Review.
Effective:	Fall 2020

CERTIFICATE MODIFICATION

CHILD DEVELOPMENT - FAMILY CHILD CARE PROVIDER CERTIFICATE OF ACHIEVEMENT

The Family Child Care Provider Certificate prepares students for working in family childcare or home childcare programs. The Family Child Care Certificate requires 25 CD units which includes practicum experience with children.

This Certificate meets the unit and course requirements towards the California Title 5 requirements for the Child Development Associate Teacher Permit. Applications may be obtained through the California Commission on Teacher Credentialing Office or the Child Development Training Consortium (CDTC). After students take CD 205, more days of experience are needed to meet the 50 days of experience requirement for the CD Associate Teacher Permit. Child Development Work Experience, CD 098, may be taken to help meet the 50 day requirement.

		Units
Required courses:		
CD 075	Family Child Care Practices	3
CD 105	Child Growth and Development	3
or		
CD 105H	Child Growth and Development-Honors	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
Choose one (1) course from the following list:		Units
CD 061	Activities for School-Age Children	3
CD 186	Infant and Toddler Curriculum	3
Practicum experience working with children:		Units
CD 205	Child Development Practicum / Field Experience	4
Recommended course to meet the 50 day requirement for the Associate Teacher Permit:		Units
CD 098	Child Development Work Experience	1 - 4
Total Units		25

ADDITIONAL RECOMMENDED COURSE:

BUSAD 105 Small Business Management/Entrepreneurship (3 units)

This is a Gainful Employment Program

Rationale:	CTE and Content Review. Some slight changes in the narrative description due to the change in 16 week semester in fall 2020 - CD 205 course cannot fit enough days in to meet the requirement.
Effective:	Fall 2020

CERTIFICATE MODIFICATION

CHILD DEVELOPMENT - INFANT AND TODDLER CERTIFICATE OF ACHIEVEMENT

The Infant/Toddler Certificate is designed to be the first step toward obtaining entry-level employment specializing in infant/toddler care. Students will be prepared to work with infants/toddlers (0-36 months) enabling the student to assist a teacher in a public infant/toddler program or teach infants/toddlers in a private childcare setting. The Infant/Toddler Certificate requires 25 CD units, which includes four units of CD Practicum/Field Work experience with infants/toddlers.

Required Courses:		Units
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3
Experience Working with Children from Ages Birth-24 Months: Choose one (1) course		Units
CD 205	Child Development Practicum / Field Experience	4
CD 210	Infant and Toddler Practicum	4
Total Units		25

This is a Gainful Employment Program

Rationale: CTE and Content Review.
Effective: Fall 2020

CERTIFICATE MODIFICATION

CHILD DEVELOPMENT - MASTER TEACHER CERTIFICATE OF ACHIEVEMENT

The Master Teacher Certificate is designed to prepare students to supervise, mentor and assist other teachers and aides in a preschool or childcare and education setting. The Master Teacher Certificate requires 37 CD units which includes six specialization units and 4 units of CD Practicum/ Field Work experience with children preschool-12 years of age plus a minimum of 16 general education units. General Education units need to come from the each of the following categories and meet Valley College GE requirements: English, Social and Behavioral Sciences, Humanities and Math or Science.

This Certificate meets the course and unit requirement for the Master Teacher Permit through the California Commission on Teacher Credentialing. Please note that students must also meet the experience requirement of 350 days of 3+ hours per day within 4 years.

Required Courses:		Units
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 138	Teaching in a Diverse Society	3
CD 270	Adult Supervision and Mentoring in Early Care and Education	3

**Required Child Development Specialization Courses-
Choose six (6) units from one specialization below:**

Creative Curriculum Specialization:

	Units
CD 130 Creative Music and Movement for Children	3
CD 133 Creative Science and Math Activities for Children	3
CD 134 Language, Listening and Literature for Children	3
CD 136 Creative Art Experiences for Children	3
CD 137 Play and Materials for Children	3

Guidance Specialization:

	Units
CD 100 Introduction to Child Development	3
CD 127 Guidance of Children	3

Infant/Toddler Specialization:

	Units
CD 185 Infant/Toddler Growth and Development	3
CD 186 Infant and Toddler Curriculum	3

School-Age Specialization:

	Units
CD 060 Understanding School-Age Children	3
CD 061 Activities for School-Age Children	3

Special Needs Specialization:

	Units
CD 244 Children with Special Needs	3
CD 245 Early Intervention and Inclusion	3

Experience Working with Children:

Choose one (1) course

	Units
CD 205 Child Development Practicum / Field Experience	4
CD 210 Infant and Toddler Practicum	4

General Education Requirements: Students must take one course in each of the four general education categories below to meet requirements for the Master Teacher Permit (16 units minimum)

Arts and Humanities:

	Units
ASL 109 American Sign Language I	4
ART 103 Art Appreciation	3
MUS 100 Music Appreciation	3
SPAN 101 College Spanish I	5
or	
SPAN 101H College Spanish I - Honors	5

English Language Communication:

	Units
ENGL 101 Freshman Composition	4
or	
ENGL 101H Freshman Composition-Honors	4

Natural Science or Mathematics:

	Units
BIOL 100 General Biology	4
MATH 095 Intermediate Algebra	4
or	
MATH 096 Elementary and Intermediate Algebra	5
MATH 108 Introduction to Probability and Statistics	4
or	
PSYCH 105 Statistics for the Behavioral Sciences	4

Social and Behavioral Sciences:

	Units
PSYCH 100 General Psychology	3
or	
PSYCH 100H General Psychology - Honors	3
SOC 100 Introduction to Sociology	3

	or	
SOC 100H	Introduction to Sociology - Honors	3
SOC 130	Family Sociology	3

Total Units **51 - 54**

This is a Gainful Employment Program

Rationale: CTE and Content Review.
Effective: Fall 2020

CERTIFICATE MODIFICATION

CHILD DEVELOPMENT - SCHOOL AGE CERTIFICATE OF ACHIEVEMENT

The School-Age Certificate is designed to be the first step toward entry level employment specializing in the care of children from 6-12 years. It prepares students for working in before and after-school programs or childcare facilities that serve older children.

This Certificate meets the course and unit requirements for the Child Development Associate Teacher Permit with a School-Age Emphasis and the Child Development Associate Teacher Permit through the California Commission on Teacher Credentialing. Applications can be obtained through the California Commission on Teacher Credentialing Office. More days of experience are needed to meet the 50 days of experience requirement for the CD Associate Teacher Permit. Child Development Work Experience, CD 098, may be taken to help meet the 50 day requirement.

		Units
Required Courses:		
CD 060	Understanding School-Age Children	3
CD 061	Activities for School-Age Children	3
CD 105	Child Growth and Development	3
or		
CD 105H	Child Growth and Development-Honors	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 138	Teaching in a Diverse Society	3
Experience observing and interacting with children age 6-12 years:		Units
CD 111	Observation and Assessment in Child Development	3
Recommended course to meet the 50 day requirement for the Associate Teacher Permit:		Units
CD 098	Child Development Work Experience	1 - 4

Total Units **27**

This is a Gainful Employment Program

Rationale: CTE and Content Review. Update PLOs.
Effective: Fall 2020

CERTIFICATE MODIFICATION

CHILD DEVELOPMENT - SITE SUPERVISOR CERTIFICATE OF ACHIEVEMENT

The Site Supervisor Certificate is designed to prepare students with the knowledge and skills necessary to be qualified as a preschool or childcare center site supervisor.

Students completing a Site Supervisor Certificate meet the academic requirements for the CD Site Supervisor Permit. Please note that the field experience requirement for the Site Supervisor Permit requires 350 days of 3+ hours per day within four years including at least 100 days of supervising adults. With this Certificate, and CD Permit, students qualify to be Child Development Center Directors in private Title 22 Programs as long as they also have two years of teaching experience in a licensed center.

Required Courses:

	Units
CD 105 Child Growth and Development	3
or	
CD 105H Child Growth and Development-Honors	3
CD 111 Observation and Assessment in Child Development	3
CD 113 Principles and Practices of Teaching Young Children	3
CD 114 Introduction to Curriculum	3
CD 115 Health, Safety and Nutrition	3
CD 126 Child, Family, and the Community	3
CD 138 Teaching in a Diverse Society	3
CD 270 Adult Supervision and Mentoring in Early Care and Education	3
CD 271 Administration I: Programs in Early Childhood Education	3
CD 272 Administration II: Personnel and Leadership in Early Childhood Education	3

Choose two (2) courses from the following list:

	Units
CD 130 Creative Music and Movement for Children	3
CD 133 Creative Science and Math Activities for Children	3
CD 134 Language, Listening and Literature for Children	3
CD 136 Creative Art Experiences for Children	3

Choose one (1) course from the following list:

	Units
CD 060 Understanding School-Age Children	3
CD 061 Activities for School-Age Children	3
CD 100 Introduction to Child Development	3
CD 127 Guidance of Children	3
CD 185 Infant/Toddler Growth and Development	3
CD 186 Infant and Toddler Curriculum	3
CD 244 Children with Special Needs	3

Experience working with children - Choose one (1) course from the following list:

	Units
CD 205 Child Development Practicum / Field Experience	4
CD 210 Infant and Toddler Practicum	4

General Education Requirements: Students must take one course in each of the four general education categories below to meet requirements for the Site Supervisor Permit (16 units minimum)

Arts and Humanities:

	Units
ASL 109 American Sign Language I	4
ART 103 Art Appreciation	3
MUS 100 Music Appreciation	3
SPAN 101 College Spanish I	5
or	
SPAN 101H College Spanish I - Honors	5

English Language Communication:		Units
ENGL 101	Freshman Composition	4
or		
ENGL 101H	Freshman Composition-Honors	4
Natural Science or Mathematics:		Units
BIOL 100	General Biology	4
MATH 095	Intermediate Algebra	4
or		
MATH 096	Elementary and Intermediate Algebra	5
MATH 108	Introduction to Probability and Statistics	4
or		
PSYCH 105	Statistics for the Behavioral Sciences	4
Social and Behavioral Sciences:		Units
PSYCH 100	General Psychology	3
or		
PSYCH 100H	General Psychology - Honors	3
SOC 100	Introduction to Sociology	3
or		
SOC 100H	Introduction to Sociology - Honors	3
SOC 130	Family Sociology	3
Total Units		57 - 60
<i>This is a Gainful Employment Program</i>		

Rationale: CTE and Content Review.
Effective: Fall 2020

CERTIFICATE MODIFICATION

CHILD DEVELOPMENT - TEACHER CERTIFICATE OF ACHIEVEMENT

The Teacher Certificate is designed for individuals working with children in a preschool or childcare setting. The certificate focuses on developing age-appropriate curriculum for the classroom and observation/assessment of children. The Teacher Certificate requires 31 CD units which includes 4 units of CD Practicum/ Field Work with young children plus 16 general education units as specified.

This Certificate meets the course and unit requirement for the Teacher Permit through the California Commission on Teacher Credentialing. Please note that students must also meet the experience requirements of 175 days of 3+ hours per day within 4 years.

Required Courses:		Units
CD 105	Child Growth and Development	3
or		
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
CD 138	Teaching in a Diverse Society	3
Choose two (2) curriculum courses from the following list:		Units
CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3

CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
CD 137	Play and Materials for Children	3

Required CD Practicum/Field Work experience with children:		Units
CD 205	Child Development Practicum / Field Experience	4

General Education Requirements: Students must take one course in each of the four general education categories below to meet the requirements for the Teacher Permit. (16 units minimum)

Arts and Humanities:		Units
ASL 109	American Sign Language I	4
ART 103	Art Appreciation	3
MUS 100	Music Appreciation	3
SPAN 101	College Spanish I	5

or

SPAN 101H	College Spanish I - Honors	5
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English Language Communication:		Units
ENGL 101	Freshman Composition	4

or

ENGL 101H	Freshman Composition-Honors	4
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Natural Science or Mathematics:		Units
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BIOL 100	General Biology	4
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MATH 095	Intermediate Algebra	4
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or

MATH 096	Elementary and Intermediate Algebra	5
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MATH 108	Introduction to Probability and Statistics	4
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or

PSYCH 105	Statistics for the Behavioral Sciences	4
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Social and Behavioral Sciences:		Units
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ANTHRO 102	Cultural Anthropology	3
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or

ANTHRO 102H	Cultural Anthropology - Honors	3
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PSYCH 100	General Psychology	3
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or

PSYCH 100H	General Psychology - Honors	3
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SOC 100	Introduction to Sociology	3
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or

SOC 100H	Introduction to Sociology - Honors	3
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SOC 130	Family Sociology	3
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Additional Recommended Courses:		Units
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CD 185	Infant/Toddler Growth and Development	3
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CD 244	Children with Special Needs	3
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Total Units		45 - 48
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This is a Gainful Employment Program

Rationale: CTE and Content Review.

Effective: Fall 2020

CERTIFICATE MODIFICATION

HEAVY/MEDIUM DUTY CLEAN VEHICLE TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

This certificate is designed to provide students with the fundamentals of alternative fuel and electric vehicle technology as it applies to industrial. The curriculum prepares students for entry-level positions in Heavy-Duty Truck and electrical maintenance, field service, and networking, in the field of Hybrid/ Alternative fuel to include electrical power technology.

REQUIRED COURSES:

	Units
AUTO 010 Introduction to Hybrid and Electric Vehicle Technology	4
ELECTR 110 Direct Current Circuit Analysis	3
ELECTR 111 Direct Current Circuit Laboratory	1
ELECTR 115 Alternating Current Circuit Analysis	3
ELECTR 116 Alternating Current Circuit Laboratory	1
TECALC 087 Technical Calculations	4
HMDT 042 Zero Emission Heavy Duty Truck	2
HMDT 034 Diesel Alternative Fuels	4

Total Units

22

This is a Gainful Employment Program

Rationale: Content review, adding HMDT 042 to required courses.
Effective: Fall 2020

CERTIFICATE MODIFICATION

PHARMACY TECHNOLOGY CERTIFICATE OF ACHIEVEMENT

This certificate is designed to prepare the student for entry-level employment as a pharmacy technician, assisting pharmacists to provide medication and other healthcare products to patients; receiving and verifying written prescriptions, requests for prescription refills from patients, or electronic prescriptions sent from doctors' offices; retrieving, counting, pouring, weighing, measuring, and sometimes mixing medications; and preparing containers and labels for medications. Technicians may also establish and maintain patient profiles, prepare insurance claim forms, and stock and take inventory of prescription and over-the-counter medications. Students working for certificates must have a basic knowledge of elementary algebra, reading and writing in order to learn and work in the occupations they select.

REQUIRED COURSES:

Complete the following courses with a grade of C or better:

	Units
PHT 060 Pharmacy Systems I	3
PHT 062 Pharmacology I	3
PHT 064 Pharmacy Calculations	3
PHT 070 Pharmacy Systems II	3
PHT 071 Pharmacology II	3
PHT 072 Pharmacy Clinical Experience	5
PHT 074 Pharmacy Seminar	2

CHOOSE FROM THE FOLLOWING (4-8 UNITS):

	Units
BIOL 155 Introductory Anatomy and Physiology	4
or	
BIOL 250 Human Anatomy and Physiology I	4
and	
BIOL 251 Human Anatomy and Physiology II	4
or	
BIOL 260 Human Anatomy	4
and	
BIOL 261 Human Physiology	4

Total Units

26 - 30

This is a Gainful Employment Program

Rationale: Content review.
Effective: Fall 2020

NEW DEGREE

NUTRITION AND DIETETICS ASSOCIATE OF SCIENCE TRANSFER DEGREE (AS-T)

Nutrition and dietetics is an interdisciplinary science that studies factors that affect our food choices, the chemical and physiological processes involved in processing and delivering the chemical components of those foods to the body. Students will focus their studies in nutritional science including chemistry and physiology as well as institutional nutrition, community nutrition, food production, management of foodservice operations. The courses within this program are designed to provide students with applicable skills useful in a vast range of occupations.

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

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

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

Students planning to transfer to a four-year institution and major in Nutrition and Dietetics should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED CORE COURSES (16 Units):

		Units
FN 162	Introduction to Food and Nutrition	3
PSYCH 100	General Psychology	3
	or	
PSYCH 100H	General Psychology - Honors	3
CHEM 150	General Chemistry I	5
BIOL 270	Microbiology	5

LIST A: SELECT TWO COURSES (8-9 Units)

CHEM 151	General Chemistry II	5
CHEM 212	Organic Chemistry I	4
BIOL 260 *	Human Anatomy	4
	or	
BIOL 261 *	Human Physiology	4
	or	
BIOL 250 *	Human Anatomy and Physiology I	4
	and	
BIOL 251	Human Anatomy and Physiology II	4
MATH 108	Introduction to Probability and Statistics	4
	or	
PSYCH 105	Statistics for the Behavioral Sciences	4

LIST B: SELECT ONE COURSE (3-4 Units)

CULART 160	Introduction to Foods	3
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CHEM 213	Organic Chemistry II	4
MAJOR TOTAL:		27 - 29
CSU GE-Breadth or IGETC for CSU Requirements:		37 - 39
Total units that may be double-counted for CSUGE or IGETC:		7 - 10
CSU Electives (as needed to reach 60 transferable units):		1 - 4
Total Units		60

*Note: Credit will only be awarded for one of the following courses/sequence:
BIOL 260 OR BIOL 261 or BIOL 250 AND BIOL 251

Rationale: New Transfer Degree.
Effective: Fall 2020

DEGREE MODIFICATION

CHILD DEVELOPMENT ASSOCIATE OF ARTS DEGREE

This degree contains the core eight courses needed for transfer and the necessary course work to be a qualified early childhood educator. To graduate with a specialization in Child Development, students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum 60 semester units).

Students completing the degree will qualify for the unit and course requirements necessary to apply for the California State Child Development Teacher Permit.

		Units
Required courses:		
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 113	Principles and Practices of Teaching Young Children	3
CD 114	Introduction to Curriculum	3
CD 115	Health, Safety and Nutrition	3
CD 126	Child, Family, and the Community	3
CD 138	Teaching in a Diverse Society	3
Choose one (1) course from the following:		Units
CD 100	Introduction to Child Development	3
CD 108	Early Childhood Development	3
CD 127	Guidance of Children	3
CD 130	Creative Music and Movement for Children	3
CD 133	Creative Science and Math Activities for Children	3
CD 134	Language, Listening and Literature for Children	3
CD 136	Creative Art Experiences for Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3
Required course for supervised field experience with children:		Units
CD 205	Child Development Practicum / Field Experience	4
Total Units		28

Rationale: CTE and Content Review. Some course additions to the elective category.
Effective: Fall 2020

DEGREE MODIFICATION

CHILD DEVELOPMENT - EARLY INTERVENTION AND INCLUSION ASSOCIATE OF ARTS DEGREE

This degree prepares individuals to work as early childhood paraprofessionals with expertise in special education and early intervention. The Child Development courses meet the State's competencies for early childhood intervention/early childhood special education paraprofessionals. To graduate with a specialization in Child Development-Early Childhood Intervention and Inclusion, students must complete the following required courses plus the general breadth requirements for the Associate Degree (minimum 60 semester units).

Required Courses:		Units
CD 105	Child Growth and Development	3
	or	
CD 105H	Child Growth and Development-Honors	3
CD 111	Observation and Assessment in Child Development	3
CD 126	Child, Family, and the Community	3
CD 127	Guidance of Children	3
CD 185	Infant/Toddler Growth and Development	3
CD 186	Infant and Toddler Curriculum	3
CD 244	Children with Special Needs	3
CD 245	Early Intervention and Inclusion	3
Required Experience Working with Children:		Units
Choose one (1) course		
CD 205	Child Development Practicum / Field Experience	4
	or	
CD 210	Infant and Toddler Practicum	4
	and	
CD 215	Early Intervention and Inclusion Internship	4
Total Units		32

Rationale: CD and CTE Content Review.
Effective: Fall 2020

DEGREE MODIFICATION

EARLY CHILDHOOD EDUCATION ASSOCIATE OF SCIENCE TRANSFER DEGREE (AS-T)

The Associate in Science in Early Childhood Education for Transfer is designed to provide the lower division major courses to transfer to a California State University and earn a Bachelor's degree in Child Development, Human Development or Early Childhood Education. This program focuses on the theories and developmentally appropriate inclusive practices for educating children from birth to age eight. Study in the major includes coverage of child development and socialization, observation and assessment, curriculum development, culturally and linguistically appropriate teaching, as well as excellent health, safety, and nutrition practices in early care and education. This degree prepares students for teaching in early care and education settings as well as transfer.

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

To earn this Early Childhood Education AS-T degree, students must meet the following requirements:

- completion of the following major requirements with grades of C or better;
- Completion of a minimum of 60 CSU transferrable semester units with a grade point average of at least 2.0; and

- certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 37-39 units.

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

Students planning on transferring to a four-year institution and major in Early Childhood Education should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED COURSES:

	Units
CD 105 Child Growth and Development	3
or	
CD 105H Child Growth and Development-Honors	3
CD 111 Observation and Assessment in Child Development	3
CD 113 Principles and Practices of Teaching Young Children	3
CD 114 Introduction to Curriculum	3
CD 115 Health, Safety and Nutrition	3
CD 126 Child, Family, and the Community	3
CD 138 Teaching in a Diverse Society	3
CD 205 Child Development Practicum / Field Experience	4
MAJOR TOTAL: 25	25
CSU-GE Breadth or IGETC Requirements:	37 - 39
Total units that may be double-counted for CSUGE or IGETC:	6
CSU Electives (as needed to reach 60 transferable units):	2 - 4
Total Units	60

Rationale: Content Review
Effective: Fall 2020

DEGREE MODIFICATION

PHARMACY TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

To earn an Associate Degree with a specialization in Pharmacy Technology, students must complete the required courses plus the general breadth requirements (minimum total = 60 units).

REQUIRED COURSES:

Complete the following courses with a grade of C or higher:

	Units
PHT 060 Pharmacy Systems I	3
PHT 062 Pharmacology I	3
PHT 064 Pharmacy Calculations	3
PHT 070 Pharmacy Systems II	3
PHT 071 Pharmacology II	3
PHT 072 Pharmacy Clinical Experience	5
PHT 074 Pharmacy Seminar	2

CHOOSE FROM THE FOLLOWING (4-8 UNITS):

	Units
BIOL 155 Introductory Anatomy and Physiology	4
or	
BIOL 250 Human Anatomy and Physiology I	4
and	
BIOL 251 Human Anatomy and Physiology II	4
or	

BIOL 260	Human Anatomy and	4
BIOL 261	Human Physiology	4
Total Units		26 - 30

Rationale: Content Review
Effective: Fall 2020

CORRECTIONS

Corrections may be necessary based off of feedback from the State Chancellor's Office and/or the ACCJC

COURSE CORRECTION

2020-2021 College Catalog

Course ID: **FTVM 234**
Course Title: Intermediate Video Production
Units: 3
Lecture: 2 contact hour(s) per week
32 - 36 contact hours per semester
Laboratory: 3 contact hour(s) per week
48 - 54 contact hours per semester
Rationale: Updating hours to align with State Chancellor's Office guidelines.
Previous Board Approval: March 11, 2019
Effective: Fall 2020

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Dina Humble, Vice President, Instruction, SBVC
DATE: December 12, 2019
SUBJECT: Consideration of Approval of Donation – SBVC

RECOMMENDATION

It is recommended that the Board of Trustees accepts the following donation from Information Services Manager 2A.

OVERVIEW

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

Donation

(2) Olympus, Nortec 2000 Eddy Current Testers

Source

Information Svcs Manager 2A

ANALYSIS

A donation of this equipment will assist the students within the Aeronautics Program furthering their studies in the Aeronautics classes.

INSTUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Dina Humble, Vice President, Instruction, SBVC
DATE: December 12, 2019
SUBJECT: Consideration of Approval of Donation – SBVC

RECOMMENDATION

It is recommended that the Board of Trustees accepts the following donation from Austin Fisher.

OVERVIEW

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

Donation

(20) Gallons Floor Paint

Source

Austin Fisher

ANALYSIS

A donation of this paint will benefit the Machine Programs as their floors have not been redone in many years.

INSTUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: December 12, 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 December 12, 2019

[v.11.22.2019.p.1|1]

San Bernardino Valley College – Academic Year 2019-20

	Course Subject	Discipline per Minimum Qualifications
Gomez, Laura	Student Development	Counseling
Kellmer, Randall S.	Library Technology	Library Technology
Perris, Christina	Library Technology	Library Technology
Vann, Salada	Sociology	Sociology
Wallace, Garrett	Aeronautics	Aeronautics

Crafton Hills College – Academic Year 2019-20

	Course Subject	Discipline per Minimum Qualifications
Jenkins, Mitchell	Environmental Science	Ecology
Tover, Ralph	Fire Technology	Fire Technology
VanderPal, Geoffrey	Business Administration	Business

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: December 12, 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 December 12, 2019

[v.11.25.2019.p.1|1]

	From	To	Range & Step	Rate	Fund	Live Scan Clearance
Hamza, Mark Instructor, Chemistry SBVC Science	1/1/20	6/30/20	I6	\$96,171.74 per year	Science General Fund	1/2/18
Mills, Lisa Counselor, Veteran's Resource Center CHC Student Services	1/1/20	6/30/20	E2	\$73,746.46 per year	Strong Workforce	10/26/17
Gonzalez, Pedro Counselor SBVC Counseling	1/1/20	6/30/20	D1	\$77,788.00 per year	Adult Education Block Grant	7/31/12
Khan, Naveen Health Science Skills Lab Instructional Specialist SBVC Science	1/1/20	6/30/20	D9	\$87,200.17 per year	Science General Fund	10/31/18

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: December 12, 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

Academic employees will be compensated at the agreed upon non-instructional rate of pay. This compensation is requested due to the periodic need for academic employees to assist with various department research, projects, committee work, or campus/community events.

ANALYSIS

As of July 1, 2019, non-instructional rates of pay are based on the Tentative Agreement by and between SBCCD and the CTA regarding *Article 10 Wages*, which was board approved May 16, 2019.

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 December 12, 2019

[v.11.26.2019.p.1|5]

San Bernardino Valley College

Not to Exceed						
	From	To	Rate	Hours	Amount	Project
Adams, Kathy CTE Transitions Grant Fund	12/13/19	12/20/19	\$52	2	\$104	High Schools and ROP articulation meetings/agreements
Babin, Danny CTE Transitions Grant Fund	12/13/19	12/20/19	\$52	2	\$104	High Schools and ROP articulation meetings/agreements
Barnard, Amber RTVF - Multimedia Grant Fund	02/01/20	05/30/20	\$52	18	\$936	RTVF / IEMA Workshops
Burnham, Lorrie Office of Instruction General Fund	11/16/19	11/16/19	\$52	8	\$416	Super Saturday Outreach at Rim of the World High School <i>Ratification: Due to an oversight by interim dean, we were unable to submit request on time.</i>
Burnham, Lorrie Office of Instruction General Fund	11/23/19	11/23/19	\$52	8	\$416	Super Saturday Outreach at Rim of the World High School <i>Ratification: Due to an oversight by interim dean, we were unable to submit request on time.</i>
Cacho, Bryce CTE Transitions Grant Fund	12/13/19	12/20/19	\$52	2	\$104	High Schools and ROP articulation meetings/agreements
Carlos, Christopher Extended Police Academy General Fund	01/02/20	06/30/20	\$52	422	\$21,944	Curriculum Writing for Police Department
Ellis, Charnnel Middle College Chancellor's Grant Fund	01/02/20	05/30/20	\$56	422	\$23,632	Middle College High School Program
Ellis, Charnnel Middle College Chancellor's Grant Fund	06/01/20	06/30/20	\$56	75	\$4,200	Middle College High School Program



Non-Instructional Pay for Academic Employees

Submitted for Board Approval December 12, 2019

[v.11.26.2019.p.2]5

San Bernardino Valley College

Not to Exceed						
	From	To	Rate	Hours	Amount	Project
Halabi, Tarif CTE Transitions Grant Fund	12/13/19	12/20/19	\$52	2	\$104	High Schools and ROP articulation meetings/agreements
Johnson, Dominique Student Success & Support Categorical Fund	06/01/19	06/30/19	\$52	84	\$4,368	As an adjunct faculty, the counselor will do core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College First Year Experience students. <i>Ratification: Faculty member completed hours prior to board approval.</i>
Johnson, Dominique Student Equity Categorical Fund	07/01/19	08/10/19	\$58	115.5	\$6,699	As an adjunct faculty, the counselor will do core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College First Year Experience students. <i>Ratification: Faculty member completed hours prior to board approval.</i>
Lewis, Rosalind Extended Police Academy General Fund	01/02/20	06/30/20	\$52	422	\$21,944	Academy Coordinator
Lyons, Kevin RTVF - Multimedia Grant Fund	02/01/20	05/30/20	\$52	16	\$832	RTVF / IEMA Workshops
Maurizi, Tamara Office of Instruction General Fund	08/01/19	08/18/19	\$52	20	\$1,040	Arranging Clinical Placement Sites and implementing CastleBranch hospital software <i>Ratification: Due to an oversight by interim dean, we were unable to submit request on time.</i>
Melancon, Berchman CTE Transitions Grant Fund	12/13/19	12/20/19	\$52	2	\$104	High Schools and ROP articulation meetings/agreements



Non-Instructional Pay for Academic Employees

Submitted for Board Approval December 12, 2019

[v.11.26.2019.p.3]5

San Bernardino Valley College

Not to Exceed						
	From	To	Rate	Hours	Amount	Project
Mendoza, Felicia Office of Instruction General Fund	01/02/20	05/30/20	\$52	483	\$25,116	Math and Science Success Center evening and weekend coverage
Metu, Reginald CTE Transitions Grant Fund	12/13/19	12/20/19	\$52	2	\$104	High Schools and ROP articulation meetings/agreements
Ortiz, Miguel CTE Transitions Grant Fund	12/13/19	12/20/19	\$52	2	\$104	High Schools and ROP articulation meetings/agreements
Porras, Michael Office of Instruction General Fund	01/02/20	05/30/20	\$52	483	\$25,116	Math and Science Success Center evening and weekend coverage
Rippetoe, James RTVF - Multimedia Grant Fund	02/01/20	05/30/20	\$52	20	\$1,040	RTVF / IEMA Workshops
Runas, Arnulfo Strong Workforce Program Grant Fund	12/13/19	12/20/19	\$52	40	\$2,080	Coordinating with regional consortium, industry and employer developing non-credit
Smith, Tanya Office of Instruction General Fund	01/02/20	05/30/20	\$52	368	\$19,136	Tutoring Center SI Faculty Lead
Tarango, Miguel RTVF - Multimedia Grant Fund	02/01/20	05/30/20	\$52	18	\$936	RTVF / IEMA Workshops
Trehwella, Donna RTVF - Multimedia Grant Fund	02/01/20	05/30/20	\$52	16	\$832	RTVF / IEMA Workshops
Wahab, Abena Office of Instruction General Fund	01/13/20	05/22/20	\$52	125	\$6,500	Math and Science Success Center evening and weekend coverage
Williams, Adrian Office of Instruction General Fund	01/06/20	06/30/20	\$52	70	\$3,640	Rim of the World on-site faculty coordinator - open classes, help with student traffic, liaison between Rim High School and SBVC



Non-Instructional Pay for Academic Employees

Submitted for Board Approval December 12, 2019

[v.11.26.2019.p.4[5]

San Bernardino Valley College

Not to Exceed						
	From	To	Rate	Hours	Amount	Project
Williams, Susan Office of Instruction General Fund	01/06/20	06/30/20	\$52	170	\$8,840	Rim of the World on-site faculty coordinator - open classes, help with student traffic, liaison between Rim High School and SBVC
Wingson, Kimberly Middle College Chancellor's Grant Fund	01/02/20	05/30/20	\$58	126	\$7,308	Middle College High School Program

Crafton Hills College

Not to Exceed						
	From	To	Rate	Hours	Amount	Project
Bond, Lauren Guided Pathways	11/22/19	12/20/19	\$52	6	\$312	AB-705 Training for English <i>Ratification: Instructor was not on the original list.</i>
Buiter, Rachel Tutoring General Funds	01/06/20	05/21/20	\$52	437	\$22,724	Math Tutoring Curriculum
De La Pena, Susana Honors Program General Fund	10/11/19 8/19/19	12/20/19 9/26/19	\$52	10 4	\$520 \$208	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter <i>Ratification: Originally approved October 10, 2019; being revised to reflect current assignment</i>
Ferrari, Edward Office of Instruction	10/19/19	12/20/19	\$52	6	\$312	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter <i>Ratification: Instructor was changed mid-semester after previous request for Board approval</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval December 12, 2019

[v.11.26.2019.p.5[5]]

Crafton Hills College

	From	To	Not to Exceed			Project
			Rate	Hours	Amount	
Fry, Maureen DSPS	01/13/20	05/21/20	\$58	355	\$20,590	DSPS Counselor, meet with disabled students for Education Plans, LD testing, accommodations, etc
Hamlett, Cynthia IEPI	01/13/19	05/21/20	\$52	40	\$2,080	Online Training for CHC Faculty Teaching Online Courses
Jacques, Paul Student Equity	03/19/20	03/19/20	\$52	8	\$416	Equity focused workshop for San Bernardino City Unified School District Restorative Justice
McCool, Karol Library General Funds	01/13/20	05/21/20	\$58	414	\$24,012	Adjunct Librarian
Monteil-Doucette, Liliana Honors Program General Fund	10/10/19	12/20/19	\$52	10	\$520	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter <i>Ratification: The name was left off the original list.</i>
Montejano, Jordan Tutoring General Funds	01/06/20	05/21/20	\$52	437	\$22,724	Math Tutoring Curriculum
Myers-Hyatt, Diana Library General Funds	01/13/20	05/21/20	\$58	414	\$24,012	Adjunct Librarian
Pennington, Annie Library General Funds	01/13/20	05/21/20	\$58	414	\$24,012	Adjunct Librarian

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: December 12, 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 negotiated agreement between SBCCD and the SBCCDTA and CSEA bargaining units, as applicable.

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 December 12, 2019

[v.11.25.2019.p.1|2]

Coach – Fall 2019

		Stipend
Algattas, Daniel	SBVC Football	\$600
Lawler, Kenneth	SBVC Football	\$600

Coach – Spring 2020

		Stipend
Bennett, Devin	SBVC Softball	\$7,000
Mierzwick, William	SBVC Baseball	\$7,000
Powell, Michael	SBVC Men's/Women's Track & Field	\$14,000

Assistant Coach – Spring 2020

		Stipend
Davidson, Kevin	SBVC Baseball	\$5,000
Kounas, Jason	SBVC Baseball	\$5,000
Leal, Rene	SBVC Baseball	\$5,000
Ratigan, James	SBVC Men's Track & Field	\$5,000
Stewart, Shanice	SBVC Women's Track & Field	\$5,000

Other Stipends – Participate in Peer Online Course Review Training and Assist with Local Course Review Processes 10/28/19-12/31/19

		Stipend
Adams, Kathryn	SBVC Child Development	\$2,000
Calderon, Colleen	SBVC History	\$2,000
Henkle, Lisa	SBVC Political Science	\$2,000
Pave, Adam	SBVC Philosophy	\$2,000
Worsley, Margaret	SBVC Music	\$2,000

Ratification: Registration for training opened after previous Board deadline.



Payment of Stipends

Submitted for Board Approval December 12, 2019

[v.11.25.2019.p.2|2]

Other Stipends – CHC Honors Students Over the Maximum Class Size at Census

Per September 4 MOU, presented for information at the October 2019 Board meeting, faculty will receive a stipend of \$104 for any honors student who exceeds the maximum class size at census.

		#Students	Stipend
Costello, Gerarda	CHC History 170H-65 (9/9/19-12/20/19)	2	\$208
De La Pena, Susana	CHC ENGL 102H-31 (9/9/19-9/26/19)	1.6*	\$166
Ferrari, Edward	CHC ENGL 102H-31 (9/27/19-12/20/19)	2.4*	\$250
Jimenez, Sabrina	CHC HIST 100H-25 (9/9/19-12/20/19)	2	\$208
McKee, Julie	CHC SOC 100H-40 (9/9/19-12/20/19)	6	\$624
McNamara, Laurence	CHC ART 100H-35 (9/9/19-12/20/19)	1	\$104
Micham, Wendy	CHC PSYCH 100H-80 (9/9/19-12/20/19)	3	\$312
Monteil-Doucette, Liliana	CHC ENGL 101H-36 (9/9/19-12/20/19)	3	\$312
Moreno, Melissa	CHC COMMST 111H-45 (9/9/19-12/20/19)	3	\$312
Stevens, Sara Robin	CHC ENGL 101H-21 (9/9/19-12/20/19)	3	\$312
Wassing, Amy	CHC COMMST 100H-20 (9/9/19-12/20/19)	1	\$104
Wassing, Amy	CHC COMMST 111H-30 (9/9/19-12/20/19)	2	\$208
Zepeda, Isidro	CHC ENGL 101H-06 (9/9/19-12/20/19)	4	\$416

*Pro-rated due to instructor change mid-semester.

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: December 12, 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 December 12, 2019

[v.11.25.2019.p.1|1]

	Effective Dates	Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
Curtis, Joey Interim Manager, Production DIST KVCR	1/1/2020 to 6/30/2020	14A	\$94,552 per year	New	KVCR	2/6/19
Bernal, Cynthia Interim Assistant Manager, Workforce Development DIST EDCT	1/1/2020 to 6/30/2020	4A	\$58,046 per year	Timothy Vasquez	Workforce Grant	7/29/19
Papa, Anthony Interim Director, KVCR Broadcast Media Systems DIST KVCR	1/1/2020 to 6/30/2020	19A	\$120,674 per year	New	KVCR	7/25/18
Hector, Leticia Interim Division Dean SBVC Humanities	1/6/2020 to 6/30/2020	21C	\$141,400 per year	Kay Weiss	Instruction General Fund	7/18/01

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: December 12, 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 December 12, 2019

[v.11.25.2019.p.1|1]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
Bent, Steven Laboratory Technician SBVC Electricity/Electronics	12/16/19	Classified 38A	\$25.53 per hour	New	Regional Strong Workforce Program (SWP)	6/14/18
Cruz, Alexander Instructor SBVC Automotive	1/13/19	Academic TBD*	TBD*	Donald Wilson	Automotive General Fund	TBD [†]

[†]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: December 12, 2019
SUBJECT: Consideration of Approval of Employee Promotions

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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



Employee Promotions

Submitted for Board Approval December 12, 2019

[v.11.22.2019,p.1|1]

	From	To	New/ Replacing	Fund	Effective Date
Vasquez, Timothy	District EDCT Assistant Manager, Workforce Development Management Salary Schedule Range 4, Step C \$61,692 per year	District EDCT Manager, Workforce Development Management Salary Schedule Range 10, Step D \$85,231 per year	New	Workforce Grant	12/16/19

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: December 12, 2019
SUBJECT: Consideration of Approval to Place Classified Employees on the 39-Month Reemployment List

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Placement of Classified Employees on the 39-Month Reemployment List

Submitted for Board Approval December 12, 2019

[v.11.22.2019.p.1|1]

Effective Date	
Booker-Guantes, Andrea Admissions & Records Technician SBVC Admissions & Records	12/12/2019
Holt, Kelly Lead Custodian CHC Custodial	01/28/2020

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: December 12, 2019
SUBJECT: Consideration of Approval of Employee Transfers

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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



Employee Transfers

Submitted for Board Approval December 12, 2019

[v.11.22.2019,p.1|1]

	From	To	New/ Replacing	Fund	Effective Date
Weiss, Kay	SBVC Division Dean Humanities Management Salary Schedule Range 21, Step F \$154,930 per year	CHC Division Dean Instruction Management Salary Schedule Range 21, Step H \$164,513 per year	Kellori Dower	Instruction General Fund	1/6/20
Sweeting, Christina	CHC Administrative Secretary Health Services Classified Salary Schedule Range 37, Step B \$26.16 per hour	CHC Administrative Secretary Social, Information and Natural Sciences Classified Salary Schedule Range 37, Step B \$26.16 per hour	Elizabeth Lopez	Instruction General Fund	12/13/19

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose Torres, Executive Vice Chancellor

PREPARED BY: Kristina Hannon, Executive Director, Human Resources

DATE: December 12, 2019

SUBJECT: Consideration of Approval to Revise Rates of Pay for Professional Expert and Short-Term Hourly Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Professional Expert and Short-Term Hourly Rates of Pay schedules effective January 1, 2020, as attached.

OVERVIEW

California state minimum wage will increase to \$13.00 per hour on January 1, 2020, for employers with 26 or more employees. To comply with the increase, the minimum rate for hourly and student worker employees will increase.

ANALYSIS

The positions affected will by the increase in minimum wage are:

- Camera and Lighting Technician
- Closed Caption Editor I
- EMT-1 Skills Laboratory Assistant
- Fire Agility Group Leader/Proctor
- RTVF Intern I
- Tutor I
- TV Closed Captioning
- Lifeguard
- Model/Draped
- Project Assistant I

The \$1.00 increase will also be applied to RTVF Intern II and III, Tutor II and III, and Project Assistant II and III, in order to maintain a salary differential between the three titles.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The financial implications of this board item will be included in the appropriate budgets.



Rates of Pay for Professional Experts

Submitted for Board Approval December 12, 2019

Effective January 1, 2020

[v.11.25.2019.p.1|3]

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Adult Education Planning Grant Coordinator	\$40.00
Assistant Instructor	\$20.00
Bilingual Translator/Interviewer	\$20.00
Business and Resources Development Consultant	\$60.00
CAHSEE Facilitator	\$50.00
Camera & Lighting Technician	\$13.00 to \$20.00
Clinical Instructor	\$20.00
Closed Caption Editor I	\$13.00 to \$15.00
Closed Caption Editor II	\$16.00 to \$20.00
Closed Caption Editor III	\$21.00 to \$30.00
Content Specialist (FNX and Marketing & Public Relations)	\$15.00 to \$40.00
Counseling Trainee	\$15.00
CTE Transition Coordinator	\$20.00 to \$30.00
Guardian Scholars and Dreams Liaison (Categorical)	\$45.00
Editor (KVCR, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	\$13.00
EMT(EMS)/Respiratory Care/Fire Tech PE/ASL Specialist	\$30.00
Fire Academy Instructor	\$45.00
Fire Agility Group Leader/Proctor	\$13.00
Fire Operations Specialist	\$55.00
Flight Simulator Repair	\$30.00
Foster Parenting Education	\$45.00
GIS Technician	\$18.00 to \$24.00
Grant Program Assistant (Categorical)	\$35.00
Grant Writer I/II/III	\$30.00/\$40.00/\$55.00
Human Resources Recruiter	\$20.00
Interpreting/Transliterating Level I (0-2 yrs of exp & pass evaluation)	\$18.00
Interpreting/Transliterating Level II (2-4 yrs of exp & pass evaluation)	\$21.00
Interpreting/Transliterating Level III (4-5 yrs of exp & pass evaluation)	\$24.00
Interpreting/Transliterating Level IV (5-6 yrs of exp or RID & pass evaluation)	\$27.00
Laboratory Instructor	\$20.00
Mental Health Educator/Counselor Intern	\$55.00
Nurse Practitioner I (1-2 years of SBCCD experience)	\$55.00
Nurse Practitioner II (3-5 years of SBCCD experience)	\$60.00



Rates of Pay for Professional Experts

Submitted for Board Approval December 12, 2019

Effective January 1, 2020

[v.11.25.2019.p.2|3]

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
Nurse Practitioner III (6+ years of SBCCD experience)	\$65.00
Physician	\$30.00
Pharmacy Technology Accreditation Coordinator	\$30.00 to \$50.00
Police Science Facilitator/Evaluator	\$50.00
Police Tactical Officer/RTO	\$35.00
Policy Analyst	\$60.00
Post Masters Counseling Associate I / II / III	\$25.00/\$30.00/\$35.00
Primary Instructor	\$25.00
Program Assistant	\$20.00 to \$49.00
Project Evaluator	\$40.00
Project Manager	\$75.00
Public Information Specialist	\$65.00
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00
Risk Management Coordinator	\$28.00
RTVF Intern I / II / III	\$13.00 / \$14.00 / \$15.00
Social Media Specialist (FNX & Marketing & Public Relations)	\$21.00 to \$25.00
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
State Fire Training Instructor	\$55.00
Tech Prep	\$30.00
Training Specialist	\$19.00
Tutor I / II / III	\$13.00 / \$14.50 / \$16.50
TV Closed Captioning	\$13.00 to \$15.00
Veteran's Resource Specialist	\$50.00
Workforce Development/PDC Trainer	\$15.00 to \$100.00 or up to 85% of enrollment, or up to 60% of net
Strengths Educator/Coach	\$49.00

PROFESSIONAL EXPERT ASSIGNMENT	SESSION RATE
Foster Parent Host	\$25.00
Musician	\$75.00



Rates of Pay for Professional Experts

Submitted for Board Approval December 12, 2019

Effective January 1, 2020

[v.11.25.2019.p.3|3]

PROFESSIONAL EXPERT ASSIGNMENT	DAILY RATE
Theatre Production Assistant	\$500.00
CPR/Lifeguard Certification Facilitator	\$200.00 to \$300.00
Consultant	\$300.00 to \$500.00

PROFESSIONAL EXPERT ASSIGNMENT	SEMESTER RATE
Faculty Intern	\$600.00
Future Teacher Intern	\$300.00
Grant Assignment	\$300.00
Medical Director (EMT)	\$3,500.00
Medical Director (Respiratory Care)	\$3,000.00



Rates of Pay for Short-Term Hourly Employees

Submitted for Board Approval December 12, 2019

Effective January 1, 2020

[v.11.25.2019.p.1|1]

SHORT-TERM ASSIGNMENT	HOURLY RATE
Accompanist	\$16.00
Driver	\$15.00
Lifeguard	\$13.00
Model-Draped	\$13.00
Model-Undraped	\$16.00
Project Assistant I / II / III	\$13.00 / \$14.50 / \$16.50

SBCCD shall utilize short-term hourly, non-academic employees in accordance with California Education Code Section 88003.

These rules apply to employees who are not members of the classified service as defined by the California Education Code Section 88003. The District has limited a temporary hourly employee to no more than 175 days. Short-term temporary hourly employees are not eligible to work more than 40 hours per week or more than 8 hours per day.

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: December 12, 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 and Agreements for Ratification

Board Date 12-12-2019

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
11875	Advanced Imaging Strategies (AIS)	Bid	TESS/SBCCD	\$856,927.90	\$4,650.96
Bid 2015-04 - Print management system and copier lease; this is to approve Amendment to add three new copiers at a cost of \$7,458.96				Term 07/01/2015 to 06/30/2020	
19022	Keygent LLC	Professional Services	DSS/SBCCD	\$225,000.00	
Municipal Advisor for Bond Measure CC; compensation as per fee schedule; 2019 bond Financing - \$25,000. Any additional financing - \$50,000, Expense per issue \$2,500, plus any expense for bond issue financing; Note all costs are paid directly from the bond sale proceeds				Term 12/13/2019 to 06/30/2040	
19021	Keygent LLC	Professional Services	DSS/SBCCD	\$210,000.00	
Disclosure Dissemination Agent for Bonds; Compensation as per fee schedule of up to \$7,000 annually				Term 12/13/2019 to 06/30/2040	
19007	Nick Klein Consulting LLC	Consultant	DSS	\$200,000.00	
Provide consulting services as needed to support of SBCCD's new Oracle system				Term 01/01/2020 to 06/30/2020	

Contracts and Agreements for Ratification

Board Date 12-12-2019

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
19007	Womble Bond Dickinson LLP	Legal Services	Facilities Planning/SBCCD	\$100,000.00	
Provide legal services for FCC regulatory and compliance matters				Term 07/01/2019 to 06/30/2024	

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: December 12, 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
December 12, 2019

Description	Quantity
Computer Tower	8 ea
Laptops	11 ea
Monitors	30 ea
Telephones	18 ea
Processing Units	3 ea
Manikin, Gaumard	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: December 12, 2019

SUBJECT: Consideration of Approval of Vacation Payout

RECOMMENDATION

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

	# Days	Rate	Total
Rodriguez, Diana President, San Bernardino Valley College	20	\$996.18	\$19,923.60

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

SBCCD's current process allows administrative personnel to be paid for accrued vacation on an as-needed basis in the case of a personal hardship. Approval is based on the knowledge that these days have been earned and are the employee's property right.

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: Jeremiah Gilbert, Executive Director, Research and Planning

DATE: December 12, 2019

SUBJECT: Consideration of Approval of 2021-2022 Academic Calendar

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2021-2022 academic calendar.

OVERVIEW

It is a requirement that the Board adopt the attached academic calendar subject to the guidelines established by the State Chancellor's Office.

ANALYSIS

The Academic Calendar Committee, consisting of persons who hold various positions located throughout the District, and using the guidelines established by the State Chancellor's Office, has completed the proposed academic calendar for the fiscal year 2021-2022. This calendar was presented to and approved by District Assembly at its November meeting.

INSITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.

Jul 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 2021						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sep 2021						
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Oct 2021						
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24	25	26	27	28	29	30
31						

Nov 2021						
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Jan 2022						
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30	31					

Feb 2022						
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27	28					

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Apr 2022						
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May 2022						
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29	30	31				

Jun 2021						
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19	20	21	22	23	24	25
26	27	28	29	30		

LEGEND

Flex Days	Aug 10, Jan 12		
In-Service Days	Aug 11 – 13, Jan 13 – 14, Apr 12, May 25 (Commencement)		
Term Start Days	Aug 16 (Fall) and Jan 18 (Spring)		
Final Exam Weeks	Dec 11 – 17 (Fall) and May 18 – 24 (Spring)		
Recesses	Nov 22 – 24 (Thanksgiving) and March 21 – 26 (Spring Break)		
Holidays	Jul 5 (Ind. Day Observed)	Sep 6 (Labor Day)	Nov 11 (Veterans Day)
	Nov 25 – 27 (Thanksgiving)	Dec 24 – Jan 1 (Winter Break)	Jan 17 (MLK Day)
	Feb 11 (Lincoln's Bday)	Feb 21 (Washington's Bday)	May 30 (Memorial Day)

This side is for quick reference only (see reverse for the Official SBCCD Academic Calendar)

San Bernardino Community College District

2021-2022 Academic Year

Fall Semester 2021:

Flex Day	August 10
Faculty In-Service Days	August 11 – 13
Instruction Begins	August 16
Labor Day	September 6
Fall Census Day	September 7
Veterans Day	November 11
Thanksgiving Recess	November 22 – 27
Final Exams/Saturday Classes	December 11
Final Exams	December 13 – 17
Fall Semester Ends	December 17
Fall Semester Grades Due	December 22
Campus Closed	December 24 – January 1

Spring Semester 2022:

Flex Day	January 12
Faculty In-Service Days	January 13 – 14
Martin Luther King Day	January 17
Instruction Begins	January 18
Spring Census Day	February 7
Lincoln's Birthday	February 11
Washington's Birthday	February 21
Spring Recess	March 21 – 26
Faculty In-Service Day (no classes in session)	April 12
Final Exams	May 18 – 24
Final Exams/Saturday Classes	May 21
Spring Semester Ends	May 24
CHC & SBVC Campus Graduation	May 25
Faculty In-Service Day	May 25
Memorial Day	May 30
Spring Grades Due	May 31

Short Term Courses Grades due 5 calendar days after last day of class

Flex Days 2 days of Required Flex to be completed by contract faculty

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

DATE: December 12, 2019

SUBJECT: Adopt Resolution to Grant Excused Absence and Pay Trustee

RECOMMENDATION

It is recommended that the Board of Trustees adopt a resolution to grant the excused absence and pay Trustee Williams as if in attendance at said meeting.

Trustee	Meeting	Amount
Joseph Williams	11/14/19 Business Meeting	\$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 was ill, on jury duty, performing other district business, 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 #2019-12-12 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, on jury duty, performing other district business, or the absence was due to a hardship deemed acceptable by the Board; and

WHEREAS, the Board finds that the absence of Trustee Williams from the meeting on November 14, 2019 was due to other district business deemed acceptable by the Board; 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 12th day of December 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.

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

DATE: December 12, 2019

SUBJECT: 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

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

ANALYSIS

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 \$1,000 for that meeting or training. Expenditures in excess of \$1,000 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 \$500. Expenditures in excess of a total \$500 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.

INSTITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

Included in the budget.



District & College Expenses

Submitted for Board Approval December 12, 2019

Site: CHC

Event: New Faculty Luncheon

Date of Event: 12/13/19

Item Being Purchased: Refreshments. Hosted by the CHC President's Office, lunch for all faculty currently in the tenure review process and the Tenure Review Committee members to further inform and educate members of the procedures involved in the tenure process.

Total Estimated Cost: \$ 550.00

Funding Source: Campus President General Fund

Site: CHC

Event: Region 9 CARE Conference

Date of Event: 03/11/20-03/13/20

Item Being Purchased: Travel Expenses. Four CARE students and two chaperones to attend conference at Cal Poly Pomona. There will be CARE students from different Region 9 colleges so they can get together to meet, share, and motivate each other to continue to complete their educational goals.

Total Estimated Cost: \$ 2,000.00

Funding Source: CARE Categorical Funding

Site: SBVC

Event: Super Saturday Outreach at Rim of the World High School

Date of Event: 11/16/19

Item Being Purchased: Meals. Sponsored by the Science Division. This event provided one-stop student services to the mountain communities. Students were able to apply, take the assessment tests, consult with financial aid, and talk to a counselor on one day. Attendance was approximately 30 community members.

Total Estimated Cost: \$180.00

Funding Source: Big Bear General Funds

RATIFICATION. A memo that should have been submitted in June was overlooked and not submitted during the Dean transitions.

Site: SBVC

Event: Super Saturday Outreach at Big Bear High School

Date of Event: 11/23/19

Item Being Purchased: Meals. Sponsored by the Science Division. This event provided one-stop student services to the mountain communities. Students were able to apply, take the assessment tests, consult with financial aid, and talk to a counselor on one day. Attendance was approximately 30 community members.

Total Estimated Cost: \$180.00

Funding Source: Big Bear General Funds

RATIFICATION. A memo that should have been submitted in June was overlooked and not submitted during the Dean transitions.

Site: SBVC

Event: DAWG Bowl

Date of Event: 12/27/19-12/29/19

Item Being Purchased: Custodial, security, and facilities fee's. Sponsored by Student Equity & Success and Counseling & Matriculation the DAWG Bowl will focus on youth in sports and education and the positive impact it has in the lives of children. Anticipated attendance is 100 staff and community members. Carmen Rodriguez and Marco Cota will serve as chaperones.

Total Estimated Cost: \$7,000.00

Funding Source: Student Equity Categorical Fund

Site: SBVC

Event: Advanced Violence and Risk Training

Date of Event: 01/08/20 - 01/09/20

Item Being Purchased: Contracts, meals and refreshments and promotional items. Sponsored by Student Health Services. This training will be held to provide staff and faculty tools to assess and manage potential violence and risk. Anticipated attendance is 30 administrators, faculty and staff members from all SBCCD District sites. Elaine Akers will serve as chaperone.

Total Estimated Cost: \$22,000.00

Funding Source: Student Health Fees & Mental Health Support Categorical Fund

Student Health Fees & Mental Health Support Categorical Fund

Site: SBVC

Event: Region IX CARE Conference

Date of Event: 03/11/20 - 03/13/20

Item Being Purchased: Conference registration, parking, hotels, and meals. Sponsored by the CARE program, the Region IX CARE Conference will inform CARE staff about new bills and updates from the Chancellors office.

Workshops and presentations will be targeted to the audience regarding on how to improve, grow and create new ideas to enhance our services to SBVC students. The conference will also provide a time to collaborate and network with other CARE staff members. Anticipated attendance is 4 students and 3 faculty and staff. Maribel Cisneros and Joanne Hinojosa will serve as chaperones.

Total Estimated Cost: \$5,000.00

Funding Source: CARE Categorical Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning & Construction

DATE: December 12, 2019

SUBJECT: Consideration of Approval to Establish Professional Service Pools and Issue Master Service Agreements

RECOMMENDATION

It is recommended that the Board of Trustees approve:

1. The creation of professional services pools to provide as-needed support for the bond construction program;
2. The selection of qualified professional service consultants to be assigned to those pools as indicated on the attached; and
3. The issuance of master service agreements and task orders to the professional service consultants, as needed.

OVERVIEW

In order to support the Measure CC Program schedule and maintain an acceptable speed to market for support services, a pre-qualification of professional service consultants was performed. The creation of this support services pool will greatly reduce procurement time and allow pre-design, design, and other secondary tasks to be assigned to consultants in that pool without impacting the progression of Measure CC projects while maintaining fair market value.

As support services are needed, requests for proposals will be issued to the members of the applicable professional services pools, master service agreements executed, and task orders assigned for specific scopes. Individual master services agreements will be submitted for Board ratification through established procedures.

ANALYSIS

SBCCD issued requests for qualifications for architectural and engineering, civil surveying, geotechnical, mechanical, electrical, and plumbing professional services, which closed November 14, 2019. A cumulative total of 60 submissions across these disciplines was received and reviewed by the selection committee. Scoring results based on a point evaluation resulted in the firms on the attached list as being qualified to best meet the needs of SBCCD by serving in the professional services pools.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of any task orders issued will be included in the bond construction fund budget.



Bond Construction Professional Services Pools

Submitted for Board Approval December 12, 2019

[v.11.25.2019.p.1|1]

ARCHITECTURAL & ENGINEERING SERVICES

19six of Santa Barbara, CA
Cannon Design of Riverside, CA
DLR of Riverside, CA
GO Architects of Upland, CA
HMC of Ontario, CA
IBI of Los Angeles, CA
LCDG of Pasadena, CA
Leo Daly of Los Angeles, CA
Mosher Drew of San Diego, CA
NAC of Los Angeles, CA
PBK of Ontario, CA
PBWS of Pasadena, CA
Perkins of Costa Mesa, CA
Ruhnau of Riverside, CA
Sillman of Temecula, CA
Steinberg Hart of Los Angeles, CA
SVA of Santa Ana, CA
tBP of Newport Beach, CA
West Group of Irvine, CA
Westberg of Riverside, CA

CIVIL SURVEYING SERVICES

CASC of Colton, CA
Epic of Redlands, CA
HKA of San Bernardino, CA
IDS of Irvine, CA
IMEG of Ontario, CA
NV5 of Murrieta, CA
Psomas of Riverside, CA
Stantec of San Bernardino, CA

GEOTECHNICAL SERVICES

CTE of Riverside, CA
Earth Systems of Perris, CA
Geocon of Redlands, CA
Inland of San Jacinto, CA
Leighton of Rancho Cucamonga, CA
MTGL of Riverside, CA
Ninyo & Moore of Fontana, CA
RMA Group of Rancho Cucamonga, CA
Terracon of Colton, CA
Twining of Riverside, CA

MECHANICAL, ELECTRICAL, PLUMBING SERVICES

Capital of Rancho Cordova, CA
DesignWest of San Bernardino, CA
IMEG of Ontario, CA
Leaf of Ontario, CA
P2S of Los Angeles, CA
Salas O'Brien of Corona, CA

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning & Construction

DATE: December 12, 2019

SUBJECT: Consideration of Approval to Adopt CEQA Environmental Impact Report Addenda for Crafton Hills College and San Bernardino Valley College

RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached California Environmental Quality Act (CEQA) Environmental Impact Report Addenda for Crafton Hills College and San Bernardino Valley College.

OVERVIEW

To support design and construction of Measure CC projects, ECORP Consulting was contracted to perform an environmental analysis at the campuses.

ANALYSIS

Adoption of these documents is necessary in order to move forward with design and construction projects at both campuses. The reports are required to be filed with the San Bernardino County Clerk upon Board approval.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with the approval of this board item.

Environmental Impact Report Addendum Crafton Hills College Master Plan Update

State Clearinghouse Number 2009041098

November 2019

Prepared for:
San Bernardino Community College District



550 E. Hospitality Lane, Suite 200
San Bernardino, CA 92408

Prepared by:



215 North 5th Street
Redlands, California 92374

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LIST OF ACRONYMS AND ABBREVIATIONS

AB	Assembly Bill
BMP	Best Management Practice
CAL FIRE	California Department of Forestry and Fire Protection
CDFG	California Department of Fish and Game
CEQA	California Environmental Quality Act
CH ₄	Methane
CO	Carbon Monoxide
CO ₂	Carbon Dioxide
CO ₂ e	Carbon Dioxide Equivalent
DTSC	Department of Toxic Substances Control
EIR	Environmental Impact Report
GHG	Greenhouse Gas
MBTA	Migratory Bird Treaty Act
MLD	Most Likely Descendent
NAHC	Native American Heritage Commission
NPDES	National Pollutant Elimination Discharge System
N ₂ O	Nitrous Oxide
PEIR	Program Environmental Impact Report
Proposed Project	2017 Master Plan
RWQCB	Regional Water Quality Control Board
SBCCD	San Bernardino Community College District
SCAQMD	South Coast Air Quality Management District

SCE	Southern California Edison
SEIR	Supplemental Environmental Impact Report
SWPPP	Stormwater Pollution Prevention Plan
TAC	Toxic Air Contaminant
VHFHSZ	Very High Fire Hazard Severity Zone

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1.0 INTRODUCTION

1.1 Background/Project History

Crafton Hills College (CHC) was established in the 1970s and is part of the San Bernardino Community College District (SBCCD). CHC currently serves the East Valley area of the SBCCD. A Master Plan for CHC was completed in 2006 to account for the various academic buildings, infrastructure improvements, and associated parking required to support an estimated future enrollment of 11,470 total students by 2025. A California Environmental Quality Act (CEQA) Program Environmental Impact Report (PEIR) was prepared for the CHC Master Plan which evaluated the environmental effects of buildout of the campus under the Master Plan. The SBCCD Board of Trustees certified the PEIR on December 14, 2006. When the EIR was certified, a Statement of Overriding Considerations was adopted for significant, unavoidable adverse effects to air quality in accordance with CEQA Guidelines Section 15093. Specifically, the SBCCD Board of Trustees found that the benefits of the expansion of CHC had sufficient benefit to override the unavoidable significant adverse impacts.

After approval of the CHC Master Plan and PEIR, Measure M, A \$500 million bond measure, was passed by the voters in 2008. Using Measure M funding, the SBCCD updated the CHC Master Plan in 2011 to prioritize and define the Measure M projects and to better define the full buildout of the campus in 2025. A Supplemental EIR (SEIR) was prepared for the 2011 Master Plan update. The SEIR was certified by the SBCCD Board of Trustees on July 11, 2013.

In 2017, the SBCCD prepared an update to the Master Plan, which plans for campus growth through the buildout year of 2031 (Proposed Project). In 2018, San Bernardino County voters passed Measure CC, a \$470 million bond measure to provide funding for improvement projects at SBCCD facilities, including the projects in the 2017 Master Plan. This EIR Addendum provides environmental analysis of the 2017 Master Plan.

1.2 Documents Incorporated by Reference

The following documents are incorporated by reference:

- *2017 Comprehensive Master Plan, Crafton Hills College* (SBCCD 2017)
- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2006)
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2013)

1.3 Decision to Prepare an EIR Addendum

This Addendum addresses the minor changes that the Proposed Project makes to the CHC Master Plan, which was analyzed in the certified PEIR and SEIR (SCH No. 2006011080). Pursuant to CEQA Guidelines Section 15164, the SBCCD shall consider this Addendum together with the PEIR and SEIR prior to making decisions on implementation of the Master Plan update projects.

The Proposed Project has been reevaluated using the current CEQA Guidelines updated by the Office of Planning and Research as of December 28, 2019. The evaluation used current regulations and thresholds to reflect current conditions at the site. This analysis shows that the Proposed Project's impacts remain the same or are lower than what was determined in the certified PEIR and SEIR for the 2011 Master Plan, and that an EIR Addendum is the appropriate CEQA document.

1.3.1 CEQA Guidelines Criteria for an Addendum

Pursuant to CEQA Guidelines Section 15164(b), an addendum to a previously certified EIR is appropriate if only minor changes or additions are necessary or none of the conditions described in CEQA Guidelines Section 15162 calling for preparation of subsequent CEQA document have occurred. These criteria are listed, below, along with a brief discussion regarding the reasons the Proposed Project does not meet the criteria in CEQA Guidelines Section 15162.

- ***No substantial changes have been proposed to the project which will require major revisions of the previous EIR "due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects" (State CEQA Guidelines, Section 15162(a)(1)).***
Impacts would be less than or comparable to those evaluated in the certified PEIR and SEIR (see Section 3.0). Therefore, there would be no new significant effects or an increase in severity of a previously identified significant effect. Note that the substantial, unavoidable adverse effect to air quality would be the same as or less than that evaluated in the PEIR and SEIR. The Statement of Overriding Considerations adopted in December 2006 for this impact remains in effect and no changes are required.
- ***No substantial changes have occurred "with respect to the circumstances under which the project is undertaken which will require major revisions of the previous EIR...due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects" (Section 15162(a)(2)).*** The impacts of the Proposed Project were evaluated against current regulations. No significant environmental effects or a substantial increase in the severity of a previously-identified significant effect has been identified. Therefore, no substantial changes have occurred that would require major revisions to the certified PEIR or SEIR.
- ***No new information of substantial importance that was previously unknown or could not have been known with the exercise of reasonable diligence at the time the previous EIR was certified as complete shows any of the following:***
 - ***"The project will have one or more significant effects not discussed in the previous EIR" (Section 15162(a)(3)(A)).*** No new information has come to light that would suggest that the Proposed Project would have previously undisclosed significant effects on the environment. A CEQA analyses was conducted for the Proposed Project (see Section 3.0), resulting in no new or more significant effects.

- **"Significant effects previously examined will be substantially more severe than shown in the previous EIR" (Section 15162(a)(3)(B)).** As discussed above and detailed in Section 3.0, the Proposed Project would not have substantially more severe impacts than were disclosed in the certified PEIR or SEIR.
- **"Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure or alternative" (Section 15162(a)(3)(C)).** As discussed above and detailed in Section 3.0, the SBCCD has agreed to all mitigation measures required by the certified PEIR and SEIR.
- **"Mitigation measures or alternatives which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effect on the environment, but the project proponents decline to adopt the mitigation measure or alternative" (Section 15162(a)(3)(D)).** As discussed above and detailed in Section 3.0, the SBCCD has agreed to all mitigation measures required by the certified PEIR and SEIR. The Proposed Project is a smaller buildout profile than the 2011 Master Plan, resulting in similar or fewer environmental effects.

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2.0 PROJECT DESCRIPTION

2.1 Project Location and Setting

CHC is a 586-acre community college campus in the SBCCD. It is one of three facility locations in the SBCCD, which also includes San Bernardino Valley College, located approximately 16 miles to the west in the City of San Bernardino, and the SBCCD administrative offices, Professional Development Center, and Applied Technology Training Center, located in the City of San Bernardino (Figure 2-1). CHC is located at 11711 Sand Canyon Drive in the City of Yucaipa, San Bernardino County (Figure 2-2). Approximately one-third of the southwest portion of the CHC property is developed. The remainder of the property is undeveloped open space (Figure 2-2).

CHC is surrounded by undeveloped rolling hills (the Crafton Hills) to the north, east, and northwest. Because of the terrain, the majority of CHC buildings are not visible from public viewpoints such as Sand Canyon Road, Chapman Heights Road, and Yucaipa Boulevard.

2.2 Project Description

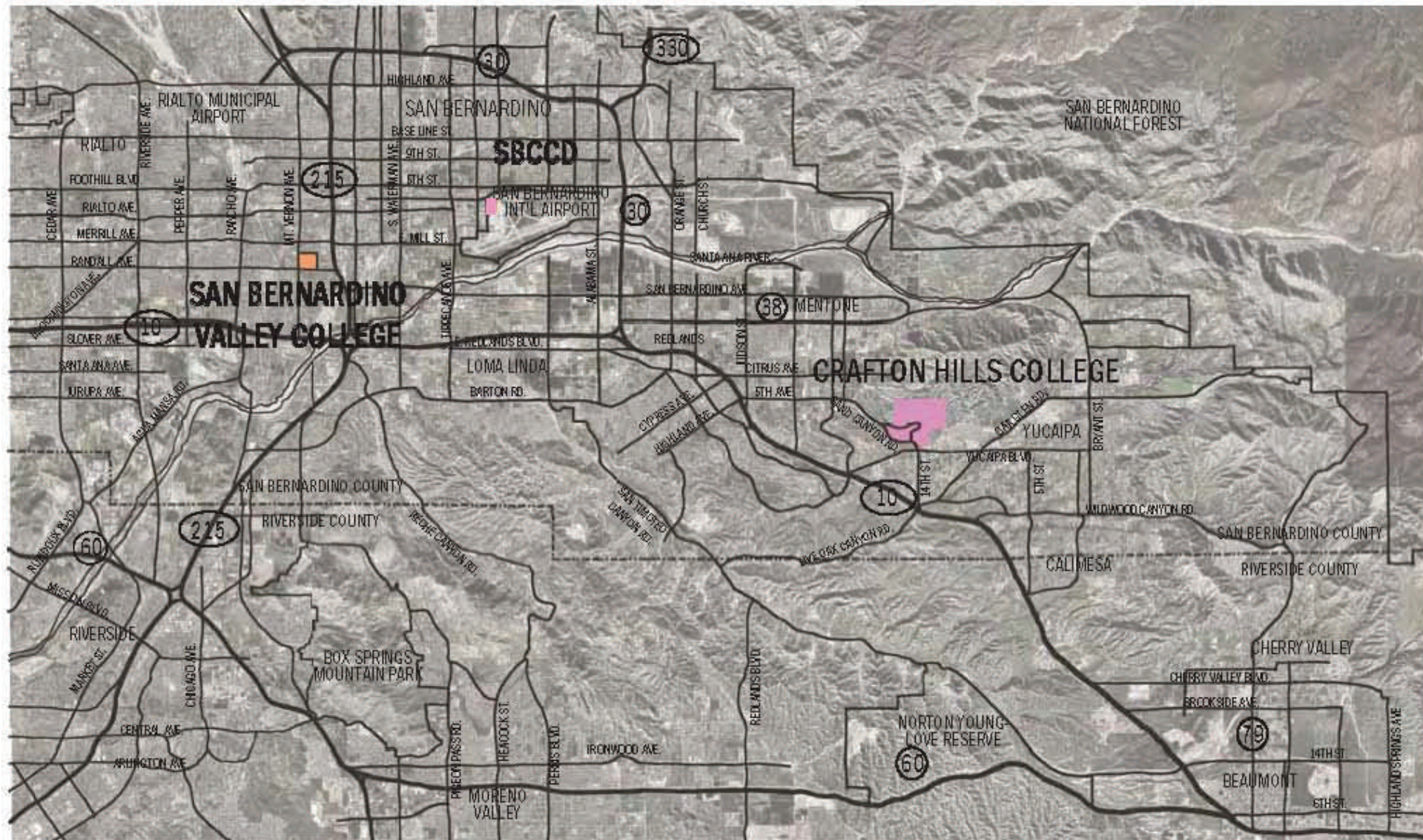
The 2017 Master Plan (SBCCD 2017) was developed to address the anticipated growth in enrollment over 15 years (through 2031). The 2017 Master Plan updates the Master Plan adopted by the SBCCD in 2006 and the Master Plan update adopted by the SBCCD in 2011.

The 2017 Master Plan update reevaluated enrollment projections and facilities needs in light of enrollment demand and educational requirements. Table 2.2-1 summarizes the enrollment, building area, and parking in the buildout year for each of the Master Plans.

Table 2.2-1. Comparison of 2011 Master Plan and 2017 Master Plan Buildout Years			
	2011 Master Plan (buildout year 2025)	2017 Master Plan (buildout year 2031)	Change
Total Enrollment	11,470	7,417	(4,053)
Building Area (assignable square feet)	288,930	241,199	(47,431)
Parking Spaces	2,825	1,817	(1,008)

Based on recent enrollment trends, the total enrollment in the 2031 buildout year of the 2017 Master Plan is expected to be lower than the enrollment estimated in the 2030 buildout year of the 2011 Master Plan. Based on enrollment trends and academic needs, total building area is anticipated to decrease. Total parking demand is also expected to decrease.

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Map Date: 8/29/2019
Source: SBCCD

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Map Date: 8/29/2019
Source: SBCCD

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Table 2.2-2 compares the facility demolition, remodel, and construction projects for the 2017 Master Plan with the 2011 Master Plan. As shown in this table, many projects have been carried forward from the 2011 Master Plan, either as the same or similar project or a revised project. This is because not all of the projects listed in the 2011 Master Plan were completed. Figures 2-3 and 2-4 show the facilities and campus plan from the 2011 Master Plan, Figure 2-5 shows existing campus facilities, and Figure 2-6 shows the facilities and campus plan of the 2017 Master Plan.

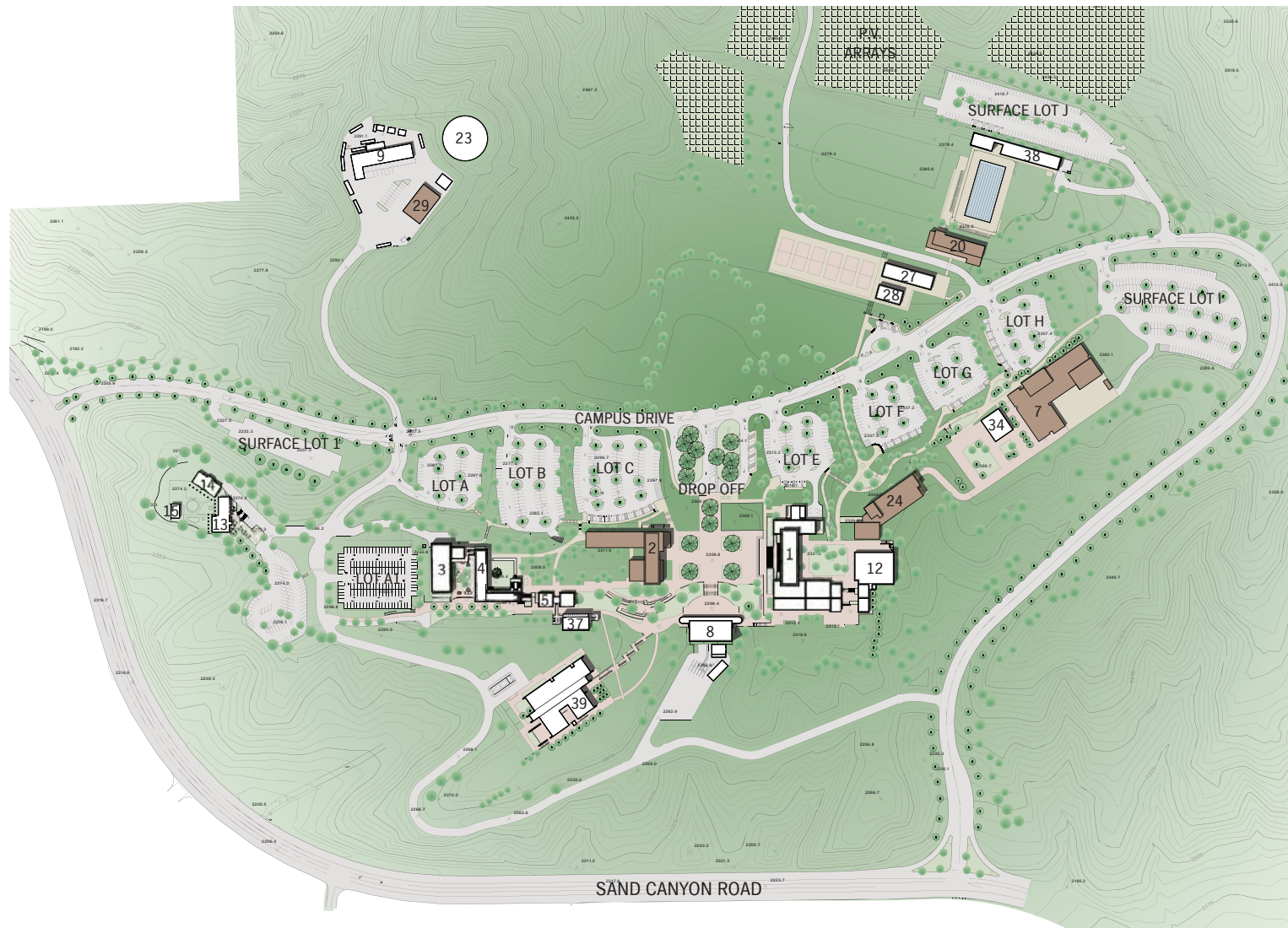
The main changes to the Master Plan include:

- A new Gymnasium would be constructed north of the new soccer field (GYM on Figure 2-6). The new Gymnasium was originally proposed south of the new soccer field (C on Figure 2-4).
- A new public safety training center (EVPSTC on Figure 2-6) that would include a smokeless burn tower and other training props to train fire, rescue, emergency medical services, and hazardous material personnel to respond to multi-hazard, multi-jurisdictional emergency incidents. The facility would be used by both CHC students and local and regional public safety agencies. This facility would be located south of Lot I.
- As a replacement for the previously-proposed parking structure at the existing Lot I, parking would be provided south of the tennis courts (Central Parking Lot) and north of the Learning Resources Center (Lot N).
- An addition to the existing Maintenance & Operations Building is proposed (M&O on Figure 2-6). The addition would include additional staff work space and maintenance vehicle storage space and replace temporary storage bins and containers with durable permanent storage space. The existing building rooftop would be upgraded to receive a solar photovoltaic system.

Table 2.2-2. Comparison of 2011 Master Plan and 2017 Master Plan Elements¹

2017 Master Plan	No Change	Revision	New	Comment
Building Demolitions/Temporary Facility Removals				
Visual Arts Building	X			
East Complex	X			
Gymnasium	X			
North Complex	X			
Temporary Buildings South of Performing Arts Center		X		
Tennis Courts (Optional)			X	
New and Renovated Buildings				
New Gymnasium Building	X			
New Soccer Field	X			
New Teaching Pool	X			
New Outdoor Kinesiology Laboratories	X			
New Joint-Use Tennis Facility		X		Either a remodel of the existing tennis courts or construction of new tennis courts in the same location as existing tennis facility
New East Instructional Building	X			
New Maintenance & Operations Addition			X	
New East Valley Public Safety Training Center			X	
Performing Arts Center Renovation	X			
Crafton Hall Renovation	X			
West Complex Renovation	X			
Student Support Building Renovation	X			
Child Development Center Renovation		X		A new Child Development Center was proposed in the 2011 Master Plan
Central Parking Lot and Parking Lot N			X	As a replacement for the previously-proposed parking structure at the existing Lot I, parking would be provided south of the tennis courts and north of the Learning Resources Center.
Infrastructure Improvements: rooftop solar systems, Central Plant expansion, utility expansion and stormwater system upgrades at the Kinesiology complex, updating technology systems at the Learning Resources Center, general communications and technology upgrades across campus, conversion of some restrooms to all-gender facilities, landscaping, extension of infrastructure to new buildings		X		

Notes: ¹No Change = element is the same or substantially similar to that evaluated in the PEIR and/or SEIR, Revision = element was included in PEIR and/or, but has been change in the 2017 Master Plan, New = element was not included in 2011 Master Plan



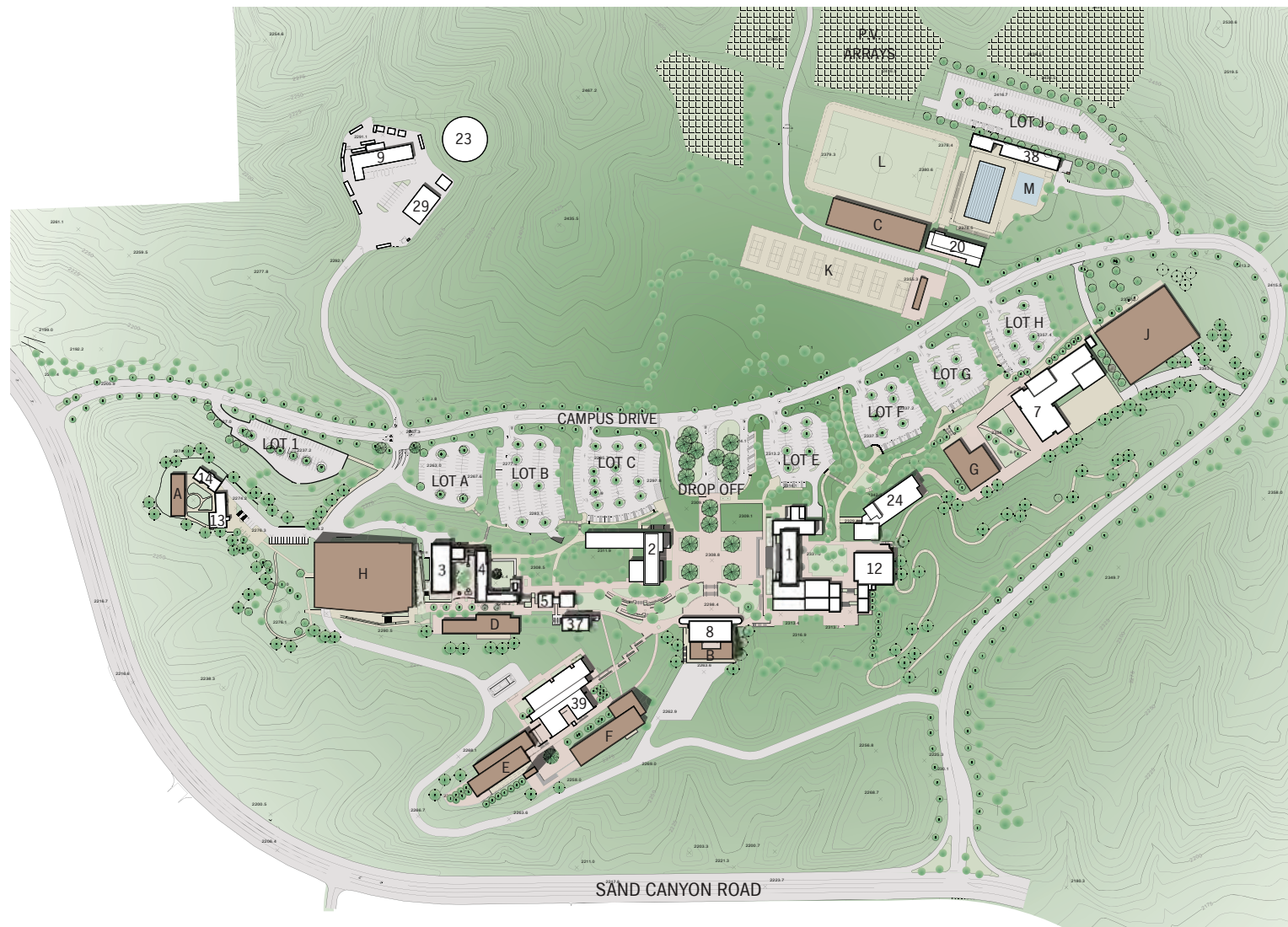
MASTER PLAN - HORIZON 1

NO. BUILDING NAME

- 1 LAB/ADMIN
- 2 **CRAFTON CENTER**
- 3 CLASSROOM BUILDING 2
- 4 STUDENT SERVICES A
- 5 CLASSROOM BUILDING 1
- 7 **OCCUPATIONAL ED 2**
- 8 PERFORMING ARTS CENTER
- 9 MAINTENANCE & OPERATIONS
- 12 CHEMISTRY
- 13 CDC 1
- 14 CDC 2
- 15 CDC 3
- 20 **PHYS ED / ATHLETICS**
- 23 WATER TANK
- 24 **SCIENCE**
- 27 SCIENCE MODULAR
- 28 MATH MODULAR
- 29 **OFFICES (REPURPOSED BOOKSTORE MODULAR)**
- 34 BOOKSTORE CLASSROOMS
- 37 STUDENT SERVICES B
- 38 AQUATIC CENTER
- 39 LEARNING RESOURCE CENTER

* BOLD INDICATES NEW BUILDING

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MASTER PLAN - HORIZON 2



- NO. BUILDING NAME**
- 1 LAB/ADMIN
 - 2 CRAFTON CENTER
 - 3 CLASSROOM BUILDING 2
 - 4 STUDENT SERVICES A
 - 5 CLASSROOM BUILDING 1
 - 7 OCCUPATIONAL ED 2
 - 8 PERFORMING ARTS CENTER
 - 9 MAINTENANCE & OPERATIONS
 - 12 CHEMISTRY
 - 13 CDC 1
 - 14 CDC 2
 - 15 CDC 3
 - 20 PHYS ED / ATHLETICS
 - 23 WATER TANK
 - 24 SCIENCE
 - 29 OFFICES
 - 37 STUDENT SERVICES B
 - 38 AQUATIC CENTER
 - 39 LEARNING RESOURCE CENTER
 - A. CHILD DEVELOPMENT CENTER**
 - B. THEATER ANNEX**
 - C. GYM EXPANSION**
 - D. FUTURE BUILDING**
 - E. FUTURE BUILDING**
 - F. FUTURE BUILDING**
 - G. FUTURE BUILDING**
 - H. PARKING STRUCTURE 1**
 - J. PARKING STRUCTURE 2**
 - K. TENNIS COURTS**
 - L. SOCCER FIELD**
 - M. WELLNESS POOL**

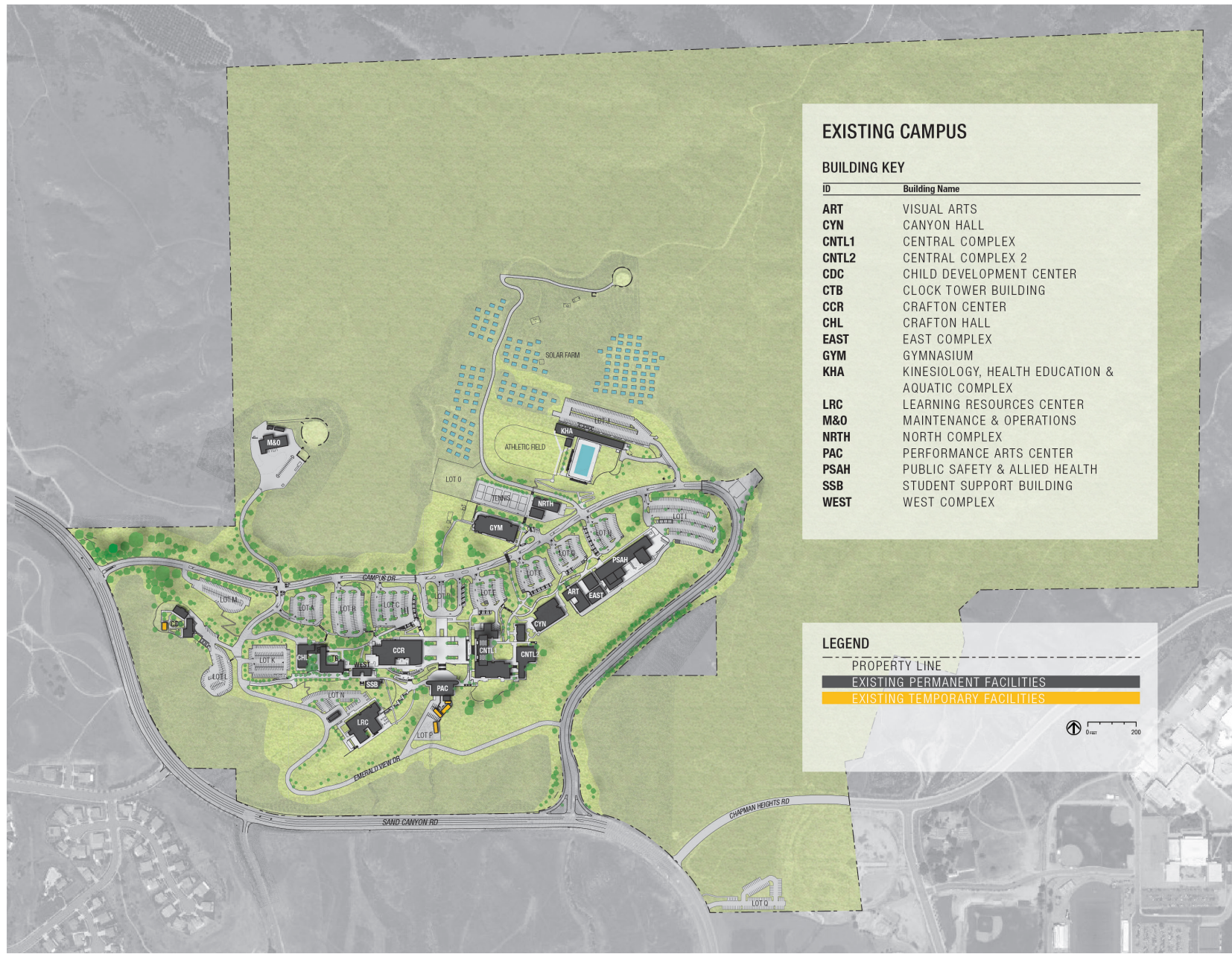
*BOLD INDICATES NEW BUILDINGS

Crafton Hills College | Master Plan Update

Steinberg Architects

Map Date: 8/29/2019
Source: SBCCD

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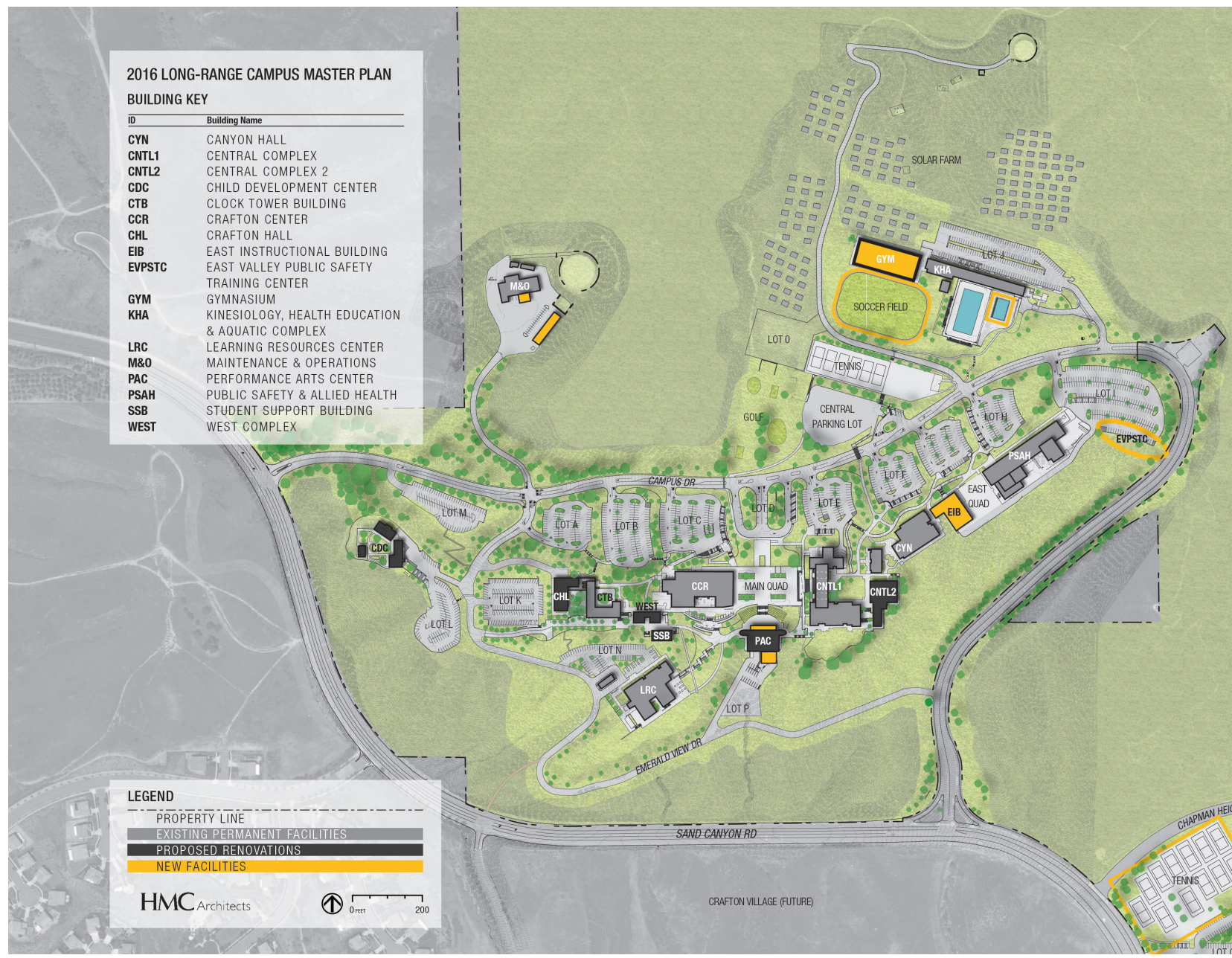


Map Date: 8/29/2019
Source: SBCCD

Figure 2-5. Existing Campus Facilities

2019-166 SBCCD Measure CC Program EIR

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Map Date: 8/29/2019
Source: SBCCD

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3.0 ENVIRONMENTAL REVIEW

3.1 Introduction

This section provides a discussion of the existing environment within and surrounding CHC followed by a summary of prior environmental review and an analysis of the impacts of the CHC Master Plan update.

3.2 Aesthetics

3.2.1 Environmental Setting

The aesthetics environmental setting for the CHC Master Plan Update, is similar to that discussed in the PEIR completed in November 2006 and the SEIR completed in March 2013. The campus is located on 523 acres of land, of which approximately one-third in the southwestern portion of the site is developed. The developed portion of the campus is situated within the topography of the Crafton Hills, overlooking Sand Canyon Road. The majority of campus buildings are not visible from public viewpoints such as Sand Canyon Road, Yucaipa Boulevard, and Chapman Heights Road.

Since certification of the PEIR and completion of the SEIR, mass grading has been completed, the library building has been demolished, the Performing Arts Center has been expanded, and the Learning Resource Center and a solar farm located in the northeastern portion of the campus north of the Aquatic Center have been built.

3.2.2 Prior Environmental Review

3.2.2.1 Previous Environmental Analysis

The aesthetics impacts associated with the CHC Master Plan and 2011 Master Plan Update were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2006); and
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2013)

3.2.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts to aesthetics associated with the CHC Master Plan and 2011 Master Plan Update.

3.2.2.3 Previously Identified Mitigation Measures

No significant impacts were identified; therefore, no mitigation measures were required.

3.2.3 Discussion

On Campus Views. The Proposed Project would include the construction of a new gymnasium north of the new soccer field (GYM on Figure 2-6), a new public safety training center south of Lot I (EVPSTC on Figure 2-6), a new East Instructional Building (EIC on Figure 2-6), additions to the existing Maintenance & Operations Building (M&O on Figure 2-6), and additions to the Performing Arts Center (PAC on Figure 2-6). The Proposed Project would also include renovations to the Child Development Center, Crafton Hall, Student Support Building, Performing Arts Center, and Central Complex 2. The proposed construction and renovation projects would occur within the existing CHC campus. The proposed CHC construction and renovations would be of similar architectural style and scale as existing buildings on the CHC campus. A less than significant aesthetics impact would occur.

Off Campus Views. The new development and renovations proposed by the CHC Master Plan Update (2017) would not be visible from community viewpoints such as Sand Canyon Road, Yucaipa Boulevard, and Chapman Heights Road. Impacts would be less than significant.

Light and Glare. The Proposed Project would include light fixtures along the exterior of the proposed buildings and building additions. Light fixtures at the periphery of the CHC campus would be directed downward to avoid spillover effects to surrounding land areas. Modern light fixtures that meet the minimum standards of the Illuminating Engineering Society of North America (IESNA) and that provide light pollution and glare minimization as recommended by the Leadership in Energy and Environmental Design (LEED) would be used for the facilities and facility additions proposed in the CHC Master Plan Update (2017). Less than significant impacts would occur.

3.3 Air Quality

Air quality reports were prepared for the PEIR and SEIR. Because the Proposed Project reflects a decrease in enrollment projections from the conditions that were analyzed in these air quality reports, air emissions are anticipated to be lower than those identified in the PEIR and SEIR as summarized below.

3.3.1 Environmental Setting

The CHC campus is located in a portion of San Bernardino County that is under the jurisdiction of the South Coast Air Quality Management District (SCAQMD). This portion of the South Coast Air Basin is a non-attainment area for both the federal and state standards for ozone and particulates less than 10 microns and 2.5 microns in diameter (PM₁₀ and PM_{2.5}).

3.3.2 Prior Environmental Review

3.3.2.1 Previous Environmental Analysis

Air quality impacts associated with the CHC Master Plan and Master Plan Update were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2006); and
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2013)

3.3.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR identified significant project impacts as a result of construction emissions for Reactive Organic Gases (ROG) and nitrogen oxide (NO_x). Additionally, the PEIR and SEIR determined that operational emissions for Carbon Monoxide (CO) and NO_x would exceed daily and annual thresholds. Even with the implementation of mitigation, air quality impacts would remain significant and unavoidable. The SBCCD Board of Trustees adopted a Statement of Overriding Considerations for this significant, unavoidable impact on December 14, 2006.

3.3.2.3 Previously Identified Mitigation Measures

The following mitigation measure was identified in the PEIR and SEIR to reduce project impacts:

AQ-1: Construction contract specifications shall include the following:

- Compliance with all SCAQMD Rules and Regulations;
- Maintenance programs to assure construction vehicles and equipment are in good operating condition; and
- Avoid unnecessary idling of construction vehicles and equipment.

3.3.3 Discussion

The CHC Master Plan Update (2017) involves the construction and renovation of campus facilities including a new gymnasium, public safety training center, East Instructional Building and additions to the existing Maintenance & Operations Building and Performing Arts Center. The Proposed Project would also include renovations to the Child Development Center, Crafton Hall, Student Support Building, Performing Arts Center, and Central Complex 2. All construction and renovation would be located within the existing CHC campus. No expansion of the campus area is proposed.

Construction Impacts. As analyzed in the PEIR, construction emissions for ROG and NO_x would be above SCAQMD thresholds and would be significant. The total building area would be less than that analyzed in the PEIR and emissions would likely be slightly lower; however, a Statement of Overriding Considerations was adopted for this impact on December 14, 2006 and remains in effect for the Proposed Project.

Operational Impacts. As analyzed in the PEIR, operations emissions for CO and NO_x would exceed daily and annual thresholds. Because the proposed Master Plan Update (2017) would involve lower enrollment projections than what was analyzed in the PEIR, impacts associated with operation of the Proposed Project are anticipated to be less than those analyzed in the PEIR.

However, a Statement of Overriding Considerations was adopted for this impact on December 4, 2006 and remains in effect for the Proposed Project.

Cumulative Impacts. Based on the analysis of impacts in the PEIR, construction emissions for ROG and NO_x would be above SCAQMD thresholds and would be significant. Additionally, operations emissions for CO and NO_x would exceed daily and annual thresholds in both 2012 and 2025 phases. Even with mitigation, these impacts would remain significant. Because the emissions are above the significance thresholds, project construction and operations could result in a cumulatively considerable net increase of pollutants. Because the proposed Master Plan Update (2017) proposes lower total building area as a result of decreased enrollment forecasts, impacts are anticipated to be less than those analyzed in the PEIR. The SBCCD Board of Trustees adopted a Statement of Overriding Considerations for this significant, unavoidable impact on December 14, 2006, which remains in effect for the Proposed Project.

Impacts to Sensitive Receptors. Construction activities would result in emissions of diesel particulate matter from heavy construction equipment used on site and truck traffic to and from the site, as well as minor amounts of toxic air contaminants (TAC) emissions from motor vehicles (such as benzene, 1, 3-butadiene, toluene, and xylenes). Health effects attributable to exposure to diesel particulate matter are long-term effects based on chronic (i.e., long-term) exposure to emissions. Health effects are generally evaluated based on a lifetime (70 years) of exposure. Due to the short-term nature of construction at the site, no adverse health effects would be anticipated from short-term diesel particulate emissions. Motor vehicle emissions would not be concentrated in any one area but would be dispersed along travel routes and would not be anticipated to pose a significant health risk to receptors.

As discussed in the PEIR, with mitigation, the CHC Master Plan would not result in CO “hot spots” or expose sensitive receptors to substantial pollutant concentrations. Because the proposed Master Plan Update proposes less building area as a result of decreased enrollment forecasts, impacts are anticipated to be less than those analyzed in the PEIR and would be less than significant.

Odors. Typically, odors are regarded as an annoyance rather than a health hazard. However, manifestations of a person’s reaction to foul odors can range from psychological (e.g., irritation, anger, or anxiety) to physiological (e.g., circulatory and respiratory effects, nausea, vomiting, and headache).

According to the SCAQMD, land uses commonly considered to be potential sources of obnoxious odorous emissions include agriculture (farming and livestock), wastewater treatment plants, food processing plants, chemical plants, composting facilities, refineries, landfills, dairies, and fiberglass molding. The Proposed Project does not include any uses identified by the SCAQMD as being associated with odors. No odor-related impact would occur.

3.4 Biological Resources

The site setting for this Addendum EIR remains relatively unchanged from that described in the previously prepared PEIR and SEIR. Biological resources in the developed portion of campus are limited to those typically found in developed and urban settings, including potential habitat for sensitive bats and nesting birds protected under the Migratory Bird Treaty Act (MBTA). There are approximately 10 acres of coastal sage scrub and 16.5 acres of nonnative grassland habitat on the slopes surrounding the developed area of campus to the west, south, and southeast. One listed wildlife species, the coastal California gnatcatcher (*Polioptila californica californica*) has a high potential to occur within the sage scrub habitat. Other California Species of Concern could also occur in the sage scrub habitat. The PEIR also identified 0.13 acre of federally jurisdictional waters and 0.23 acre of state jurisdictional waters on the site. It should be noted that the only Master Plan project in the sensitive coastal sage scrub habitat was the extension of Emerald View Drive from south of the Performing Arts Center east to Campus Drive, which was completed in an earlier phase of the Master Plan. The federal and state jurisdictional waters were located in the areas graded for the Emerald View Drive extension and the construction of the Kiniesiology, Health Education & Aquatic Complex, both of which have been completed in earlier phases of the Master Plan. Since certification of the PEIR and SEIR, the library building has been demolished, the Performance Arts Center has been expanded, and the solar farm, Canyon Hall, Gymnasium, and Kinesiology, Health Education, and Aquatic Complex buildings, and the Learning Resource Center have been built.

3.4.1 Prior Environmental Review

3.4.1.1 Previous Environmental Analysis

The biological resources impacts associated with the CHC Master Plan and Master Plan Update (2011), as amended, were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2006); and
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2013)

3.4.1.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts on biological resources associated with the CHC Master Plan and Master Plan Update (2011), as amended, with the incorporation of the proposed mitigation measures.

3.4.1.3 Previously Identified Mitigation Measures

The following mitigation measures were identified in the PEIR to reduce project impacts to less than significant:

- B-1:** Focused plant surveys and protocol coastal California gnatcatcher surveys in accordance with the most recent protocol guidelines shall be conducted within 1 year of ground-disturbing activities in coastal sage scrub and nonnative grassland habitats to update the current status of these species on the site. A review of the most recent state and federal lists and survey protocol for the special status plant and wildlife species shall be conducted within 1 year of proposed ground-disturbing activities in potential habitats for these species to update listed and special status species that may have been added or removed from these lists between the preparation of the EIR and project implementation. Focused plant and wildlife species in accordance with the most recent protocol shall be conducted for any plant and wildlife species that are listed at the time of the review process and that have the potential to occur within the project area. In the event that a listed or special-status species is detected, occupied habitat shall be avoided. If habitat cannot be avoided, consultation with the California Department of Fish and Game and/or the U.S. Fish and Wildlife Service shall be conducted and the appropriate take permits shall be obtained prior to construction. On-site mitigation that includes the preservation of open space, enhancement of habitat, creation of suitable habitat, and/or relocation of populations (plants only) shall be conducted at a ratio that is acceptable and approved by the appropriate agency(ies).
- B-2:** Habitat clearing activities shall be conducted outside the bird breeding season (outside February 1 – August 31). This includes, but is not limited to, removal of non-native landscaped trees, non-native grassland habitat, native sage scrub, native riparian habitat, and existing structures (buildings, antennas, etc.). If clearing is to occur during the bird breeding season, a pre-construction nesting bird survey shall be conducted by a qualified biologist and an appropriate buffer zone (typically 300' radius for songbirds, 500' radius for raptors) shall be established around all active nests (contains eggs, chicks, or fledglings dependent on the nest) and construction activities shall be avoided within the buffer zone until the nest is deemed no longer active by the biologist.
- B-3:** A qualified bat biologist shall conduct a pre-construction survey of potential bat roosting sites prior to removal of mature trees and existing structures. If an active bat roost is detected, bat exclusionary devices shall be installed during the non-breeding season (outside May 1 – October 1) and after bats voluntarily leave the roost for the night to forage. Demolition shall occur once the biologist deems the structure devoid of bats.
- B-4:** The project shall obtain a CFGC Section 1602 Streambed Alteration Agreement prior to the commencement of construction in drainages with state jurisdiction. Permanent and temporary habitat removal in delineated jurisdiction shall be mitigated at a ratio acceptable to the CDFG through purchase of credits in a mitigation bank or through other CDFG-approved methods. A Clean Water Act Section 401 permit from the Regional Water Quality Control Board and a Clean Water Act Section 404 permit from the U.S. Army Corps of Engineers shall also be obtained for the project prior to construction in areas with state and federal jurisdiction (see Mitigation Measures H-1, H-2, and H-3). In

addition to obtaining the necessary permits from the US Army Corps of Engineers, CDFG, and California Regional Water Quality Control Board, the following measures shall be implemented to minimize impacts to jurisdictional waters, wetlands, and riparian communities:

1. Except where authorized by a CDFG Streambed Alteration Agreement, sediment barriers and erosion control devices shall be installed in order to prevent sedimentation (either directly deposited or through runoff) from entering jurisdictional waterways. Drainage and sedimentation control devices shall be routinely cleaned, maintained, and repaired prior to and during the rainy season. All repairs to these systems shall be immediately executed to minimize erosion problems.
2. No debris, soil, silt, sand, bark, slash, sawdust, rubbish, construction waste, cement or concrete or washings thereof, oil or petroleum products or other organic or earthen material from any logging, construction, or associated activity of whatever nature shall be allowed to enter into or placed where it may be washed by rainfall or runoff into federal and state jurisdictional waters. Fueling of equipment and stockpiles shall not be deposited within 150 feet of the high-water mark of any drainage.
3. Revegetation and landscaping in and adjacent to waterways shall avoid the use of non-native invasive plant species. Only native trees and shrubs typical of the drainage system and surrounding habitat shall be planted.

Sycamores (*Platanus* sp.) associated with drainages and that are damaged or removed during construction operations shall be replaced in kind at a 3:1 ratio or as stated by the Streambed Alteration Agreement.

3.4.2 Discussion

The CHC Master Plan Update (2017) involves the construction and renovation of campus facilities including a new gymnasium, public safety training center, East Instructional Building and additions to the existing Maintenance & Operations Building and Performing Arts Center. The Proposed Project would also include renovations to the Child Development Center, Crafton Hall, Student Support Building, Performing Arts Center, and Central Complex 2. All construction and renovations would be located within the existing CHC campus. No expansion of the campus area is proposed. No disturbance of coastal sage scrub habitat or jurisdictional waters is proposed, as these impacts occurred in previous phases of the Master Plan. Project impacts to biological resources would remain less than significant with the implementation of the previously adopted mitigation measures.

3.5 Cultural Resources

3.5.1 Environmental Setting

The cultural resources for the CHC Master Plan update, are the same as those identified in the previously prepared PEIR and SEIR.

As a result of the records search conducted for the PEIR no prehistoric archaeological sites, one prehistoric isolated artifact, and two historic archaeological sites were recorded within 1 mile of the project area. Two historic structures were recorded within 1 mile of the project area. No previously recorded sites were located within the boundaries of the Master Plan area. As a result of the intensive systematic pedestrian survey of the Master Plan area for the PEIR, no prehistoric archaeological resources were identified within the project area as a result of the survey. One potential historic age site (a trash scatter associated with Sand Canyon Road) was recorded and designated CHC-1.

3.5.2 Prior Environmental Review

3.5.2.1 Previous Environmental Analysis

The cultural resources impacts associated with the CHC Master Plan and Master Plan Update (2011), as amended, were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2006); and
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2013)

3.5.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts to cultural resources associated with the CHC Master Plan and 2011 Master Plan Update. However, if unknown, buried archaeological deposits are encountered during construction, impacts to these resources would be potentially significant without mitigation.

3.5.2.3 Previously Identified Mitigation Measures

Previously-identified mitigation measures are listed below. Please note that CR-1 originally required submittal of a data recovery report to the San Bernardino Information Center. Since the publication of the PEIR and SEIR, this information center has been consolidated with the South-Central Coastal Information Center at California State University, Fullerton. Mitigation Measure CR-1 has been updated to reflect the new information center location.

CR-1: In the event that archaeological materials are encountered during ground-disturbing construction activities, these activities must be suspended in the vicinity of the find until the deposits are recorded and evaluated by a qualified archaeologist. If evaluated as eligible and determined eligible by the San Bernardino Community College District, the

archaeological site must be avoided and preserved. If this is not feasible, an archaeological data recovery program shall be completed. The data recovery report will be submitted to the San Bernardino Community College District and filed with the South-Central Coastal Information Center at California State University, Fullerton.

If human remains of any kind are found during construction activities, all activities must cease immediately and the San Bernardino County Coroner must be notified, as required by state law (Section 7050.5 of the Health and Safety Code). If the coroner determines the remains to be of Native American origin, he or she will notify the Native American Heritage Commission (NAHC). The NAHC will then identify the most likely descendant(s) (MLD) to be consulted regarding treatment and/or reburial of the remains (Section 5097.98 of the Public Resources Code). Work can continue once the MLD's recommendations have been implemented or the remains have been reburied by the landowner if no agreement can be reached with the MLD (Section 5097.98 of the Public Resources Code).

3.5.3 Discussion

The CHC Master Plan Update (2017) involves the construction and renovation of campus facilities including a new gymnasium, public safety training center, East Instructional Building and additions to the existing Maintenance & Operations Building and Performing Arts Center. The Proposed Project would also include renovations to the Child Development Center, Crafton Hall, Student Support Building, Performing Arts Center, and Central Complex 2. All construction and renovations would be located within the existing CHC campus. No expansion of the campus area is proposed. Project impacts to cultural resources would remain less than significant with the implementation of the previously adopted mitigation measures.

3.6 Energy

3.6.1 Environmental Setting

Southern California Edison (SCE) provides electrical services to San Bernardino through State-regulated public utility contracts. SCE, the largest subsidiary of Edison International, is the primary electricity supply company for much of Southern California. It provides 14 million people with electricity across a service territory of approximately 50,000 square miles. SCE has met or exceeded all Renewable Portfolio Standard requirements to date, procuring renewable energy from diverse sources, including biomass, biowaste, geothermal, hydroelectric, solar and wind. This Standard requires all California utilities to generate 33 percent of their electricity from renewables by 2020, 60 percent of their electricity from renewables by 2030, and 100 percent by 2045.

The Southern California Gas Company provides natural gas services to the Project area. As the nation's largest natural gas distribution utility, the Southern California Gas Company delivers natural gas energy to 21.6 million consumers through 5.9 million meters in more than 500 communities. The Southern California Gas Company's service territory encompasses

approximately 20,000 square miles throughout Central and Southern California, from Visalia to the Mexican border.

3.6.2 Prior Environmental Review

3.6.2.1 Previous Environmental Analysis

Energy impacts associated with the CHC Master Plan and Master Plan Update (2011) were not evaluated separately in the previous environmental documents. The requirement to analyze energy was added in the 2009 amendments to the CEQA Guidelines and clarified again as part of the 2019 amendments to the CEQA Guidelines.

3.6.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not review energy impacts as a separate section and therefore did not identify any significant project impacts as a result of energy.

3.6.2.3 Previously Identified Mitigation Measures

Because the PEIR and SEIR did not review energy impacts as a separate section, no mitigation measures were identified.

3.6.3 Discussion

Construction and Operation. Due to the short-term nature of the project construction and reduced scope of the Proposed Project it is anticipated that fuel consumption during project construction would have a nominal effect on local and regional energy supplies, especially over the long-term. Additionally, construction equipment fleet turnover and increasingly stringent state and federal regulations on engine efficiency combined with state regulations limiting engine idling times and require recycling of construction debris, would further reduce the amount of transportation fuel demand during project construction. For these reasons, it is expected that construction fuel consumption associated with the Proposed Project would not be any more inefficient, wasteful, or unnecessary than other similar development projects of this nature. Additionally, the consumption of energy would be less than those anticipated for the previous Master Plan because less building square footage is planned and lower enrollment is anticipated. The new and renovated buildings would be more energy-efficient than the existing buildings. For these reasons, this impact would be less than significant.

Local Plans and Policies. The Proposed Project would be designed in a manner that is consistent with relevant energy conservation plans designed to encourage development that results in the efficient use of energy resources. Relevant energy conservation plans specific to the Proposed Project include the City of Yucaipa General Plan, more specifically Goal PSF-8.2: Energy and Conservation and the SBCCD Sustainability Plan. Goal PSF-8.2 encourages the use of renewable energy sources (solar and other technologies) through demonstration projects at public facilities and development or financial incentives, where feasible (City of Yucaipa 2016). Strategies proposed by the SBCCD Sustainability Plan include maximizing energy efficient design in new and

renovated buildings, providing energy efficient equipment and appliances, and monitoring energy use of individual buildings. The Proposed Project would not conflict or obstruct any local or state plans for renewable energy or energy efficiency. Additionally, Crafton Hills College maintains a 1.3million-watt photovoltaic system that can supply 90 percent of the CHC's energy electrical energy needs. For these reasons, this impact would be less than significant.

3.7 Geology and Soils

3.7.1 Environmental Setting

The site setting for this Addendum EIR remains similar to that described in the PEIR and SEIR. Seismic, soils, and liquefaction conditions on the project site remain the same as those described in the PEIR and SEIR.

The campus is located within the Crafton Hills, which consist of very old (Pleistocene-age) alluvial deposits in the southern portion of the campus and granitic bedrock to the north. The campus contains a substantial amount of fill used to create the existing building pads, roads, parking lots, and other improvements. There are no known active or potentially active faults that traverse the campus and the campus is not located within a designated Alquist-Priolo Earthquake Fault Zone. The known regional active and potentially active faults that could produce the most significant ground shaking are the San Andreas and San Jacinto faults, located approximately 4 miles to the northeast and 7 miles to the southwest, respectively. CHC is in an area mapped as having moderate to high slope instability.

3.7.2 Prior Environmental Review

3.7.2.1 Previous Environmental Analysis

The geology and soils impacts associated with the CHC Master Plan and Master Plan Update (2011), as amended, were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2006); and
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2013)

3.7.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts on geology and soils associated with the CHC Master Plan and Master Plan Update (2011), as amended, with the incorporation of the proposed mitigation measures.

3.7.2.3 Previously Identified Mitigation Measures

Mitigation Measures G-1 through G-37 were identified in the PEIR to reduce project impacts to a less than significant level. These mitigation measures, as applicable, were implemented for the

mass grading associated with the Community Recreational Facility and the extension of Emerald View Road. These mitigation measures are repeated below for reference.

Earthwork and Grading

- G-1:** Grading shall be performed in accordance with the General Earthwork and Grading Specifications presented in Appendix G of the March 2006 Preliminary Geotechnical Investigation, unless specifically revised or amended by future recommendations based on final development plans.

Site Preparation

- G-2:** Prior to construction, the areas of the proposed improvements shall be cleared of vegetation, trash, and debris. Any underground obstructions onsite shall be removed. Efforts shall be made to locate any existing utility lines. Those lines shall be removed or rerouted if they interfere with the proposed construction, and the resulting cavities shall be properly backfilled and compacted as stated in Mitigation Measures G-4 and G-5. In addition, any uncontrolled artificial fill shall be excavated from proposed building footprints (this may not be practical for the pool building; see Section 3.6.4.4). Backfill of the Earth Consultant, Inc. (2005) fault trenches shall be removed and replaced as compacted fill (additional recommendations for backfill of this trench are provided in Mitigation Measure G-3).

Overexcavation and Recomposition

- G-3:** To reduce the potential for adverse differential settlement of proposed improvements, the underlying earth materials shall be prepared in such a manner that a uniform response to applied loads is achieved. Below are recommendations for proposed building locations.

Building Cut Pads in Very Old Alluvial (Qvoa) Soil: For building cut pads where the pads will be founded *solely* in competent material (i.e., underlain by very old alluvial soil), these pads shall be over excavated and recompact to a minimum depth of 2 feet below the existing grade or 1 foot below finish grade, whichever is deeper. Under these conditions, footings may be founded directly on undisturbed native older alluvial soil. These conditions are anticipated under the Parking Structures (provided at least 6 feet of cut is planned across the pads), the LRC building, the Humanities building, and the OE-2 building, if these are to be cut pads, with a minimum cut of 3 feet.

Efforts shall be made to avoid creating cut/fill transition zones within the structural footprint. If artificial fill or soft, loose, or otherwise incompetent soil is exposed in any portion of the footing excavations, this material shall be removed and replaced at 95 percent relative compaction. However, if a transition zone is created, over excavation recommendations are provided below.

Building Fill or Cut/Fill Transition Pads in Qvoa Soil: For building pads or cut/fill transition pads over very old alluvial soil, the pads shall be over excavated and recompacted to a minimum depth of 2 feet below the existing grade or 3 feet below the bottom of the proposed foundations, whichever is deeper. The over excavation and recompaction shall extend outside the structure footprint a minimum lateral distance equal to the depth of over excavation or 5 feet, whichever is greater. These conditions will also apply to the Parking Structure, the LRC building, the Humanities building, and the OE-2 building, depending upon the depth of fill and cut for these pads.

Building Pads in Qal, Qc or Af (Aquatic Center Building): For the aquatic center building, which is to be founded over existing artificial fill over relatively deep recent alluvial/colluvial soil, this building pad shall be over excavated and recompacted to a minimum depth of 5 feet below the existing grade or 6 feet below the bottom of the proposed foundations, whichever is deeper. The over excavation and recompaction shall extend outside the structure footprint a minimum lateral distance equal to the depth of over excavation or 5 feet, whichever is greater. This mitigation measure is provided as an alternative to complete removal of the compressible soils. However, the mitigation measures for stiffened foundations for the Aquatic Center Building provided in Section 3.6.4.4 shall also be used.

Additional Overexcavation Recommendations for Cut/Fill Transition Pads: In addition to the above, to minimize the potential for adverse effects of differential settlement, transitions from bedrock, very old alluvium, or relatively shallow fill to *relatively deep fill* shall be reduced. On building pads underlain by significant differences in the depth of fill (10 feet or more difference across a pad), the pad shall be over excavated such that there is a minimum depth of fill on the shallow portion equal to $\frac{1}{2}$ of the greatest depth of fill on the pad. Pads underlain by fill depth differences greater than 30 feet shall be evaluated by Leighton Consulting, Inc. or another qualified geotechnical company on a case-by-case basis.

Swimming Pool: Since the proposed swimming pool will be situated over a bedrock to deep fill transition, soil/bedrock below the pool shall be over excavated a minimum depth of 10 feet. Alternatively, the pool footprint may be shifted to the west such that the pool is founded entirely in bedrock.

Overexcavation of ECI Fault Trench: It is assumed that the Earth Consultants, Inc. (2005) fault trenches were backfilled without significant compactive effort. Therefore, the backfill within these trenches shall be removed and replaced as compacted fill prior to constructing new fill or structures. Fill shall be placed in accordance with Mitigation Measures G-4 and G-5. However, if either the LRC or Humanities buildings will be founded directly on undisturbed native older alluvial soil as described above, then the backfill of the fault trench under these buildings shall be recompacted to 95 percent relative compaction (as determined by ASTM Test Method D1557) within the building

footprints and extending to a 1:1 (horizontal to vertical) projection from the bottom of the perimeter footings.

Retaining Walls and Appurtenant Structures: For the Living Wall, retaining walls up to 6 feet in height (taller walls other than the Living Wall shall be evaluated on a case-by-case basis), site walls, and other appurtenant structures, over excavation is not necessary, provided the footings are founded solely on competent bedrock or firm very old alluvium. For other cases, including walls or structures that will straddle a transition zone, the over excavation shall extend a minimum of 3 feet below the existing grade or 4 feet below the bottom of the footings/subgrade, whichever is deeper. The over excavation and recompaction shall extend outside the structure footprint a minimum lateral distance equal to the depth of over excavation.

Non-Building Areas: Areas outside the over excavation limits of buildings planned for asphalt or concrete pavement, flatwork, and non-building areas to receive fill shall be over excavated to a minimum depth of 1.5 feet below the existing ground surface or 1.5 feet below the proposed subgrade, whichever is deeper.

Additional Overexcavation Recommendations for All Areas: Local conditions may require that deeper over excavation be performed; such areas shall be evaluated by Leighton Consulting, Inc. or another qualified geotechnical company during grading.

After over excavation, the removal bottoms shall be scarified to 6 inches, moisture-conditioned, and compacted to a minimum 90 percent relative compaction.

Fill Placement and Compaction

- G-4:** Any soil to be placed as fill, whether onsite or imported material, shall be accepted by a qualified geotechnical company.
- G-5:** All fill soil shall be placed in thin, loose lifts, moisture-conditioned, as necessary, to near optimum moisture content, and compacted to a minimum 90 percent relative compaction as determined by ASTM Test Method D 1557. However, some conditions will require a minimum 95 percent relative compaction, as discussed in Mitigation Measure G-3. Aggregate base for pavement shall be compacted to a minimum of 95 percent relative compaction.

Rippability and Oversize Material

- G-6:** Oversize material (greater than 8 inches in largest dimension) shall be removed from the site, crushed, or placed in deeper fill areas under the direction of a qualified geotechnical company. If deeper fill areas (greater than 10 feet) are not available, crushing or removal of oversized rock will be required. Rocks shall be placed in accordance with finer grained soils and copious amounts of water, such that voids between rocks are filled. Grading

plan changes with respect to cut areas within bedrock shall be reviewed by a qualified geotechnical company.

Settlement Monitoring and Delay of Construction

G-7: Settlement monitoring shall be performed in areas of deeper fill (greater than 50 feet) and in areas where fill is placed over existing fill. Settlement monuments may be recommended in the area of the proposed aquatic center and the west sports fields, depending on the depth of fill to be placed. In addition, settlement monuments may be recommended in fill areas associated with the southern access road (south of the proposed Emergency Services building). For fill settlement monitoring, surface settlement monuments shall be constructed. The grading contractor shall be responsible for the construction and protection of all settlement monuments. The actual location of the settlement monuments will be determined based upon the grading plans and the conditions encountered during grading.

The settlement monuments shall be accurately surveyed by the civil engineer every two weeks for the first three months and monthly thereafter. The settlement monitoring shall continue until a qualified geotechnical consulting company has determined that the rate of settlement, and the estimated total and differential settlement projected over the design life of the campus improvements are within acceptable limits.

Construction of improvements in the areas where settlement monitoring is being performed shall be delayed until the completion of the monitoring program in the respective areas. It is difficult to accurately predict the length of time that the settlement monitoring program will be required. That period is typically about 3 to 6 months, depending on the depth of fill and the underlying soil conditions.

Natural Slopes and Mud/Debris Flow Potential

G-8: The location and design of debris basins, berms and/or walls, if needed, shall be provided at the grading plan review stage, when the specific location and conditions of the slope areas are determined.

Fill Slopes

G-9: Fill slopes shall be constructed in accordance with the General Earthwork and Grading Specifications (Appendix G of the Preliminary Geotechnical Investigation), following typical canyon clean out and benching. In order to achieve good compaction at the slope face, fill slopes shall be overfilled a minimum of 4 feet and then cut back to compacted material. After cutting back, the final slope shall be rolled with compaction equipment where indicated by the geotechnical engineer. If care is not taken during fill slope construction, additional measures to compact the face of fill slopes will be required to achieve adequate compaction. These may include track walking with heavy equipment, vibratory rolling the slope face, or reconstructing the fill slope.

Subdrains

G-10: Canyon subdrain systems shall be provided for all canyon areas to receive fill. The canyon subdrain systems shall be designed to drain into existing or planned storm drain system improvements if possible. Drainage downstream into existing canyons may also be acceptable under certain conditions. All subdrains shall be constructed in accordance with the standard specifications presented in Appendix G of the Preliminary Geotechnical Investigation prepared by Leighton Consulting, Inc. Subdrain installation shall be anticipated in all canyon areas with fill depths greater than 15 feet.

Slope Protection and Structural Setbacks

G-11: Provisions for surface drainage, terrace drains, slope planting and other measures in accordance with regulatory guidelines shall provide adequate protection for areas without severe erosion potential. Drainage shall be directed away from tops of slopes.

G-12: Slope protection may be required in areas where a qualified geotechnical company identifies a higher potential for erosion. Erosion potential shall be evaluated further during grading plan review.

G-13: Buildings to be built near the top of slopes shall be setback, as a minimum, $H/3$ (H = height of slope) from the face of the footing to the face of the slope, 40 feet maximum. The measurement shall be a horizontal line extending from the lowest point on the footing to the face of the slope. Buildings to be built near the toe of slopes shall be setback, as a minimum, $H/2$ from the face of the structure to the toe of the slope. Walls with descending slopes below shall have deepened footings, such that the bottom edges of footings are a minimum of 7 feet laterally from the face of slopes.

Minimum Embedment and Width

G-14: The footings for 1- to 2-story structures shall have a minimum embedment of 18 inches, with a minimum width of 24 and 15 inches for isolated and continuous footings, respectively.

Allowable Bearing

G-15: An allowable bearing capacity of 2,000 psf may be used, based on the minimum embedment depth and width. The allowable bearing value may be increased by 300 psf per foot increase in depth or width to a maximum allowable bearing pressure of 4,500 psf. The allowable bearing pressures are for the total dead load and frequently applied live loads. Footing reinforcement shall be designed by the structural engineer.

Increase in Bearing and Friction – Short Duration Loads

G-16: The allowable bearing pressure and coefficient of friction values may be increased by one third when considering loads of short duration, such as those imposed by wind and seismic forces.

Settlement Estimates

G-17: The recommended allowable bearing capacity is generally based on a total allowable, post construction settlement of 1 inch. Differential settlement due to static loading is estimated at 0.5 inch over a horizontal distance of 30 feet. Since settlement is a function of footing size and contact bearing pressure, differential settlement can be expected between adjacent columns or walls where a large differential loading condition exists. These settlement estimates shall be reevaluated by a qualified geotechnical company when foundation plans and actual loads for the proposed structures become available and when grading plans are available.

Pool House Foundation

G-18: The structure shall be founded on a post-tensioned slab foundation, since the building is to be constructed over fill that was placed over compressible native soils. The post-tensioned slab foundation shall be designed by the project structural engineer. Post-tension foundations shall be designed in accordance with Section 1816 of the current edition of the UBC. Assuming the pool house is founded on a post-tension slab foundation, over excavation and recompaction of pool house subgrade shall be performed in accordance with recommendations contained in Section 3.6.4.1.

G-19: For preliminary design purposes, differential settlement of the pool house area due to static loading may be assumed to be 2 inches over a horizontal distance of 30 feet. However, these parameters shall be reviewed when grading plans and building loads are further developed for this area.

G-20: Exterior footings (thickened edges) shall have a minimum depth of 12 inches below the lowest adjacent soil grade and a minimum width of 12 inches. These footings shall be designed for a maximum allowable bearing pressure of 2,000 pounds per square foot. The allowable bearing capacity shall be increased by one-third for short-term loading.

Slab-On-Grade

G-21: Concrete slabs-on-grade subjected to special loads shall be designed by the structural engineer. Where conventional light floor loading conditions exist, the following minimum recommendations, which are based on a low soil expansion potential, shall be used:

- For conventional spread footing foundation systems, a minimum slab thickness of 4 inches (nominal). Reinforcement steel shall be designed by the structural engineer, but as a minimum shall be No. 3 rebar placed at 24 inches on center, each direction, mid-depth in the slab.
- A moisture barrier consisting of 15-mil Visqueen (or equivalent) shall be placed below slabs where moisture-sensitive floor coverings or equipment is planned. The

moisture barrier shall be placed on top of 2 inches of sand and shall be covered with a minimum of 2 inches of sand.

- The subgrade soil shall be moisture conditioned to at least optimum moisture content to a minimum depth of 12 inches prior to placing the moisture barrier, steel or concrete.

G-22: Minor cracking of the concrete as it cures, due to drying and shrinkage, is normal and should be expected. However, cracking is often aggravated by a high water/cement ratio, high concrete temperature at the time of placement, small nominal aggregate size, and rapid moisture loss due to hot, dry, and/or windy weather conditions during placement and curing. Cracking due to temperature and moisture fluctuations can also be expected. Low slump concrete shall be used to reduce the potential for shrinkage cracking. Additionally, the use of reinforcement in slabs and foundations can generally reduce the potential for concrete cracking.

Moisture barriers can retard, but not eliminate moisture vapor movement from the underlying soils up through the slab. Floor covering manufacturers shall be consulted for specific recommendations.

Seismic Design Parameters

G-23: Seismic parameters presented in the Preliminary Geotechnical Investigation shall be considered during project design. In order to reduce the effects of ground shaking produced by regional seismic events, seismic design shall be performed in accordance with the most recent edition of the California Building Code (CBC). The following seismic design parameters shall be considered for the seismic analysis of the subject site:

- Seismic Source: San Andreas Fault System
- Distance: Approximately 6.5 kilometers
- Seismic Source Type (CBC, Table 16A-U): A
- Seismic Zone Factor, Z (CBC, Table 16A-I): 0.4
- Soil Profile Type (CBC, Table 16A-J): SB /SD
- Near-Source Factor Na (CBC, Table 16A-S): 1.14/1.14
- Near-Source Factor Nv (CBC, Table 16A-T): 1.48/1.48
- Seismic Coefficient Ca (CBC, Table 16Q): 0.46/0.50
- Seismic Coefficient Cv (CBC, Table 16R): 0.59/0.89

Retaining Walls

G-24: Retaining walls shall be backfilled with onsite, very low expansive soil and constructed with a backdrain in accordance with the recommendations provided on Figure 7 of the Preliminary Geotechnical Investigation. Using expansive soil as retaining wall backfill will result in higher lateral earth pressures exerted on the wall. Based on these recommendations, the following parameters shall be used for the design of conventional retaining walls up to 6 feet tall. Wall plans for taller walls shall be reviewed on a case-by-case basis:

- Active Conditions: Level Backfill = 33 pcf/ 2:1 Backfill = 47 pcf
- At-Rest Conditions: Level Backfill = 51 pcf/2:1 Backfill = 73 pcf
- Passive Conditions: Level Backfill = 400 pcf (maximum 3,500 psf)

The above values do not contain an appreciable factor of safety, so the structural engineer shall apply the applicable factors of safety and/or load factors during design. Walls taller than 6 feet shall be evaluated on a case by case basis.

Cantilever walls that are designed to yield at least $0.001H$, where H is equal to the wall height, may be designed using the active condition. Rigid walls and walls braced at the top shall be designed using the at-rest condition.

Passive pressure is used to compute soil resistance to lateral structural movement. In addition, for sliding resistance, a frictional resistance coefficient of 0.40 may be used at the concrete and soil interface. The lateral passive resistance shall be taken into account only if it is ensured that the soil providing passive resistance, embedded against the foundation elements, will remain intact with time.

In addition to the above lateral forces due to retained earth, surcharge due to improvements, such as an adjacent structure or traffic loading, shall be considered in the design of the retaining wall. Loads applied within a 1:1 projection from the surcharging structure on the stem of the wall shall be considered in the design.

Depending on the rigidity of the wall, the structural engineer may consider the dynamic lateral earth pressure resulting from earthquakes. The following recommendations are for retaining walls 12 feet or more in height. The additional earth pressure that is applied to an unrestrained wall or fixed wall (i.e., basement), resulting from an earthquake, is estimated to be on the order of 18 psf and 27 psf, per foot of depth, respectively. This assumes a relatively level backfill. The distribution of lateral earth pressure shall be an inverted triangle. The resultant force shall be applied at a point of 0.6 times the height of the wall measuring from the bottom of the wall.

A soil unit weight of 120 pcf may be assumed for calculating the actual weight of the soil over the wall footing.

Retaining wall footings shall have a minimum width of 24 inches and a minimum embedment of 12 inches below the lowest adjacent grade. An allowable bearing capacity of 4,000 psf may be used for retaining wall footing design, based on the minimum footing width and depth. This bearing value may be increased by 300 psf per foot increase in width or depth to a maximum allowable bearing pressure of 5,500 psf. Retaining wall footings shall be deepened, where necessary, so that the bottom edge of the footing is a minimum of 7 feet laterally from the slope face.

Cement Type and Corrosion Protection

- G-25:** Common Type II cement shall be used for concrete construction onsite and the concrete shall be designed in accordance with Table 19-A-4 of the California Building Code.
- G-26:** The onsite soil is considered moderately corrosive to ferrous metals. The corrosion information presented in the Preliminary Geotechnical Report shall be provided to the utility subcontractors.

Aquatic Center Pool

- G-27** A cut/fill transition zone underlying the pool shall be avoided; therefore, the pool shall be supported solely by properly compacted fill (see Mitigation Measure G-3). Alternatively, the pool location may be shifted west such that the pool is founded solely on competent bedrock. A qualified geotechnical company shall observe the pool excavation to confirm the soil conditions. The Aquatic Center swimming pool shall be designed assuming a medium Expansion Index to mitigate transitional underlying bedrock/soil strata. Any foundations required in the design shall be designed using the allowable bearing pressure as described in Section 3.6.4.4, Foundations.

The areas around swimming pools shall be constructed with an area drain system to collect surface water and direct it away from improvements to an appropriate drainage structure or area.

Pavement Design

- G-28:** Based on the design procedures outlined in the current Caltrans Highway Design Manual and an R-value of 50 for subgrade, flexible pavement sections may consist of the following for the Traffic Indices indicated:
- Traffic Index 6 or less (auto access): Asphaltic Concrete Thickness 0.25 feet/Class 2 Aggregate Base thickness 0.35 feet
 - Traffic Index 7 (buses): Asphaltic Concrete Thickness 0.30 feet/Class 2 Aggregate Base thickness 0.40 feet

If asphalt pavement is to be constructed prior to construction of buildings, the full pavement thickness shall be placed to support heavy construction traffic.

- G-29:** For trash enclosure areas and areas frequently subjected to heavy truck traffic, 8 inches of Portland Cement Concrete (P.C.C.) shall be used. The P.C.C. pavement sections shall be provided with appropriate steel reinforcement and crack-control joints as designed by the project structural engineer. Crack-control joints shall be spaced no more than 12 feet on center each way. If sawcuts are used, they shall be a minimum depth of $\frac{1}{4}$ of the slab thickness and made within 24 hours of concrete placement. Sections shall be as nearly square as possible.
- G-30:** All pavement construction shall be performed in accordance with the Standard Specifications for Public Works Construction. Field observations and periodic testing, as needed during placement of the base course materials, shall be undertaken to ensure that the requirements of the standard specifications are fulfilled. Prior to placement of aggregate base, the subgrade soil shall be processed to a minimum depth of 6 inches, moisture-conditioned, as necessary, and recompact to a minimum of 90 percent relative compaction. Aggregate base shall be moisture conditioned, as necessary, and compacted to a minimum of 95 percent relative compaction.

Temporary Excavations

- G-31:** All temporary excavations, including utility trenches, retaining wall excavations and other excavations shall be performed in accordance with project plans, specifications and all OSHA requirements, and the current edition of the California Construction Safety Orders (2003 or more current).
- G-32:** No surcharge loads shall be permitted within a horizontal distance equal to the height of cut or 5 feet, whichever is greater from the top of the slope, unless the cut is shored appropriately. Excavations that extend below an imaginary plane inclined at 45 degrees below the edge of any adjacent existing site foundation shall be properly shored to maintain support of the adjacent structures.
- G-33:** Typical cantilever shoring shall be designed based on the active fluid pressure presented in the retaining wall section. If excavations are braced at the top and at specific design intervals, the active pressure shall then be approximated by a rectangular soil pressure distribution with the pressure per foot of width equal to $22H$, where H is equal to the depth of the excavation being shored.
- G-34:** During construction, the soil conditions shall be regularly evaluated to verify that conditions are as anticipated. The contractor shall be responsible for providing the "competent person" required by OSHA, standards to evaluate soil conditions. Close coordination between the competent person and a qualified geotechnical consulting company shall be maintained to facilitate construction while providing safe excavations.

Trench Backfill

G-35: Utility trenches onsite shall be backfilled with the onsite material, provided it is free of debris, significant organic material and oversized material. Prior to backfilling the trench, pipes shall be bedded and shaded in a granular material that has a sand equivalent of 30 or greater. The sand shall extend 12 inches above the top of the pipe. This bedding/shading sand shall be densified in-place by jetting. The native backfill shall be placed in loose layers, moisture conditioned, as necessary, and mechanically compacted using a minimum standard of 90 percent relative compaction. The thickness of layers shall be based on the compaction equipment used in accordance with the Standard Specifications for Public Works Construction.

Surface Drainage

G-36: Surface drainage shall be designed to be directed away from foundations and toward approved drainage devices. Irrigation of landscaping shall be controlled to maintain, as much as possible, a consistent moisture content sufficient to provide healthy plant growth without overwatering.

Additional Geotechnical Investigation

G-37 A qualified geotechnical firm shall review the site and grading plans for each project as the Master Plan is implemented when they are available, and comment further on the geotechnical aspects of the project. Geotechnical observation and testing shall be conducted during excavation and all phases of grading operations. The conclusions and recommendations/mitigation measures in the Preliminary Geotechnical Investigation shall be reviewed and verified by a qualified geotechnical firm during construction and revised accordingly if geotechnical conditions encountered vary from the findings and interpretations of the preliminary investigation.

Geotechnical observation and testing shall be provided:

- After completion of site clearing.
- During over excavation of compressible soil.
- During compaction of all fill materials.
- After excavation of all footings and prior to placement of concrete.
- During utility trench backfilling and compaction.
- During pavement subgrade and base preparation.
- When any unusual conditions are encountered.

Mitigation Measure G-38 was identified in the SEIR to reduce project impacts to a less than significant level. This mitigation measure, as applicable, was implemented for the construction

and grading associated with the Crafton Center, Occupational Education 2, Physical Education/Athletics Complex, Science Building, and associated site improvements. This mitigation measure was not repeated here as it pertained predominantly to the construction and grading of the facilities mentioned above and is incorporated by reference.

G-38: Construction and site grading for the Crafton Center, Occupational Education 2, Physical Education/Athletics Complex, Science Building, and associated site improvements shall be performed per the recommendations in the building-specific Geotechnical Investigations prepared by Leighton Consulting, Inc. dated, June 15, 2012, June 15, 2012, July 18, 2012 (including Addendums 1-3) and August 30, 2012, respectively.

3.7.3 Discussion

The CHC Master Plan Update (2017) involves the construction and renovation of campus facilities including a new gymnasium, public safety training center, East Instructional Building and additions to the existing Maintenance & Operations Building and Performing Arts Center. The Proposed Project would also include renovations to the Child Development Center, Crafton Hall, Student Support Building, Performing Arts Center, and Central Complex 2. All construction and renovations would be located within the existing CHC campus. No expansion of the campus area is proposed. As such, impacts related to seismic groundshaking, grading, and erosion would not be different than what was previously analyzed in the PEIR and SEIR. Impacts would be less than significant with the implementation of Mitigation Measures G-1 through G-38, as applicable.

Because no significant geology and soil impacts associated with the Master Plan Update were identified, no new mitigation measures are required. Mitigation measures identified in the previously certified PEIR for the CHC Master Plan and SEIR for the Master Plan Update (2011) would not change.

The evaluation of impacts to paleontological resources was moved from the Cultural Resources section to the Geology section of the Initial Study checklist in 2019, and is, therefore, discussed here. Paleontological impacts would remain the same as discussed in the PEIR and SEIR. Impacts to paleontological resources associated with the Proposed Project would remain less than significant with the implementation of the previously adopted mitigation measure CR-2.

CR-2: A qualified vertebrate paleontologist will develop a mitigation program for paleontologic resources and the program will be implemented. This program will consist of:

1. Monitoring by a qualified paleontological monitor when previously undisturbed Pleistocene alluvial sediments are excavated, graded, or otherwise disturbed. The monitor will be equipped to recover fossils and sediment samples during excavation but will have the power to temporarily halt or divert equipment to allow for recovery of large or numerous fossils.
2. Preparation of recovered specimens to a point of identification and preservation. This includes washing of sediments to recover small invertebrate and vertebrate fossils.

3. Identification of the specimens and curation of all specimens into an established accredited museum repository with permanent retrievable paleontologic storage. Preparation of the mitigation program plan should include obtaining a signed curation agreement with the museum repository prior to initiation of mitigation activities.
4. Preparation of a report of findings with an appended itemized inventory of identified specimens. The report and inventory shall be submitted to the San Bernardino Community College District and the museum repository. When the San Bernardino Community College District receives the report, inventory, and verification of acceptance of the specimens by the museum repository, mitigation will be complete.

3.8 Greenhouse Gas Emissions

The CEQA Guidelines were amended in 2010 to include Section 15064.4 which requires the analysis of greenhouse gas (GHG) emissions. As such, greenhouse gas impact analysis was not included in the 2006 PEIR but was analyzed in the 2013 SEIR.

3.8.1 Environmental Setting

Greenhouse gas emissions are released as byproducts of fossil fuel combustion, waste disposal, energy use, land use changes, and other human activities. This release of gases, such as CO₂, methane (CH₄), nitrous oxide (N₂O), and chlorofluorocarbons, creates a blanket around the earth that allows light to pass through, but traps heat at the surface, preventing its escape into space. While this is a naturally occurring process known as the greenhouse effect, human activities have accelerated the generation of GHGs beyond natural levels. The overabundance of GHGs in the atmosphere has led to an unexpected warming of the earth and has the potential to severely impact the earth's climate system.

Each GHG differs in its ability to absorb heat in the atmosphere based on the lifetime, or persistence, of the gas molecule in the atmosphere. CH₄ traps over 25 times more heat per molecule than CO₂, and N₂O absorbs 298 times more heat per molecule than CO₂. Often, estimates of GHG emissions are presented in carbon dioxide equivalents (CO₂e). Expressing GHG emissions in carbon dioxide equivalents takes the contribution of all GHG emissions to the greenhouse effect and converts them to a single unit equivalent to the effect that would occur if only CO₂ were being emitted.

3.8.2 Prior Environmental Review

3.8.2.1 Previous Environmental Analysis

The greenhouse gas impacts associated with the CHC Master Plan Update (2011), as amended, were evaluated in the following document:

- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080) (SBCCD 2013)*

3.8.2.2 Previously Identified Significant Project Impacts

The SEIR did not identify any significant project impacts as a result of greenhouse gas emissions.

3.8.2.3 Previously Identified Mitigation Measures

No significant impacts were identified; therefore, no mitigation measures were required.

3.8.3 Discussion

Construction and Operation. The CHC Master Plan Update (2017) involves the construction and renovation of campus facilities including a new gymnasium, public safety training center, East Instructional Building and additions to the existing Maintenance & Operations Building and Performing Arts Center. The Proposed Project would also include renovations to the Child Development Center, Crafton Hall, Student Support Building, Performing Arts Center, and Central Complex 2. All construction and renovations would be located within the existing CHC campus. No expansion of the campus area is proposed. Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and parking demand are expected to decrease.

As analyzed in the SEIR, the CHC Master Plan Update would not result in greenhouse gas emissions either directly or indirectly that would result in a significant impact on the environment. Because the proposed Master Plan Update (2017) would involve less total building area and lower enrollment than what was analyzed in the SEIR, impacts associated with construction and operation of the Proposed Project would be less than significant.

3.9 Hazards and Hazardous Materials

3.9.1 Environmental Setting

Hazards and hazardous materials found at the CHC campus are the same as those identified in the PEIR and SEIR. Existing buildings identified for demolition or renovation have the potential to contain hazardous materials, such as asbestos, lead-based paints, thermostats with mercury capsules, and others.

3.9.2 Prior Environmental Review

3.9.2.1 Previous Environmental Analysis

Hazards and hazardous materials impacts associated with the CHC Master Plan and Master Plan Update (2011), as amended, were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080) (SBCCD 2006); and*
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080) (SBCCD 2013)*

3.9.2.2 Previously Identified Significant Project Impacts

Potential impacts involve the presence of building hazards, such as asbestos and lead-based paint, in buildings identified for renovation. Additionally, underground storage tanks and the wash rack at the Maintenance & Operations facility were of concern. The PEIR and SEIR did not identify any significant project impacts as a result of hazards and hazardous materials associated with the CHC Master Plan and Master Plan Update (2011), as amended, with the incorporation of the proposed mitigation measures.

3.9.2.3 Previously Identified Mitigation Measures

The following mitigation measures were identified in the PEIR to reduce project impacts to less than significant:

- HAZ-1:** All asbestos disturbance and/or removal operations shall be conducted by a California Occupational Safety and Health Administration (Cal/OSHA) registered and State licensed asbestos removal contractor. All disturbance and/or abatement operations shall be under the direction of a California Certified Asbestos Consultant. At no time shall identified or suspect asbestos-containing materials be drilled, cut, sanded, scraped, or otherwise disturbed by untrained personnel.
- HAZ-2:** All construction activities that may affect asbestos-containing materials shall be conducted in accordance with Title 8 of the California Code of Regulations, Section 1529.
- HAZ-3:** For all abatement activities that will involve the removal of 100 square feet or more of identified asbestos-containing materials, notification shall be made to the South Coast Air Quality Management District in accordance to SCAQMD Rule 1403 and to Cal/OSHA. Notification to both entities shall occur 10 working days prior to the initiation of such activities.
- HAZ-4:** Notification to employees and contractors working within the building shall be made in accordance with the California Health and Safety Code Section 25915 et seq. and Proposition 65.
- HAZ-5:** All demolition involving potential and identified lead-containing surfaces shall be conducted in accordance with 8 CCR 1532.1 and 29 CFR 1926.62. In addition, all activities involving identified lead-based paints shall be conducted in accordance with 17 CCR, Division 1, Chapter 8, Sections 35001 through 36100.
- HAZ-6:** Any welding, cutting, or heating of interior metal surfaces containing lead surface coating shall be conducted in accordance with 29 CFR 1926.354.
- HAZ-7:** Proper waste characterization and disposal of lead contaminated debris shall be conducted in accordance with Title 22 of the California Code of Regulations and the California Health and Safety Code.

- HAZ-8:** All identified and potential PCB-containing light fixture ballasts shall be handled, collected, transported, and disposed in accordance with the requirements of 22 CCR 67426.1.
- HAZ-9:** All fluorescent light tubes, mercury containing thermostat switch capsules, batteries, and other Universal Waste Rule components shall be handled in accordance with 22 CCR 66273.
- HAZ-10:** All identified and potential refrigerants shall be captured and recycled in accordance with requirements of the South Coast Air Quality Management District and the California Air Resources Board.
- HAZ-11:** Prior to demolition or construction activities in existing buildings, a follow-up inspection shall be performed to identify and sample potential environmental hazards located beneath finishes and/or enclosed in wall voids, pipe chases, etc.
- HAZ-12:** A file review shall be conducted at the San Bernardino County Fire Department to evaluate whether all of the USTs have been removed. If USTs remain on the site, it shall either be avoided or removed according to San Bernardino County requirements.
- HAZ-13:** Prior to ground disturbing activities at the Maintenance Facility, the soils at the base of the wash rack drain pipe should be evaluated for the presence of total petroleum hydrocarbons, volatile organic compounds, semi-volatile organic compounds, CAM 17 metals, pesticides, herbicides, fungicides, and insecticides. If soil removal or other remediation is required, it shall be conducted according to San Bernardino County requirements.

3.9.3 Discussion

The CHC Master Plan Update (2017) involves the construction and renovation of campus facilities including a new gymnasium, public safety training center, East Instructional Building and additions to the existing Maintenance & Operations Building and Performing Arts Center. The Proposed Project would also include renovations to the Child Development Center, Crafton Hall, Student Support Building, Performing Arts Center, and Central Complex 2. All construction and renovations would be located within the existing CHC campus. No expansion of the campus area is proposed. According to the Department of Toxic Substances Control (DTSC) EnviroStor database, there are no hazardous materials sites located on the CHC campus (DTSC 2019). Because no significant hazards and hazardous materials impacts associated with the Proposed Project were identified, no new mitigation measures are required. Mitigation measures identified in the previously certified PEIR for the CHC Master Plan and SEIR for the CHC Master Plan Update (2011) would not change.

3.10 Hydrology and Water Quality

3.10.1 Environmental Setting

The hydrology and drainage setting of the CHC campus has not substantially changed since the SEIR was completed in 2013. Several permits were acquired for previous grading and building projects (the Kinesiology, Health Education & Aquatics Complex and the extension of Emerald View Drive) to comply with regulations related to hydrology and water quality from agencies including the Army Corps of Engineers (ACOE), Regional Water Quality Control Board (RWQCB), and CDFW. A National Pollution Discharge Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges Associated with Construction Activity in compliance with Section 402 of the Clean Water Act was acquired and a Storm Water Pollution Prevention Plan (SWPPP) has been implemented per Mitigation Measure H-1 of the PEIR. A Water Quality Standards Certification from the RWQCB was acquired in compliance with Mitigation Measure H-2 of the PEIR. A Section 404 Nationwide Permit from the U.S. Army Corps of Engineers to avoid impacts and to mitigate losses of jurisdictional waters due to impacts from Master Plan projects was acquired per Mitigation Measure H-3 of the PEIR. Furthermore, a Fish and Game Code Section 1602 Streambed Alteration Agreement was acquired per Mitigation Measure B-4 of the PEIR.

Since certification of the PEIR and SEIR, the Library building has been demolished, the Performance Arts Center has been expanded, a solar farm has been built, the Learning Resource Center and the Community Recreational Facility/Aquatic Center have been built, and several campus wide infrastructure upgrades, including the extension of Emerald View Drive, have been completed.

3.10.2 Prior Environmental Review

3.10.2.1 Previous Environmental Analysis

Hydrology and water quality impacts associated with the CHC Master Plan and 2011 Master Plan Update were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2006); and
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2013)

3.10.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts on hydrology and water quality resources associated with the CHC Master Plan, with the incorporation of the proposed mitigation measures. It is not anticipated that any of the remaining building projects in the Master Plan require permits from the USACE, RWQCB and/or CDFW.

3.10.2.3 Previously Identified Mitigation Measures

The following mitigation measures were identified in the PEIR to reduce project impacts to less than significant:

- H-1:** Prior to ground disturbing activities related to grading in Packages 1, 3, and 7, or any activity affecting federal or state waters, the SBCCD shall submit for approval to the State Water Resources Control Board, a Notice of Intent (NOI) to be covered under a National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges Associated with Construction Activity (General Permit) in compliance with Section 402 of the Clean Water Act. As part of the General Permit, the SBCCD shall prepare a Storm Water Pollution Prevention Plan (SWPPP) which will: (1) require implementation of Best Management Practices (BMPs) so as to prevent a net increase in sediment load in stormwater discharges relative to preconstruction levels; (2) prohibit discharges of stormwater or non-stormwater at levels which would cause or contribute to an exceedance of any applicable water quality standard contained in the regional basin plan; (3) discuss in detail the BMPs for the project related to control of sediment and erosion, non-sediment pollutants, and potential pollutants in non-stormwater discharges; (4) describe post-construction BMPs for the project; (5) explain the monitoring and maintenance program for the project's BMPs; (6) require reporting of violations to the RWQCB; and (7) list the parties responsible for SWPPP implementation and BMP maintenance both during and after construction. Upon acceptance of the NOI by the State Board, the SBCCD shall implement the SWPPP and will modify the SWPPP as directed by the Storm Water Permit.
- H-2:** Prior to ground disturbing activities related to grading in Packages 1, 3, and 7, or any activity affecting federal or state waters, the SBCCD shall obtain a Section 401 Water Quality Standards Certification from the RWQCB. This certification process involves development and implementation of BMPs to avoid or reduce impacts to water quality standards during and after construction. BMPs could include, but not be limited to grassy swales, various types of detention features or basins, grass buffers, constructed wetland basins or channels, retention ponds, and spill containment and control features. BMPs shall be incorporated into project design as required by RWQCB.
- H-3:** Prior to ground disturbing activities related to grading in Package 1, Package 3, and Package 7, or any activity affecting federal waters, the SBCCD shall obtain a Section 404 Nationwide Permit from the U.S. Army Corps of Engineers to avoid impacts to or to mitigate for any loss of jurisdictional waters as a result of the project. All requirements of the permit shall be followed before, during, and after construction.

3.10.3 Discussion

Hydrology and water quality impacts from the Proposed Project would be a result of grading activities associated with construction activities and new building development. Grading activities

can result in construction-related erosion and sedimentation, increased stormwater runoff and flow rates, altered drainage patterns, project related (post construction) erosion, and water quality issues. Mass grading for the majority of the Master Plan projects and infrastructure improvements have already occurred. As a result, impacts to jurisdictional waters that require permits from the USACE, RWQCB, and CDFW have occurred and have been mitigated to a less than significant level with the implementation of Mitigation Measures H-1, H-2, and H-3.

The Proposed Project includes the construction of two new buildings and a parking lot that were not considered in the PEIR or SEIR. However, these facilities would be constructed in the same general footprint evaluated for the PEIR and SEIR. These improvements would not require extensive grading or earthmoving not considered in the previous documents. Impacts to hydrology and water quality would be less than significant.

3.11 Land Use and Planning

3.11.1 Environmental Setting

Land uses surrounding the CHC campus include steep, undeveloped Crafton Hills to the north, northeast, and northwest; Sand Canyon Road and single-family residential developments to the southwest; Sand Canyon Road, Chapman Heights Road, and undeveloped commercial properties to the south; Yucaipa High School to the southeast, and single-family residential to the east.

Surrounding land use designations include Rural Living (RL) to the north (San Bernardino County General Plan), General Commercial (CG), Single-Residential (RS) to the south (City of Yucaipa General Plan), Planned Development (PD) to the east (City of Yucaipa General Plan), and PD, RS, and RL to the west of the college (San Bernardino County and City of Yucaipa General Plan). The County areas north and northwest of CHC are also within the City of Redlands' sphere of influence; the City has designated these areas as Very Low Density Residential.

3.11.2 Prior Environmental Review

3.11.2.1 Previous Environmental Analysis

Land use and planning impacts associated with the CHC Master Plan and 2011 Master Plan Update were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2006); and
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2013)

3.11.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify significant project impacts on land use and planning.

3.11.2.3 Previously Identified Mitigation Measures

No significant impacts were identified; therefore, no mitigation measures were required.

3.11.3 Discussion

With the Proposed Project, additional educational and related facilities would be developed on the CHC campus. All of the development would take place within CHC's existing campus boundary. The additional development proposed with the Proposed Project would maintain the existing undeveloped buffer between Sand Canyon Road and the fire access road as well as the undeveloped buffer to the north and east of the main campus. Because these buffers would remain in place, there is little potential for incompatibility with existing and allowed off-campus uses. The development proposed with the Proposed Project is consistent with the campus' existing City of Yucaipa General Plan designation.

3.12 Noise

3.12.1 Environmental Setting

3.12.2 Prior Environmental Review

The main noise source for the campus is traffic noise. Existing noise levels on and near the campus are low, reflecting the campus' setting in the Crafton Hills, buffered by undeveloped areas.

3.12.2.1 Previous Environmental Analysis

Noise impacts associated with the CHC Master Plan and 2011 Master Plan Update were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080) (SBCCD 2006); and*
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080) (SBCCD 2013)*

3.12.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant noise impacts.

3.12.2.3 Previously Identified Mitigation Measures

There were no mitigation measures identified in the PEIR and SEIR because impacts were considered less than significant.

3.12.3 Discussion

Noise impacts from construction and operation of the new campus facilities would be similar to or less than the impacts analyzed in the PEIR and SEIR. Construction noise from heavy equipment

would be similar to that analyzed when construction is occurring. It is anticipated that, because the total building area would be less than that analyzed in the PEIR and SEIR, construction could be completed in a shorter time frame. Overall, enrollment is expected to be lower, reducing traffic and its associated noise on local streets.

3.13 Public Services

3.13.1 Environmental Setting

Fire protection is provided to the City of Yucaipa, including the CHC campus, through a contractual agreement with the California Department of Forestry. Police protection is provided by the San Bernardino County Sheriffs Department. School services in Yucaipa are provided by the Yucaipa-Calimesa Joint Unified School District.

3.13.2 Prior Environmental Review

3.13.2.1 Previous Environmental Analysis

Public services impacts associated with the CHC Master Plan and 2011 Master Plan Update were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2006); and
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2013)

3.13.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant impacts to public services.

3.13.2.3 Previously Identified Mitigation Measures

There were no significant impacts identified. Therefore, no mitigation measures were adopted for public services.

3.13.3 Discussion

Development proposed by the Proposed Project would include the construction of new buildings and facilities and infrastructure upgrades. All of these activities would occur within the existing campus footprint and would not interfere with public services. Additionally, the Proposed Project would have less total building area and lower enrollment than the previous Master Plan, further reducing the potential burden on public services.

3.14 Transportation

3.14.1 Environmental Setting

The traffic and parking conditions for the SBVC Master Plan have changed since the completion of the PEIR and SEIR. The proposed Master Plan Update reevaluated enrollment projections and facilities in light of enrollment demand and parking compared to the PEIR and SEIR. The Master Plan Update would involve a reduction of building square footage, enrollment, and parking. A parking assessment and a traffic study were prepared for the PEIR and SEIR. Additionally, a trip generation and parking assessment memo was prepared for the Master Plan Update (Fehr and Peers 2019). The results of these studies are summarized below.

3.14.2 Prior Environmental Review

3.14.2.1 Previous Environmental Analysis

Transportation impacts associated with the CHC Master Plan and 2011 Master Plan Update were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2006); and
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2013)

3.14.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant impacts to traffic and parking after implementation of mitigation measures.

3.14.2.3 Previously Identified Mitigation Measures

The following mitigation measures were identified in the PEIR to reduce project impacts to less than significant:

- T-1:** Prior to the commencement of construction activities in Sand Canyon Road, a Traffic Control Plan shall be prepared and approved by the City of Yucaipa. The Traffic Control Plan shall include measures to ensure emergency access at all times to the CHC campus and other properties on Sand Canyon Road. Prior to the commencement of construction on Master Plan projects located on-campus that require closure of lanes on Campus Drive or other roads, a Traffic Control Plan shall be prepared and approved by SBCCD. The Traffic Control Plan shall include measures to ensure emergency access at all times to campus buildings during construction.
- T-2:** The SBCCD shall pay the fair share of the proposed Master Plan's contribution to intersection deficiencies for the 2012 and 2025 phases of the project. To determine the Master Plan's contribution to study area intersection deficiencies, the SBCCD shall

establish a traffic monitoring program to monitor traffic at the intersections of Sand Canyon Road and Campus Drive West and Sand Canyon Road and Campus Drive East every 5 years. Every 5 years, development projects and ambient growth rates shall be updated and combined with the traffic monitoring data to determine the actual LOS at study area intersections, and the Master Plan's actual contribution to study area intersection deficiencies. When and if intersection deficiencies are determined, the SBCCD shall pay the project's fair share of the required improvement to the City of Yucaipa.

3.14.3 Discussion

PEIR Trip Generation Assessment. The PEIR trip generation estimate was based on the projected increase in the number of enrolled students more than the 2005 existing enrollment of 5,400 students. The number of enrolled students during year 2025 was estimated to increase by 6,070. This increase in enrollment resulted in an increase in trip generation and transportation impacts at the following intersections:

- Sand Canyon Road and Campus Drive West
- 16th Street and Yucaipa Boulevard
- Yucaipa Boulevard and I-10 Westbound Ramps
- Crafton Avenue and Sand Canyon Road
- Sand Canyon Road and Chapman Heights Road
- Yucaipa Boulevard and I-10 Eastbound ramps

Impacts to these intersections were determined to be less than significant after mitigation.

The 2017 Master Plan has a projected enrollment of 7,417 students, a decrease of 4,053 students from the PEIR enrollment projection. The decrease in project enrollment would result in a decrease in the trip generation as compared to the PEIR. The decrease in trip generation would result in the same or fewer transportation impacts than the enrollment projection studied as part of the PEIR.

Parking Supply Assessment. The campus currently supplies 1,737 total parking spaces, including:

- 1,937 student spaces
- 290 staff spaces
- 130 other spaces (handicap, reserved, loading)

With a current enrollment of approximately 6,260 students, the campus has a parking supply ratio of 0.38 spaces per student. A Crafton Hills College Parking Analysis memorandum was prepared in February 2012, which documented a peak parking demand ratio of 0.19 spaces per student

(Fehr & Peers 2012). With a 15 percent circulation and turnover factor, the peak parking demand ratio is 0.22 spaces per student. The existing parking supply this demand.

It is recommended that the campus parking supply sufficiently meet the documented peak parking demand ratio a 15 percent circulation and turnover factor, which is 0.22 spaces per student. The 2017 Master Plan proposes to provide 1,817 parking spaces for the proposed enrollment of 7,417 students. This would result in a parking supply ratio of 0.24 spaces per student. This would exceed the documented peak parking demand of 0.22 spaces per student and is determined to be an adequate supply of parking for master plan buildout.

3.15 Tribal Cultural Resources

3.15.1 *Environmental Setting*

Ethnographic accounts of Native Americans indicate that the Yucaipa area lies predominantly within the original territory of the Cahuilla while the Serrano occupied the area immediately to the north in the San Bernardino Mountains. The Cahuilla had a Uto-Aztec language and their ancestors probably originated in the Great Basin. The Cahuilla occupied a territory ranging from the San Bernardino Mountains in the north to the Chocolate Mountains and Borrego Springs in the south, and from the Colorado Desert in the east to Palomar Mountain in the west. They engaged in trade, marriage, shared rituals, and war with other groups of Native Americans whose territories they overlapped, primarily the Serrano and Gabrielino (SBCCD 2006). The records search and field survey for the PEIR determined that the campus has a low potential for prehistoric resources. Field survey of the campus for the PEIR identified one historic-period archaeological site (a trash scatter near Sand Canyon Road). No prehistoric sites were identified.

3.15.2 *Prior Environmental Review*

3.15.2.1 *Previous Environmental Analysis*

As described above, the records search and field survey for the PEIR determined that the campus has a low potential for prehistoric resources, and no prehistoric resources were identified during the field survey.

Tribal Cultural Resources as a separate section were not evaluated in the PEIR and SEIR. As a result of Assembly Bill (AB) 52, the Tribal Cultural Resources section was added to the CEQA Guidelines after the PEIR and SEIR were certified. AB 52 also required consultation with California Native American tribes for EIRs with Notices of Preparation published after July 1, 2015. The Notice of Preparation for the PEIR and SEIR were published before July 1, 2015; therefore, consultation in compliance with the procedures of AB 52 was not conducted for the PEIR and SEIR. The Addendum process does not require publication of a Notice of Preparation; therefore, the AB 52 process is not triggered with an Addendum EIR.

3.15.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant impacts to cultural resources with the incorporation of mitigation measures.

3.15.2.3 Previously Identified Mitigation Measures

Mitigation measures that were identified in the PEIR to reduce project impacts to less than significant are listed below. Please note that CR-1 originally required submittal of a data recovery report to the San Bernardino Information Center. Since the publication of the PEIR and SEIR, this information center has been consolidated with the South-Central Coastal Information Center at California State University, Fullerton. Mitigation Measure CR-1 has been updated to reflect the new information center location.

CR-1: In the event that archaeological materials are encountered during ground-disturbing construction activities, these activities must be suspended in the vicinity of the find until the deposits are recorded and evaluated by a qualified archaeologist. If evaluated as eligible and determined eligible by the San Bernardino Community College District, the archaeological site must be avoided and preserved. If this is not feasible, an archaeological data recovery program shall be completed. The data recovery report will be submitted to the San Bernardino Community College District and filed with the South-Central Coastal Information Center at California State University Fullerton.

If human remains of any kind are found during construction activities, all activities must cease immediately and the San Bernardino County Coroner must be notified, as required by state law (Section 7050.5 of the Health and Safety Code). If the coroner determines the remains to be of Native American origin, he or she will notify the Native American Heritage Commission (NAHC). The NAHC will then identify the most likely descendant(s) (MLD) to be consulted regarding treatment and/or reburial of the remains (Section 5097.98 of the Public Resources Code). Work can continue once the MLD's recommendations have been implemented or the remains have been reburied by the landowner if no agreement can be reached with the MLD (Section 5097.98 of the Public Resources Code).

3.15.3 Discussion

Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and enrollment are expected to decrease. All construction, demolition, and renovations would be located within the existing CHC campus. No expansion of the campus area is proposed. The proposed Master Plan Update has low potential to impact Tribal Cultural Resources during project construction. With the implementation of mitigation measures identified in the PEIR and SEIR for cultural resources, impacts to tribal cultural resources would be less than significant.

3.16 Utilities and Service Systems

3.16.1 Environmental Setting

Water and sewer service are provided to CHC by the City of Redlands Municipal Utilities Department. Solid waste is currently hauled to the San Timoteo Sanitary Landfill. Electrical services is provided by SCE and natural gas service is provided by the Southern California Gas Company.

3.16.2 Prior Environmental Review

3.16.2.1 Previous Environmental Analysis

Utilities impacts associated with the CHC Master Plan and 2011 Master Plan Update were evaluated in the following documents:

- *Crafton Hills College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2006); and
- *Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report (State Clearinghouse 2006011080)* (SBCCD 2013)

3.16.2.2 Previously Identified Significant Project Impacts

Impacts could occur to environmental resources, including air quality, biological resources, cultural resources, geology and soils, hazards and hazardous materials, and hydrology and water quality, from extension of utilities infrastructure to new buildings on the campus. The PEIR and SEIR did not identify significant impacts to utilities with the incorporation of mitigation measures.

3.16.2.3 Previously Identified Mitigation Measures

With the implementation of mitigation measures provided in the PEIR and SEIR, and listed in this Addendum EIR, for other environmental resources, impacts from extension of utilities to new buildings would be less than significant.

3.16.3 Discussion

The PEIR and SEIR determined that utility providers had sufficient capacity to accommodate the Master Plan buildout. The Proposed Project would have less building area and lower enrollment than the previous Master Plan. Therefore, the Proposed Project would have a less than significant impact.

3.17 Wildfire

3.17.1 Environmental Setting

Government Code 51175-89 directs the California Department of Forestry and Fire Protection (CALFIRE) to identify areas of very high fire hazard severity zones within Local Responsibility Areas (LRA). Mapping of the areas, referred to as Very High Fire Hazard Severity Zones (VHFHSZ), is

based on data and models of potential fuels over a 30 to 50-year time horizon and their associated expected fire behavior, and expected burn probabilities to quantify the likelihood and nature of vegetation fire exposure to buildings.

According to the Department of Forestry and Fire Protection (CAL FIRE) the CHC campus is located within a State or Local Responsibility area designated as a Fire Hazard Severity Zone (CALFIRE 2007; 2008). The campus is also located in the City of Yucaipa's Fire Safety Overlay District.

3.17.2 *Prior Environmental Review*

3.17.2.1 *Previous Environmental Analysis*

Wildfire impacts were not evaluated separately in the previous environmental documents. The wildfire section was added as part of the 2019 amendments to the CEQA Guidelines. Wildfire impacts were previously evaluated under hazards and hazardous materials.

The PEIR and SEIR determined that the impacts related to wildfire would be less than significant. This is because the Master Plan includes a 100-foot fuel modification zone surrounding the current and proposed campus development. Additionally, the Master Plan includes upgrades to the campus water distribution system at several locations and 17 new fire hydrants providing improved fire flow and hydrant access. Finally, construction of the loop road around the southern portion of the campus allowed improved emergency access to that portion of the campus.

3.17.2.2 *Previously Identified Significant Project Impacts*

The PEIR and SEIR did not identify any significant impacts.

3.17.2.3 *Previously Identified Mitigation Measures*

No significant impacts were identified; therefore, no mitigation measures are required.

3.17.3 *Discussion*

The Proposed Project does not include changes to the fuel modification zone or water service/fire hydrant improvements. Impacts would remain the same and would be less than significant.

4.0 REFERENCES

- California Department of Forestry & Fire Protection (CAL FIRE). 2007. Fire Hazard Severity Zones in SRA.
- _____. 2008. Very High Fire Hazard Severity Zone in LRA as Recommended by CAL FIRE.
- City of Yucaipa. 2016. Yucaipa General Plan. April 2016.
- Department of Toxic Substances Control (DTSC). 2019. EnviroStor Database. Available at: <https://www.envirostor.dtsc.ca.gov/public/>. Accessed on October 31, 2019.
- Fehr & Peers. 2012. Crafton Hills College Parking Analysis. February 9, 2012.
- _____. 2019. Trip Generation and Parking Assessment for the San Bernardino Valley College Memorandum. September 27, 2019.
- San Bernardino Community College District (SBCCD). 2017. 2017 Comprehensive Master Plan, Crafton Hills College.
- _____. 2006. Crafton Hills College Master Plan Final Program Environmental Impact Report. November.
- _____. 2013. Crafton Hills College Master Plan Update Final Supplemental Environmental Impact Report. March.

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MEMORANDUM

Date: September 27, 2019
To: Anne Surdzial, ECORP Consulting, Inc.
From: Spencer Reed, PE and Paul Herrmann, PE
Subject: **Trip Generation and Parking Assessment for the Craft Hills College**

OC19-0666

This memorandum documents a trip generation and parking assessment conducted by Fehr & Peers for the Crafton Hills College (CHC) Campus 2017 Master Plan Update Project (Project) located at 11711 Sand Canyon Road in Yucaipa, California. The Project is an update to the *Crafton Hills College Master Plan Program Environmental Impact Report* (PEIR) (2006). The Project results in a decrease in the total enrollment as compared to the PEIR. Fehr & Peers determined that the decrease in total enrollment would decrease the number trips compared to what was previously studied and no additional transportation analysis is needed for the Project.

Project Description

The Project was developed to address the anticipated growth in enrollment over 15 years (through 2031). The Project reevaluated enrollment projections and facilities needs in light of enrollment demand and educational requirements and will result in a decrease in the projected square footage (sf), enrollment, and parking spaces compared to PEIR. Table 1 documents the reduction in square feet, enrollment, and parking between the PEIR and the Project. Site access and circulation assumptions of the Project are anticipated to be consistent with the PEIR.

TABLE 1
CHC 2006 PEIR AND 2017 MASTER PLAN UPDATE CHANGES

	2006 PEIR (Buildout Year 2030)	2017 Master Plan Update (Buildout Year 2031)¹	Change
Total Enrollment	11,470	7,417	-4,053
Building Area (sf)	288,930	241,199	-47,731
Parking Spaces	2,825	1,817	-1,008

Source: Fehr & Peers, 2019

Notes:

1. Parking and building ASF numbers are from the 2017 Master Plan Update. Enrollment estimates are from a July 3, 2019 estimate.

Trip Generation Assessment

PEIR Trip Generation Assessment

The PEIR trip generation estimate was based on the projected increase in the number of enrolled students over the 2005 existing enrollment of 5,400 students. The number of enrolled students during year 2025 was estimated to increase by 6,070. This increase in enrollment resulted in an increase in trip generation and transportation impacts at the following intersections:

- Sand Canyon Road and Campus Drive West (less than significant after mitigation)
- 16th Street and Yucaipa Boulevard (less than significant after mitigation)
- Yucaipa Boulevard and I-10 Westbound Ramps (less than significant after mitigation)
- Crafton Avenue and Sand Canyon Road (less than significant after mitigation)
- Sand Canyon Road and Chapman Heights Road (less than significant after mitigation)
- Yucaipa Boulevard and I-10 Eastbound Ramps (less than significant after mitigation)

2017 Master Plan Trip Generation Assessment

The 2017 Master Plan has a projected enrollment of 7,417 students, a decrease of 4,053 students from the PEIR enrollment projection. The decrease in project enrollment would result in a decrease in the trip generation as compared to the PEIR. The decrease in trip generation would result in the same or fewer transportation impacts than the enrollment projection studied as part of the PEIR.

Parking Assessment

Existing Parking Supply Assessment

The campus currently supplies 1,737 total parking spaces, including:

- 1,937 student spaces
- 290 staff spaces
- 130 other spaces (handicap, reserved, loading)

As presented in Table 2, with a current enrollment of approximately 6,260 students, the campus has a parking supply ratio of 0.38 spaces per student. A Crafton Hills College Parking Analysis memorandum was prepared in February 2012 which documented a peak parking demand ratio of 0.19 spaces per student. The existing parking supply exceeds the documented parking demand ratio along with a 15% circulation and turnover factor.

TABLE 2
SBVC 2019 EXISTING AND 2017 MASTER PLAN PARKING COMPARISON

	2019 Existing	2017 Master Plan Update (Buildout Year 2031) ¹	Change
Total Enrollment	6,260	7,417	1,157
Total Parking Spaces	2,357	1,817	-540
Parking Supply Ratio (space/student)	0.38	0.24	-0.14

Source: Fehr & Peers, 2019

Notes:

1. Parking numbers are from the 2017 Master Plan Update. Enrollment estimates are from a July 3, 2019 estimate.

2017 Master Plan Parking Assessment

It is recommended that the campus parking supply sufficiently meet the documented peak parking demand ratio along with a 15% circulation and turnover factor. This would result in a peak parking demand ratio of 0.22 spaces demanded per student. The 2017 Master Plan proposes to provide 1,817 parking spaces for the proposed enrollment of 7,417 students. As presented in Table 2, this would result in a parking supply ratio of 0.24 spaces per student. As the parking supply ratio would be greater than the documented peak parking demand with circulation and turnover factor, it is determined to be an adequate supply of parking for the master plan buildout.

**Environmental Impact Report Addendum
San Bernardino Valley College Master Plan Update**

State Clearinghouse Number 2009041098

November 2019

Prepared for:
San Bernardino Community College District



114 South Del Rosa Drive
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Prepared by:



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LIST OF ACRONYMS AND ABBREVIATIONS

AB	Assembly Bill
BMP	Best Management Practice
CAL FIRE	California Department of Forestry and Fire Protection
CAL/OSHA	California Division of Occupational Safety and Health
CDFG	California Department of Fish and Game
CEQA	California Environmental Quality Act
CH ₄	Methane
CO	Carbon Monoxide
CO ₂	Carbon Dioxide
CO ₂ e	Carbon Dioxide Equivalent
CRHR	California Register of Historical Resources
DTSC	Department of Toxic Substances Control
EIR	Environmental Impact Report
GHG	Greenhouse Gas
I	Interstate
MBTA	Migratory Bird Treaty Act
MLD	Most Likely Descendent
NAHC	Native American Heritage Commission
NPDES	National Pollutant Elimination Discharge System
N ₂ O	Nitrous Oxide
PAC	Performing Arts Center

PEIR	Program Environmental Impact Report
PRK	Parking Structure
Proposed Project	2017 Master Plan
RWQCB	Regional Water Quality Control Board
SBCCD	San Bernardino Community College District
SBVC	San Bernardino Valley College
SCAQMD	South Coast Air Quality Management District
SCE	Southern California Edison
SEIR	Supplemental Environmental Impact Report
SS/INST	Student Services/Instructional Building
SWPPP	Stormwater Pollution Prevention Plan
TAC	Toxic Air Contaminant
TCO	Traffic Control Officer
VHFHSZ	Very High Fire Hazard Severity Zone

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1.0 INTRODUCTION

1.1 Background/Project History

San Bernardino Valley College (SBVC) was established in the 1920s and is part of the San Bernardino Community College District (SBCCD). SBVC currently serves the West Valley area of the SBCCD. In 1996, as a result of the 1992 Landers and Big Bear earthquakes, the SBCCD began investigations to locate the San Jacinto fault on the campus. As a result of the seismic hazard assessment conducted in 1996, building replacement projects were completed at the campus to replace buildings located within 50 feet of the fault zone, or within the folding zone, an area of uneven elevation changes during a seismic event.

Measure M, a \$500 million bond measure, was passed in February 2008. This bond measure allowed SBCCD to complete a campus Master Plan at SBVC and to provide funding for the design and construction of new facilities to implement the Master Plan.

A Master Plan for SBVC was completed in 2010 to account for the various academic buildings, infrastructure improvements, and associated parking required to meet the planning challenges related to the fault and folding zone and to support an estimated future enrollment of 17,000 total students by 2030. A California Environmental Quality Act (CEQA) Program Environmental Impact Report (PEIR) was prepared for the SBVC Master Plan which evaluated the environmental effects of buildout of the campus under the Master Plan. The SBCCD Board of Trustees certified the PEIR in April 2010. When the EIR was certified, a Statement of Overriding Considerations was adopted for significant, unavoidable adverse effects to historical resources, noise, and traffic in accordance with CEQA Guidelines Section 15093. Specifically, the SBCCD Board of Trustees found that the benefits of the expansion of SBVC had sufficient benefit to override the unavoidable significant adverse impacts.

After approval of the SBVC Master Plan and PEIR, a new stadium design was proposed that included an increase from 2,250 seats proposed in the 2010 Master Plan to 4,000 seats. After review, it was determined that this new stadium design could result in new or more severe impacts that were not discussed in the certified PEIR. A Supplemental EIR (SEIR) was prepared for the stadium expansion, which included updated studies for traffic and air quality/greenhouse gases. The SEIR was certified by the SBCCD Board of Trustees on July 11, 2013.

In 2017, the SBCCD prepared an update to the Master Plan, which plans for campus growth through the buildout year of 2031 (Proposed Project). In 2018, San Bernardino County voters passed Measure CC, a \$470 million bond measure to provide funding for improvement projects at SBCCD facilities, including the projects in the 2017 Master Plan. This EIR Addendum provides environmental analysis of the 2017 Master Plan.

1.2 Documents Incorporated by Reference

The following documents are incorporated by reference:

- *2017 Comprehensive Master Plan, San Bernardino Valley College* (SBCCD 2017)
- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098)* (SBCCD 2010a)
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098)* (SBCCD 2012)

1.3 Decision to Prepare an EIR Addendum

This Addendum addresses the minor changes that the Proposed Project makes to the SBVC Master Plan, which was analyzed in the certified PEIR and Supplemental EIR (SCH No. 2009041098). Pursuant to CEQA Guidelines Section 15164, the SBCCD shall consider this Addendum together with the PEIR and SEIR prior to making decisions on implementation of the Master Plan update projects.

The Proposed Project has been reevaluated using the current CEQA Guidelines updated by the Office of Planning And Research as of December 28, 2019. The evaluation used current regulations and thresholds to reflect current conditions at the site. This analysis shows that the Proposed Project's impacts remain the same or are lower than what was determined in the certified PEIR and SEIR for the 2010 Master Plan, and that an EIR Addendum is the appropriate CEQA document.

1.3.1 CEQA Guidelines Criteria for an Addendum

Pursuant to CEQA Guidelines Section 15164(b), an addendum to a previously certified EIR is appropriate if only minor changes or additions are necessary or none of the conditions described in CEQA Guidelines Section 15162 calling for preparation of subsequent CEQA document have occurred. These criteria are listed, below, along with a brief discussion regarding the reasons the Proposed Project does not meet the criteria in CEQA Guidelines Section 15162.

- ***No substantial changes have been proposed to the project which will require major revisions of the previous EIR "due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects" (State CEQA Guidelines, Section 15162(a)(1)).***
Impacts would be less than or comparable to those evaluated in the certified PEIR and SEIR (see Section 3.0). Therefore, there would be no new significant effects or an increase in severity of a previously identified significant effect. Note that the substantial, unavoidable adverse effects to historical resources, noise, and traffic would be the same or, in the case of traffic, less than those evaluated in the PEIR and SEIR. The Statement of Overriding Considerations adopted in April 2010 for these impacts remains in effect and no changes are required.
- ***No substantial changes have occurred "with respect to the circumstances under which the project is undertaken which will require major revisions of the previous EIR...due to the involvement of new significant environmental effects or a substantial increase in the severity of previously identified significant effects" (Section 15162(a)(2)).*** The impacts of the Proposed Project were evaluated

against current regulations. No significant environmental effects or a substantial increase in the severity of a previously-identified significant effect has been identified. Therefore, no substantial changes have occurred that would require major revisions to the certified PEIR or SEIR.

- ***No new information of substantial importance that was previously unknown or could not have been known with the exercise of reasonable diligence at the time the previous EIR was certified as complete shows any of the following:***
 - ***"The project will have one or more significant effects not discussed in the previous EIR" (Section 15162(a)(3)(A)).*** No new information has come to light that would suggest that the Proposed Project would have previously undisclosed significant effects on the environment. A CEQA analyses was conducted for the Proposed Project (see Section 3.0), resulting in no new or more significant effects.
 - ***"Significant effects previously examined will be substantially more severe than shown in the previous EIR" (Section 15162(a)(3)(B)).*** As discussed above and detailed in Section 3.0, the Proposed Project would not have substantially more severe impacts than were disclosed in the certified PEIR or SEIR.
 - ***"Mitigation measures or alternatives previously found not to be feasible would in fact be feasible and would substantially reduce one or more significant effects of the project, but the project proponents decline to adopt the mitigation measure or alternative" (Section 15162(a)(3)(C)).*** As discussed above and detailed in Section 3.0, the SBCCD has agreed to all mitigation measures required by the certified PEIR and SEIR.
 - ***"Mitigation measures or alternatives which are considerably different from those analyzed in the previous EIR would substantially reduce one or more significant effect on the environment, but the project proponents decline to adopt the mitigation measure or alternative" (Section 15162(a)(3)(D)).*** As discussed above and detailed in Section 3.0, the SBCCD has agreed to all mitigation measures required by the certified PEIR and SEIR. The Proposed Project is a smaller buildout profile than the 2010 Master Plan, resulting in similar or fewer environmental effects.

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2.0 PROJECT DESCRIPTION

2.1 Project Location and Setting

SBVC is an 87-acre community college campus in the SBCCD. It is one of three facility locations in the SBCCD, which also includes Crafton Hills College, located approximately 16 miles to the east in the City of Yucaipa, and the SBCCD administrative offices, Professional Development Center, and Applied Technology Training Center, located in the City of San Bernardino (Figure 2-1). SBVC is located at 701 South Mount Vernon Avenue in the City of San Bernardino, with a small portion located in the City of Colton (Figure 2-2). The campus is generally bounded by Esperanza Street to the north, K Street to the east, Grant Avenue to the south, and Mount Vernon Avenue to the west. A small portion of the campus is located south of Grant Avenue. The campus is easily accessed from Interstate 215 (I-215) located 0.5 mile to the east and Interstate 10 (I-10) located 1.5 miles to the south.

SBVC is in a developed area surrounded by a mix of residential, commercial, and industrial land uses on the border between the cities of Colton and San Bernardino (Figure 2-2).

2.2 Project Description

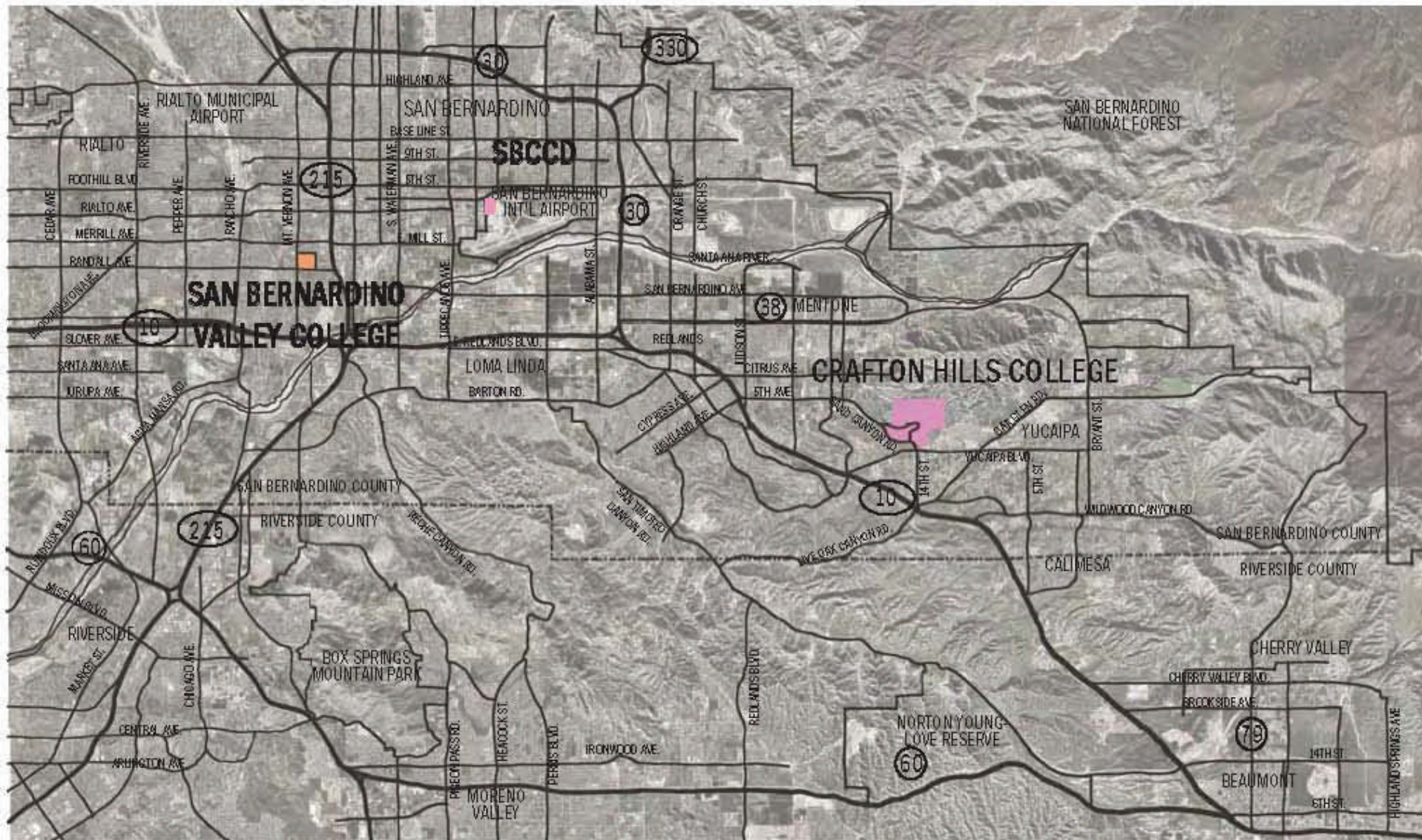
The 2017 Master Plan (SBCCD 2017) was developed to address the anticipated growth in enrollment over 15 years (through 2031). The 2017 Master Plan updates the Master Plan adopted by the SBCCD in 2010.

The 2017 Master Plan update reevaluated enrollment projections and facilities needs in light of enrollment demand and educational requirements. Table 2.2-1 summarizes the enrollment, building area, and parking in the buildout year for each of the Master Plans.

Table 2.2-1. Comparison of 2010 Master Plan and 2017 Master Plan Buildout Years			
	2010 Master Plan (buildout year 2030)	2017 Master Plan (buildout year 2031)	Change
Total Enrollment	17,000	16,128	(872)
Building Area (assignable square feet)	526,731	451,387	(75,344)
Parking Spaces	3,349	2,101-2,214	(1,248)-(1,135)

Based on recent enrollment trends, the total enrollment in the 2031 buildout year of the 2017 Master Plan is expected to be lower than the enrollment estimated in the 2030 buildout year of the 2010 Master Plan. Based on enrollment trends and academic needs, total building area is anticipated to decrease. Total parking demand is also expected to decrease.

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Table 2.2-2 compares the facility demolition, remodel, and construction projects for the 2017 Master Plan with the 2010 Master Plan. As shown in this table, many projects have been carried forward from the 2010 Master Plan, either as the same or similar project or a revised project. This is because not all of the projects listed in the 2010 Master Plan were completed. Figure 2-3 shows the facilities and campus plan of the buildout year of the 2010 Master Plan, Figure 2-4 shows existing campus facilities, and Figure 2-5 shows the facilities and campus plan of the 2017 Master Plan.

The main changes to the Master Plan include:

- Two new instructional buildings will be constructed north of the football stadium (Career Pathways 1 and 2, shown as PATH 1 and PATH 2 on Figure 2-5). These buildings will replace the 2010 Master Plan's new Buildings 1 and 2 (shown as 30 and 31 on Figure 2-3), which were planned to be located on the southwest portion of the campus.
- The Parking Structure proposed for the southeast part of campus (shown as 22 on Figure 2-3 and PRK on Figure 2-5) will be slightly smaller (1,225 stalls instead of 1,250 stalls). The parking structure proposed for the northeast part of campus, adjacent to Esperanza Street (shown as 33 on Figure 2-3), is no longer part of the Master Plan. This area will include surface parking and the new Career Pathways 1 building (shown as PATH 1 on Figure 2-5).
- The existing Planetarium (shown as PLN on Figure 2-5) will be renovated. The 2010 Master Plan recommended demolition of the Planetarium and replacement with an outdoor amphitheater in the same location (not numbered on Figure 2-3).
- The new softball field will be located north of the existing baseball field instead of west of the existing baseball field to allow for the construction of the new Career Pathways 2 building. The location of the softball field is shown generally as 28 (field improvements) on Figure 2-3 and SOFTBALL on Figure 2-5.
- The Administration, Campus Center, Health & Life Sciences, Library, Physical Sciences, and Maintenance & Operations buildings will all be renovated (Figure 2-5). These buildings were not proposed for renovation with the 2010 Master Plan.
- All of the buildings in the area of the campus south of Grant Avenue will be demolished except for the Maintenance & Operations building, which will be renovated (Figure 2-5). Two new warehouse buildings will be constructed to replace the functions of the demolished buildings. These buildings were not identified for any action as part of the 2010 Master Plan.

Table 2.2-2. Comparison of 2010 Master Plan and 2017 Master Plan Elements¹

2017 Master Plan	No Change	Revision	New	Comment
Building Demolitions/Temporary Facility Removals				
Computer Technology Center	X			
Computer Technology Center Temporary Buildings	X			
Liberal Arts Building	X			
Parent Education Center			X	
Police Storage			X	
Shipping & Receiving Office			X	
Storage Building 1			X	
Storage Building 2			X	
Storage Building 3			X	
Student Health Services			X	
Technical Building	X			
Technical Building Temporary Buildings	X			
Warehouse			X	
New and Renovated Buildings				
New Career Pathways 1 Building		X		New instructional space previously proposed in 2010 Master Plan New Building 1 and New Building 2 in a different location.
New Career Pathways 2 Building		X		New instructional space previously proposed in 2010 Master Plan New Building 1 and New Building 2 in a different location.
New Parking Structure		X		2017 parking structure has 1,225 stalls; 2010 parking structure has 1,250 stalls
New Performing Arts Center	X			
New Student Services/Instructional Building	X			
New Warehouse 1			X	
New Warehouse 2			X	
New Softball Field		X		The softball field was included in the 2010 Master Plan in a different location (west of the existing baseball field)
Administration Building Renovation			X	
Campus Center Renovation			X	
Health & Life Science Building Renovation			X	
Library Building Renovation			X	
Physical Sciences Building Renovation			X	
Greek Theater and Planetarium Renovation		X		The 2010 Master Plan proposed demolition of the Planetarium.
Maintenance & Operations Renovation			X	
Infrastructure Improvements: gymnasium rooftop solar, parking structure rooftop solar, softball field stormwater retention and treatment, central cooling plant upgrades, landscaping, extensions of utilities to new buildings	X			

Notes: ¹No Change = element is the same or substantially similar to that evaluated in the 2010 PEIR, Revision = element was included in PEIR, but has been change in the 2017 Master Plan, New = element was not included in 2010 Master Plan

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HORIZON 1

- 17 CHEMISTRY AND PHYSICAL SCIENCES
- 18 NORTH HALL REPLACEMENT BLDG
- 19 MEDIA/ COMMUNICATIONS
- 20 STUDENT HEALTH SERVICES
- 21 MAINTENANCE AND OPERATIONS
- 22 PARKING STRUCTURE 1

HORIZON 2

- 23 GYMNASIUM 1
- 24 GYMNASIUM 2
- 25 LIBERAL ARTS
- 26 TECHNICAL BUILDING
- 27 STADIUM STANDS
- 28 FIELD IMPROVEMENTS
- 29 CENTRAL PLANT

HORIZON 3

- 30 PERFORMING ARTS
- 31 BUILDING 1
- 32 BUILDING 2
- 33 PARKING STRUCTURE 2

EXISTING BUILDINGS

- 1 ADMIN./ STUDENT SERVICES
- 2 ART & GALLERY
- 3 AUDITORIUM
- 4 BUSINESS
- 5 CAMPUS CENTER
- 6 CHILD DEVELOPMENT CENTER
- 7 HEALTH & LIFE SCIENCES
- 8 LIBERAL ARTS
- 9 LIBRARY
- 10 MIDDLE COLLEGE
- 11 OBSERVATORY
- 12 PLANETARIUM
- 13 SNYDER GYMNASIUM
- 14 TECHNICAL BUILDING
- 15 WOMEN'S GYMNASIUM
- 16 CENTRAL PLANT

Map Date: 8/29/2019

Source: SBCCD

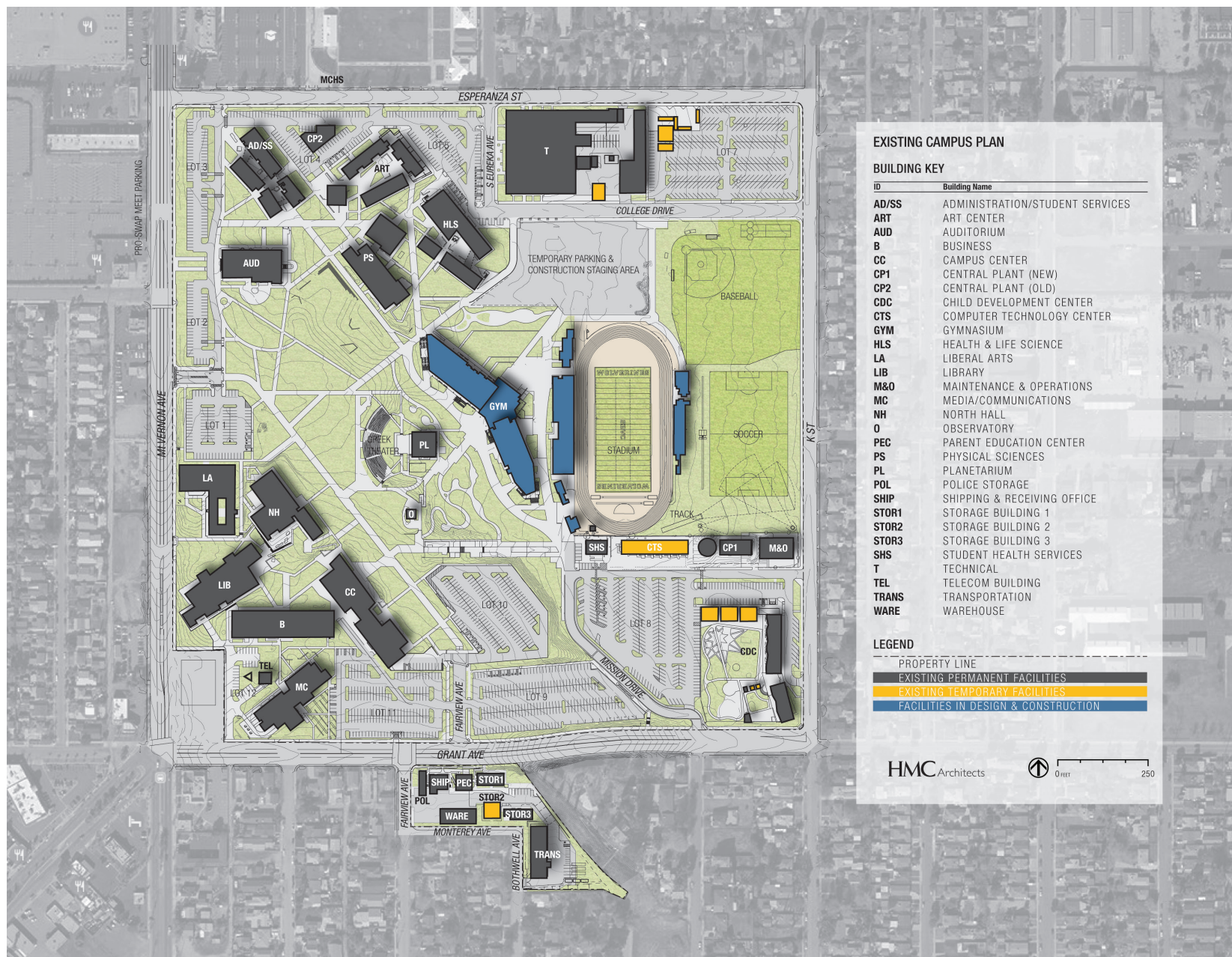


ECORP Consulting, Inc.
ENVIRONMENTAL CONSULTANTS

Figure 2-3. 2010 Master Plan

2019-166 SBCCD Measure CC Program EIR

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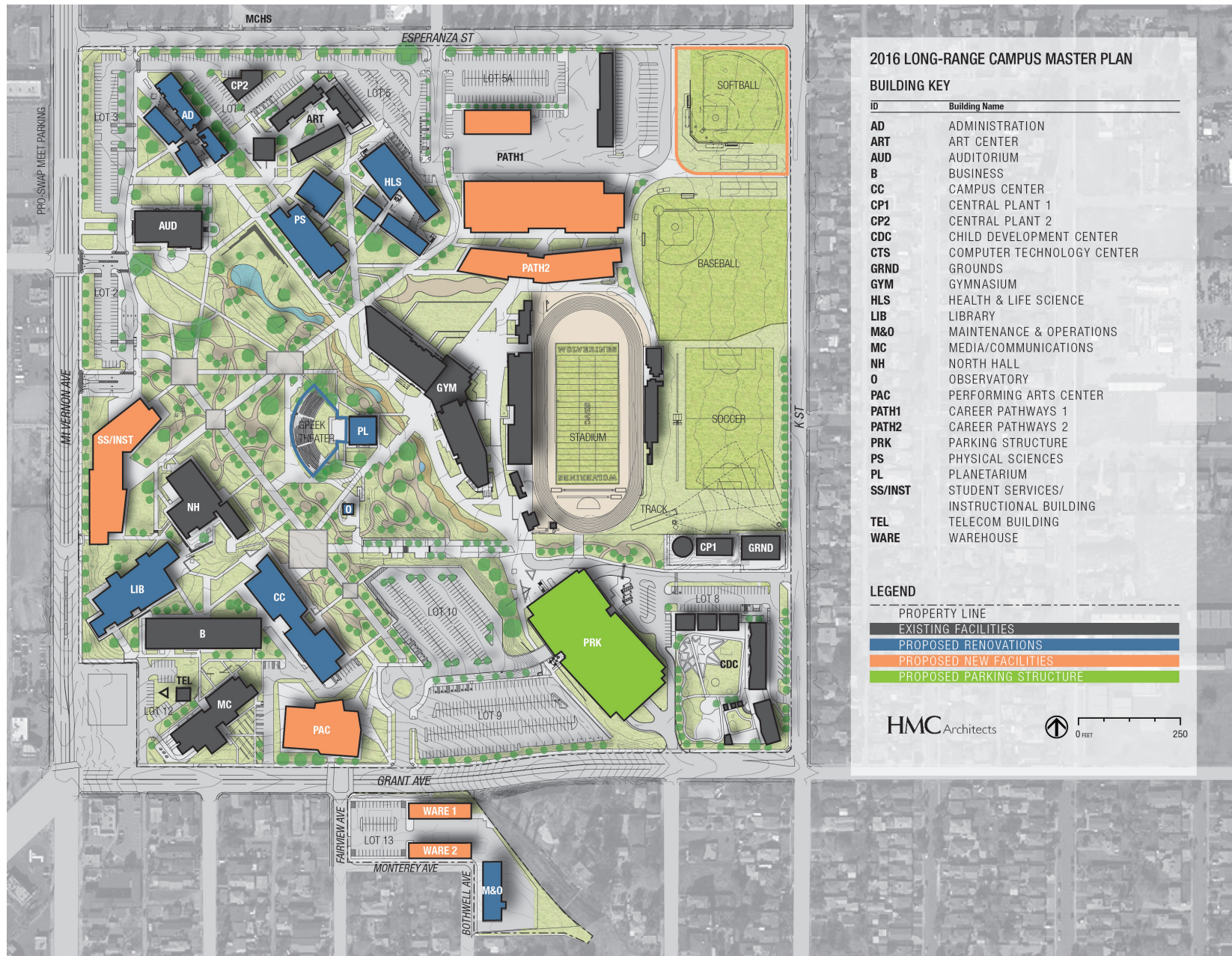


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Source: SBCCD

Figure 2-4. Existing Campus Facilities

2019-166 SBCCD Measure CC Program EIR

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3.0 ENVIRONMENTAL REVIEW

3.1 Introduction

This section provides a discussion of the existing environment within and surrounding SBVC followed by a summary of prior environmental review and an analysis of the impacts of the SBVC Master Plan update.

3.2 Aesthetics

3.2.1 Environmental Setting

The aesthetics environmental setting for the SBVC Master Plan Update, is similar to that discussed in the PEIR completed in September 2009 and the SEIR completed in 2012. Since certification of the PEIR and completion of the SEIR, several buildings have been demolished and replaced, including the Maintenance and Operations Building, a new North Hall Building, and a new Chemistry/Physical Science Building. Two new buildings have been constructed including a new Media and Communications Buildings and a new Student Health Services Building.

3.2.2 Prior Environmental Review

3.2.2.1 Previous Environmental Analysis

The aesthetics impacts associated with the SBVC Master Plan and Stadium Expansion were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.2.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts to aesthetics associated with the SBVC Master Plan and Stadium Expansion, as amended, with the incorporation of the proposed mitigation measures.

3.2.2.3 Previously Identified Mitigation Measures

The following mitigation measure was identified in the PEIR and SEIR to reduce light and glare impacts to less than significant.

A-1: Lighting fixtures for the sports field shall be shielded, directed downward, and have sharp cutoff qualities at property lines, in order to minimize light and glare spillover effects that would affect adjacent residential receptors.

3.2.3 Discussion

On Campus Views.

The Proposed Project would include the construction of two new instructional buildings located north of the existing football stadium (shown as PATH 1 and PATH 2 on Figure 2-5) to replace the 2010 Master Plan's new Buildings 1 and 2 (shown as 30 and 31 on Figure 2-3). The Proposed Project would also include a new softball field that would be located north of the existing baseball field instead of west of the existing baseball field. The location of the softball field is shown generally as 28 (field improvements) on Figure 2-3 and SOFTBALL on Figure 2-5. Additionally, all of the buildings in the area of the campus south of Grant Avenue would be demolished except for the Maintenance & Operations building, which would be renovated (Figure 2-5). Two new warehouse buildings would be constructed to replace the functions of the demolished buildings. These buildings were not identified for any action as part of the 2010 Master Plan.

The Proposed Project would also include revisions to the parking structure proposed for the southeast part of campus (shown as 22 on Figure 2-3 and PRK on Figure 2-5) which would be reduced in size from 1,250 stalls to 1,225 stalls, as well as, the parking structure previously proposed for the northeast part of campus, adjacent to Esperanza Street (shown as 33 on Figure 2-3), that would now include surface parking. The Administration, Campus Center, Health & Life Sciences, Library, Physical Sciences, and Maintenance & Operations, and Planetarium buildings would all be renovated (Figure 2-5).

The proposed renovation, demolition, and construction projects would occur within the existing SBVC campus. The proposed SBVC construction and renovations would be of similar architectural style and scale as existing buildings on the SBVC campus. A less than significant aesthetics impact would occur.

Off-Campus Views. The proposed new facilities include the Performing Arts Center (PAC) just north of Grant Avenue, the Student Services/Instructional Building (SS/INST) just east of Mount Vernon Avenue, Career Pathway 1 and 2 buildings south of Esperanza Street, Warehouse 1 and 2 south of Grant Avenue, and the parking structure north of Grant Avenue. Existing off-campus views would be similar to current conditions. The proposed facilities would replace existing campus facilities. Furthermore, implementation of the Master Plan Update would transform the campus edge into a transitional zone between the public and academic community. Impacts to off-campus views would be less than significant.

Light and Glare. The Proposed Project would include light fixtures along the exterior of the proposed buildings and parking structure. These light fixtures would provide increased visibility and highlight elements of the buildings. Light fixtures at the periphery of the SBVC campus would be directed downward to avoid spillover effects to surrounding land areas. Impacts related to stadium lighting would be the same as analyzed in the SEIR. Impacts would be less than significant with the previously-adopted mitigation.

3.3 Air Quality

Air quality reports were prepared for the SBVC Master Plan PEIR and Stadium Expansion SEIR. Because the Proposed Project reflects a decrease in enrollment projections from what was analyzed in these air quality reports, air quality impacts are anticipated to be less than those identified in the PEIR and SEIR as summarized below.

3.3.1 Environmental Setting

The SBVC campus is located in a portion of San Bernardino County that is under the jurisdiction of the South Coast Air Quality Management District (SCAQMD). This portion of the South Coast Air Basin is a non-attainment area for both the federal and state standards for ozone and particulates less than 10 microns and 2.5 microns in diameter (PM₁₀ and PM_{2.5}).

3.3.2 Prior Environmental Review

3.3.2.1 Previous Environmental Analysis

Air quality impacts associated with the SBVC Master Plan and Stadium Expansion, as amended, were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.3.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project air quality impacts.

3.3.2.3 Previously Identified Mitigation Measures

No significant air quality impacts have been identified; therefore, no mitigation measures are required.

3.3.3 Discussion

The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and softball field. Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and parking demand are expected to decrease. All construction, demolition, and renovations would be located within the existing SBVC campus. No expansion of the campus area is proposed.

Construction Impacts. As analyzed in the PEIR, the SBVC Master Plan would not conflict with or obstruct implementation of the applicable air quality plan. Construction impacts were determined to be less than significant. Because the proposed Master Plan Update would involve less total

building area than what was analyzed in the PEIR, impacts associated with construction of the Proposed Project would be less than significant.

Operational Impacts. As analyzed in the PEIR, the SBVC Master Plan would not conflict with or obstruct implementation of the applicable air quality plan. Operational impacts were determined to be less than significant. Operational impacts analyzed in the PEIR assumed an increase in student population. However, the Master Plan Update anticipates a decrease in enrollment from what was previously analyzed in the PEIR. Therefore impacts associated with operation of the Proposed Project are anticipated to be less than significant.

Cumulative Impacts. Based on the analysis of impacts in the PEIR, the emissions associated with the Master Plan would be below the SCAQMD's significance thresholds. The thresholds are established based on the potential for a significant direct and cumulative impact based on major source thresholds. Because the emissions are below the significance thresholds, project construction and operations would not result a cumulatively considerable net increase of pollutants. Because the proposed Master Plan Update proposes less building area as a result of decreased enrollment forecasts, impacts are anticipated to be less than those analyzed in the PEIR. Impacts would be less than significant.

Impacts to Sensitive Receptors. Construction activities would result in emissions of diesel particulate matter from heavy construction equipment used on site and truck traffic to and from the site, as well as minor amounts of toxic air contaminants (TAC) emissions from motor vehicles (such as benzene, 1, 3-butadiene, toluene, and xylenes). Health effects attributable to exposure to diesel particulate matter are long-term effects based on chronic (i.e., long-term) exposure to emissions. Health effects are generally evaluated based on a lifetime (70 years) of exposure. Due to the short-term nature of construction at the site, no adverse health effects would be anticipated from short-term diesel particulate emissions. Motor vehicle emissions would not be concentrated in any one area but would be dispersed along travel routes and would not be anticipated to pose a significant health risk to receptors.

As discussed in the PEIR, with mitigation, the SBVC Master Plan would not result in CO "hot spots" or expose sensitive receptors to substantial pollutant concentrations. Because the proposed Master Plan Update proposes less building area as a result of decreased enrollment forecasts, impacts are anticipated to be less than those analyzed in the PEIR. Impacts to sensitive receptors would be less than significant.

Odors. Typically, odors are regarded as an annoyance rather than a health hazard. However, manifestations of a person's reaction to foul odors can range from psychological (e.g., irritation, anger, or anxiety) to physiological (e.g., circulatory and respiratory effects, nausea, vomiting, and headache).

According to the SCAQMD, land uses commonly considered to be potential sources of obnoxious odorous emissions include agriculture (farming and livestock), wastewater treatment plants, food processing plants, chemical plants, composting facilities, refineries, landfills, dairies, and fiberglass

molding. The Proposed Project does not include any uses identified by the SCAQMD as being associated with odors. No odor-related impact would occur.

3.4 Biological Resources

3.4.1 Environmental Setting

The site setting for this Addendum EIR remains relatively unchanged from that described in the previously prepared PEIR and SEIR. Biological resources are limited to those typically found in urban settings, including potential habitat for sensitive bats and the potential for nesting birds protected under the Migratory Bird Treaty Act (MBTA) to occur on campus. Since certification of the PEIR, several buildings have been demolished including the Maintenance and Operations Building, the North Hall Building, and the Chemistry/Physical Science Buildings. Several buildings have been built to replace the demolished buildings including a new Maintenance and Operations Building, a new North Hall Building, a new Chemistry/Physical Science Building, and a new Gymnasium. Two new buildings have been built including the Media and Communications Building and the Student Health Services Building. Stadium facilities have also been constructed.

3.4.2 Prior Environmental Review

The biological resources impacts associated with the SBVC Master Plan and Stadium Expansion were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.4.2.1 Previous Environmental Analysis

The PEIR and SEIR did not identify any significant project impacts on biological resources associated with the SBVC Master Plan and Stadium Expansion, as amended, with the incorporation of the proposed mitigation measures.

3.4.2.2 Previously Identified Mitigation Measures

The following mitigation measures were identified in the PEIR to reduce project impacts to less than significant:

- B-1:** A qualified bat biologist shall conduct a preconstruction survey of potential bat roosting sites prior to removal of mature trees and existing structures. If an active bat roost is detected, bat exclusionary devices shall be installed during the non-breeding season (outside of May 1 – October 1) and after bats voluntarily leave the roost for the night to forage. Demolition shall occur once the biologist deems the structure void of bats.

- B-2:** Demolition or construction activities that require the removal of occupied trees or shrubs or other disturbances, such as constant noise and dust, shall take place outside of the bird breeding season (February 15 to September 1) to the maximum extent practicable. If construction activity occurs within the bird breeding season then pre-construction nesting surveys shall be conducted in order to ensure compliance with the MBTA and CDFG Code 3503.5. If active nests are found during the breeding season then buffer zones shall be established around the active nest by a qualified biologist (typically 250 feet radius for a songbird and 500 feet radius for a raptor). Demolition and construction activities shall be avoided within the buffer zone until a qualified biologist determines that the nest(s) is no longer active. If the nest(s) must be removed the removal shall take place in the non-breeding season (September 1 to February 14).

3.4.3 Discussion

The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and softball field. Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and parking demand are expected to decrease. All construction, demolition, and renovations would be located within the existing SBVC campus. No expansion of the campus area is proposed. Project impacts to biological resources would remain less than significant with the implementation of the previously adopted mitigation measures.

3.5 Cultural Resources

3.5.1 Environmental Setting

The cultural resources for the SBVC Master Plan update, are the same as those identified in the previously prepared PEIR and SEIR.

Archaeological Resources

There are several resources that have been previously documented within or near the SBVC campus. Site CA-SBR-3001 (SBCM-10) was originally recorded in 1938 on the ridge east of Mount Vernon Avenue and south of Mill Street and is described as several burials rumored to have been uncovered by workers during construction. The site is also reported as having been destroyed. Two articles from the *San Bernardino Sun* newspaper, dated April 3, 1897 and June 1897 reported that this was the site of an Indian cemetery that was to be ploughed up for an orchard. The articles also noted the concerns of the Indian community regarding the desecration of the graves.

Site P1074-28-H was recorded as the location of a 1840s-era ditch that supplied water from a spring located north of Mill Street and west of Mount Vernon Avenue to the community of *Politana*. The water ditch bisected the southwest corner of the current SBVC campus. This ditch has been completely destroyed or buried by development within and around the SBVC campus between the 1930s and 1960s.

It was also reported that local citizens collected Native American artifacts from within what became the campus area. Further when the Auditorium was being constructed in the 1930s, historic period burials were unearthed. Historic records document a settlement called *Politana*, which was described as located in the vicinity of the present SBVC campus. It is variously described as having Native American, early *Californio*, and Mormon phases of occupation. Late nineteenth and early twentieth century homes were also once located within the project area. These were demolished between the 1930s and 1960s as the SBVC campus was established and expanded.

Historic Structures

The Auditorium (1935/1938) is constructed in the Mission Revival style with irregular massing of multiple elevations, arcaded colonnade, tiered tile roofs, and prominent bell tower. It has been determined eligible for inclusion in the National Register of Historic Places (NRHP), which automatically makes it eligible of the California Register of Historical Resources. The Observatory, Business, and Technical buildings are historic in age (50 years or older). Several other buildings will become more than 50 years in age during the planning period for the Master Plan (Table 3.5-1).

Table 3.5-1 Summary of Buildings that are or will be 50 Years of Age in Planning Horizon		
Building	Year of Construction	Year Building Becomes 50 Years in Age
Observatory	1931	1981
Business	1961	2011
Technical	1964	2014
Liberal Arts	1970	2020
Planetarium	1977	2027

3.5.2 Prior Environmental Review

3.5.2.1 Previous Environmental Analysis

The cultural resources impacts associated with the SBVC Master Plan and Stadium Expansion were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.5.2.2 Previously Identified Significant Project Impacts

Impacts to cultural resources included demolition and renovation of structures that are historic in age or may become historic in age during the planning period (Technical, Liberal Arts, and Planetarium) and the potential for discovery of unknown, buried archaeological resources during building construction and demolition. The PEIR identified a potential for a significant, unavoidable impact to historical resources. A Statement of Overriding Considerations was adopted for this impact on April 8, 2010. The PEIR and SEIR did not identify any other significant project impacts on cultural resources associated with the SBVC Master Plan and Stadium Expansion, as amended, with the incorporation of the proposed mitigation measures.

3.5.2.3 Previously Identified Mitigation Measures

Previously-identified mitigation measures are listed below. Please note that CR-1 originally required submittal of a data recovery report to the San Bernardino Information Center. Since the publication of the PEIR and SEIR, this information center has been consolidated with the South-Central Coastal Information Center at California State University, Fullerton. Mitigation Measure CR-1 has been updated to reflect the new information center location.

CR-1: To avoid inadvertent impacts to subsurface archaeological resources, all ground disturbing activities in undisturbed sediments shall be monitored by a qualified archaeologist. The archaeological monitor shall have the power to temporarily halt or divert equipment to allow for recordation and evaluation of any encountered resources. If evaluated as eligible for the CRHR and determined eligible by the San Bernardino Community College District, the archaeological site must be avoided and preserved. If this is not feasible, an archeological data recovery program shall be developed by a qualified archaeologist. The data recovery report shall be submitted to the South-Central Coastal Information Center at California State University, Fullerton.

CR-2: To avoid inadvertent impacts to Native American resources, all ground disturbing activities in undisturbed sediments shall be observed by a Native American monitor. In the event that subsurface resources are encountered, the Native American monitor shall coordinate with the archaeological monitor to temporarily halt or divert equipment to allow for recordation and evaluation of the resource. If human remains of any kind are found during construction activities, all activities must cease immediately and the San Bernardino County Coroner must be notified, as required by state law (Section 7050.5 of the Health and Safety Code). If the coroner determines the remains to be of Native American origin, he or she will notify the Native American Heritage Commission (NAHC). The NAHC will then identify the most likely descendant(s) (MLD) to be consulted regarding treatment and/or reburial of the remains (Section 5097.98 of the Public Resources Code). If an MLD cannot be identified, or the MLD fails to make a recommendation regarding the treatment of the remains within 48 hours after gaining access to the remains, SBCCD shall rebury the Native American human remains and associated grave goods with appropriate dignity on the property in a location not subject

to further subsurface disturbance. Work can continue once the MLD's recommendations have been implemented or the remains have been reburied if no agreement can be reached with the MLD (Section 5097.98 of the Public Resource Code).

CR-3: To mitigate potential impacts to the Auditorium and any other identified historic resource from proposed renovations, a renovation plan shall be developed by a qualified architect with experience with historic buildings or an Architectural Historian. The plans shall include specifications to ensure that the renovations do not alter its significant historic fabric that make it eligible for inclusion in the NRHP and CRHR.

CR-4: In the event that any building is scheduled for demolition or renovation after the building becomes 50 years in age, a qualified architect with experience with historic buildings or an Architectural Historian shall evaluate the building to determine if it is a historical resource in accordance with the CEQA Guidelines (CCR Title 14 Section 15064.5). If the building is determined not to be a historic resource, then no further work shall be required. If the building is determined to be a historic resource, then Mitigation Measure CR-3 shall apply for renovation work.

3.5.3 Discussion

The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and softball field. Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and parking demand are expected to decrease. All construction, demolition, and renovations would be located within the existing SBVC campus. No expansion of the campus area is proposed. Project impacts to cultural resources would remain less than significant with the implementation of the previously adopted mitigation measures.

3.6 Energy

3.6.1 Environmental Setting

Electricity/Natural Gas Services

Southern California Edison (SCE) provides electrical services to San Bernardino through State-regulated public utility contracts. SCE, the largest subsidiary of Edison International, is the primary electricity supply company for much of Southern California. It provides 14 million people with electricity across a service territory of approximately 50,000 square miles. SCE has met or exceeded all Renewable Portfolio Standard requirements to date, procuring renewable energy from diverse sources, including biomass, biowaste, geothermal, hydroelectric, solar and wind. This Standard requires all California utilities to generate 33 percent of their electricity from renewables by 2020, 60 percent of their electricity from renewables by 2030, and 100 percent by 2045.

The Southern California Gas Company provides natural gas services to the Project area. As the nation's largest natural gas distribution utility, the Southern California Gas Company delivers

natural gas energy to 21.6 million consumers through 5.9 million meters in more than 500 communities. The Southern California Gas Company's service territory encompasses approximately 20,000 square miles throughout Central and Southern California, from Visalia to the Mexican border.

3.6.2 Prior Environmental Review

3.6.2.1 Previous Environmental Analysis

Energy impacts associated with the SBVC Master Plan and Stadium Expansion were not evaluated in the previous environmental documents. The requirement to analyze energy was added as part of the 2019 amendments to the CEQA Guidelines.

3.6.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not review energy impacts as a separate section and therefore did not identify any significant project impacts as a result of energy.

3.6.2.3 Previously Identified Mitigation Measures

Because the PEIR and SEIR did not review energy impacts as a separate section, no mitigation measures were identified.

3.6.3 Discussion

Construction and Operation. Due to the short-term nature of the project construction and reduced scope of the Proposed Project it is anticipated that fuel consumption during project construction would have a nominal effect on local and regional energy supplies, especially over the long-term. Additionally, construction equipment fleet turnover and increasingly stringent state and federal regulations on engine efficiency combined with state regulations limiting engine idling times and require recycling of construction debris, would further reduce the amount of transportation fuel demand during project construction. For these reasons, it is expected that construction fuel consumption associated with the Proposed Project would not be any more inefficient, wasteful, or unnecessary than other similar development projects of this nature. Additionally, the consumption of energy would be less than those anticipated for the previous Master Plan because less building square footage is planned and lower enrollment is anticipated. The new and renovated buildings would be more energy-efficient than the existing buildings. For these reasons, this impact would be less than significant.

Local Plans and Policies. The Proposed Project would be designed in a manner that is consistent with relevant energy conservation plans designed to encourage development that results in the efficient use of energy resources. Relevant energy conservation plans specific to the Proposed Project include the City of San Bernardino General Plan, more specifically the Energy and Water Conservation Element and the SBCCD Sustainability Plan. An overarching goal of the Energy and Water Conservation Element is to provide policy guidance that addresses the efficient use and conservation of energy and water resources (City of San Bernardino 2005). Strategies proposed by

the SBCCD Sustainability Plan include maximizing energy efficient design in new and renovated buildings, providing energy efficient equipment and appliances, and monitoring energy use of individual buildings. The Proposed Project would not conflict or obstruct any local or state plans for renewable energy or energy efficiency. For these reasons, this impact would be less than significant.

3.7 Geology and Soils

3.7.1 Environmental Setting

The site setting for this Addendum EIR remains similar to that described in the PEIR and SEIR. Seismic, soils, and liquefaction conditions on the project site remain the same as those described in the PEIR and SEIR. The most important geologic feature on the campus is the San Jacinto Fault, which bisects the western portion of SBVC. The San Jacinto Fault is one of the most seismically active faults in southern California. The western two thirds of the campus lies within the State-designated Alquist-Priolo Earthquake Fault Zone. Much of the planning effort for this and previous Master Plans was to avoid construction in the Alquist-Priolo zone and to construct or renovate buildings to withstand the effects of an earthquake on this fault.

3.7.2 Prior Environmental Review

3.7.2.1 Previous Environmental Analysis

The geology and soils impacts associated with the SBVC Master Plan and Stadium Expansion were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.7.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts on geology and soils associated with the SBVC Master Plan and Stadium Expansion, as amended, with the incorporation of the proposed mitigation measures.

3.7.2.3 Previously Identified Mitigation Measures

The following mitigation measures were identified in the PEIR to reduce project impacts to less than significant:

- G-1:** All temporary excavations, including utility trenches, retaining wall excavations and other excavations shall be performed in accordance with project plans, specifications, and all OSHA requirements, and the current editions of the California Construction Safety Orders.

- G-2:** Utility trenches onsite shall be backfilled with the onsite material, provided it is free of debris, significant organic material, and oversized material. Prior to backfilling the trench, pipes shall be bedded in a granular material, backfilled, and compacted as specified by the project engineer.
- G-3:** A qualified geotechnical firm shall review the site and grading plans for each project as the Master Plan is implemented and comment further on the geotechnical aspects of the project. Geotechnical observations and testing shall be conducted during excavation and all phases of grading operations.

3.7.3 Discussion

The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and softball field. Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and parking demand are expected to decrease. All construction, demolition, and renovations would be located within the existing SBVC campus. No expansion of the campus area is proposed. As such, impacts related to seismic groundshaking, grading, and erosion would not be different than what was previously analyzed in the PEIR and SEIR. Impacts would be less than significant with the implementation of Mitigation Measures G-1 through G-3, as applicable.

Because no significant geology and soil impacts associated with the Master Plan Update were identified, no new mitigation measures are required. Mitigation measures identified in the previously certified PEIR for the SBVC Master Plan SEIR for the Stadium Expansion would not change.

The evaluation of impacts to paleontological resources was moved from the Cultural Resources section to the Geology section of the Initial Study checklist in 2019, and is, therefore, discussed here. Paleontological impacts would remain the same as discussed in the PEIR and SEIR. Impacts to paleontological resources associated with the Proposed Project would remain less than significant with the implementation of the previously adopted mitigation measure CR-5.

- CR-5:** A qualified vertebrate paleontologist, as defined by the County of San Bernardino (Development Code § 82.20.040), shall develop and implement a mitigation program for paleontological resources. This program shall consist of:
1. Monitoring by a qualified paleontological monitor when previously undisturbed subsurface sediments are excavated, graded, or otherwise disturbed. The monitor will be equipped to recover fossils and sediment samples during excavation but shall have the power to temporarily halt or divert equipment to allow for recovery of large or numerous fossils.
 2. Preparation of recovered specimens to a point of identification and permanent preservation. This includes washing sediments to recover small invertebrate and vertebrate fossils.

3. Identification of the specimens and curation of all specimens into an established accredited museum repository (e.g., San Bernardino County Museum) with permanent retrievable paleontological storage. Preparation of the mitigation program shall include obtaining a signed curation agreement with the museum repository prior to initiation of mitigation activities.
4. Preparation of a report of findings with an appended itemized inventory of identified specimens. The report and inventory shall be submitted to the San Bernardino Community College District and the museum repository (e.g., San Bernardino County Museum). When the San Bernardino Community College District receives the report, inventory, and verification of acceptance of the specimens by the museum repository, mitigation will be complete.

3.8 Greenhouse Gas Emissions

3.8.1 Environmental Setting

Greenhouse gas (GHG) emissions are released as byproducts of fossil fuel combustion, waste disposal, energy use, land use changes, and other human activities. This release of gases, such as CO₂, methane (CH₄), nitrous oxide (N₂O), and chlorofluorocarbons, creates a blanket around the earth that allows light to pass through, but traps heat at the surface, preventing its escape into space. While this is a naturally occurring process known as the greenhouse effect, human activities have accelerated the generation of GHGs beyond natural levels. The overabundance of GHGs in the atmosphere has led to an unexpected warming of the earth and has the potential to severely impact the earth's climate system.

Each GHG differs in its ability to absorb heat in the atmosphere based on the lifetime, or persistence, of the gas molecule in the atmosphere. CH₄ traps over 25 times more heat per molecule than CO₂, and N₂O absorbs 298 times more heat per molecule than CO₂. Often, estimates of GHG emissions are presented in carbon dioxide equivalents (CO₂e). Expressing GHG emissions in carbon dioxide equivalents takes the contribution of all GHG emissions to the greenhouse effect and converts them to a single unit equivalent to the effect that would occur if only CO₂ were being emitted.

3.8.2 Prior Environmental Review

3.8.2.1 Previous Environmental Analysis

The greenhouse gas emissions impacts associated with the SBVC Master Plan and Stadium Expansion were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.8.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts as a result of greenhouse gas emissions.

3.8.2.3 Previously Identified Mitigation Measures

No significant impacts were identified; therefore, no mitigation measures were required.

3.8.3 Discussion

Construction and Operation. The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and softball field. Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and parking demand are expected to decrease. All construction, demolition, and renovations would be located within the existing SBVC campus. No expansion of the campus area is proposed.

As analyzed in the PEIR, the SBVC Master Plan would not result in greenhouse gas emissions either directly or indirectly that would result in a significant impact on the environment. Because the proposed Master Plan Update would involve less total building area than what was analyzed in the PEIR. Impacts associated with construction and operation of the Proposed Project would be less than significant.

With implementation of the Energy Action Plan and state and federal vehicle emission reduction programs, plus continued access to mass transit, bicycle networks, and pedestrian access, the Proposed Project would not result in a significant impact on global climate.

3.9 Hazards and Hazardous Materials

3.9.1 Environmental Setting

Hazards and hazardous materials found at the SBVC campus are the same as those identified in the PEIR and SEIR.

3.9.2 Prior Environmental Review

3.9.2.1 Previous Environmental Analysis

Hazard and hazardous materials impacts associated with the SBVC Master Plan and Stadium Expansion were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.9.2.2 Previously Identified Significant Project Impacts

Potential impacts involve the presence of building hazards, such as asbestos and lead-based paint, in buildings identified for demolition or renovation. The PEIR and SEIR did not identify any significant project impacts as a result of hazards and hazardous materials associated with the SBVC Master Plan and Stadium Expansion, as amended, with the incorporation of the proposed mitigation measures.

3.9.2.3 Previously Identified Mitigation Measures

The following mitigation measures were identified in the PEIR to reduce project impacts to less than significant:

- HAZ-1:** Prior to demolition of buildings or structures, a survey for building-related hazardous materials shall be conducted by qualified and properly-certified individuals. Asbestos surveys must be conducted by a California Division of Occupational Safety and Health-certified asbestos consultant or site surveillance technician. Surveys for lead-based/bearing substances and lead-containing surface coatings must be conducted by a California Department of Health Service-certified lead inspector/risk assessor. If present, all recommendations regarding the removal and disposal of hazardous materials in accordance with federal, state, and local regulations shall be observed.
- HAZ-2:** All asbestos disturbance and/or removal operations shall be conducted by a California Occupational Safety and Health Administration (Cal/OSHA) registered and State licensed asbestos removal contractor. All disturbance and/or abatement operations shall be under the direction of a California Certified Asbestos Consultant. At no time shall identified or suspect asbestos-containing materials be drilled, cut, sanded, scraped, or otherwise disturbed by untrained personnel.
- HAZ-3:** All construction activities that may affect asbestos-containing materials shall be conducted in accordance with Title 8 of the California Code of Regulations, Section 1529.
- HAZ-4:** For all abatement activities that will involve the removal of 100 square feet or more of identified asbestos-containing materials, notification shall be made to the South Coast Air Quality Management District in accordance to SCAQMD Rule 1403 and to Cal/OSHA. Notification to both entities shall occur 10 working days prior to the initiation of such activities.
- HAZ-5:** Notification to employees and contractors working within the buildings shall be made in accordance with the California Health and Safety Code Section 25915 *et seq.* and Proposition 65.
- HAZ-6:** All demolition involving potential and identified lead-containing surfaces shall be conducted in accordance with 8 CCR 1532.1 and 29 CFR 1926.62. In addition, all

activities involving identified lead-based paints shall be conducted in accordance with 17 CCR, Division 1, Chapter 8, Sections 35001 through 36100.

- HAZ-7:** Any welding, cutting, or heating of interior metal surfaces containing lead surface coating shall be conducted in accordance with 29 CFR 1926.354.
- HAZ-8:** Proper waste characterization and disposal of lead contaminated debris shall be conducted in accordance with Title 22 of the California Code of Regulations and the California Health and Safety Code.
- HAZ-9:** All identified and potential PCB-containing light fixture ballasts shall be handled, collected, transported, and disposed in accordance with the requirements of 22 CCR 67426.1.
- HAZ-10:** All fluorescent light tubes, mercury containing thermostat switch capsules, batteries, and other Universal Waste Rule components shall be handled in accordance with 22 CCR 66273.
- HAZ-11:** All identified and potential refrigerants shall be captured and recycled in accordance with requirements of the South Coast Air Quality Management District and the California Air Resources Board.
- HAZ-12:** Prior to demolition or construction activities in existing buildings, a follow-up inspection shall be performed to identify and sample potential environmental hazards located beneath finishes and/or enclosed in wall voids, pipe chases, etc.

3.9.3 Discussion

The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and softball field. Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and parking demand are expected to decrease. All construction, demolition, and renovations would be located within the existing SBVC campus. No expansion of the campus area is proposed. According to the Department of Toxic Substances Control (DTSC) EnviroStor database, there are no hazardous materials sites located on the SBVC campus (DTSC 2019). Because no significant hazards and hazardous materials impacts associated with the Proposed Project were identified, no new mitigation measures are required. Mitigation measures identified in the previously certified PEIR for the SBVC Master Plan and SEIR for the Stadium Expansion would not change.

3.10 Hydrology and Water Quality

3.10.1 Environmental Setting

The SBVC Master Plan Update is located within the same project site analyzed in the PEIR and SEIR. The water resources and drainage setting for the SBVC Master Plan Update has not

significantly changed since the PEIR was completed in February 2010. A National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges Associated with Construction Activity in compliance with Section 402 of the Clean Water Act has been acquired and a Storm Water Pollution Prevention Plan (SWPPP) has been implemented per Mitigation Measures H-1.

3.10.2 Prior Environmental Review

3.10.2.1 Previous Environmental Analysis

Hydrology and Water Quality impacts associated with the SBVC Master Plan and Stadium Expansion were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.10.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts on hydrology and water quality resources associated with the SBVC Master Plan and Stadium Expansion, as amended, with the incorporation of the proposed mitigation measures.

3.10.2.3 Previously Identified Mitigation Measures

The following mitigation measure was identified in the PEIR to reduce project impacts to less than significant:

- H-1:** Prior to ground disturbing activities related to grading or any activity affecting federal or state waters, SBCCD shall submit for approval to the State Water Resources Control Board, a Notice of Intent (NOI) to be covered under a National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges Associated with Construction Activity (General Permit) in compliance with Section 402 of the Clean Water Act. As part of the General Permit, the SBCCD shall prepare a Storm Water Pollution Prevention Plan (SWPPP) which will: (1) require implementation of Best Management Practices (BMPs) so as to prevent a net increase in sediment load in stormwater discharges relative to preconstruction levels; (2) prohibit discharges of stormwater or non-stormwater at levels which would cause or contribute to an exceedance of any applicable water quality standard contained in the regional basin plan; (3) discuss in detail the BMPs for the project related to control of sediment and erosion, non-sediment pollutants, and potential pollutants in non-stormwater discharges; (4) describe post-construction BMPs for the project; (5) explain the monitoring and maintenance program for the project's BMPs; (6) require reporting of violations to the RWQCB; and (7) list the

parties responsible for SWPPP implementation and BMP maintenance both during and after construction. Upon acceptance of the NOI by the State Board, the SBCCD shall implement the SWPPP and will modify the SWPPP as directed by the Storm Water Permit.

3.10.3 Discussion

The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and softball field. All construction, demolition, and renovations would be located within the existing SBVC campus. No expansion of the campus area is proposed. Additionally, the proposed softball field would be constructed in a location with an existing surface parking lot, in the northeast section of the SBVC campus, just north of the existing baseball field. Construction of the softball field would require demolition of the existing surface parking lot, resulting in the reduction of the amount of impervious surface on the SBVC campus. No significant hydrology and water quality impacts associated with the Master Plan Update were identified; no new mitigation measures are required. Mitigation measures identified in the previously certified PEIR for the SBVC Master Plan and SEIR for the Stadium Expansion would not change.

3.11 Land Use and Planning

3.11.1 Environmental Setting

The SBVC campus is located in a developed area surrounded by a mix of residential, commercial, and industrial land uses in the City of San Bernardino bordering the City of Colton. The land uses and land use designations are summarized in Table 3.11-1 below.

Table 3.11-1 Summary of Existing Land Use Designations			
	Land Use	Zoning	General Plan Designations
SBVC	Community College Campus	PF (Public Facilities) SB	Public Facilities (PF) SB
North	Residential Commercial	RS (Residential Suburban – 4.5 du/ac) SB RU (Residential Urban – 9 du/ac) SB CG-1 (Commercial General) SB	Residential Suburban (RS) SB Residential Urban (RU) SB Commercial General (CG-1) SB
South	Commercial Residential	C2 (General Commercial) C R3 (Multi Family Residential) C R2 (Duplex Residential) C RS (Residential Suburban – 4.5 du/ac) SB	Multi-Use Area (MU) C High Density Residential (HD) C Medium Density Residential (MD) C Residential Suburban (RS) SB
East	Industrial Residential	IL (Industrial Light) SB RS (Residential Suburban – 4.5 du/ac) SB	Industrial Light (IL) SB Residential Suburban (RS) SB
West	Commercial Residential	CG-1 (Commercial General) SB C2 (General Commercial) C R1 (Single Family Residential) C	Commercial General (CG-1) SB Multi-Use Area (MU) C Low Density Residential (LD)/ Multi-Use Area (MU) C

Notes: SB = City of San Bernardino
C = City of Colton
du/ac = dwelling units per acre

3.11.2 Prior Environmental Review

3.11.2.1 Previous Environmental Analysis

The land use and planning impacts associated with the SBVC Master Plan were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.11.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts on land use and planning. The proposed building construction, demolition, and renovations are consistent with the existing community college use of the campus.

3.11.2.3 Previously Identified Mitigation Measures

No significant impacts were identified; therefore, no mitigation measures were required.

3.11.3 Discussion

Physically Divide an Established Community. The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and softball field. Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and parking demand are expected to decrease. All construction, demolition, and renovations would be located within the existing SBVC campus. No expansion of the campus area is proposed. These project changes would not physically divide an established community; no impacts would occur.

Conflict with Existing Land Use Plans and Policies. SBVC is located in a Public Facilities (PF) District where public uses and facilities and similar compatible uses are allowed. No land use change is proposed by the SBVC Master Plan Update. No impacts to existing land use plans and policies would occur.

3.12 Noise

3.12.1 Environmental Setting

The noise setting for the SBVC Master Plan update is similar as that discussed in the PEIR and SEIR.

3.12.2 Prior Environmental Review

3.12.2.1 Previous Environmental Analysis

The noise impacts associated with the SBVC Master Plan were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.12.2.2 Previously Identified Significant Project Impacts

The PEIR identified significant project impacts to noise associated with the noise sources from outdoor sporting events associated with the stadium as continuing to be significant and unavoidable with or without the Master Plan amendment. This noise source would continue with the Proposed Project. The SBCCD Board of Trustees adopted a Statement of Overriding Considerations for this significant, unavoidable impact on April 8, 2010.

3.12.2.3 Previously Identified Mitigation Measures

The following mitigation measures were identified in the PEIR to reduce project impacts to a less than significant level:

- N-1:** Construction and demolition shall be confined, to the extent practicable, between the hours of 7:00 a.m. and 8:00 p.m.
- N-2:** Notice shall be posted prior to construction identifying the location and dates of construction, and the name and phone number of a contact person at SBVC in case of complaints. The notice shall encourage the residents to call SBVC's contact person rather than the police in case of complaint. The notice shall inform residents of any changes to the schedule, including instances where construction may take place outside of the hours of between 7:00 a.m. and 8:00 p.m. The designated contact person shall be available throughout project construction with a mobile phone. If a complaint is received, SBVC's contact person shall take whatever reasonable steps are necessary to resolve the complaint.
- N-3:** Where feasible, temporary solid noise barriers or berms shall be erected between construction equipment and sensitive off-site receptors.
- N-4:** Construction storage areas shall be located away from sensitive receptors to the extent possible. Where this is not possible, the storage of waste materials, earth, and other supplies shall be positioned in a manner that will function as a noise barrier to the closest sensitive receivers.

- N-5:** All construction equipment shall be equipped with properly operating mufflers of a type recommended by the manufacturer.
- N-6:** Noisy construction equipment items shall be located as far as practicable from the surrounding residential properties and campus buildings.
- N-7:** The quietest construction equipment owned by the contractor shall be used. The use of electric powered equipment is typically quieter than diesel, and hydraulic powered equipment is quieter than pneumatic power. If compressors powered by diesel or gasoline engines are to be used, they shall be contained or have baffles to help abate noise levels.
- N-8:** All construction equipment shall be properly maintained. Poor maintenance of equipment typically causes excessive noise levels.
- N-9:** Noisy construction equipment shall be operated only when necessary and shall be switched off when not in use.
- N-10:** To avoid potential building damage due to vibration from heavy construction equipment (bulldozers or drill rigs), the following measures shall be implemented when use of such equipment will take place within 11 feet of existing buildings:
- a. Qualified structural and geotechnical engineers shall review the peak vibration velocities estimated in this report and determine if there are any risks to the building, including possible risks from dynamic soil settlement induced by the vibration. If the structural or geotechnical engineers identify any potential risks, they shall take all necessary steps to protect the building including, but not limited to, photographing and/or videotaping the building in order to provide a record of the existing conditions before construction.
 - b. If considered appropriate by a qualified structural engineer or geotechnical engineer, an engineer shall be on-site during the construction activities and perform such tests and observations as are necessary to ensure the structural stability of the building. This may include vibration measurements obtained inside or outside of the building.
- N-11:** An acoustical analysis shall be required for the future Technical Building to verify that noise from the facility (including auto maintenance and repair, aircraft engine testing, fans and other mechanical equipment) does not exceed a 1-hour L_{eq} of 65 dBA at noise-sensitive offsite receptors. The design features required to achieve this requirement may include one or more of the following elements, as verified by the acoustical study: noise barriers, locating activities inside the building, upgrading the design of the building to increase noise reduction, locating noisy activities away from the nearby homes, and providing silencers for air extraction fans.

- N-12:** An acoustical analysis shall be required for the future central plant to verify that the overall noise levels generated by the mechanical equipment (i.e., air conditioners, heat pumps, refrigeration equipment, etc.) do not exceed a 1-hour L_{eq} of 65 dBA at noise-sensitive offsite receptors. The design features required to achieve this requirement may include one or more of the following elements, as verified by the acoustical study: selecting quieter equipment, adding or upgrading silencers, improving the design of mechanical penthouses, raising the height of rooftop parapet walls, placing equipment inside a building, and/or installing screen walls around individual equipment items.
- N-13:** Bleacher seating on the east side of the football field may be closed-backed to provide a barrier to crowd noise. The backing material may extend at least 5 feet above the level of the highest seats in each bleacher so that a barrier is also provided for noise from the higher seating levels.
- N-14:** An acoustical study shall be required for Building 25 (Liberal Arts) to verify that the building has been properly designed to comply with the L_{dn} threshold of 45 dB for interior areas. The design features required to achieve the noise standard may include one or more of the following elements, as verified by the acoustical study: sound-rated windows and doors, orientation of windows relative to Mount Vernon Avenue, upgraded exterior wall and/or roof construction, insulation batts, and/or forced air ventilation.
- N-15:** Mechanical ventilation shall be installed at all new SBVC buildings since the interior threshold of 45 dB L_{dn} is to be met with windows and doors closed.

3.12.3 Discussion

Construction. Construction noise impacts from the SBVC Master Plan Update would remain similar to the noise impacts analyzed in the PEIR and SEIR. Construction noise impacts would be temporary and less than significant. In compliance with the City Code requirements, construction of the Proposed Project would occur only between 7:00 a.m. and 8:00 p.m. on Monday through Saturday. There would be no construction activities on Sundays or Federal holidays. Therefore, construction of the Proposed Project would be exempt from the City of San Bernardino noise ordinance standards and would not constitute a significant impact.

Operation. Operational noise impacts from the SBVC Master Plan Update would remain similar to the noise impacts analyzed in the PEIR and the SEIR. Noise impacts analyzed in the SEIR associated with future sporting events at the SBVC stadium would continue to be unfeasible to mitigate. However, it should be noted that these noise sources already exist at SBVC and would continue with or without the Master Plan Update. Additionally, a Statement of Overriding Considerations was adopted for stadium noise on April 8, 2010. Mitigation Measure N-13 would provide some reduction in the noise levels associated with outdoor sporting events. However, even with this measure, noise from outdoor sporting events would continue to be significant and unavoidable. The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and

softball field. Operation of these facilities would not create a significant impact as it relates to noise.

3.13 Public Services

3.13.1 Environmental Setting

The public services for the SBVC Master Plan Update are similar as those identified in the PEIR.

3.13.2 Prior Environmental Review

3.13.2.1 Previous Environmental Analysis

The public services impacts associated with the SBVC Master Plan were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.13.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts to public services.

3.13.2.3 Previously Identified Mitigation Measures

There were no significant impacts to public services associated with the SBVC Master Plan. Therefore, there were no mitigation measures identified in the PEIR and SEIR.

3.13.3 Discussion

The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and softball field. Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and parking demand are expected to decrease. As such, impacts from the SBVC Master Plan Update would be less than significant.

3.14 Transportation

3.14.1 Environmental Setting

The traffic and parking conditions for the SBVC Master Plan have changed since the completion of the PEIR and SEIR. The proposed Master Plan Update reevaluated enrollment projections and facilities in light of enrollment demand and parking compared to the PEIR and SEIR. The Master Plan Update would involve a reduction of building square footage, enrollment, and parking. A parking assessment and a traffic study were prepared for the PEIR and SEIR. Additionally, a trip

generation and parking assessment memo was prepared for the Master Plan Update (Fehr and Peers 2019). The results of these studies are summarized below.

3.14.2 Prior Environmental Review

3.14.2.1 Previous Environmental Analysis

Traffic and parking impacts associated with the SBVC Master Plan were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*
- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.14.2.2 Previously Identified Significant Project Impacts

The PEIR identified significant impacts at the following intersections:

- Grant Avenue and South K Street (significant and unavoidable)
- Grant Avenue and South J Street (significant and unavoidable)

The SBCCD Board of Trustees adopted a Statement of Overriding Considerations for these impacts on April 8, 2010.

3.14.2.3 Previously Identified Mitigation Measures

The following mitigation measures were identified in the PEIR and SEIR to reduce project impacts to less than significant:

- T-1:** The installation of a traffic signal at the unsignalized intersection of Inland Center Drive/I Street by 2020 will improve operations to an acceptable level of service. Given the close spacing of this intersection with the interchange improvements at the Inland Center Drive/I-215 interchange, a signal interconnect system shall be required to ensure that the corridor is coordinated. Also, because the impact occurs in 2030 and is a result of both project-related traffic and cumulative growth, the SBCCD shall be responsible for a fair-share contribution toward the improvement.
- T-2:** The installation of a traffic signal at these unsignalized intersections of Grant Avenue/K Street and Grant Avenue/I Street by 2030 would improve operations to an acceptable level of service. Since this occurs in a future scenario and is associated with both project traffic and cumulative growth assumptions, the SBCCD shall be required to make a fair-share contribution toward these improvements.
- T-3:** For events in excess of 2,250 to 4,000 seats, the SBCCD shall prepare a traffic management plan (TMP) that shall include traffic control officers (TCOs) placed at key locations in the project vicinity on days when large events are being held. The TCOs will

direct vehicles along the most direct route from a key entrance point to the project parking lots. For example, one TCO will direct the vehicles entering the project area from the I-215 freeway ramps at Inland Center Drive to the southern parking structure, while another will direct vehicles entering the project area from the north along Mount Vernon to the Swap Meet parking lots. By coupling TCOs with additional directional signage along the key routes, project traffic will be limited to a few routes with ample parking and vehicle delay at the impacted intersections will be reduced. SBCCD shall coordinate with the City of San Bernardino to contract TCOs and get approval for directional signage.

3.14.3 Discussion

PEIR Trip Generation Assessment. The PEIR trip generation estimate was based on the projected increase in the number of enrolled students more than the 2009 existing enrollment of 12,561 students. The number of enrolled students during year 2030 was estimated to increase by 4,439. This increase in enrollment resulted in an increase in trip generation and transportation impacts at the following intersections:

- Grant Avenue and South K Street (significant and unavoidable)
- Grant Avenue and South J Street (significant and unavoidable)
- Inland Center and South I Street (less than significant after mitigation)

A Statement of Overriding Considerations was adopted for the significant, unavoidable impacts at the Grant Avenue and South K Street and Grant Avenue and South J Street intersections on April 8, 2010.

The 2017 Master Plan has a projected enrollment of 16,128 students, a decrease of 872 students from the PEIR enrollment projection. The decrease in project enrollment would result in a decrease in the trip generation as compared to the PEIR. The decrease in trip generation would result in the same or fewer transportation impacts than the enrollment projection studied as part of the PEIR.

Parking Supply Assessment. The campus currently supplies 1,737 total parking spaces, including:

- 1,316 student spaces
- 311 staff spaces
- 110 other spaces (handicap, reserved, loading)

With a current enrollment of approximately 13,614 students, the campus has a parking supply ratio of 0.13 spaces per student. The campus has indicated that the existing supply sufficiently meets current demand.

It is recommended that the campus at least maintain the same supply ratio as the campus grows. The 2017 Master Plan proposes to provide 2,101 parking spaces for the proposed enrollment of

16,128 students. This would result in a parking supply ratio of 0.13 spaces per student. As the parking supply ratio would be equal to the current parking supply ratio, it is determined to be an adequate supply of parking for the master plan buildout.

3.15 Tribal Cultural Resources

3.15.1 Environmental Setting

The PEIR prepared for the SBVC Master Plan requested a search of the Sacred Lands File (SLF) from the Native American Heritage Commission (NAHC) in Sacramento. The SLF did not indicate the presence of any Native American cultural resources within the SBVC campus. The NAHC also provided a list of Native American groups and contacts with traditional and historical ties to the region encompassing the project area. During the PEIR process, in an effort to further identify Native American resources that could be affected by the implementation of the Master Plan, letters were sent to eight Native American contacts identified by the NAHC. The letters described the Proposed Project and asked for comments. In addition, follow-up phone calls were made to each contact to further solicit their input. Only one written response was received. The Soboba Band of Luiseño Indians recommended contacting the San Manuel Band of Mission Indians for assistance in identifying any issues or concerns that the tribes might have in regard to the implementation of the Master Plan. In a voicemail message from the Pechanga Band of Mission Indians, they also recommended contacting the San Manuel Band of Mission Indians for this project. The only other response received was from Goldie Walker of the Serrano Nation of Indians. Ms. Walker requested to be notified if any artifacts and/or burial sites associated with the Serrano Indians were located during construction associated with the project. No responses were received from the letters or the phone calls to the San Manuel Band of Mission Indians.

There are several resources that have been previously documented within or near the SBVC campus. Site CA-SBR-3001 (SBCM-10) was originally recorded in 1938 on the ridge east of Mount Vernon Avenue and south of Mill Street and is described as several burials rumored to have been uncovered by workers during construction. The site is also reported as having been destroyed. Two articles from the *San Bernardino Sun*, dated April 3, 1897 and June 1897 reported that this was the site of an Indian cemetery that was to be ploughed up for an orchard. The articles also noted the concerns of the Indian community regarding the desecration of the graves.

It was also reported that local citizens collected Native American artifacts from within what became the campus area. Further when the Auditorium was being constructed in the 1930s, historic period burials were unearthed. Historic records document a settlement called *Politana*, which was described as located in the vicinity of the present SBVC campus. It is variously described as having Native American, early *Californio*, and Mormon phases of occupation.

3.15.2 Prior Environmental Review

3.15.2.1 Previous Environmental Analysis

Tribal Cultural Resources as a separate section were not evaluated in the SBVC Master Plan PEIR and Stadium Expansion SEIR. As a result of Assembly Bill (AB) 52, the Tribal Cultural Resources section was added to the CEQA Guidelines. AB 52 also required consultation with California Native American tribes for EIRs with Notices of Preparation published after July 1, 2015. The Notice of Preparation for the PEIR and SEIR were published before July 1, 2015; therefore, consultation in compliance with the procedures of AB 52 was not conducted. However, Native American tribes were contacted for input, as described above. The Addendum process does not require publication of a Notice of Preparation; therefore, the AB 52 process is not triggered with an Addendum EIR.

3.15.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not review Tribal Cultural Resources as a separate section. However, as described above, the potential for unidentified, buried resources affiliated with Native Americans was identified on the campus. The PEIR determined that these impacts would be less than significant with mitigation. .

3.15.2.3 Previously Identified Mitigation Measures

Because the PEIR and SEIR did not review Tribal Cultural Resources as a separate section, no mitigation measures were identified. However, the PEIR and SEIR identified mitigation measures in the Cultural Resources section that would be applicable to the proposed Master Plan Update. These are repeated here for reference. Please note that CR-1 originally required submittal of a data recovery report to the San Bernardino Information Center. Since the publication of the PEIR and SEIR, this information center has been consolidated with the South-Central Coastal Information Center at California State University, Fullerton. Mitigation Measure CR-1 has been updated to reflect the new information center location.

CR-1: To avoid inadvertent impacts to subsurface archaeological resources, all ground disturbing activities in undisturbed sediments shall be monitored by a qualified archaeologist. The archaeological monitor shall have the power to temporarily halt or divert equipment to allow for recordation and evaluation of any encountered resources. If evaluated as eligible for the CRHR and determined eligible by the San Bernardino Community College District, the archaeological site must be avoided and preserved. If this is not feasible, an archeological data recovery program shall be developed by a qualified archaeologist. The data recovery report shall be submitted to the South-Central Coastal Information Center at California State University, Fullerton.

CR-2: To avoid inadvertent impacts to Native American resources, all ground disturbing activities in undisturbed sediments shall be observed by a Native American monitor. In the event that subsurface resources are encountered, the Native American monitor shall

coordinate with the archaeological monitor to temporarily halt or divert equipment to allow for recordation and evaluation of the resource. If human remains of any kind are found during construction activities, all activities must cease immediately and the San Bernardino County Coroner must be notified, as required by state law (Section 7050.5 of the Health and Safety Code). If the coroner determines the remains to be of Native American origin, he or she will notify the Native American Heritage Commission (NAHC). The NAHC will then identify the most likely descendant(s) (MLD) to be consulted regarding treatment and/or reburial of the remains (Section 5097.98 of the Public Resources Code). If an MLD cannot be identified, or the MLD fails to make a recommendation regarding the treatment of the remains within 48 hours after gaining access to the remains, SBCCD shall rebury the Native American human remains and associated grave goods with appropriate dignity on the property in a location not subject to further subsurface disturbance. Work can continue once the MLD's recommendations have been implemented or the remains have been reburied if no agreement can be reached with the MLD (Section 5097.98 of the Public Resource Code).

3.15.3 Discussion

The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and softball field. Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and parking demand are expected to decrease. All construction, demolition, and renovations would be located within the existing SBVC campus. No expansion of the campus area is proposed. The proposed Master Plan Update has the potential to impact Tribal Cultural Resources during project construction. With the implementation of mitigation measures identified in the PEIR and SEIR for cultural resources, impacts to tribal cultural resources would be less than significant.

3.16 Utilities and Service Systems

3.16.1 Environmental Setting

The utilities and service systems for the SBVC Master Plan Update are the same as those identified in the PEIR and SEIR.

3.16.2 Prior Environmental Review

3.16.2.1 Previous Environmental Analysis

The utilities and service systems impacts associated with the SBVC Master Plan and Stadium Expansion were evaluated in the following documents:

- *San Bernardino Valley College Master Plan Final Program Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2010a); and*

- *San Bernardino Valley College Master Plan - Stadium Expansion Final Supplemental Environmental Impact Report (State Clearinghouse 2009041098) (SBCCD 2012)*

3.16.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not identify any significant project impacts on utilities and service systems with the incorporation of the proposed mitigation measures.

3.16.2.3 Previously Identified Mitigation Measures

With the implementation of mitigation measures as described in other sections of the PEIR and SEIR, impacts from the on-campus installation and connection of utilities were found to be less than significant.

3.16.3 Discussion

The SBVC Master Plan Update involves the construction, demolition, and renovation of campus facilities including new instructional and warehouse buildings, a parking structure, and softball field. Based on enrollment trends and academic needs identified in the 2017 Master Plan Update, total building area and parking demand are expected to decrease. All construction, demolition, and renovations would be located within the existing SBVC campus. No expansion of the campus area is proposed. No substantial increases in water, sewer, solid waste, electrical, or natural gas demand are expected, as the Master Plan Update would decrease total building area and parking demand as a result of lower enrollment projections. Impacts would be less than significant.

3.17 Wildfire

3.17.1 Environmental Setting

Government Code 51175-89 directs the California Department of Forestry and Fire Protection (CALFIRE) to identify areas of very high fire hazard severity zones within Local Responsibility Areas (LRA). Mapping of the areas, referred to as Very High Fire Hazard Severity Zones (VHFHSZ), is based on data and models of potential fuels over a 30 to 50-year time horizon and their associated expected fire behavior, and expected burn probabilities to quantify the likelihood and nature of vegetation fire exposure to buildings.

According to the Department of Forestry and Fire Protection (CAL FIRE) the SBVC campus is not located within a State or Local Responsibility area designated as a Fire Hazard Severity Zone (CALFIRE 2007; 2008). The SBVC campus is located in a developed area surrounded by a mix of residential, commercial, and industrial land uses in the City of San Bernardino.

3.17.2 *Prior Environmental Review*

3.17.2.1 Previous Environmental Analysis

Wildfire impacts associated with the SBVC Master Plan and Stadium Expansion were not evaluated in the previous environmental documents. The wildfire section was added as part of the 2019 amendments to the CEQA Guidelines.

3.17.2.2 Previously Identified Significant Project Impacts

The PEIR and SEIR did not review wildfire impacts as a separate section and therefore did not identify any significant project impacts as a result of wildfire.

3.17.2.3 Previously Identified Mitigation Measures

Because the PEIR and SEIR did not review wildfire impacts as a separate section, no mitigation measures were identified.

3.17.3 *Discussion*

The Proposed Project is not located in or near a fire hazard severity zone state responsibility area or land classified as a Very High Fire Hazard Severity Zone in a local responsibility area (CAL FIRE 2007; 2008). The SBVC campus is located in a developed area surrounded by a mix of residential, commercial, and industrial land uses in the City of San Bernardino. As such, the Proposed Project would not expose project occupants to pollutant concentrations from wildfire as a result of slope, prevailing winds, or other factors, and/or exacerbate fire risk resulting in temporary or ongoing impacts to the environment. Additionally, the Proposed Project would not result in impacts of downslope or downstream flooding or landslides as a result of wildfire. No impact would occur.

4.0 REFERENCES

- California Department of Forestry & Fire Protection (CAL FIRE). 2007. Fire Hazard Severity Zones in SRA.
- _____. 2008. Very High Fire Hazard Severity Zone in LRA as Recommended by CAL FIRE.
- Department of Toxic Substances Control (DTSC). 2019. EnviroStor Database. Available at: <https://www.envirostor.dtsc.ca.gov/public/>. Accessed on October 22, 2019.
- City of San Bernardino. 2005. San Bernardino General Plan. November 1, 2005.
- County Of San Bernardino. 2011. County of San Bernardino Greenhouse Gas Emissions Reduction Plan. September 2011.
- FEHR & PEERS. 2019. Trip Generation and Parking Assessment for the San Bernardino Valley College Memorandum. September 27, 2019.
- San Bernardino Community College District (SBCCD). 2017. 2017 Comprehensive Master Plan, San Bernardino Valley College.
- _____. 2010a. San Bernardino Valley College Master Plan Final Program Environmental Impact Report. February.
- _____. 2010b. San Bernardino Community College District Sustainability Plan. December.
- _____. 2012. San Bernardino Valley College Master Plan – Stadium Expansion Final Supplemental Environmental Impact Report. August.

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5.0 LIST OF PREPARERS

5.1 Lead Agency

San Bernardino Community College District

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Gerardo "Jerry" Aguirre, Staff Environmental Planner

Fehr & Peers

Spencer Reed, PE, Associate

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MEMORANDUM

Date: September 27, 2019
To: Anne Surdzial, ECORP Consulting, Inc.
From: Spencer Reed, PE and Paul Herrmann, PE
Subject: **Trip Generation and Parking Assessment for the San Bernardino Valley College**

OC19-0666

This memorandum documents a trip generation and parking assessment conducted by Fehr & Peers for the San Bernardino Valley College (SBVC) Campus 2017 Master Plan Update Project (Project) located at 701 South Mt. Vernon Avenue in San Bernardino, California. The Project is an update to the *San Bernardino Valley College Master Plan Program Environmental Impact Report* (PEIR) (2010). The Project results in a decrease in the total enrollment as compared to the PEIR. Fehr & Peers determined that the decrease in total enrollment would decrease the number trips compared to what was previously studied and no additional transportation analysis is needed for the Project.

Project Description

The Project was developed to address the anticipated growth in enrollment over 15 years (through 2031). The Project reevaluated enrollment projections and facilities needs in light of enrollment demand and educational requirements and will result in a decrease in the projected square footage (sf), enrollment, and parking spaces compared to PEIR. Table 1 documents the reduction in square feet, enrollment, and parking between the PEIR and the Project. Site access and circulation assumptions of the Project are anticipated to be consistent with the PEIR.

TABLE 1
SBVC 2010 PEIR AND 2017 MASTER PLAN UPDATE CHANGES

	2010 PEIR (Buildout Year 2030)	2017 Master Plan Update (Buildout Year 2031)¹	Change
Total Enrollment	17,000	16,128	-872
Building Area (sf)	526,731	451,387	-75,344
Parking Spaces	3,349	2,214	-1,135

Source: Fehr & Peers, 2019

Notes:

1. Parking and building ASF numbers are from the 2017 Master Plan Update. Enrollment estimates are from a July 3, 2019 estimate.

Trip Generation Assessment

PEIR Trip Generation Assessment

The PEIR trip generation estimate was based on the projected increase in the number of enrolled students over the 2009 existing enrollment of 12,561 students. The number of enrolled students during year 2030 was estimated to increase by 4,439. This increase in enrollment resulted in an increase in trip generation and transportation impacts at the following intersections:

- Grant Avenue and South K Street (significant and unavoidable)
- Grant Avenue and South J Street (significant and unavoidable)
- Inland Center and South I Street (less than significant after mitigation)

2017 Master Plan Trip Generation Assessment

The 2017 Master Plan has a projected enrollment of 16,128 students, a decrease of 872 students from the PEIR enrollment projection. The decrease in project enrollment would result in a decrease in the trip generation as compared to the PEIR. The decrease in trip generation would result in the same or fewer transportation impacts than the enrollment projection studied as part of the PEIR.

Parking Assessment

Existing Parking Supply Assessment

The campus currently supplies 1,737 total parking spaces, including:

- 1,316 student spaces
- 311 staff spaces

- 110 other spaces (handicap, reserved, loading)

As presented in Table 2, with a current enrollment of approximately 13,614 students, the campus has a parking supply ratio of 0.13 spaces per student. The campus has indicated that the existing supply sufficiently meets current demand.

TABLE 2
SBVC 2019 EXISTING AND 2017 MASTER PLAN PARKING COMPARISON

	2019 Existing	2017 Master Plan Update (Buildout Year 2031)¹	Change
Total Enrollment	13,614	16,128	2,514
Total Parking Spaces	1,737	2,101	477
Parking Supply Ratio (space/student)	0.13	0.13	0.00

Source: Fehr & Peers, 2019

Notes:

1. Parking and numbers are from the 2017 Master Plan Update. Enrollment estimates are from a July 3, 2019 estimate.

2017 Master Plan Parking Assessment

It is recommended that the campus at least maintain the same supply ratio as the campus grows. The 2017 Master Plan proposes to provide 2,101 parking spaces for the proposed enrollment of 16,128 students. As presented in Table 2, this would result in a parking supply ratio of 0.13 spaces per student. As the parking supply ratio would be equal to the current parking supply ratio, it is determined to be an adequate supply of parking for the master plan buildout.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Bruce Baron, Chancellor

REVIEWED BY: Gloria Macías Harrison, Chair, Board of Trustees Finance Committee

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: December 12, 2019

SUBJECT: Review and Re-evaluate Guiding Principles for the FCC Auction Proceeds - First Reading

RECOMMENDATION

It is recommended that the Board of Trustees review and re-evaluate the attached Guiding Principles for the FCC Auction Proceeds for first reading.

OVERVIEW

In July 2017, SBCCD was the recipient of \$157 million in FCC Auction Proceeds in exchange for the transition of KVCR-DT from UHF to VHF. After much discussion, a set of guiding principles was developed, reviewed by collegial process, and approved by the Board of Trustees.

ANALYSIS

It has been recommended by District Support Services and the Board of Trustees Finance Committee that the Guiding Principles for the FCC Auction Proceeds be reviewed periodically for revision or reaffirmation. To that end, the Guiding Principles were reviewed and reaffirmed at the November 14, 2019, Board of Trustees Finance Committee. They are now being submitted for consideration by the full Board of Trustees.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications connected with the approval of this item.

Guiding Principles for the FCC Auction Proceeds
Submitted for Review & Reaffirmation December 12, 2019

[v.11.26.2019.p.1|1]

Board Affirmed December 13, 2018

Overarching

1. Our students are our core mission and we will focus our resources on their success.
2. All FCC auction proceeds activity shall be transparent.

One-Time Expenditures

3. SBCCD will use the proceeds as a one-time investment in KVCR for the mandatory transition costs from UHF to VHF over-the-air and current broadcast standards.
4. SBCCD will be reimbursed for all costs related to the FCC auction.
5. One-time fund proceeds should help KVCR reach financial sustainability within a specified, board-approved timeframe.
6. The district unrestricted general fund balance shall be restored to a range of 10-15%.
7. With the exception of items 3-6 above, one-time expenditures shall support the approved program review, and educational and facilities master plans.

Principal Investment

8. Proceeds shall be invested in a manner that serves SBCCD for years to come.
9. Principal amount shall not be used as a resource for ongoing expenditures unless approved by the Board of Trustees.
10. Investments should include real estate and a diversified portfolio.

Revenue Generated from Investments

11. Revenue generated from the investment of proceeds shall help SBCCD meet its strategic goals as established in the comprehensive master plan.
12. Annual revenue amount shall be subject to annual allocation and follow existing collegial consultation and established budget processes.

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

DATE: December 12, 2019

SUBJECT: Accept Board Policies for First Reading

RECOMMENDATION

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

AP 3415 Immigration Enforcement Activities
AP 6345 Bids and Contracts – UPCCAA
AP 6350 Contracts – Construction
AP 6365 Contracts – Accessibility of Information Technology
AP/BP 7110 Delegation of Authority, Human Resources
AP/BP 7236 Substitute and Short-Term Employees

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 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. At its meeting on November 5, 2019, District Assembly agreed to move the AP/BP forward for Board approval.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Policy Stat</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Legally Required</i>

AP 3415 Immigration Enforcement Activities

Responding to Requests for Access for Immigration Enforcement Activities

District personnel shall provide guidance and offer to campus employees training addressing law enforcement access to campus buildings and student residences. This guide shall include the following required topics:

- Instructions that law enforcement officers cannot enter living quarters to make arrests without a judicial warrant, valid consent, or exigent circumstances.
- Instructions that District personnel, including campus police, cannot consent to the entry into a residence or dormitory for the purpose of a search or arrest, but a judicial warrant or exigent circumstances may authorize officer entry without consent.
- Campus police contact information to report concerns about the presence of officers engaged in immigration enforcement on any campus property.
- Samples of warrant and subpoena documents that could be used for access onto campus property, or to seize or arrest students or other individuals on campus.
- Sample responses for building personnel to use in response to officers seeking access for immigration enforcement purposes that avoids classroom interruptions, and that preserves the peaceful conduct of the school's activities.

District personnel shall advise all students, faculty, and staff to immediately notify the office of the Chancellor or President, or his/her designee, if he/she is advised that an officer engaged in immigration enforcement is expected to enter, will enter, or has entered the campus for immigration enforcement purposes. Campus police should also be notified as soon as possible.

No personnel may consent to entry of District facilities or portions thereof.

District personnel shall advise all students, faculty, and staff responding to or having contact with an officer engaged in immigration enforcement executing an immigration order, to refer the entity or individual to the office of the Chancellor or President, or his/her designee, for purposes of verifying the legality of any warrant, court order, or subpoena.

If the officer declares that exigent circumstances exist and demands immediate access to the campus, District personnel should not refuse the officer's orders and immediately contact the SBCCD Police Department.

The office or designee of the Chancellor's or President's Office shall determine what type of authorization is being provided to support the officer's request for access:

- A U.S. Immigrations and Customs Enforcement (ICE) "warrant." Immediate compliance is not required. District personnel shall inform the officer that he/she cannot consent to any request without first consulting

with the SBCCD Police Department. Provide copy of the warrant to the designated administrator (where possible, in consultation with legal counsel) as soon as possible.

- A federal judicial warrant (search-and-seizure warrant or arrest warrant): Prompt compliance with such a warrant is usually legally required, but where feasible, consult with the designated campus official before responding.
- A subpoena for production of documents or other evidence: Immediate compliance is not required. Inform the officer that the District cannot respond to the subpoena until after it has been reviewed by a designated administrator. Provide a copy of the subpoena to a designated administrator or legal counsel as soon as possible.
- A notice to appear: This document is not directed at the District. District personnel are under no obligation to deliver or facilitate service of this document to the person named in the document. If a copy of the document is received, it must be given to a designated administrator as soon as possible.

District personnel should not attempt to physically interfere with an officer, even if the officer appears to be acting without consent or exceeding the authorization given under a warrant or other document. If an officer enters the premises without consent, District personnel shall make a record of the contact and forward the information to the Office of the President or Chancellor.

In making record of the contact with an immigration enforcement officer, District personnel shall provide the following information:

- Name of the officer, and, if available, the officer's credentials and contact information;
- Identity of all school personnel who communicated with the officer;
- Details of the officer's request;
- Whether the officer presented a warrant, subpoena, or court order to accompany his/her request, what was requested in the warrant/subpoena/court order, and whether the warrant/subpoena/court order was signed by a judge;
- District personnel's response to the officer's request;
- Any further action taken by the immigration officer; and
- Photo or copy of any documents presented by the agent.

District personnel shall provide a copy of those notes, and associated documents collected from the officer, to the SBCCD Police Department.

In turn, the SBCCD Police Department shall submit a timely report to the District's governing board and the campus public safety office regarding the officer's requests and actions and the District's response(s).

Responding to Immigration Acts Against Students or Family Members

If there is reason to suspect that a student, faculty member, or staff person has been taken into custody as the result of an immigration action, District personnel shall notify the person's emergency contact that the person may have been taken into custody.

District personnel shall designate a staff person as a point of contact for any student, faculty member, or staff person who may or could be subject to an immigration order or inquiry.

District personnel shall not discuss the personal information, including immigration status information, of any student, faculty member, or staff person with anyone, or reveal the personal information to anyone, unless disclosing this information is permitted by federal and state law.

District personnel shall maintain a contact list of legal service providers who provide legal immigration representation and provide this list free of charge to any student who requests it. At minimum, the list shall

include the legal service provider's name and contact number, e-mail address, and office address.

If a student is detained or deported, or is unable to attend to his/her academic requirements because of an immigration order, District shall make all reasonable efforts to assist the student in retaining any eligibility for financial aid, fellowship stipends, exemption from nonresident tuition fees, funding for research or other educational projects, housing stipends or services, or other benefits the student has been awarded or received subject to and in compliance with its policy.

District personnel shall permit a student who is subject to an immigration order to re-enroll if and when the student is able to return to the District, subject to and in compliance with its policy and will make reasonable and good-faith efforts to provide for a seamless transition in the student's re-enrollment and reacquisition of campus services and support.

District personnel shall be available to assist any student, faculty, and staff who may be subject to an immigration order or inquiry, or who may face similar issues, and whose education or employment is at risk because of immigration enforcement actions.

References:

Education Code Sections 66093 and 66093.3

Attachments:



Origination:	N/A
Last Approved:	N/A
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Owner:	Business & Fiscal Services
	Business & Fiscal Services
Policy Area:	Chapter 6 General Institution
References:	Legally Required

AP 6345 Bids and Contracts - UPCCAA

Informal and Formal Bidding Procedures under the Uniform Public Construction Cost Accounting Act (UPCCAA)

~~**NOTE:** Procedures on bids and contracting are legally required. Local practice may be inserted. Districts which, by proper resolution and notification to the Controller, have elected to adopt the Uniform Public Construction Cost Accounting Act, are subject to the procedures described in detail in Public Contract Code Sections 22000 et seq. The following template is only for use by districts that have adopted such a resolution.~~ In September 2007, SBCCD adopted a resolution that elected the use of Uniform Public Construction Cost Accounting Act and became subject to the procedures described in detail in Public Contract Code Sections 22000 et seq.

~~Informal and Formal Bidding Procedures under the Uniform Public Construction Cost Accounting Act, adopted by resolution by the Board of Trustees~~

~~Public Projects are defined in Public Contract Code (PCC) Section 22002(c) as construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, or painting or repainting of or involving any publicly owned, leased or operated facility. Public projects estimated to cost up to \$175,000¹ shall be let to contract by procedures described below.~~

~~It is unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the this Procedure requiring work to be done by contract after 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 must contain all documents necessary to assure compliance with these Labor Code sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.~~

~~Public Projects funded by the Kindergarten-University Public Education Bond Acts of 2002 and 2004 and any future State Bond funds require that the District initiate and enforce a labor compliance program pursuant to~~

~~Labor Code Section 1771.5.~~

~~Procedures Not Covered by this AP~~

~~When this procedure does not establish a process for bidding Public Projects, the procedures described in AP 6430 titled Bids and Contracts shall govern.~~

~~Contractors List~~

~~Lists of contractors shall be developed and maintained.~~

~~Award to Low Bidder; No Bids~~

~~All contracts must be awarded to the lowest responsible bidders. If two or more bids are the same and lowest, the District may accept the one it chooses. When no bids are received, the District may perform Public Projects with District employees or through a negotiated contract without further complying with this procedure.~~

~~Notice Inviting Informal Bids~~

~~When a Public Project anticipated to cost less than \$175,000 is to be performed, the District shall prepare a notice of the opportunity to bid. The notice must describe the project in general terms, state the time and place for the submission of bids and describe how to obtain more detailed information about the Project. The District shall mail the notice to all contractors for the category of work to be bid, as shown on the Contractors List. The District may also mail the notice to all construction trade journals. Other contractors and/or construction trade journals may also be notified at the discretion of the department soliciting bids. Mailing shall be completed at least ten days before bids are due.~~

~~Award of Informally Bid Contracts~~

~~The Chancellor or designee is authorized to award informal contracts (defined as contracts for less than \$175,000.00), except those contracts described below.~~

~~Bids Exceed informal Bidding Limit~~

~~If all informal bids received exceed \$175,000, and the District determines that the cost estimate was reasonable, the District may award the contract at up to \$187,500 to the lowest responsible bidder. The contract must be approved by Resolution receiving a four-fifths (4/5) vote of the Board of Trustees.~~

~~Bid Documents for Formal Bids~~

~~The Chancellor or designee, will see that plans, specifications and working details for all Public Projects estimated to cost more than \$175,000 are adopted.~~

~~Notice Inviting Formal Bids~~

~~When a Public Project, which is anticipated to cost in excess of \$175,000 is to be performed, the District shall publish a notice inviting formal bids in a newspaper of general circulation. The notice shall be published at least 14 calendar days before the date of bid opening. The notice shall also be sent electronically, if available, by facsimile or electronic mail and mailed to all construction trade journals. The notice to construction trade journals shall be sent at least 15 calendar days before the date of bid opening. Other contractors and/or~~

~~construction trade journals may also be notified, at the discretion of the department soliciting bids. Mailing shall be completed at least 30 days before the date of bid opening.~~

~~When Contractors List Has Not Been Prepared: Proprietary Product or Service~~

~~Notwithstanding the above:~~

- ~~▪ If the District has not prepared a list of contractors for the particular category of work to be performed, the notice inviting bids shall be sent to each of the construction trade journals.~~
- ~~▪ If the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to Public Contract Code Section 3400, the notice inviting informal bids may be sent exclusively to such contractors.~~

~~Contracts for Maintenance Work~~

~~Contracts for Maintenance Work may be bid pursuant to the Informal Bidding Procedures described above. Maintenance Work is routine, recurring work done for the preservation or protection of a public facility; minor repainting; landscape maintenance including mowing, watering, trimming, pruning, planting or replacement of plants, and servicing of irrigation systems; work performed to keep, operate, or maintain publicly owned water, power, or waste disposal systems.~~

~~Rejection of Bids: Re-solicitation; Use of District Employees~~

~~If the District intends to reject all bids, it must mail the apparent low bidder a written notice of the District's intent to reject the bid at least two business days prior to the hearing at which the bids will be considered.~~

~~After rejecting all bids, the District may:~~

- ~~▪ abandon the project;~~
- ~~▪ re-advertise the project; or~~
- ~~▪ perform the work with District employees, after passing a resolution by a four-fifths (4/5) majority of the Board of Trustees declaring that the project can be performed more economically by District employees.~~

~~Emergency Procedures~~

~~When an emergency necessitates repair or replacement, contracts shall be awarded pursuant to the procedures described in AP 6340 titled Bids and Contracts.~~

Refer to **AP 6350 Contracts - Construction**, under which SBCCD maintains procedures for both Uniform Construction Cost Accounting Procedures (UCCAP) contracts and those over the UCCAP limit.

References:

Education Code Sections 81641 et seq.;

Labor Code Sections 1770 et seq.;

Public Contract Code Sections 20110 et seq., 20650 et seq., 22000 et seq. (Uniform Public Construction Cost Accounting Act (Act))

¹The California Uniform Construction Cost Accounting Commission (Commission) may recommend that the State Controller amend these amounts. Public Contract Code section 22032 authorizes public projects of \$45,000 or less to be performed by District employees by force account, by negotiated contract, or by purchase order. Public projects up to \$175,000 may be let to contract by informal procedures. Public projects in excess of \$175,000, with limited exceptions, shall be let to contract by formal bidding procedure. PCC 22032.

Attachments:



Origination: 02/2004
Last Approved: 06/2019
Last Revised: 06/2019
Next Review: 06/2025
Owner: [Business & Fiscal Services](#)
[Business & Fiscal Services](#)
Policy Area: [Chapter 6 General Institution](#)
References: [Legally Advised](#)

AP 6350 Contracts - Construction

The San Bernardino Community College District (SBCCD) follows the California Uniform Public Construction Cost Accounting Act Procedures (UCCAAP) under Public Contract Code (PCC) Section 22000 et seq. for the bidding of public works projects.

Public projects are defined in PCC Section 22002(c) as construction, reconstruction, erection, alteration, renovation, improvement, demolition, repair work, or painting or repainting of or involving any publicly owned, leased or operated facility. Public projects do not include maintenance work as defined in Section 22002(d).

In addition, SBCCD uses a Pre-Qualification Program for the bidding of construction projects pursuant to PCC Section 20101 et seq. The Pre-Qualification Program shall apply district-wide to any construction expenditure that meets the specified threshold, regardless of the funding source and the construction delivery method (e.g., low bid; design-build; lease lease-back; etc.).

I. General Contract Procedures

Refer to AP 6340 titled Bids and Contracts section "General Contract Procedures", parts A through G.

II. Bid Limits for UCCAAP & Pre-Qualification Program

The bid limits set in place by the State of California Uniform Construction Cost Accounting Commission will apply.

- If a contemplated expenditure is less than the UCCAAP limit, please refer to the applicable purchasing procedures in **AP 6330** titled **Purchasing**.
- If a contemplated expenditure falls within the UCCAAP limits, the informal bid process established by in PCC Section 22034 must be utilized.
- If a contemplated expenditure is falls between the upper UCCAAP limit and \$3.0 million, the Pre-Qualification Program process established by the Board of Trustees pursuant to PCC Section 20101 et seq. may be utilized.
- If a contemplated expenditure is more than \$3.0 million, the formal bid process established by UCCAAP in PCC Section 22037 must be utilized.

III. Unlawful to Split Bids

Pursuant to PCC Section 22033, it is unlawful to split or separate into smaller work orders or projects any project for the purpose of evading the provisions of the this procedure requiring work to be done by contract after competitive bidding.

IV. Labor Code Compliance

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 must contain all documents necessary to

assure compliance with these Labor Code sections. Failure to provide such documentation shall cause any such bid to be deemed incomplete.

Public Projects funded by any future State Bond funds require that the District initiate and enforce a labor compliance program pursuant to Labor Code Section 1771.5.

V. Award to Low Bidder; No Bids

All contracts must be awarded to the lowest responsible bidders. If two or more bids are the same and the lowest, SBCCD may accept the one it chooses.

If no bids are received through the formal or informal procedure, the project may be performed by SBCCD employees by force account, or through a negotiated contract without further complying with this procedure.

VI. Informal Bid Procedures for UCCAAP

Pursuant to PCC Section 22034, SBCCD will maintain a list of qualified contractors, identified according to categories of work. All contractors on the list for the category of work being bid will be mailed, faxed, or emailed a notice inviting informal bids unless the product or service is proprietary. All mailing of notices to contractors will be completed not less than 10 calendar days before bids are due.

In addition, or alternatively, SBCCD may mail, fax, or email a notice inviting informal bids to all construction trade journal specified in PCC Section 22036.

The notice inviting informal bids should describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.

VII. Award of Informally-Bid Contracts

The Chancellor or designee is authorized to award informal contracts (defined as contracts that fall within the UCCAAP limits).

VIII. Bids Exceed Informal Bidding Limit

If all informal bids received exceed UCCAAP limits, and SBCCD determines that the cost estimate was reasonable, SBCCD may award the contract to the lowest responsible bidder, but only up to the limited amount specified by the California Uniform Construction Cost Accounting Commission. Such an award must be approved by a resolution receiving a four-fifths majority vote of the Board of Trustees.

IX. Pre-Qualification Program Process

SBCCD will maintain pre-qualified pools of general contractors and subcontractors based on a Pre-Qualification Questionnaire and a uniform rating system.

General contractors and subcontractors are permitted to pre-qualify in more than one pre-qualified pool/ category, depending upon its/their experience, skill, licensing, and other relevant factors.

As projects arise, the pre-qualified contractors and subcontractors, as applicable, will be issued a Request for Bids and/or Proposals for each specific project.

Pre-qualification status may be revoked at any time if SBCCD learns the contractor or subcontractor does not meet the pre-qualification criteria.

Contractors and subcontractors will be required to renew their pre-qualification status with SBCCD on an annual basis.

Appeals Process

Prospective bidders may appeal their proposed prequalification rating prior to the closing time for receipt of bids. Upon request of the prospective bidder, SBCCD will provide notification to the prospective bidder in writing of the basis for the prospective bidder's disqualification and any supporting evidence that has been received from others or adduced as a result of an investigation by SBCCD. The prospective bidder will be given the opportunity to rebut any evidence used as a basis for disqualification and to present evidence to SBCCD as to why the prospective bidder should be found qualified. If the prospective bidder

chooses not to use this appeals process, the proposed prequalification rating may be assumed without further proceeding.

X. Formal Bid Procedures for UCCAAP (for bids over \$3.0 million)

Pursuant to PCC Section 22037, the notice inviting formal bids will state the time and place for the receiving and opening of sealed bids and distinctly describe the project. The notice will be published at least 14 calendar days before the date of opening the bids in a newspaper of general circulation, printed and published in the jurisdiction of SBCCD; or, if there is no newspaper printed and published within the jurisdiction of SBCCD, publication will be by posting the notice in at least three places within the jurisdiction of SBCCD as have been designated by ordinance or regulation of SBCCD as places for the posting of its notices. The notice inviting bids will also be sent electronically, if available, by either facsimile or electronic mail and mailed to all construction trade journals specified in Section 22036. The notice will be sent at least 15 calendar days before the date of opening the bids. In addition, SBCCD may give notice as it deems appropriate.

XI. Bid Documents for Pre-Qualification & Formal Bids

The Chancellor or designee, shall approve plans, specifications and working details for all public projects estimated to cost more than the UCCAAP limits.

XII. When Contractors List Has Not Been Prepared: Proprietary Product or Service

- If the District has not prepared a list of contractors for the particular category of work to be performed, the notice inviting bids shall be sent to each of the construction trade journals.
- If the product or service is proprietary in nature, such that it can be legally obtained only from a certain contractor(s) pursuant to Public Contract Code Section 3400, the notice inviting informal bids may be sent exclusively to such contractors.

XIII. Contracts for Maintenance

Contracts for maintenance work may be bid pursuant to the Informal Bidding Procedures described above. Maintenance work is routine, recurring work done for the preservation or protection of a public facility; minor repainting; landscape maintenance including mowing, watering, trimming, pruning, planting or replacement of plants, and servicing of irrigation systems; work performed to keep, operate, or maintain publicly owned water, power, or waste disposal systems.

XIV. Rejection of Bids; Re-solicitation; Use of SBCCD Employees

If SBCCD intends to reject all bids, it must mail the apparent low bidder a written notice of SBCCD's intent to reject the bid at least two business days prior to the hearing at which the bids will be considered. After rejecting all bids, SBCCD may:

- Abandon the project;
- Re-advertise the project; or
- Perform the work with District employees, after passing a resolution by a four-fifths (4/5) majority of the Board of Trustees declaring that the project can be performed more economically by District employees.

References:

Education Code Sections 81641 et seq.;

Labor Code Sections 1770 et seq.;

Public Contract Code Sections 20110 et seq., 20650 et seq., 22000 et seq. (Uniform Public Construction Cost Accounting Act (UPCCAA))

Attachments:

[AP 6350 Bids and Contracts - Construction.docx](#)



Origination:	N/A
Last Approved:	N/A
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Next Review:	N/A
Owner:	Business & Fiscal Services
	Business & Fiscal Services
Policy Area:	Chapter 6 General Institution
References:	Legally Required

AP 6365 Contracts - Accessibility of Information Technology

Whenever the District enters into a contract for the purchase, development, procurement, maintenance, or use of any electronic or information technology, the vendor shall certify that it complies with the requirements of Section 508 of the Rehabilitation Act of 1973 and its related regulations. This requirement shall apply to software applications, operating systems, web-based intranet and internet information and applications, telecommunications products, video or multimedia products, self-contained closed products such as copiers, and desktop and portable computers.

Each contract or purchase order with such a vendor shall contain the following provision:

"The vendor hereby warrants that the products or services to be provided under this agreement comply with the accessibility requirements of Section 508 of the Rehabilitation Act of 1973, as amended, and its implementing regulations. Vendor agrees to respond promptly to and resolve any complaints regarding accessibility of its products or services that are brought to its attention. Vendor further agrees to indemnify and hold harmless the District from and against any claim arising out of its failure to comply with these requirements. Failure to comply with these requirements shall constitute a breach and be grounds for termination of this agreement."

References:

Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794 subdivision d);

36 Code of Federal Regulations Sections 1194.1 et seq.;

Government Code Sections 7405 and 11135;

Title 5 Sections 59300 et seq.

Attachments:

[AP 6365 Accessibility of Information Technology.doc](#)



Origination: 06/1999
 Last Approved: N/A
 Last Revised: 09/2019
 Next Review: 08/2017
 Owner: [Human Resources Human Resources](#)
 Policy Area: [Chapter 7 Human Resources](#)
 References:

AP 7110 Delegation of Authority, Human Resources

(Replaces current SBCCD AP 7110)

NOTE: The language in red ink is **legally advised**. Local practice may be inserted. The following language will satisfy requirements.

The Chief Human Resources Officer is delegated responsibility from the Chancellor to [recommend or authorize] employment, develop job responsibilities, and perform other personnel actions provided that all federal and state law and regulations, board policies, and administrative procedures are followed.

- From current SBCCD AP 7110 titled Delegation, Human Resources

A. Authorization to Hire

The authority to contract for employee services is vested in the Board of Trustees. No employment is final until the Board takes official action. In the case of short-term hourly/substitute and student employees, the Board delegates the Chancellor or his/her designee as the authorizing agent for hire.

B. Recommendation for Hire

Recommendations to fill vacant positions or establish new positions may come from the Chancellor, the College Presidents, or the [Executive Vice Chancellor](#) ~~of Human Resources~~. The recommending agent must ensure that funds are available to cover the cost of replacement or new positions. The Human Resources Office is responsible for the filling of authorized positions through the established hiring policies and procedures.

C. Recommendation to Hire Student Employees

The Career Center at SBVC and the Campus Business Office at CHC are responsible for processing of student employees including placement, classification, and interface with the Human Resources and Payroll offices.

D. Employee Categories

Employees are assigned to various categories of employment according to Education Code definitions and provisions.

1. Academic Employees

Probationary and regular academic employees are teaching faculty, non-teaching faculty, and Board designated management, and supervisory employees who are paid a monthly salary.

2. Academic Hourly Employees

Academic hourly employees are teaching faculty, non-teaching faculty and Board designated management and supervisory employees who are employed on a temporary basis at an hourly rate. This category includes overload assignments paid on an hourly basis to regular and probationary academic employees. Limitations on hourly assignments for academic bargaining unit members are stated in the SBCCDTA contract. Each hourly academic employee shall file a statement of Minimum Qualification with the Human Resources Office before any service is performed or any payment for services is made. Full-time classified employees who work in an academic hourly capacity must reduce their classified contract by the same number of hours per week.

3. Academic Substitute Employees

Academic substitutes are employed in short- and long-term assignments. Compensation shall be at the appropriate hourly instructional rate for short-term substitutes or at the appropriate monthly salary for long-term substitutes. Each academic substitute shall file a statement of Minimum Qualification with the Human Resources Office before any service is performed or any payment for services is made. Any substitute must be approved by the Human Resources Office and the Board.

4. Regular and Probationary Classified Employees

The regular and probationary classified service includes those employees who do not serve in academic positions but have a designated title, a regular minimum number of assigned hours per day and a specific statement of required duties. These employees are salaried personnel.

5. Short-Term Hourly Employees (non-student)

These employees are employed in positions where the work is usually of a short duration or intermittent in nature. They are paid on an hourly basis. A Request for Short-Term/Substitute Employee must be approved before any work is begun. Specific provisions for short-term hourly employees are listed in Board Policy.

6. Classified Substitutes

Classified substitutes may be provided when a position becomes vacant or when an employee is sick or on vacation. The Request for Short-Term/Substitute Employee is required before a substitute begins work. Substitutes must be approved by the Vice Chancellor of Human Resources. Classified substitutes start on Step A unless previously employed in the District within the previous 24 months. Substitutes shall be employed on an hourly basis. Substitutes in a vacant position shall be employed for no more than 60 calendar days in the assignment.

7. Student Employees

Student employees perform duties assisting an academic program or other general labor or general office duties. Students may be hired as student hourly or work-study employees. Special eligibility criteria and limited use conditions apply as listed in Board Policy. These employees are treated as classified hourly personnel for payroll purposes.

Reference:

Education Code Section 70902(d) ;
ACCJC Accreditation Standard III.A.11

Attachments:

[AP 7110 Delegation of Authority, Human Resources - Comments](#)
[AP 7110 Delegation of Authority, Human Resources - Legal Citations](#)
[AP7110 -OLD.pdf](#)



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 Policy Area: [Chapter 7 Human Resources](#)
 References:

BP 7110 Delegation of Authority, Human Resources

(Replaces current SBCCD BP 7110)

~~NOTE:~~ ~~Current SBCCD BP 7110 parallels the language recommended by the Policy and Procedure Service.~~

- ~~From current SBCCD BP 7110 titled Delegation, Human Resources~~

The Board ~~of Trustees~~[of Trustees](#) delegates authority to the Chancellor to authorize employment, fix job responsibilities, and perform other personnel actions provided that all federal and state laws and regulations and board policies and administrative procedures have been followed, subject to confirmation by the Board.

Reference:

Education Code Section 70902(d)

Attachments:

[BP 7110 Delegation of Authority, HR-Comments](#)
[BP 7110 Delegation of Authority, HR- Legal Citations](#)
[BP7110 -OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
Chapter owners are notified	Kristina Hannon	02/2018



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 Policy Area: Chapter 7 Human Resources
 References:

AP 7236 Substitute and Short Term Employees

~~(Replaces current SBCCD AP 7245)~~

~~**NOTE:** Since statute covers substitute and short term employees, it is **optional** to have a separate procedure. Local practice, if any, may be inserted. The following reflects the requirements of the statute. This procedure applies only to districts not incorporating the merit system.~~

~~**"Substitute employee" means any person employed to replace any classified employee who is temporarily absent from duty. In addition, one or more substitute employees may be hired for not more than [60 calendar days or the period that is in the collection bargaining agreement] if the District is engaged in a procedure to hire a permanent employee to fill a vacancy in any classified position.**~~

~~**"Short term employee" means any person who is employed to perform a service for the District upon the completion of which the service required or similar services will not be extended or needed on a continuing basis.**~~

- ~~▪ From current SBCCD AP 7245 titled Short-Term Hourly Employees~~

SHORT-TERM/SUBSTITUTE HOURLY EMPLOYEES

A. Definition

A short term or substitute employee is any person who is employed to perform a service for the District, upon completion of which, the service required or similar service will not be extended or needed on a continuing basis. (Ed Code 88003) Short-term employees include hourly employees hired under grant provisions or with special funds and professional experts.

B. Term

1. Short term employees shall be employed on an hourly basis and shall be employed for less than 175 working days in any school year, including holidays, sick leave, vacation and other leaves of absence irrespective of number of hours worked in a day.
2. Short-term employees working over 30 days per semester may not work over 60 hours per monthly pay period without written approval of the Chancellor or designee.
3. Short-term employees shall be assigned from a pool of candidates maintained in the Office of Human Resources. Supervisors may request a list of eligible short-term employees by category.
4. Substitute employees shall be employed in a classified position in the absence of the regularly

assigned personnel. When the absence is caused by a vacancy, the substitute shall not be employed for more than 60 calendar days.

C. Authorization

Short-term and substitute employment must be approved by the Chancellor or his/her designee before an employee may be assigned.

D. Benefits

Short-term and substitute employees do not earn District health and welfare benefits.

E. Shift Differential

Short-term and substitute employees will be paid a shift differential on the same basis as members of the classified service.

F. Rates

- 1. The Office of Human Resources shall maintain a list of Board approved short-term hourly positions and rates of pay.*
- 2. Compensation for substitute employees shall be at the hourly rate for the first step of the appropriate range on the regular classified salary schedule.*
- 3. Any former employee of the classified service brought back to the District as a substitute employee in the same job classification he/she left will be paid up to the range and step held upon leaving the District, depending upon the recency of experience and the nature of the assignment.*
- 4. No one will be placed higher than the hourly rate for the first step if they have not been a member of the classified service in the District within the last two years.*

G. Assignments

Short-term and substitute employees shall be assigned from a pool of candidates maintained in the Office of Human Resources. Supervisors may request a list of eligible short-term and substitute employees by category.

~~Reference:~~ Reference:

Education Code Section 88003

Attachments:



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Last Approved: N/A

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References:

BP 7236 Substitute and Short Term Employees

(Replaces current SBCCD BP 7245)

The Chancellor is responsible for authorizing the hiring of short-term employees. A short-term employee is a person employed to perform a service for the District, upon completion of which, the service required or similar service will not be extended or needed on a continuing basis.

Before employing a short-term employee, the Board ~~of Trustees~~[of Trustees](#), at a regularly scheduled ~~Bboard~~[Board](#) meeting, shall specify the service required to be performed by the employee and shall certify the ending date of the service. The ending date may be shortened or extended by the Board, but shall not extend beyond seventy-five percent of an ~~school academic~~[academic](#) year.

Reference:

Education Code ~~Section~~[Section](#) 88003

Attachments:

[BP 7236 Substitute and Short Term Employees](#)

[- Comments](#)

[BP 7236 Substitute and Short Term Employees](#)

[- Legal Citations](#)

[BP7236-OLD.pdf](#)

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

DATE: December 12, 2019

SUBJECT: Consideration of Final Approval of Board Policies

RECOMMENDATION

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

AP/BP 3430 Prohibition of Harassment
AP 3435 Discrimination and Harassment Complaints and Investigations
AP/BP 3440 Service Animals
AP/BP 7450 Mileage Reimbursement

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 November 14, 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.



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:	

AP 3430 Prohibition of Harassment

Procedures for handling complaints of unlawful discrimination under title 5 sections 59300 ET SEQ.

(Replaces current SBCCD ~~BP~~AP 3430)

Introduction and Scope

The District is committed to providing an academic and work environment free of unlawful discrimination and harassment. This procedure defines discrimination and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of discrimination by or against any staff or faculty member within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

These are procedures for filing and processing complaints of unlawful discrimination at San Bernardino Community College District. These procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, title 5, sections 59300 et seq. as well as other state and federal substantive and procedural requirements.

A copy of relevant procedures on unlawful discrimination will be displayed in a prominent location in the Office of Human Resources, San Bernardino Valley College President's Office, Crafton Hills College President's Office and other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

Authority: 20 U.S.C. § 1681 et seq.; Ed. Code, §§ 66270, 66271.1, 66281.5; Gov. Code, §§ 11135-11139.5; Cal. Code Regs., tit. 5, § 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

The San Bernardino Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Board Approved February 2010

U.S.C. § 794), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Authority: Cal. Code Regs., tit. 5, § 59300; Ed. Code §§ 66250 et seq., 66271.1, 66700, and 70901; Gov. Code § 11138. Reference: Ed. Code §§ 66250 et seq. and 72011; Gov. Code, §§ 11135-11139.5; Penal Code §§ 422.6 and 422.55; 20 U.S.C. § 1681; 29 U.S.C. §§ 794 and 794d; 42 U.S.C. §§ 6101, 12100 et seq. and

Responsible District Officer

The San Bernardino Community College District has identified the Vice Chancellor of Human Resources & Employee Relations to the State Chancellor's Office and to the public as the single District officer responsible for receiving unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation and resolution. Informal charges of unlawful discrimination should be brought to the attention of the Vice Chancellor of Human Resources & Employee Relations, who shall oversee the informal resolution process pursuant to section 59327. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the Vice Chancellor is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the Vice Chancellor of Human Resources & Employee Relations.

Authority: Cal. Code Regs., tit. 5, § 59324; 34 C.F.R. § 106.8.

Informal/Formal Complaint Procedure

(see Complaint Procedure Checklist at the end of the procedure)

When a person brings charges of unlawful discrimination to the attention of the Vice Chancellor of Human Resources & Employee Relations, he/she will:

- Undertake efforts to informally resolve the charges;
- Advise the complainant that he or she need not participate in informal resolution;
- Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
- Assure the complainant that he or she will not be required to confront, or work out problems with, the person accused of unlawful discrimination;
- Advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

In employment-related cases, if the complainant also files with the Department of Fair Employment and

Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

The District will allow for representation where required by law and may allow for representation for the accused and complainant in other circumstances on a case by case basis.

Authority: Cal. Code Regs., tit. 5, §§ 59327, 59328, 59334, 59336, and 59339; NLRB v. Weingarten, Inc. (1975) 420 U.S. 251.

Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the District and also at the State Chancellor's website, as follows:

<http://www.cccco.edu/SystemOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>

The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges. Complainants may contact the Vice Chancellor of Human Resources & Employee Relations for assistance in filling out the form, if necessary.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct shall be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Authority: Cal. Code Regs., tit. 5, §§ 59311 and 59328.

Threshold Requirements Prior to Investigation of a Formal Written Complaint

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on a form prescribed by the State Chancellor's Office.
- The complaint must allege unlawful discrimination prohibited under title 5, section 59300.
- The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Authority: Cal. Code Regs., tit. 5, § 59328.

Defective Complaint

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the complainant will also be sent to the State Chancellor's Office.

Authority: Cal. Code Regs., tit. 5, §§ 59328, 59332.

Notice to State Chancellor or District

A copy of all formal complaints filed in accordance with the title 5 regulations will be forwarded to the State Chancellor's Office immediately upon receipt, regardless of whether the complaint is brought by a student or by an employee. Similarly, when the State Chancellor's Office receives a complaint a copy will be forwarded to the District.

Authority: Cal. Code Regs., tit. 5, § 59330.

Administrative Determination

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

- the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- a description of actions taken, if any, to prevent similar problems from occurring in the future;
- the proposed resolution of the complaint; and
- the complainant's right to appeal to the District governing board and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

The San Bernardino Community College District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

Authority: Cal. Code Regs., tit. 5, § 59336.

Complainant's Appeal Rights

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- First level of appeal: The complainant has the right to file an appeal to the District's governing board within 15 days from the date of the administrative determination. The District's governing board will review

the original complaint, the investigative report, the administrative determination, and the appeal.

- The District's governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District's governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's governing board will be forwarded to the complainant and to the State Chancellor's Office.

Complainants must submit all appeals in writing.

Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59339.

Extensions

If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the Vice Chancellor of Human Resources & Employee Relations will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether the case involves employment discrimination. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within 5 days of receipt. The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

Authority: Cal. Code Regs., tit. 5, § 59342.

Definitions

Definitions applicable to nondiscrimination policies are as follows:

Appeal means a request by a complainant made in writing to the San Bernardino Community College District governing board pursuant to title 5, section 59338, and/or to the State Chancellor's Office pursuant to title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

Association with a person or group with these actual or perceived characteristics includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

Complaint means a written and signed statement meeting the requirements of title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at title 5, sections 59300 et seq.

Days means calendar days.

District means the San Bernardino Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.

Gender means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

General Harassment is based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment is found where, ~~in the aggregate, incidents are sufficiently pervasive, persistent, or severe~~ a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that a reasonable person interferes with ~~the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with~~ his or her ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions, demands for sexual favors, verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol. An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the

classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at other(s). The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonable interferes with an individual's learning or work.

Mental disability includes, but is not limited to, all of the following:

- Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
 - Limits" shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
 - Major life activities shall be broadly construed and shall include physical, mental, and social activities and working.
- Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
- Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
- Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
- Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph 1 or 2.

Mental disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Physical disability includes, but is not limited to, all of the following:

- Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - Limits a major life activity. For purposes of this section:
 - Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
 - Major life activities shall be broadly construed and include physical, mental, and social activities and working.

- Any other health impairment not described in paragraph (1) that requires specialized supportive services.
- Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
- Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
- Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph 1 or 2.

Physical disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Quid Pro Quo sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

Responsible District Officer means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to title 5, section 59328, and coordinating their investigation. The Responsible District Officer for San Bernardino Community College District is the Vice Chancellor of Human Resources and Employee Relations.

Sex includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. 'Sex' also includes, but is not limited to, a person's gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.

Sexual harassment is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

- Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, and/or invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: threatening to withhold, or actually withholding, grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
- Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
- Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.
- Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.
- Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassification, etc., to any student or employee with whom the decision maker has a sexual relationship

and denying such benefits to other students or employees.

- Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:
 - Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
 - Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decision affecting the individual.
 - The conduct has the purpose or effect of having a negative impact upon the individual's work or educational environment.
 - Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

Sexual orientation means heterosexuality, homosexuality, or bisexuality.

Unlawful discrimination means discrimination based on a category protected under Title 5, section 59300, including retaliation and sexual harassment.

Authority: Gov. Code, § 12926; Cal. Code Regs., tit. 5, §§ 59300, 59311; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Confidentiality of the Process

Investigative processes can best be conducted within a confidential climate. Therefore, the District does not reveal information about such matters except as necessary to fulfill its legal obligations.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that his or her name not be revealed, the responsible officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other students or employees.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential.

Authority: Cal. Const. Art. I, § 1; Civil Code § 47; Ed. Code, §§ 76234 and 87740; *Silberg v. Anderson* (1990) 50 Cal.3d. 205; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Notice, Training, and Education for Students and Employees

The San Bernardino Community College District's Vice Chancellor of Human Resources and Employee Relations shall make arrangements for or provide training to employees and students on the District's unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with notice of online access to the District's written procedure on unlawful discrimination at the beginning of the first semester of the college year each time the procedure is revised.

All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and annually thereafter. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

Authority: Ed. Code, § 66281.5; Cal. Code Regs., tit. 5, §§ 59324 and 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

Academic Freedom

The San Bernardino Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom San Bernardino Community College District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Reference: Cohen v. San Bernardino Valley College (1995) 883 F.Supp. 1407, 1412-1414, affd. in part and revd. in part on other grounds, (1996) 92 F.3d 968; Cal. Code Regs., tit. 5, § 59302.

Record Retention

Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1 Permanent records and retained indefinitely or microfilmed in accordance with title 5, California Code of Regulations, section 59022. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records. Class-2 Optional records shall be retained until reclassified as Class-3 Disposable Records. Class-3 Disposable Records shall be retained for a period of three years after being classified as Class-3 Disposable records.

Records related to a student discrimination complaint will be deemed worthy of preservation if, at the end of three years after the case is closed, a complaint on similar grounds has been filed against the same employee. In such cases, the records shall continue to be classified as Class 2 records and shall not be reclassified as Class-3 Disposable Records until complaints against that particular employee have been resolved.

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination procedure.

Authority: 20 U.S.C. Sections 1681 et seq.; 34 C.F.R. Section 106; Cal. Code Regs., titl 5, Sections 59300 et Seq.;

Complaint Procedure Checklist

- Complaint received by Vice Chancellor of Human Resources and Employee Relations
 - Acting in role of Equal Opportunity Officer
 - Within 180 days of occurrence
 - Extension of 90 days if knowledge attained after 180 days
- Acknowledgement of receipt in writing to complainant and State Chancellor's Office (SCO)
 - Within 10 days of complaint receipt
 - Designate resolution/investigation coordinator
 - Advise of formal complaint filing with Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).
- Advise individual accused
 - General nature of complaint
 - Assessment of accuracy has not yet been made
 - An investigation will be conducted
 - Accused will be provided an opportunity to present his/her side of the matter

- Retaliation of complainant or witnesses must be avoided
- District schedules informal resolution efforts or impartial investigation
 - Complete within 90 days of complaint receipt (extensions may be requested from SCO)
 - Extension requests must
 - Be filed at least 10 days prior to the original 90-day deadline
 - State reason why extension is necessary
 - The date by which District expects a determination
 - Corresponding copy sent to complainant
 - Notice to complainant of right to send objection to SCO within 5 days
 - Factual description of the matter
 - Summary of testimony provided by each witness
 - Analysis of data or evidence collected
 - Probable cause determination for each allegation in the complaint
 - Other appropriate information
- If a formal complaint is filed with EEOC or DFEH, send complaint copy to SCO and request whether to continue with District formal investigation
- Investigative report and administrative determination letter forwarded to complainant and SCO
 - Within 90 days of complaint receipt
 - Pertinent information in letter
 - Ultimate determination on probable cause
 - Description of actions taken to prevent similar future allegations
 - Proposed resolution
 - Complainant's appeal DFEH rights
- Complainant may file appeal to governing board
 - Within 15 days from date of administrative determination
 - Board issues final district decision within 45 days of receiving appeal
 - Forwarded to complainant with DFEH appeal rights
- Governing board determination is final
 - No appeal rights to SCO

References:

Education Code Sections 212.5; 44100; 66281.5;

[Government Code Sections 12940 and 12923:](#)

[Civil Code Section 51.9:](#)

[Title 2 Sections 10500 et seq.:](#)

Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

Attachments:

[AP 3430 Prohibition of Harassment -
Comments](#)

[AP 3430 Prohibition of Harassment - Legal
Citations](#)

[AP3430-OLD.pdf](#)



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PolicyStat ID: 6780324



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Owner:	Chancellor's Cabinet
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Policy Area:	Chapter 3 General Institution
References:	

BP 3430 Prohibition of Harassment

Prohibition of Harassment (Replaces current SBCCD BP 3430)

This policy prohibits District employees, students, and student organizations from engaging in unlawful discrimination and harassment including sexual misconduct. Allegations that an employee, student or student organization has violated the Discrimination and Harassment Policy will be resolved consistent with AP 3430: Prohibition of Harassment

All forms of harassment are contrary to basic standards of conduct between individuals and are prohibited by state and federal law, as well as this policy, and will not be tolerated. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. It shall also be free of other unlawful discrimination and harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, pregnancy, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or because an individual is perceived to have one or more of the foregoing characteristics. Sexual violence (e.g.: non-consensual sexual intercourse and non-consensual sexual contact) and interpersonal/relationship violence are always violations of the sex and gender-based discrimination and harassment policies and stalking often can be as well.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of discrimination or harassment or for participating in a related investigation. Such conduct is illegal and constitutes a violation of this policy. All allegations of retaliation will be swiftly and thoroughly investigated. If the District determines that retaliation has occurred, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion. Retaliation is defined below.

Any individual who believes that they have been harassed, discriminated against, or retaliated against in violation of this policy may report such incidents by following the procedures described below. Supervisors are mandated to report all incidents of discrimination, harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to admission, classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

This policy applies to behaviors that take place on campus and at school-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator/Institutional Equity Officer determines that the off-campus conduct affects a substantial school interest or impacts the educational mission of the District.

A substantial school interest includes:

- a) Any action that constitutes criminal offense as defined by federal or state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the school is located;
- b) Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;
- c) Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- d) Any situation that is detrimental to the educational interests of the school.

Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the District's control will only be subject to this policy when those online behaviors can be shown to cause a substantial on campus disruption. Off-campus discriminatory or harassing speech by employees may be regulated by the District only when such speech is made in an employee's official or work-related capacity. The District's policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.

The District reserves the right to address offensive conduct and/or harassment that does not rise to the level of discrimination, or that is of a generic nature not on the basis of a protected status. Addressing such issues may not result in the imposition of discipline under District policy, but will be addressed through civil confrontation, remedial actions, education and/or effective conflict resolution mechanisms.

Questions about this policy should be directed to the Title IX Coordinator/Institutional Equity Officer.

The Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and harassment and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

This policy and related written procedures shall be widely published and publicized to administrators, faculty, staff, students, unpaid interns, and volunteers particularly when they are new to the institution. They shall be available for students, employees, unpaid interns, and volunteers in all administrative offices.

References:

Education Code Sections 212.5, 44100, 66252, and 66281.5;

Government Code Sections [12923](#), 12940 and 12950.1;

[Civil Code Section 51.9](#);

Title 2 Sections 10500 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

Attachments:

[BP 3430 Prohibition of Harassment - Comments](#)



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Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Legally Required</i>

AP 3435 Discrimination and Harassment Resolution Procedures

~~AP 3435 Discrimination and Harassment Complaints and Investigations~~

~~References:~~

~~Education Code Sections 212.5, 231.5, 66281.5, and 67386; Government Code Section 12950.1;~~

~~Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.; Title 2 Sections 11023 and 11024; 20 U.S. Code Sections 1681 et seq.; 34 Code of Federal Regulations Part 106.8(b)~~

Complaints

The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation, or who has learned of harassment, discrimination, or retaliation.

A formal complaint is a written and signed statement filed with the District or the California Community Colleges Chancellor's Office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law. An informal complaint is any of the following: (1) An unwritten allegation of harassment, discrimination, or retaliation; (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or (3) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he/she does not want to file a formal complaint.

Informal Complaints

Any person may submit an informal complaint to the **Executive Director, Human Resources** or any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the **Executive Director, Human Resources** in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the **Executive Director, Human Resources** will notify the person bringing the informal complaint of his/her right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The complainant may later decide to file a formal complaint, if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the **Executive Director, Human Resources** shall consider the allegations contained in the informal complaint and determine the appropriate

course of action. This may include efforts to informally resolve the matter, or a fact-finding investigation.

Investigation of an informal complaint will be appropriate if the ~~Investigation of an informal complaint will be appropriate if the Investigation of an informal complaint will be appropriate if the~~ **Executive Director, Human Resources** determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The **Executive Director, Human Resources or designee** will explain to any individual bringing an informal complaint that **Executive Director, Human Resources** may decide to initiate an investigation, even if the individual does not wish the **Executive Director, Human Resources** to do so. The **Executive Director, Human Resources** shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.

Formal Complaints

Formal Complaints must be filed with the Chancellor of the California Community Colleges or the **Executive Director, Human Resources** unless the party submitting the Formal Complaint alleges discrimination, harassment, or retaliation against the responsible district officer, in which case it should be submitted directly to the **Chancellor** or the Chancellor of the California Community Colleges.

Formal Complaints should be submitted on the form prescribed by the Chancellor of the California Community Colleges. A copy of the form will be available at **each college student services office, the District human resources department and on college's/district's website.**

If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.

A Formal Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The complainant must sign and date the Formal Complaint;
- The complainant must file any Formal Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the **Executive Director, Human Resources** will promptly return it to the complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable ~~prescribed~~prescribed timeline, the **Executive Director, Human Resources** will handle the matter as an informal complaint.

Oversight of Complaint Procedure: The **Executive Director** is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation.

The actual investigation of complaints may be assigned **by the Executive Director, Human Resources** to other staff or to outside persons or organizations under contract with the District. This shall occur whenever the **Executive Director** is named in the complaint or implicated by the allegations in the complaint.

Who May File a Complaint: Any student, employee, or third party who believes he/she has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, or third party who believes he/she has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing.

If a complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she must file the complaint on a form prescribed by the California Community Colleges Chancellor's Office. These approved forms are available from the **Executive Director** and at the California Community Colleges Chancellor's Office website.

The completed form must be filed with any of the following:

- Executive Director, Human Resources
- The Chief of Police
- Executive Vice Chancellor, Human Resources
- California Community Colleges Chancellor's Office

Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Complaints filed with the EEOC or the DFEH should be forwarded to the California Community Colleges Chancellor's Office.

Any District employee who receives a harassment or discrimination complaint shall notify the **Executive Director, Human Resources** immediately.

Filing a Timely Complaint: Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

Communicating that the Conduct is Unwelcome: The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the **Executive Director, Human Resources or designee** shall:

- ~~**Executive Director, Human Resources**~~
- ~~**The Chief of Police**~~
- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement

of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.

- Advise all parties that he/she need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time. Mediation can be instituted upon mutual agreement of both parties.
- Advise a student complainant that he/she may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee complainants may file a complaint with the Department of Fair Employment and Housing. All complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the complainant files a complaint with local law enforcement. In addition, the District should ensure that complainants are aware of any available resources, such as counseling, health, and mental health services. **The Executive Director, Human Resources** shall also notify the California Community Colleges Chancellor's Office of the complaint.
- Take interim steps to protect a complainant from coming into contact with an accused individual, especially if the complainant is a victim of sexual violence. The **Executive Director, Human Resources or designee** should notify the complainant of his/her options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and accused individual, the District shall minimize the burden on the complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.

- ~~Executive Vice Chancellor, Human Resources~~

~~• **the California Community Colleges Chancellor's Office.**~~

~~**Employment-Related Complaints**~~

~~Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).~~

~~Complaints filed with the EEOC or the DFEH should be forwarded to the California Community Colleges Chancellor's Office.~~

~~Any District employee who receives a harassment or discrimination complaint shall notify the **Executive Director, Human Resources** immediately.~~

~~**Filing a Timely Complaint:** Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate. All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.~~

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~~**Intake and Processing of the Complaint:** Upon receiving notification of a harassment or discrimination complaint, the **Executive Director, Human Resources or designee** shall:~~

- ~~• Undertake efforts to informally resolve the charges, including but not limited to mediation,~~

~~rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.~~

- ~~• Advise all parties that he/she need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time. Mediation can be instituted upon mutual agreement of both parties.~~
- ~~• Advise a student complainant that he/she may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee complainants may file a complaint with the Department of Fair Employment and Housing. All complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the complainant files a complaint with local law enforcement. In addition, the District should ensure that complainants are aware of any available resources, such as counseling, health, and mental health services. **The Executive Director, Human Resources** shall also notify the California Community Colleges Chancellor's Office of the complaint.~~
- ~~• Take interim steps to protect a complainant from coming into contact with an accused individual, especially if the complainant is a victim of sexual violence. **The Executive Director, Human Resources or designee** should notify the complainant of his/her options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and accused individual, the District shall minimize the burden on the complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.~~

Investigation

The **Executive Director, Human Resources** shall:

- Authorize the investigation of the complaint, and supervise or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where the parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

Investigation of the Complaint: The District shall promptly investigate every complaint and claim of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus.

As set forth above, where the parties opt for an informal resolution, the **Executive Director, Human Resources** may limit the scope of the investigation, as appropriate. The District will keep the investigation

confidential to the extent possible but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.

Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

Timeline for Completion: The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

Cooperation Encouraged: All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed. No employee will be retaliated against as a result of lodging a complaint or participating in any workplace investigation.

Written Report

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A summary of the testimony provided by each witness interviewed by the investigator;
- An analysis of relevant evidence collected during the course of the investigation;
- A specific finding as to whether there is probable cause to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint; and
- Any other information deemed appropriate by the District.

Confidentiality of the Process

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will

keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation and to protect the rights of Accused students and employees during the investigation process and any ensuing discipline.

Administrative Determination

- In any case not involving employment discrimination, within 90 days of receiving a formal complaint, the district shall complete its investigation and forward a copy of the investigative report to the Chancellor of the California Community Colleges, a copy or summary of the report to both parties, and written notice setting forth all of the following to both the complainant and the Chancellor:
- The determination of the ~~strong~~Chancellor or his/her designee~~strong~~ as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- A description of actions taken, if any, to prevent similar problems from occurring in the future;
- The proposed resolution of the complaint; and
- The complainant's right to appeal to the District governing board and the Chancellor

~~California Community Colleges.~~

Discipline and Corrective Action

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring that the complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services or a referral to counseling services;
- providing medical services or a referral to medical services;
- providing academic support services, such as tutoring;
- arranging for a student-complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant's academic record; and
- reviewing any disciplinary actions taken against the complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the complainant; for example, the District may inform the complainant that the harasser must stay away from the complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the complainant from further harassment, or discrimination, and to protect the complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The District will ensure that complainants and witnesses know how to report any subsequent problems, and should follow-up with complainants to determine whether any retaliation or new incidents of harassment have

occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the complainant is not satisfied with the results of the administrative determination, he/she may, within fifteen days, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant and to the California Community Colleges Chancellor's Office. The complainant shall also be notified of his/her right to appeal this decision.

If the Board does not act within 45 days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

In any case not involving workplace discrimination, harassment, or retaliation, the complainant shall have the right to file a written appeal with the California Community Colleges Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

Extension of Time

Within 150 days of receiving a formal complaint that does not involve employment discrimination, the District shall forward to the California Community Colleges Chancellor's Office the original complaint, the investigative report, a copy of the written notice to the complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the complainant of his/her appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

File Retention

The District will retain on file for a period of at least three years after closing the case copies of:

- the original complaint;
- the investigatory report;
- the summary of the report if one is prepared;
- the notice provided to the parties, of the District's administrative determination and the right to appeal;
- any appeal; and
- the District's final decision.

The District will make such documents available to the Chancellor of the California Community Colleges upon request.

Where the complaint allegation consists of Sexual Misconduct, as defined by Title IX, the following applies:

Sexual Misconduct:

Sexual misconduct includes sexual harassment and sexual violence.

- Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or education setting.
- Sexual violence refers to physical sexual acts perpetrated against a person's will or when a person is incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.
- Affirmative consent means an affirmative, conscious, and voluntary agreement to engage in sexual activity.

Sexual misconduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the District's program. A single or isolated incident may create a hostile environment if the incident is sufficiently severe.

Complaint Procedure:

Where the complaint involves a minor, the District will comply with California mandated reporting requirements.

All responsible employees are required to report all actual or suspected sexual misconduct to the Title IX Coordinator immediately. A responsible employee is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty of reporting incidents of sexual misconduct to the Title IX Coordinator or **Executive Director, Human Resources**, or whom a student or employee could reasonably believe has this authority or duty. The District is on notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the sexual misconduct.

Any person may make a complaint by contacting the Title IX Coordinator directly. The District's Title IX Coordinator is the **Human Resources Manager, located at the Human Resources Department at the District Office**. The Title IX Coordinator will receive all relevant details about the alleged sexual misconduct reported to the District responsible employee in order to determine what occurred and how to resolve the situation. This includes the names of alleged victim and alleged perpetrator (if known), and the date, time, and location of the alleged sexual misconduct.

Privileged or Confidential Reporting:

A District employee or responsible employee should, whenever possible, before a student or employee reveals information that he/she may wish to keep confidential, ensure that the person making the report understands the employee's obligations to report to the Title IX Coordinator, the victim's option to request confidentiality, which the District will take into consideration, and the victim's ability to share the information confidentially with designated District employees.

Professional, licensed, mental health counselors and pastoral counselors, who provide mental-health counseling to members of the District community, or interns, graduate students, and others supervised by professional licensed counselors, are not required to report any information to the Title IX Coordinator.

Non-professional counselors who work or volunteer in the health center including front desk personnel and

student employees in the course of their duties, may maintain confidentiality. They are not required to report actual or suspected sexual misconduct to the Title IX Coordinator in a way that identifies the student without the victim's consent.

Authority over Parties:

The District has authority over students, employees, and third parties for alleged violations of this policy that occur on District property. The District has authority over District employees and students for alleged violations of this policy that occur at District activities or events. The District may exercise authority over events that occur off- campus to determine if the conduct occurred in the context of an education program or activity or had continuing effects on campus or in an off-campus education program or activity.

Standard of Proof:

The District will use a "preponderance of the evidence" standard of proof in determining whether there has been a violation of this policy. This standard of proof is also known as "more likely than not" standard.

Upon Receiving the Complaint – Health and Safety:

The Title IX Coordinator will make an immediate assessment concerning the health and safety of the victim and campus community as a whole. The District will provide the reporting party and responding party with immediate, interim measures necessary to protect his/her health and safety. These immediate, interim measures may include providing an escort to ensure that the victim can move safely between classes, ensuring that the victim and perpetrator do not attend the same classes or work in the same area, preventing offending third parties from entering campus, providing counseling services or a referral to counseling services, providing academic support services, such as tutoring, arranging for a victim to retake a course or withdraw from a course without penalty, including ensuring that any changes do not adversely affect the victims' academic record, and reviewing any disciplinary actions taken against the victim to see *if there is a causal connection between the harassment, discrimination, or retaliation*.

Where the District determines that there is a substantial threat to the campus community, it will issue a timely warning. The District will issue the warning according to District Administrative Procedures. The District will not ~~te~~-disclose the victim's name or other identifying information when issuing the warning.

Communicating that the Conduct is Unwelcome:

The employee or student may, but is not required to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste, or inappropriate. This is not required.

Intake and Processing of the Complaint:

If the District determines that a sexual misconduct complaint is appropriate for informal resolution, it may permit an informal resolution, including mediation. All parties, including the complainant and respondent, must receive full disclosure of the allegations and information about options for formal resolution before voluntarily agreeing to participate in an informal resolution. If all parties agree to an informal resolution, the District does not have to complete a full investigation and adjudication of a report of sexual misconduct.

Confidentiality:

Where the victim requests confidentiality regarding a reportable incident , the District will take all reasonable steps to comply with the victim's request or inform the victim when it cannot ensure confidentiality . The District will not disclose the name of the victim unless the victim provides written consent after being informed of his/ her right to have the information withheld. Where the victim insists that the District not disclose his/her name or

other identifiable information to the alleged perpetrator, the District will inform the victim that its ability to respond will be limited. The District will evaluate this request in the context of its responsibility to provide a safe and nondiscriminatory environment for all employees and students. When weighing a request for confidentiality against the seriousness of the alleged harassment, the Title IX Coordinator will take the factors listed above into consideration.

Fact-Finding Investigation:

Where the victim has filed a criminal complaint with local law enforcement, the District will consider what information the District is able to share, pursuant to state and federal law, to ensure that victims are not unnecessarily required to give multiple statements about a traumatic event. The District will continue to conduct its own thorough, reliable, prompt, and impartial investigation. The District will normally complete its sexual misconduct investigation within 90 days of receiving the complaint, unless extended by the Title IX Coordinator for good cause. The Title IX Coordinator will notify the victim and accused in writing of the reason for the extension and the projected new timeline.

The victim and accused will have equal opportunity to present relevant witnesses and other evidence to the District investigator. The District will provide the same opportunities to the victim and accused,

The results of the fact-finding investigation will be set out in a formal investigative report, which will include the requirements listed above and a credibility determination of the victim, accused, and witnesses.

Reporting to California Community Colleges Chancellor's Office:

The District considers all sexual misconduct complaints to be formal complaints. The **Title IX Coordinator or designee** must notify the State Chancellor's Office of any sexual misconduct complaints. Upon completing the investigation, the District shall forward to the California Community Colleges Chancellor's Office a copy of the investigative report and administrative determination and to the parties a copy or summary of the investigative report and administrative determination.

Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus and on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

Training

By January 1, 2020, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her position. After January 1, 2020, the District shall provide sexual harassment training and education to each employee once every two years.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a

review of "abusive conduct," and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor's harassment training must also address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, appropriate remedial measures to correct harassing behavior.

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written response or guidance the trainer provided during the webinar. The District will retain these records for at least two years.

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

Education and Prevention for Students

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

~~Revised 7/02, 2/03, 2/05, 2/06, 3/12, 6/13, 10/15, 4/16, 10/16, 10/17, 10/18, 3/19~~

-

References:

Education Code Sections 212.5, 231.5, 66281.5, and 67386; Government Code Section 12950.1;

Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.; Title 2 Sections 11023 and 11024; 20 U.S. Code Sections 1681 et seq.; 34 Code of Federal Regulations Part 106.8(b)

Attachments:

[AP 3435 Discrimination and Harassment Investigation - Comments](#)
[AP 3435 Discrimination and Harassment Investigation - Legal Citations](#)
[AP3435-OLD.pdf](#)
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)
[SBCCD - Overview for Legal Update 31 Final Version.docx](#)



Origination:	11/2016
Last Approved:	11/2016
Last Revised:	11/2016
Next Review:	09/2019
Owner:	<i>Kristina Hannon</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Brand New - required</i>

AP 3440 Service Animals

The District will allow an individual with a disability to use a service animal in District facilities and on District campuses in compliance with state and federal law.

The District will allow an individual with a disability to use a miniature horse as a service animal in District facilities and on District campuses if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability and the District has determined, based on the assessment factors provided in this procedure, that a reasonable accommodation can be made.

The District will allow an individual with a disability to be accompanied by his/her service animal in all areas of the District's facilities where members of the public, invitees, clients, customers, patrons, or participants in services, programs or activities, as relevant, are allowed to go.

These procedures shall also be applicable to an individual who is training a service animal.

Service Animal Defined

A "service animal" for purposes of this procedure means any dog (or miniature horse, as provided herein) that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

Other species of animals, whether wild or domestic, trained or untrained, are not service animals for the purposes of this definition.

The work or tasks performed by a service animal must be directly related to the handler's disability. The crime deterrent effects of an animal's presence and the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purposes of this definition.

Exceptions

The District may ask an individual with a disability to remove a service animal from the premises if:

- The animal is out of control and the animal's handler does not take effective action to control it; or
- The animal is not housebroken.

If a service animal is excluded under one of these exceptions, the District will give the individual with a disability the opportunity to obtain goods, services, and accommodations or to participate in the service, program, or activity without having the service animal on the premises.

Assessment Factors for Miniature Horses

The District shall consider the following factors:

- The type, size, and weight of the miniature horse and whether the facility can accommodate these features;
- Whether the handler has sufficient control of the miniature horse;
- Whether the miniature horse is housebroken; and
- Whether the miniature horse's presence in a specific facility compromises legitimate safety requirements that are necessary for safe operation.

Control

The service animal must have a harness, leash, or other tether, unless either the handler is unable because of a disability to use a harness, leash, or other tether, or the use of a harness, leash, or other tether would interfere with the service animal's safe, effective performance of work or tasks, in which case the service animal must be otherwise under the handler's control (e.g., voice control, signals, or other effective means).

Care or Supervision

The District is not responsible for the care or supervision of the animal.

Inquiries by the District

The District may make two inquiries to determine whether an animal qualifies as a service animal:

- Whether the animal is required because of a disability; and
- What work or task the animal has been trained to perform.

The District will not make either of these inquiries when it is readily apparent that an animal is trained to do work or perform tasks for an individual with a disability (e.g., the dog is observed guiding an individual who is blind or has low vision, pulling a person's wheelchair, or providing assistance with stability or balance to an individual with an observable mobility disability).

An individual may choose to produce a county service dog license or identification tag as proof that the animal is a service animal. Licensure or certification is not required in order to meet the definition of service animal under this procedure. There are no licensing or certification requirements for miniature horses.

No Surcharge

The District will not ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees, or to comply with other requirements generally not applicable to people without pets. If the District normally charges individuals for damage caused by pets, an individual with a disability may be charged for damage caused by his/her service animal.

References:

Civil Code Sections 54 et seq.;

Penal Code Section 365.5;

42 United States Code Sections 12101 et seq. (The Americans with Disabilities Act of 1990);

28 Code of Federal Regulations Part 35;



Current Status: *Pending*

PolicyStat ID: 6786335



Origination: 11/2016
Last Approved: N/A
Last Revised: 11/2016
Next Review: *6 years after approval*
Owner: *Kristina Hannon*
Policy Area: *Chapter 3 General Institution*
References: *Brand New - required*

BP 3440 Service Animals

In order to prevent discrimination on the basis of disability, the District will allow an individual with a disability to use a service animal or miniature horse in District facilities and on District campuses in compliance with state and federal law.

References:

The Americans with Disabilities Act of 1990 -- 42 United States Code Sections 12101 et seq.;

28 Code of Federal Regulations Part 35;

28 Code of Federal Regulations Part 36;

34 Code of Federal Regulations Part 104.44(b)

Attachments:

[AP 3440 Service Animals.docx](#)



Current Status: *Active*

PolicyStat ID: 5223298



Origination: 08/2018
Last Approved: 01/2019
Last Revised: 01/2019
Next Review: 09/2019
Owner: [Policy Stat](#)
Policy Area: [Chapter 6 General Institution](#)
References:

BP 6751 Parking Citation Payment Plan

The Board shall establish an Administrative Procedure where a registered owner (CVC 460, 505) or person responsible for vehicle citations received on San Bernardino Community College District property shall be eligible to enroll in a payment plan when they have multiple unpaid parking citations.

Reference:

California Assembly Bill No. 503 (Chapter 741)

Attachments:

No Attachments

Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018
	Stacey Nikac: Administrator	08/2018



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:

AP 7450 Mileage Reimbursement

(Replaces current SBCCD AP 7450)

~~NOTE: AP 7450 is unique to SBCCD.~~

- **~~From current SBCCD AP 7450 titled Mileage Reimbursement~~**

Reimbursement Eligibility

A. **Reimbursement Eligibility**

1. Mileage reimbursement is granted only when employees are required to use their personal vehicles in connection with their assignments and in performance of their duties.
2. Full-time employees who report to a second worksite in one day other than their primary site for performance of duties may claim reimbursement travel subject to the calculation method described below. Full-time employees who teach at a second site as an overload, and hourly employees shall be responsible for their own transportation costs.
3. To be eligible for mileage reimbursement, employee must be on the approved drivers' list maintained by Human Resources.

B. **Reimbursement Rate**

Mileage reimbursement shall be made at the Internal Revenue Service standard mileage rate.

C. **Reimbursement Claims**

1. Mileage reimbursement is granted only after a Mileage Reimbursement Claim is submitted and there is a purchase order with sufficient balance to process against it. Reimbursement claims should be submitted monthly, but no less than once per semester. Second semester mileage must be submitted by July 1.
2. Employees authorized to use their personal automobiles for District daily business should maintain daily records with supporting documentation of the trips authorized during the month. Documentation shall include a daily mileage trip log and parking fee receipts.

D. **Mileage Calculation**

1. ~~Reimbursable mileage shall be calculated from the primary worksite of the employee to the various destinations and return to the primary worksite. In the event an employee does not visit the regular place of work prior to the first stop on college business in any one day, mileage shall be calculated using the distance from home or primary work site to the first business stop, whichever is~~

~~less.~~ Mileage is reimbursed only for miles incurred beyond employees' normal commute to their regular worksite.

2. In the event an employee proceeds from this last destination on college business in any one day to home, mileage shall be calculated using the distance from home or primary work site to the first business stop, whichever is less.

E. Verification

Signatures required are: Employee, Responsibility Center Manager, if claimant is the Responsibility Manager, signature of claimant's supervisor is required.

~~Also see BP/AP 4300 titled Field Trips and Excursions, AP 6530 titled District Vehicles, and BP/AP 7400 titled Travel~~ Also see BP/AP 4300 titled Field Trips and Excursions, AP 6530 titled District Vehicles, and BP/AP 7400 titled Travel

~~References:~~

References:

~~No references~~ No references

Attachments:

AP 7450 Mileage Reimbursement - Comments
AP 7450 Mileage Reimbursement - Legal
Citations
AP7450 -OLD.pdf



Current Status: *Draft*

PolicyStat ID: 6978821



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: [Legally Required](#)

BP 7450 Mileage Reimbursement

(Replaces current SBCCD BP 7450)

Employees may receive reimbursement for authorized business mileage only under the terms and conditions recommended by the Chancellor.

Also see BP/AP 4300 titled Field Trips and Excursions, AP 6530 titled District Vehicles, and BP/AP 7400 titled Travel

Reference:

No specific reference

Attachments:

[BP 7450 Mileage Reimbursement- Comments](#)

[BP 7450 Mileage Reimbursement- Legal](#)

[Citations](#)

[BP7450 -OLD.pdf](#)

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

DATE: December 12, 2019

SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only. No action is required.

OVERVIEW

The attached individuals have received special recognition for extending that extra effort in providing quality service and valued assistance.

ANALYSIS

The *Caring Hands* Applause Card was developed so that employees, students, visitors, and vendors have an opportunity to recognize someone at SBCCD who provides outstanding quality and service.

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.

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None



Applause Cards

Submitted for Information December 12, 2019

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Elizabeth	Lopez	Office of Instruction	Thank you for always being so kind and helpful. I appreciate your assistance with Oracle.	Brittany Sysawang
Crafton Hills College	Alan	Oshiro	Technology Services	Called the Technology Department and ask for assistance for an Adjunct Faculty member to log into their outlook account and canvas. Alan Oshiro soared to the Rescue!	Rosita L. Moncada
Crafton Hills College	Shella	Scott	Admissions and Records	Shella went above and beyond helping in my efforts to apply for Chaffey's radiology program	Kasey Retherford
Crafton Hills College	Cindy	Shum	Counseling	Thank you Cindy for the beautiful flower arrangements you provide to CHC Administration each week. You are awesome!!	Cyndie St. Jean
Crafton Hills College	Gray	Tracy	Technology Services	Thank you for all your help with the Science Department and our Technology needs. You are much appreciated.	Sam Truong
Crafton Hills College	Shane	Veloni	Technology Services	Thank you for all your help with the Science Department and our Technology needs. You are much appreciated.	Sam Truong
The District	Dione	Borges	Campus Security	Thank you for always caring for my safety and for always being there.	Crafton Hills College Student
Valley College	Eric	Babino	Maintenance	Erick Babino did a fine job installing a convex safety mirror. Our dean has been asking for this mirror to allow her to see who is entering the division office (B 127)	Vivian Marquez

Valley College	Mary	Lawler	Health	Great and understanding teacher	Angelica Melendrez
Valley College	Mary	Lawler	Health	Mary Lawler knows what our limits are and she pushes us to achieve and overachieve them.	Nicholas Jenkins
Valley College	Mary	Lawler	Health	Mary has helped me significantly with my physical goals. I'm very thankful for all the help Mary Lawler has given me. Looking forward to completing more goals with Mary.	Edgar Castaneda
Valley College	Mary	Lawler	Health	She is a good professor, keeps you motivated with goals in mind.	Evelyn Richardson
Valley College	Mary	Lawler	Health	Great instructor.	Angel Pat
Valley College	Mary	Lawler	Health	Mrs. Lawler is very informative and strongly believes in educating awareness.	An Ngo
Valley College	Mary	Lawler	Health	Mrs. Mary Lawler is a very loving and caring professor. She goes above and beyond to deliver the very best education to each and every student.	Alex
Valley College	Omar	Moran	English	Is a very good professor. Is clear and precise about what he expects. Makes the class fun.	Evelyn Richardson

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: December 12, 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 2019-20 fiscal year through November 18, 2019. As of that date, SBCCD was 38.3% through the fiscal year and had spent and/or encumbered approximately 39.5% 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 2019-20 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

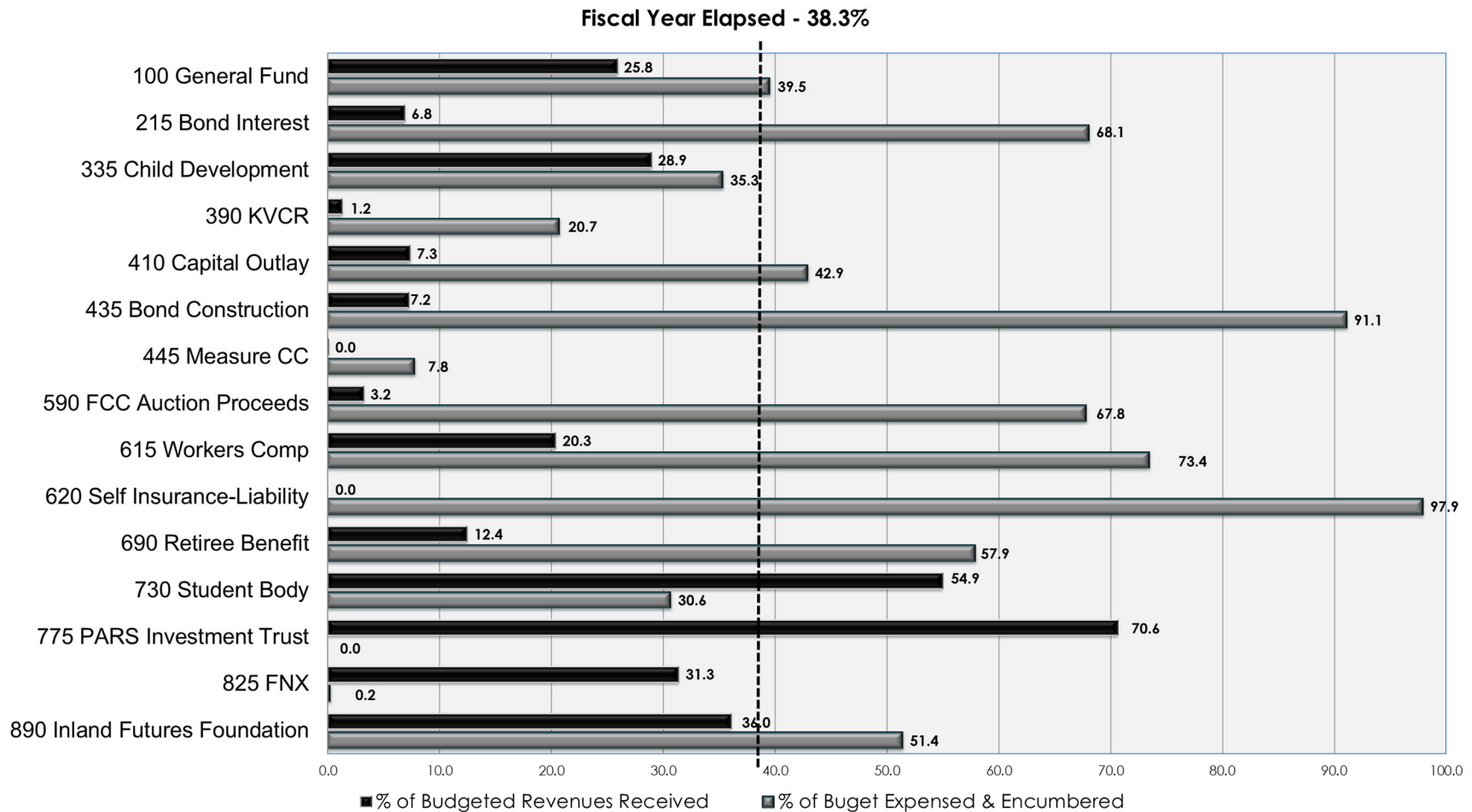
Year to Date 11/18/2019

	38.3% of Fiscal Year Elapsed							
	REVENUES			EXPENDITURES				
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		COMMENTS	
100 General Fund	\$175,154,297	\$ 45,258,259	25.8%	\$180,893,708	\$ 71,498,166	39.5%	Receipt of Federal grant revenue pending processing of year-end reports.	
215 Bond Interest & Redemption	\$ 30,750,000	\$ 2,100,194	6.8%	\$ 30,750,000	\$ 20,928,613	68.1%	Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.	
335 Child Development	\$ 3,570,141	\$ 1,031,380	28.9%	\$ 3,570,141	\$ 1,261,309	35.3%		
390 KVCR	\$ 3,730,000	\$ 45,892	1.2%	\$ 6,056,878	\$ 1,253,485	20.7%	Revenue and expenditure budgets are currently under review.	
410 Capital Outlay Projects	\$ 1,475,000	\$ 107,705	7.3%	\$ 3,050,476	\$ 1,309,183	42.9%	RDA revenue posted by the County (expected in 2 large transactions posting January and June).	
435 Bond Construction	\$ 39,900	\$ 2,871	7.2%	\$ 5,771,123	\$ 5,257,933	91.1%	Interest income posted quarterly. \$2.9 million for Highland property purchase.	
445 Measure CC	\$100,000,000	\$ 469	0.0%	\$ 52,503,303	\$ 4,076,786	7.8%	Bond sale preparation is in process. Expenditures are consistent with the current needs of the bond projects.	
590 FCC Auction Proceeds	\$ 4,772,966	\$ 151,224	3.2%	\$ 26,804,046	\$ 18,166,894	67.8%	Interest income posted quarterly, rental income (investment properties) recording is in process. \$3.8 million in payments for KVCR Technology Core Modernization project.	
615 Workers Compensation	\$ 1,480,000	\$ 300,568	20.3%	\$ 1,820,000	\$ 1,336,364	73.4%	Interfund transfer-in (revenue) posted in arrears. \$439,786 compromise & release claim paid.	
620 Self Insurance-Liability	\$ 565,000	\$ 553,689	98.0%	\$ 905,000	\$ 886,075	97.9%	\$668,935 SWACC Annual Insurance payment and \$550,000 interfund transfer-in posted.	
690 Retiree Benefit	\$ 250,200	\$ 31,072	12.4%	\$ 250,200	\$ 144,770	57.9%	OPEB contribution revenue posted in arrears. Expenditures are consistent with retiree benefit obligations.	
730 Student Body Center Fee	\$ 303,567	\$ 166,746	54.9%	\$ 303,567	\$ 93,029	30.6%	Revenue collected at the beginning of the term.	
775 PARS Investment Trust	\$ 12,750,000	\$ 9,000,000	70.6%	\$ 3,100,000	\$ -	0.0%	Interfund transfers-out (expenditures) posted semi-annually.	
825 FNX	\$ 3,200,000	\$ 1,002,356	31.3%	\$ 3,200,000	\$ 766,616	24.0%	Expenditures consistent with terms of agreement.	
890 Inland Futures Foundation	\$ 1,104,393	\$ 397,703	36.0%	\$ 1,104,393	\$ 567,552	51.4%	\$170,037 encumbered for pledge drives (call center, shelf-items).	



Budget Revenue & Expenditure Summary

Year to Date 11/18/2019



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: December 12, 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 October 2019 (See attached).

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
October 2019

ON CAMPUS:

CRAFTON

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
19-0904	10/10/2019	BP 25608	Possession of Alcohol on School Property	CCR	Subject Arrested

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
19-0866	10/03/2019	PC 11377(A)	Possession of a Controlled Substance	Lot 9	Subject Arrested
19-0907	10/10/2019	PC 647(f)	Disorderly Conduct	Library	Subject Arrested
19-0908	10/11/2019	HS 11550	Under the Influence of a Controlled Substance	Auditorium	Subject Arrested

PUBLIC PROPERTY:

CRAFTON

NO INCIDENTS TO REPORT

DISTRICT

NO INCIDENTS TO REPORT

VALLEY

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
19-0877	10/07/2019	PC 647(f)	Disorderly Conduct	700 th block of 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: December 12, 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

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18903	25th Hour Communications Inc.	Consultants	Marketing/SBVC	\$50,000.00		
18894	Alliance Bus Lines, Inc.	Bus Rental	Geology/CHC	\$550.00		
18555	American Medical Response of Inland Empire	EMT Services	Athletics/SBVC	\$2,775.50		
18897	Animiki See Distribution, Inc.	Program Acquisition	FNX/KVCR	\$26,250.00		
18905	Apple Computers, Inc.	Software/Online Services	RTVF/SBVC	\$1,000.00		
18961	Ares Sportswear LTD	Production of Logo Items	Athletics/SBVC	\$1,186.65		
19020	Association of Classroom Teacher Testers (ACTT)	Software/Online Services	Counseling/ SBVC	\$3,000.00		
18916	Astakhov, Dmitriy dba Northgate Entertainment	Photography	Marketing/SBVC	\$500.00		
18915	Astakhov, Dmitriy dba Northgate Entertainment	Commercial Production	Marketing/SBVC	\$7,500.00		
18892	Awesome Blinds & Shutters, Inc.	Installation Services	Student Life/SBVC	\$679.20		
18958	Balsz, Sage	Speaker	Student Life/SBVC	\$500.00		

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18971	Barracuda Networks Inc.	Software/Online Services	TESS/SBCCD	\$1,703.76		
18484	Ben's Lock and Key	Repairs	Facilities/CHC	\$8,000.00		
18962	Blue Ribbon Ink & Thread, Inc.	Production of Logo Items	Athletics/SBVC	\$215.50		
18991	Brickley Construction Company, Inc. dba Brickley Environmental	Asbestos Removal	Maintenance/SBVC	\$6,920.00		
18956	Brickley Construction Company, Inc. dba Brickley Environmental	Asbestos Removal	Maintenance/SBVC	\$12,425.50		
18930	Brickley Construction Company, Inc. dba Brickley Environmental	Asbestos Removal	Maintenance/SBVC	\$11,650.00		
18937	Burrtec Waste Industries, Inc.	Rental	TESS/SBCCD	\$1,842.61		
18393	California Department of Ed	Income - Grant	Child Care Center/SBVC		\$1,948,936.00	\$61,300.00
18396	California Department of Ed	Income - Grant	Child Care Center/SBVC		\$1,234,094.00	\$194,208.00
17690	California Department of Forestry & Fire Protection	General	Maintenance/CHC	\$8,000.00		
18921	California Library Association	Rental	Academic Success/SBVC	\$975.00		

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18978	California State University - San Bernardino	Transfer Admission Guarantee	Student Services/SBVC	No Cost		
18923	Capital Community Broadcasting Inc.	Broadcasting Rights	FNX/KVCR	No Cost		
18895	Carina Software & Instruments, Inc.	Software/Online Services	Science/SBVC	\$564.20		
18969	Chabot-Las Positas CCD	Income - Grant	Child Development/CHC		\$1,000.00	
18973	Chabot-Las Positas CCD	Income - Grant	Child Development/SBVC		\$11,881.00	
15543	Clarus Corporation	Software/Online Services	Marketing/CHC	\$9,000.00		
18899	College of the Desert	Income - Training Agreement	EDCT/SBCCD		\$31,200.00	
18932	Community College League of CA	Software/Online Services	Library/SBVC	\$5,786.80		
18975	Control Air Enterprises LLC	Repairs	Maintenance/SBVC	\$12,542.00		
18920	Creative 7 Designs Inc.	Marketing Analysis	Marketing/CHC	\$1,695.00		
18914	Currier & Hudson	Legal	DSS/SBCCD	\$15,000.00		

Contracts Agreements

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18931	Diamond Chevrolet of San Bernardino	On Demand Repairs Agreement	Maintenance/SBVC	\$15,000.00		
18934	Dinosaur Tire and Road Service, Inc.	On Demand Repairs Agreement	Facilities/CHC	\$2,000.00		
18929	Doing Good Works	Production of Logo Items	EOP&S/SBVC	\$581.85		
19004	Doing Good Works	Production of Logo Items	EOP&S/SBVC	\$904.00		
18954	Dream2Inspire LLC	Training Services	EDCT/SBCCD	\$10,000.00		
18893	Eastbay Team Sales	Production of Logo Items	Athletics/SBVC	\$4,252.77		
18748	EMCOR Service Mesa Energy	On Demand Repairs Agreement	Maintenance/SBVC	\$35,000.00		\$20,000.00
18900	Emergency Power Controls, Inc.	Maintenance Agreement	TESS/SBCCD	\$950.00		
18922	Epic Sports	Production of Logo Items	Athletics/SBVC	\$195.27		
18935	Exclusive Auto	On Demand Repairs Agreement	Facilities/CHC	\$1,000.00		
18974	Faronics Technologies, Inc.	Software/Online Services	Campus Tech/SBVC	\$1,218.00		

Contracts Agreements

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18949	FastSigns	Production of Logo Items	FNX/KVCR	\$403.25		
18968	Federal Communications Commission (FCC)	General	KVCR/KVCR	No Cost		
18972	Fontana Swim Team	Income - Facilities Use	Pool/CHC		\$282.00	
18996	Gallagher's Finishing Touch & Engraving	Production of Logo Items	Chancellor/ SBCCD	\$1,021.14		
18982	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$1,890.86		
18960	Heiberg Consulting, Inc.	Software/Online Services	Star Program/SBVC	\$500.00		
18977	Highland Area Chamber of Commerce	Rental	Student Services/SBVC	\$50.00		
18992	Highland Area Chamber of Commerce	Rental	Marketing/CHC	\$35.00		
18953	Highlanders Boxing Club	Sponsorship	Marketing/ SBCCD	\$250.00		
18989	Hi-Tech Machining Inc.	Clinicals	Technical Training/SBVC	No Cost		
18901	Huang, Robert	Independent Contractor	TESS/SBCCD	\$5,100.00		

Contracts Agreements

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18965	Hyland LLC	Software/Online Services	Admissions & Records/SBVC	\$5,621.00		
18947	IBM - International Business Machines Corporation	Software/Online Services	TESS/SBCCD	\$1,484.46		
18889	Innovative Signs and Designs	Production of Logo Items	Marketing/SBVC	\$475.20		
18890	Innovative Signs and Designs	Production of Logo Items	Marketing/SBVC	\$594.00		
18928	Island Advertising, Inc.	Production of Logo Items	Program Development/ CHC	\$4,680.89		
18925	Island Advertising, Inc.	Production of Logo Items	Program Development/ CHC	\$330.55		
18888	Jump N Jump Rentals & Sales, LLC	Rental	Fire Technology/ CHC	\$358.27		
18966	Karenga, Maulana	Speaker	Prof Development/ SBVC	\$10,000.00		
19011	KCAL Radio	Advertising	Mathematics/ SBVC	\$3,000.00		
19010	KOLA Radio	Advertising	Mathematics/ SBVC	\$5,000.00		
18955	La Grinding Co	Maintenance Agreement	TESS/SBCCD	\$360.00		

Contracts Agreements

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18993	Labster, Inc.	Software/Online Services	Technical Training/SBVC	\$2,250.00		
19017	Lapel Pins Plus	Production of Logo Items	Marketing/ SBCCD	\$723.60		
18952	Lapel Pins Plus	Production of Logo Items	Marketing/ SBCCD	\$581.04		
18695	Leighton Consulting, Inc.	Professional Services	Facilities Planning/ SBCCD	\$38,561.00		
18999	MacIntosh, Cindy Lee	Rental	Chancellor/ SBCCD	\$525.00		
19001	Mancera, Manuel	DJ Services	Student Services/SBVC	\$700.00		
19002	Mancera, Manuel	DJ Services	Student Services/SBVC	\$700.00		
18918	Meetup, Inc.	Advertising	Inland Futures/SBCCD	\$98.94		
19003	Mellin, Linda Marie dba American Printing & Promotions	Novelty Item with Logo	Student Services/SBVC	\$3,550.36		
18963	Mellin, Linda Marie dba American Printing & Promotions	Novelty Item with Logo	Student Services/SBVC	\$2,074.19		
18980	MESA Laboratories Inc.	Lab Testing	Science/CHC	\$100.00		

Contracts Agreements

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18957	Mind and Mill LLC	Professional Services	FNX/SBCCD	\$6,000.00		
18941	Mind and Mill LLC	Marketing Services	Inland Futures/SBCCD	\$22,860.00		
18987	Morrow Pancreatic Health Foundation	Sponsorship	Marketing/SBCCD	\$2,500.00		
18945	Mouton, Deborah Ruth	Speaker	Student Life/SBVC	\$3,000.00		
18933	Myers-Briggs Company, The dba CPP, Inc.	Software/Online Services	Middle College/SBVC	\$195.00		
18976	NCHERM Group LLC, The	Training Services	Health Services/SBVC	\$21,000.00		
18907	Operation Grace	Off-Campus Work Study	Calworks/SBVC	\$12,000.00		
18998	Party Plus Rental	Rental	Technical Training/SBVC	\$1,020.40		
18995	Party Plus Rental	Rental	Chancellor/SBCCD	\$1,237.25		
18906	Pennington Designs	Production of Logo Items	Arts & Humanities/SBVC	\$455.24		
19009	P2C Solutions, LLC	Consultants	Mathematics/SBVC	\$41,125.00		

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18908	Platinum Wraps, Inc.	Vehicles Wraps	District Police/SBCCD	\$2,342.91		
18944	Real Volleyball	Production of Logo Items	Athletics/SBVC	\$676.77		
18959	Redlands Hometown Heroes Foundation	Advertising	Marketing/CHC	\$500.00		
18424	Redlands USD	Pathways Dual Enrollment	Instruction/CHC	No Cost		
18909	Reider, Timothy Burton dba Blackcomb	Independent Contractor	TESS/SBCCD	\$1,100.00		
18926	River Springs Charter School	Bus Rental	Program Development/ CHC	\$1,200.00		
18997	Riverside, County of	Meeting Facilitation	EDCT/SBCCD	\$10,000.00		
18942	ROC Software Systems, Inc.	Software/Online Services	TESS/SBCCD	\$2,223.96		
18964	Rodriguez, Michael	Sheriff On Site Supervisor	Police Science/SBVC	No Cost		
18624	RP Group, The	Meeting Facilitation	Instruction/CHC	\$39,305.00		\$375.00
18986	San Bernardino City USD	Sponsorship	Marketing/ SBCCD	\$1,000.00		

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18939	San Bernardino County Superintendent of Schools	Income - Grant	Child Development/ SBVC	No Cost		
18910	San Bernardino International Airport Authority	Rental	FNX/KVCR	\$300.00		
18950	Scantron Corporation	Repairs	TESS/SBCCD	\$550.00		
18891	Shred-It	Document Shredding	DSP&S/SBVC	\$4,848.75		
19019	Shred-It	Document Shredding	District Police/ SBCCD	\$409.36		
18940	SmartDeploy	Software/Online Services	Technology Services/SBVC	\$10,260.00		
19006	Smartsheet, Inc.	Software/Online Services	Research & Planning/CHC	\$990.00		
18951	Smog and Save	Repairs	Facilities/CHC	\$360.00		
18898	Stolpp, Dianna dba Bella Artistry	Independent Contractor	KVCR/KVCR	\$3,000.00		
18988	Streann Media	Content Management	FNX/KVCR	\$9,000.00		
18919	Streann Media	Software/Online Services	FNX/KVCR	\$40,500.00		

Contracts Agreements

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
19018	Sun Badge	Production of Police Badges	District Police/ SBCCD	\$2,000.00		
19015	Swift River Online Learning	Software/Online Services	Psych Tech/ SBVC	\$3,600.00		
18904	Tableau Software, Inc.	Software/Online Services	TESS/SBCCD	\$452.00		
19000	TALX Corporation dba Equifax Workforce Solutions	Data Research	Research & Planning/CHC	\$10,000.00		
19023	Terris Barnes Walter Boigon Heath, Inc.	Professional Services	DSS/SBCCD	\$35,000.00		
18948	Three Peaks Corp.	Repairs	Maintenance/ CHC	\$11,608.00		
19008	Three Peaks Corp.	Upgrade Electrical	Maintenance/ CHC	\$20,000.00		
19024	Three Peaks Corp.	Upgrade Electrical	Facilities Planning/ SBCCD	\$4,592.00		
18979	Time & Alarm Systems	Alarm Motoring	Maintenance/ SBVC	\$12,630.00		
18984	Timeless Plaques & Awards	Production of Logo Items	Chancellor/ SBCCD	\$266.76		
16876	TMS Consulting, Inc.	General	Facilities Planning/ SBCCD	\$40,000.00		\$20,000.00

Contracts Agreements

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18967	Trulycreative Network Solutions Inc.	Installation Services	KVCR/KVCR	\$3,000.00		
18896	U.S. Department of Commerce	Income - Grant	EDCT/SBCCD		\$3,000,000.00	
18938	University of Redlands	Meeting Facilitation	FNX/KVCR	\$140.00		
18917	University of Texas at Austin, The	Software/Online Services	Research & Planning/SBVC	\$12,280.00		
18924	Vanir Development Company	CalWorks Off-Campus Work Study	Calworks/SBVC	\$12,000.00		
19016	Vispronet	Production of Logo Items	EDCT/SBCCD	\$361.84		
18943	Vortex Industries	On Demand Repairs Agreement	Facilities/CHC	\$7,000.00		
18936	Water Source Solutions, Inc.	Maintenance Agreement	KVCR/KVCR	\$5,000.00		
18902	West Coast Lights & Sirens, Inc.	Installation Services	District Police/SBVC	\$44,520.36		
19014	Yucaipa Valley Chamber of Commerce	Sponsorship	Marketing/CHC	\$500.00		
18927	Yosemite CCD	Income - Contract Ed	Child Development/ CHC		\$3,250.00	

Contracts Agreements

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ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Revised
18981	Yosemite CCD	Income - Grant	Child Development/ SBVC		\$18,330.00	
18983	Zoho Corporation	Software/Online Services	TESS/SBCCD	\$539.01		

Total number of Contracts 133

\$817,831.97 \$6,248,973.00

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: December 12, 2019

SUBJECT: Final Financing Summary for Election of 2018 General Obligation Bonds, Series A & A1, and 2019 General Obligation Refunding Bonds

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

We have finalized the initial sale of Measure CC bonds and the refinancing of a portion of the Measures P and M bonds, and are pleased to inform you we have had great success with both transactions.

Credit Rating Upgrade

The San Bernardino Community College District has earned an upgrade in its credit rating from AA2 to AA1, according to Moody's Investors Service. This is the second time in the past two years that the District's credit rating has improved. It signals to investors that SBCCD is a prudent money manager, has sufficient cash reserves, and is in a strong position for growth. Moody's attributed the improvement to the following:

- A very large and diverse tax base poised for continued growth.
- A strong and stable financial position, including reserves outside the general fund, that benefits from management's prudent fiscal practices.
- Proactive management of long-term pension and other postemployment benefit liabilities.
- Good financial management policies and practices.

Sale of Measure CC

On November 20, 2019, we successfully sold \$200 million Election of 2018 General Obligation Bonds, Series A ("Series A"), and \$100 million Election of 2018 General Obligation Bonds, Series A-1 Bonds ("Series A-1"). The District received over \$1 billion in orders from a broad investor base, including banks, bond funds, and separately managed accounts. The \$100 million in taxable Series A-1 bonds received over \$282 million in orders. The Series A and Series A-1 bonds ultimately achieved very low, all-inclusive interest costs of 3.34% and 3.06%, respectively.

Refinancing of Measure P and M

On November 20, 2019, we successfully sold \$143.52 million 2019 General Obligation Refunding Bonds in order to refinance a portion of Measure P and M bonds. The Refunding Bonds received over \$288 million in orders and achieved a low, all-inclusive rate of 2.91%. This replaces the prior bonds' average interest rate of 4.68% without any extension of the original repayment term. The final savings achieved was \$14,958,332, continuing SBCCD's track record of saving local taxpayer dollars:

- The 2005 bond refinancing yielded \$1,002,234 in savings;
- The 2013 refinancing yielded \$11,501,545;
- The 2015 refinancing yielded \$10,705,678; and
- The 2017 refinancing yielded \$9,748,331.

This most recent refinancing brings the combined taxpayer savings from 2005, 2013, 2015, 2017 and 2019 to **\$47,916,120**.

ANALYSIS

The attached Final Financing Summary of the sale of bonds on behalf of SBCCD in accordance with resolutions #2019-11-14-FPC01 Authorizing Issuance of 2019 General Obligation Refunding Bonds, and #2019-11-14-FPC02 Authorizing Issuance of Election of 2018 General Obligation Bonds, Series A and Series A-1 is being presented for information as outlined in California Ed Code 15146(d) to present actual cost information associated with the initial sale of bonds.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

This item is for information only and there are no financial implications associated with it.

San Bernardino Community College District
Election of 2018 General Obligation Bonds, Series A & A-1
2019 General Obligation Refunding Bonds

Final Financing Summary

Sale Date:	November 20, 2019
Closing Date:	December 12, 2019
Sale Method:	Negotiated
Underlying Ratings:	Aa1/AA/--
Optional Redemption:	8/1/2027 @ 100%
Series A Bonds	8/1/2029 @ 100%
Series A-1 Bonds	Make-Whole
Refunding Bonds	

	Series A	Series A-1	Refunding
Total Debt Service Savings:	-	-	\$ 14,958,332
PV Savings:	-	-	\$ 8,991,361
PV % Savings:	-	-	7.22%

Sources and Uses:

Sources:

	Series A	Series A-1	Refunding
Par Amount	\$ 200,000,000	\$ 100,000,000	\$ 143,520,000
Premium	17,932,105	449,024	-
Total	\$ 217,932,105	\$ 100,449,024	\$ 143,520,000

Uses:

Deposit to Building Fund	\$ 199,521,497	\$ 99,757,674	\$ -
Deposit to Debt Service Fund	17,142,105	54,024	-
Deposit to Escrow Fund	-	-	142,757,591
Costs of Issuance	478,503	242,326	195,505
Underwriting Fees	790,000	395,000	566,904
Total	\$ 217,932,105	\$ 100,449,024	\$ 143,520,000

Costs of Issuance Detail:

Items	Provider	Not-to-Exceed	Not-to-Exceed	Not-to-Exceed
Election Reimbursement	District	\$ 258,273	\$ 129,137	\$ -
Bond/Disclosure Counsel	Stradling Yocca Carlson & Rauth	83,333	41,667	88,000
Structuring/Pricing Consultant	Keygent LLC	11,273	5,637	8,090
POS/OS Printing/Posting & Distribution	AVIA Communications	1,353	676	971
Demographic Information	California Municipal Statistics	902	451	647
Moody's Rating	Moody's Investors Service	59,975	29,987	43,038
Standard & Poor's Rating	Standard & Poor's Global Ratings	57,044	28,522	40,935
Escrow Verification	Causey Demgen & Moore	-	-	3,000
Paying/Escrow/Fiscal Agent	Bank of New York	1,350	1,250	1,750
Contingency		5,000	5,000	9,075
Total		\$ 478,503	\$ 242,326	\$ 195,505



**San Bernardino Community College District
Election of 2018 General Obligation Bonds, Series A**

Final Financing Summary

Debt Service Schedule:

Date	Principal	Coupon (%)	Yield (%)	Yield to Maturity (%)	Interest	Debt Service Fund	Net Debt Service
8/1/2020	\$ 8,335,000.00	3.000	0.930	-	\$ 4,888,036.81	\$ (4,888,036.81)	\$ 8,335,000.00
8/1/2021	8,800,000.00	4.000	0.920	-	7,434,200.00	(7,434,200.00)	8,800,000.00
8/1/2022	4,690,000.00	4.000	0.950	-	7,082,200.00	(4,819,868.44)	6,952,331.56
8/1/2023	-	-	-	-	6,894,600.00		6,894,600.00
8/1/2024	-	-	-	-	6,894,600.00		6,894,600.00
8/1/2025	-	-	-	-	6,894,600.00		6,894,600.00
8/1/2026	-	-	-	-	6,894,600.00		6,894,600.00
8/1/2027	-	-	-	-	6,894,600.00		6,894,600.00
8/1/2028	-	-	-	-	6,894,600.00		6,894,600.00
8/1/2029	-	-	-	-	6,894,600.00		6,894,600.00
8/1/2030	-	-	-	-	6,894,600.00		6,894,600.00
8/1/2031	-	-	-	-	6,894,600.00		6,894,600.00
8/1/2032	-	-	-	-	6,894,600.00		6,894,600.00
8/1/2033	-	-	-	-	6,894,600.00		6,894,600.00
8/1/2034	465,000.00	4.000	2.050	2.847	6,894,600.00		7,359,600.00
8/1/2035	780,000.00	4.000	2.110	2.936	6,876,000.00		7,656,000.00
8/1/2036	1,120,000.00	4.000	2.160	3.009	6,844,800.00		7,964,800.00
8/1/2037	1,480,000.00	4.000	2.220	3.080	6,800,000.00		8,280,000.00
8/1/2038	1,865,000.00	4.000	2.260	3.135	6,740,800.00		8,605,800.00
8/1/2039	2,280,000.00	4.000	2.300	3.184	6,666,200.00		8,946,200.00
8/1/2040	11,100,000.00	3.000	2.800	2.914	6,575,000.00		17,675,000.00
8/1/2041	12,140,000.00	3.000	2.800	2.914	6,242,000.00		18,382,000.00
8/1/2042	13,235,000.00	4.000	2.400	3.336	5,877,800.00		19,112,800.00
8/1/2043	14,525,000.00	4.000	2.400	3.336	5,348,400.00		19,873,400.00
8/1/2044	15,900,000.00	4.000	2.400	3.336	4,767,400.00		20,667,400.00
8/1/2045	17,355,000.00	4.000	2.480	3.432	4,131,400.00		21,486,400.00
8/1/2046	18,910,000.00	4.000	2.480	3.432	3,437,200.00		22,347,200.00
8/1/2047	20,555,000.00	4.000	2.480	3.432	2,680,800.00		23,235,800.00
8/1/2048	22,305,000.00	4.000	2.480	3.432	1,858,600.00		24,163,600.00
8/1/2049	24,160,000.00	4.000	2.480	3.432	966,400.00		25,126,400.00
Total	\$ 200,000,000.00				\$ 177,952,436.81	\$ (17,142,105.25)	\$ 360,810,331.56

Net Repayment Ratio:	1.80
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**San Bernardino Community College District
Election of 2018 General Obligation Bonds, Series A-1**

Final Financing Summary

Debt Service Schedule:

Date	Principal	Coupon (%)	Yield (%)	Interest	Debt Service Fund	Net Debt Service
8/1/2020	\$ 5,750,000.00	1.754	1.754	\$ 1,769,778.47	\$ (54,024.40)	\$ 7,465,754.07
8/1/2021	5,270,000.00	1.824	1.824	2,681,329.50		7,951,329.50
8/1/2022	3,635,000.00	1.883	1.883	2,585,204.70		6,220,204.70
8/1/2023	3,705,000.00	1.964	1.964	2,516,757.66		6,221,757.66
8/1/2024	3,775,000.00	2.044	2.044	2,443,991.46		6,218,991.46
8/1/2025	3,855,000.00	2.288	2.288	2,366,830.46		6,221,830.46
8/1/2026	3,945,000.00	2.398	2.398	2,278,628.06		6,223,628.06
8/1/2027	4,035,000.00	2.540	2.540	2,184,026.96		6,219,026.96
8/1/2028	4,140,000.00	4.000	4.000	2,081,537.96		6,221,537.96
8/1/2029	4,305,000.00	2.640	2.640	1,915,937.96		6,220,937.96
8/1/2030	4,420,000.00	2.740	2.740	1,802,285.96		6,222,285.96
8/1/2031	4,540,000.00	2.840	2.840	1,681,177.96		6,221,177.96
8/1/2032	4,670,000.00	2.940	2.940	1,552,241.96		6,222,241.96
8/1/2033	4,805,000.00	3.020	3.020	1,414,943.96		6,219,943.96
8/1/2034	5,355,000.00	3.070	3.070	1,269,832.96		6,624,832.96
8/1/2035	5,780,000.00	3.271	3.271	1,105,434.46		6,885,434.46
8/1/2036	6,240,000.00	3.271	3.271	916,370.66		7,156,370.66
8/1/2037	6,730,000.00	3.271	3.271	712,260.26		7,442,260.26
8/1/2038	7,250,000.00	3.271	3.271	492,121.96		7,742,121.96
8/1/2039	7,795,000.00	3.271	3.271	254,974.46		8,049,974.46
Total	\$ 100,000,000.00			\$ 34,025,667.79	\$ (54,024.40)	\$ 133,971,643.39

Net Repayment Ratio:	1.34
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**San Bernardino Community College District
2019 General Obligation Refunding Bonds**

Final Financing Summary

Debt Service Schedule:

Date	Principal	Coupon (%)	Yield (%)	Interest	Total Refunding Debt Service	Prior Refunded Debt Service	Total Savings
8/1/2020	\$ 2,980,000.00	1.754	1.754	\$ 2,499,699.88	\$ 5,479,699.88	\$ 5,486,650.00	\$ 6,950.12
8/1/2021	1,225,000.00	1.824	1.824	3,877,390.00	5,102,390.00	5,486,650.00	384,260.00
8/1/2022	1,270,000.00	1.883	1.883	3,855,046.00	5,125,046.00	5,486,650.00	361,604.00
8/1/2023	1,315,000.00	1.964	1.964	3,831,131.90	5,146,131.90	5,486,650.00	340,518.10
8/1/2024	1,360,000.00	2.044	2.044	3,805,305.30	5,165,305.30	5,486,650.00	321,344.70
8/1/2025	1,700,000.00	2.288	2.288	3,777,506.90	5,477,506.90	5,486,650.00	9,143.10
8/1/2026	22,245,000.00	2.398	2.398	3,738,610.90	25,983,610.90	25,991,650.00	8,039.10
8/1/2027	1,245,000.00	2.540	2.540	3,205,175.80	4,450,175.80	4,461,400.00	11,224.20
8/1/2028	8,225,000.00	2.590	2.590	3,173,552.80	11,398,552.80	11,406,400.00	7,847.20
8/1/2029	9,275,000.00	2.640	2.640	2,960,525.30	12,235,525.30	12,244,150.00	8,624.70
8/1/2030	980,000.00	2.720	2.720	2,715,665.30	3,695,665.30	3,707,650.00	11,984.70
8/1/2031	32,735,000.00	2.840	2.840	2,689,009.30	35,424,009.30	35,437,650.00	13,640.70
8/1/2032	18,875,000.00	2.870	2.870	1,759,335.30	20,634,335.30	20,647,750.00	13,414.70
8/1/2033	11,510,000.00	2.910	2.910	1,217,622.80	12,727,622.80	12,737,350.00	9,727.20
8/1/2034	1,335,000.00	3.001	3.001	882,681.80	2,217,681.80	2,230,750.00	13,068.20
8/1/2035	1,055,000.00	3.001	3.001	842,618.46	1,897,618.46	2,350,750.00	453,131.54
8/1/2036	1,165,000.00	3.001	3.001	810,957.90	1,975,957.90	2,480,750.00	504,792.10
8/1/2037	1,275,000.00	3.001	3.001	775,996.26	2,050,996.26	2,615,750.00	564,753.74
8/1/2038	1,395,000.00	3.001	3.001	737,733.50	2,132,733.50	2,755,750.00	623,016.50
8/1/2039	1,525,000.00	3.001	3.001	695,869.56	2,220,869.56	2,905,750.00	684,880.44
8/1/2040	1,655,000.00	3.121	3.121	650,104.30	2,305,104.30	3,135,750.00	830,645.70
8/1/2041	1,800,000.00	3.121	3.121	598,451.76	2,398,451.76	3,300,750.00	902,298.24
8/1/2042	1,955,000.00	3.121	3.121	542,273.76	2,497,273.76	3,474,250.00	976,976.24
8/1/2043	2,115,000.00	3.121	3.121	481,258.20	2,596,258.20	3,654,000.00	1,057,741.80
8/1/2044	2,285,000.00	3.121	3.121	415,249.06	2,700,249.06	3,844,000.00	1,143,750.94
8/1/2045	2,460,000.00	3.121	3.121	343,934.20	2,803,934.20	4,078,000.00	1,274,065.80
8/1/2046	2,650,000.00	3.121	3.121	267,157.60	2,917,157.60	4,283,000.00	1,365,842.40
8/1/2047	2,850,000.00	3.121	3.121	184,451.10	3,034,451.10	4,509,500.00	1,475,048.90
8/1/2048	3,060,000.00	3.121	3.121	95,502.60	3,155,502.60	4,735,500.00	1,579,997.40
Total	\$ 143,520,000.00			\$ 51,429,817.54	\$ 194,949,817.54	\$ 209,908,150.00	\$ 14,958,332.46

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: December 12, 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, 2020, is estimated to be \$45,109,319.

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 2019-20

(as of November 19, 2019, rounded to the nearest \$1,000)

		PROJECTED												
		JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS
Estimated Beginning Cash Balance		42,362	41,932	43,536	46,034	43,972	40,192	50,716	44,108	51,357	52,910	49,455	47,342	
Receipts														
Federal		35	227		135	-82	706	4	1,080	377	224	523	-176	3,052
State		6,276	5,137	13,881	6,312	7,996	10,477	7,919	16,862	11,093	4,959	6,299	9,529	106,740
State Deferrals														
Local		813	972	85	580	3,582	15,892	1,741	5,661	574	5,894	4,087	9,108	48,990
Temporary Borrowings														
Interfund Transfer & Sale of Assets		894	894	899	894				5,151	7,481	1,892	1,677	92	19,875
Accounts Receivable/Accruals		229	1,670	1,942	531	169	-439	4	787	403	230	379	1,575	7,481
Total Receipts		8,248	8,900	16,806	8,452	11,665	26,635	9,667	29,542	19,929	13,200	12,965	20,128	186,138
Disbursements														
Academic Salaries		6	2,530	4,297	4,847	4,758	4,899	4,797	4,505	4,837	4,963	4,942	8,088	53,467
Classified Salaries		2,370	2,713	2,806	2,987	2,971	3,164	2,915	2,669	2,835	2,900	3,147	4,510	35,988
Benefits		1,170	2,024	2,357	2,465	2,511	2,531	2,504	2,632	2,522	2,548	2,579	3,871	29,716
Supplies & Materials		133	-1	-7	-1	175	236	170	248	268	269	336	2,221	4,046
Other Operating Exp		528	10	-47	8	2,002	2,942	3,800	1,899	1,874	4,793	2,937	12,873	33,619
Capital Outlay		991	-52			274	150	272	23	258	753	584	1,796	5,049
Other Outgo		202	174	250	550	2,594	2,123	1,887	-209	903	429	1,733	3,299	13,935
Longterm Post-Employment Benefits		-7	-10	-10	-10	-9	21	-2	-9	5	-9	23	-3	-18
Accounts Payable/Accruals		3,284	-92	4,662	-333	168	48	-69	10,534	4,874	8	-1,202	-14,294	7,589
Total Disbursements		8,678	7,296	14,308	10,514	15,445	16,112	16,275	22,293	18,376	16,655	15,078	22,360	183,391
Increase / (Decrease) in Cash Balance		-430	1,604	2,498	-2,062	-3,780	10,523	-6,607	7,249	1,553	-3,455	-2,113	-2,232	
Estimated Ending Cash Balance		41,932	43,536	46,034	43,972	40,192	50,716	44,108	51,357	52,910	49,455	47,342	45,109	

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: December 12, 2019
SUBJECT: MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information item.

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

October 9, 2019

Schedule Change: Kevin Limoges, Telecommunications Specialist (TESS)

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

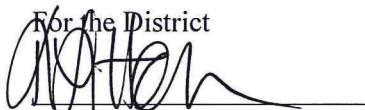
The parties agree that per CSEA Agreement, Article 6.2 -Workweek/Workday, Kevin Limoges' permanent work shift will change as described below. First day of permanent schedule will be November 15, 2019.

FROM: Monday through Friday 8:00 a.m. - 5:00 p.m.

TO: Monday through Thursday 8:00 a.m. - 5:00 p.m. & Friday 3:00 a.m. - 12:00 p.m.

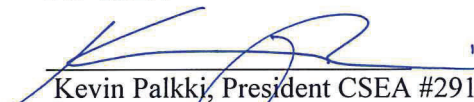
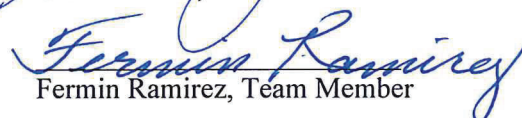
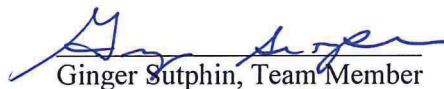
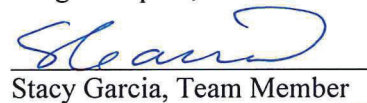
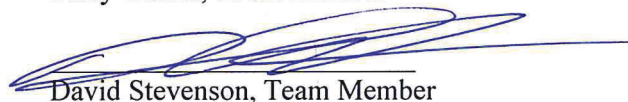
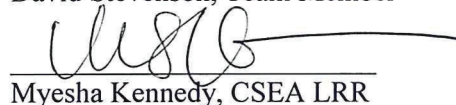
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

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 CCD Chapter #291
October 9, 2019**

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

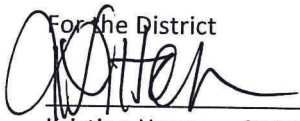
In accordance with the agreed MOU on June 11, 2019 the parties have reviewed, updated, and negotiated the Police Dispatch Clerk position.


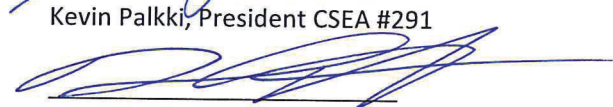
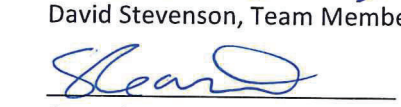
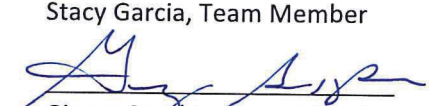
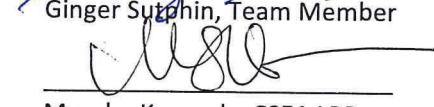
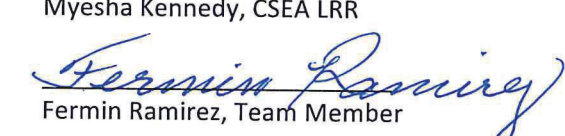
The parties have acknowledged that the duties and functions of Police Dispatch Clerk, Zalina Kakuska, have been and are currently bearing the workload and job description of the Evidence and Records Technician.

The Parties have agreed to the following effects for Zalina Kakuska currently in the Police Dispatch Clerk position:

1. Effective June 11, 2019, bargaining unit members Zalina Kakuska, District Police Dispatch Clerk, Range 30, Step C, 8 hours/260 day work year, in the District Police Office the position of Dispatch Clerk will be reclassified on the classification of Evidence and Records Technician, Range 38, Step A, 8 hours/260 day work year.
2. All incumbents will keep their seniority as of date of hire.

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

For the District

Kristina Hannon, SBCCD
Executive Director, Human Resources

For CSEA

Kevin Palkki, President CSEA #291

David Stevenson, Team Member

Stacy Garcia, Team Member

Ginger Sutphin, 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: December 12, 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 December 12, 2019

[v.11.25.2019.p.1|25]

Professional Expert

	Duties	From	To	Hourly Rate
Sanchez, Andrew CHC Athletics	Program Assistant	10/9/19	12/30/19	\$30.00
Sanchez, Andrew CHC Athletics	Program Assistant	1/15/20	6/30/20	\$30.00
Smith, Veronica CHC Career Education & Human Development	Program Assistant	1/6/20	6/30/20	\$35.00
Sysawang, Brittany CHC Career Education & Human Development	Program Assistant	1/6/20	6/30/20	\$45.00
Downard, Megan CHC Counseling/Student Services	Program Assistant	11/15/19	12/31/19	\$20.00
Downard, Megan CHC Counseling/Student Services	Program Assistant	1/6/20	6/30/20	\$20.00
Nguyen, Phong CHC Emergency Medical Services	Medical Director (EMT)	1/2/20	6/30/20	\$3,500/ Semester
Corbett, Shawn CHC Fire Technology Program	Fire Academy Instructor	1/1/20	6/30/20	\$45.00
Ford, Megan CHC Fire Technology Program	Fire Academy Instructor	1/1/20	6/30/20	\$45.00
Groff, Nathan CHC Fire Technology Program	Fire Academy Instructor	1/1/20	6/30/20	\$45.00
Groff, Nicholas CHC Fire Technology Program	Fire Academy Instructor	1/1/20	6/30/20	\$45.00
Harold, Ryan CHC Fire Technology Program	Fire Academy Instructor	1/1/20	6/30/20	\$45.00
Hesterly, Alison CHC Fire Technology Program	Fire Academy Instructor	1/1/20	6/30/20	\$45.00
Martinez, Richard CHC Fire Technology Program	Fire Academy Instructor	1/1/20	6/30/20	\$45.00
Ortiz, Francisco CHC Fire Technology Program	Fire Academy Instructor	1/1/20	6/30/20	\$45.00
Ramos, Jesus CHC Fire Technology Program	Fire Academy Instructor	1/1/20	6/30/20	\$45.00
Solometo, Richard CHC Fire Technology Program	Fire Academy Instructor	1/1/20	6/30/20	\$45.00
Groff, Rick CHC Fire Technology Program	Fire Operations Specialist	1/1/20	6/30/20	\$55.00
Benfield, David CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

[v.11.25.2019.p.2[25]]

Professional Expert

	Duties	From	To	Hourly Rate
Cisneros, Cory CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Collins Jr., Thomas CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Commander, John CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
de Boer, Frank CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Horton, Michael CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Janssen, Joshua CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Kearney, Matthew CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Kelsheimer, Jeff CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Ketcherside, David CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Konrad, Josef CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Lagace, Paul CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Nafzgar, Daniel CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Nunez, Crispin CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Page, Tony CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Raney, Bret CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Timboe, Robert CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Tovar II, Rafael CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Valdez, Travis CHC Fire Technology Program	State Fire Training Instructor	1/1/20	6/30/20	\$55.00
Olmos, Araceli CHC Health & Wellness Center	Counseling Trainee	1/1/20	6/30/20	\$15.00
Estrella, Julie CHC Health & Wellness Center	Mental Health Educator/ Counselor Intern	1/1/20	6/30/20	\$55.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

[v.11.25.2019.p.3|25]

Professional Expert

	Duties	From	To	Hourly Rate
Subhani, Layla CHC Health & Wellness Center	Mental Health Educator/ Counselor Intern	1/1/20	6/30/20	\$55.00
Agyemang-Boakye, Gilbert CHC Health & Wellness Center	Nurse Practitioner II	1/1/20	6/30/20	\$60.00
Franco, David CHC Health & Wellness Center	Post Masters Counseling Associate I	1/1/20	6/30/20	\$25.00
Cook, Bruce CHC Kinesiology	Program Assistant	1/15/20	5/31/20	\$30.00
McClain, Julie C. CHC Marketing	Content Specialist	10/31/19	12/31/19	\$25.00
Moore, Joshua CHC Public Safety & Emergency Services	EMT-1 Skills Laboratory Assistant	12/12/19	12/31/19	\$12.00
Ramirez, Monique CHC Public Safety & Emergency Services	EMT-1 Skills Laboratory Assistant	11/15/19	12/31/19	\$12.00
Simpson, Dennis CHC Public Safety & Emergency Services	EMT-1 Skills Laboratory Assistant	11/15/19	12/31/19	\$12.00
Aguilar, Edward CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Arias, Jose CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Beamer, Michael CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Cardenas, Christopher CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Commander, John CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Curlowicz, John CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Elite, Evan CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00



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Professional Expert

	Duties	From	To	Hourly Rate
Flores, Kevin CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Flores, Terence CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Fuller, Brent CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Garcia, Nathaniel CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Gonering, Kyle CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Grindle, Gail CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Hayes, Eve CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Jeide, William CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Kelly, Claire A. CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Kibbey, Bryttany CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Long, Brandie CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Moledor, Kevin CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Moore, Steven CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Nguyen, Phong CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00



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Professional Expert

	Duties	From	To	Hourly Rate
Odebralski, Timothy R. CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Orosco, Jennifer CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Patchen, Dustin CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Reis, Dennis CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Saenz, Heather CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Schuster, Jordan CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	8/9/19	12/31/19	\$20.00/ \$25.00/ \$30.00
Schuster, Jordan CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Taylor, Travis CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Trovato, Jonathan CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Tucker, Dustin CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Valenti, Richard CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Vasquez, Henry CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Williams, Bradford CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00
Yamamoto, Yoshi CHC Public Safety & Emergency Services	Lab Instructor/ Primary Instructor/ EMS Specialist	1/2/20	6/30/20	\$20.00/ \$25.00/ \$30.00



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Professional Expert

	Duties	From	To	Hourly Rate
Berry, Emily J. CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Booth, Geoffrey CHC Respiratory Care Department	Respiratory Care Clinical	9/11/19	12/31/19	\$40.00
Booth, Geoffrey CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Buan-Rinen, Ernest CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Crosby, Charles E. CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Flores, Allison CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Iniguez, David CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Kwappenberg, Katherine CHC Respiratory Care Department	Respiratory Care Clinical	11/16/19	12/31/19	\$40.00
Kwappenberg, Katherine CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Manzano, David CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Martinez Mayorga, Cecilia CHC Respiratory Care Department	Respiratory Care Clinical	11/16/19	12/31/19	\$40.00
Martinez Mayorga, Cecilia CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Meraz, Arthur CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Morris, Nicholas CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Parker, Jacob M. CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Pirrello, Debra CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Qureshi, Altaf CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Stuart, Timothy CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Suruy, Margarita CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Westholder, Joshua CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00



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Professional Expert

	Duties	From	To	Hourly Rate
Winter, Daniel CHC Respiratory Care Department	Respiratory Care Clinical	1/1/20	6/30/20	\$40.00
Meraz, Arthur CHC Respiratory Care	Respiratory Care Clinical	8/19/19	12/31/19	\$40.00
Baroi, Joanna CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Brock, Joanna M. CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Buffington, Christopher CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Cabreros, Verissa CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Erwin, Elizabeth CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Ferras, Riane CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Lewis, Karina CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Martinez, Alexis CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
McCoy, Diedre CHC Tutoring Center	Tutor I	8/5/19	12/31/19	\$12.00
McCoy, Diedre CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Morales, Hiromi CHC Tutoring Center	Tutor I	8/5/19	12/31/19	\$12.00
Morales, Hiromi CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Payawal, Marinella CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Sangalang, Jackson CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Throckmorton, Laeken CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Walker, Allicyn CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00
Walker, Allicyn R. CHC Tutoring Center	Tutor I	8/5/19	12/31/19	\$12.00
Wilson, Timothy CHC Tutoring Center	Tutor I	1/6/20	6/30/20	\$13.00



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Professional Expert

	Duties	From	To	Hourly Rate
Baker, Jacob CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Bickel, Daniel CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Buiter, Sherry CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Carter, William CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
De Amaya, Brenda CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Ferras, Sabrina CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Garcia-Loza, Alberto CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Hernandez, Martin CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Lair, Helen CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Layton, Krystalyn CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Link, William CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Payawal, Mig Jordan CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Sigmon, Rebecca CHC Tutoring Center	Tutor II	1/6/20	6/30/20	\$14.50
Brinkerhoff, Jonathan CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50
Cannon, Jason CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50
Castillo, Brandon CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50
Dickey, Samantha CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50
Funderburk, Sydney CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50
Funderburk, Sydney A. CHC Tutoring Center	Tutor III	8/5/19	12/31/19	\$15.50
Gross, Russell CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50



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Professional Expert

	Duties	From	To	Hourly Rate
Hatcher, Jennifer CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50
Henricks, Aubrey CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50
Kemmerer, Austin CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50
Pasillas, Michael CHC Tutoring Center	Tutor III	1/6/20	6/30/20	\$16.50
Duncan, William DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	10/31/19	12/31/19	\$60.00
Harris, Yvette DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	11/11/19	12/31/19	\$50.00
Lawton, Phillip DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	10/31/19	12/31/19	\$60.00
Natividad, Michael DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	11/11/19	12/31/19	\$65.00
Vazquez Carino, Reyes DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	10/31/19	12/31/19	\$60.00
Deak, Rachel J SBVC Academic Success Center	Program Assistant	11/18/19	12/31/19	\$25.00
Deak, Rachel J SBVC Academic Success Center	Program Assistant	1/2/20	6/30/20	\$25.00
Ellico, Amber E SBVC Academic Success Center	Program Assistant	11/18/19	12/31/19	\$20.00
Ellico, Amber E SBVC Academic Success Center	Program Assistant	1/2/20	6/30/20	\$20.00
Hernandez-Garcia, David SBVC Academic Success Center	Tutor I	1/9/20	5/30/20	\$13.00
Khoury, Daniel E SBVC Academic Success Center	Tutor I	1/9/20	5/30/20	\$13.00
Barajas, Melinda SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Cardenas, David SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Chavez, Noe SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50



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Professional Expert

	Duties	From	To	Hourly Rate
Cisneros, Richard SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Eyler, John SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Flores, Edwin SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Gonzalez Reyes, Antonio SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Hempstead, David SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Kim, Hun Sok SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Kinzel, Charles SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Kruger, Logan SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Martinez, Raul SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Rabie, Wageha SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Rodriguez, Salvador SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Rodriguez, Steven SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Rojas, Salvador SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Santillan, Diana SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Valetina, Kasandra SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Wilkey, Maile SBVC Academic Success Center	Tutor II	1/9/20	5/3/20	\$14.50
Acosta, Gustavo SBVC Academic Success Center	Tutor III	1/9/20	5/3/20	\$16.50
Kasouha, Samar SBVC Academic Success Center	Tutor III	1/9/20	5/3/20	\$16.50
Montanez, Thomas SBVC Academic Success Center	Tutor III	1/9/20	5/3/20	\$16.50
Nguyen, Michael SBVC Academic Success Center	Tutor III	1/9/20	5/3/20	\$16.50



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Professional Expert

	Duties	From	To	Hourly Rate
Patino, Araceli SBVC Academic Success Center	Tutor III	1/9/20	5/3/20	\$16.50
Pham, Chung Thuy SBVC Academic Success Center	Tutor III	1/9/20	5/3/20	\$16.50
Valdez, Raquel SBVC Academic Success Center	Tutor III	1/9/20	5/3/20	\$16.50
Vega, Janet SBVC Academic Success Center	Tutor III	1/9/20	5/3/20	\$16.50
Velazquez, Luis SBVC Academic Success Center	Tutor III	1/9/20	5/3/20	\$16.50
Gutierrez, Nicole SBVC Applied Technology, Transportation & Culinary Arts Division	Program Assistant	1/2/20	6/30/20	\$20.00
Sauer, Tracy SBVC Applied Technology, Transportation & Culinary Arts Division	Program Assistant	1/2/20	6/30/20	\$20.00
Nahuat, Wendy SBVC CalWORKS & Workforce Development	Program Assistant	1/1/20	6/30/20	\$20.00
Beltran, Cynthia SBVC CalWORKS & Workforce Development	Training Specialist	1/1/20	6/30/20	\$19.00
Baca, Audrey SBVC Development & Community Relations	Program Assistant	1/2/20	6/30/20	\$25.00
Baca, Sarah Marie SBVC Disabled Student Programs & Services	Assistant Instructor	1/1/20	6/30/20	\$20.00
Memminger, Simone E SBVC Disabled Student Programs & Services	Assistant Instructor	12/13/19	12/31/19	\$20.00
Memminger, Simone E SBVC Disabled Student Programs & Services	Assistant Instructor	1/1/20	6/30/20	\$20.00
Mendoza, Jorge Armando SBVC Disabled Student Programs & Services	Assistant Instructor	1/1/20	6/30/20	\$20.00
Pleasant, Latoya Mazel SBVC Disabled Student Programs & Services	Assistant Instructor	1/1/20	6/30/20	\$20.00



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Professional Expert

	Duties	From	To	Hourly Rate
Sheldon, Patrick G SBVC Disabled Student Programs & Services	Assistant Instructor	1/1/20	6/30/20	\$20.00
Alvarez Lara, Antonio A SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	1/1/20	6/30/20	\$18.00
Carrera, Angelia V SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	1/1/20	6/30/20	\$18.00
Colquette, Renee Allison SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	1/1/20	6/30/20	\$18.00
Dorn, Michael A SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	1/1/20	6/30/20	\$18.00
Gillis, Alex SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	1/1/20	6/30/20	\$18.00
Hughes, Brianna L SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	1/1/20	6/30/20	\$18.00
Raby, Joshua J SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	1/1/20	6/30/20	\$18.00
Shumate, Allison R SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	1/1/20	6/30/20	\$18.00
Zappia, Nathaniel D SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level I	1/1/20	6/30/20	\$18.00
Ellen, Marlon SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	1/1/20	6/30/20	\$21.00
Mele, Aimee SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	1/1/20	6/30/20	\$21.00
Nunez, Roberto SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	1/1/20	6/30/20	\$21.00
O'Donnell, Shannon S SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	1/1/20	6/30/20	\$21.00



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Professional Expert

	Duties	From	To	Hourly Rate
Picker, Krista SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level II	1/1/20	6/30/20	\$21.00
Clementino, Steffany SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level III	1/1/20	6/30/20	\$24.00
Covarrubias, Albert SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level III	1/1/20	6/30/20	\$24.00
Ramirez, Rocio SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level III	1/1/20	6/30/20	\$24.00
Valencia Viveros, Javier SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level III	1/1/20	6/30/20	\$24.00
Cable, Melissa SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level IV	1/1/20	6/30/20	\$27.00
Guevara, Evan SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level IV	1/1/20	6/30/20	\$27.00
Santos, Norma SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level IV	1/1/20	6/30/20	\$27.00
Solorzano, Catherine SBVC Disabled Student Programs & Services	Interpreting/ Transliterating Level IV	1/1/20	6/30/20	\$27.00
Belton, Lashan SBVC Early College/Generation Go	Program Assistant	1/2/20	6/30/20	\$25.00
Cobb, Karissa J SBVC Early College/Generation Go	Program Assistant	1/2/20	6/30/20	\$20.00
Miller, Kimberly S SBVC Early College/Generation Go	Program Assistant	1/2/20	6/30/20	\$35.00
Morales, Brenda SBVC Early College/ Generation Go	Program Assistant	1/2/20	6/30/20	\$25.00
Tenorio, John F SBVC Early College/ Generation Go	Program Assistant	1/2/20	6/30/20	\$25.00



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Professional Expert

	Duties	From	To	Hourly Rate
Cobb, Karissa SBVC Early College/ Generation Go!	Program Assistant	11/15/19	12/31/19	\$20.00
Alhoch, Bashar SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Bautista, Patrick SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Clevenger, Joanna SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Coopridier, Kimberly SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Coopridier, Rosemary SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Dalzell, Victoria SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Dudley, Irris SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Garcia, Karina SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Harper, Patricia SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Henry, Lisa SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Hernandez Jr., Ruben SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Hill, Shirley SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Hunter, Jessica SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Ibarra Leon, Gabriela SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Massimiano, Adam SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Mc Dowell, Linda SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Pasillas, Faith SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Silverstein, Sharona SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Strong, Patrick SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

[v.11.25.2019.p.15|25]

Professional Expert

	Duties	From	To	Hourly Rate
Torres, Fabian SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Tyus, Leah SBVC English Department	Tutor III	1/9/20	6/30/20	\$16.50
Bolivar, Luis Fernando SBVC Foster & Kinship Care Education	Foster Parenting Education	1/1/20	6/30/20	\$45.00
Arteaga, Elisa SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
Bradley, Vernon SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
Cooper, Wanda SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
Crain, Daniel SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
Dixon, Karen SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
Hernandez, Rosalinda F SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
Hosea, Keith SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
Lane, Wandalyn SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
Razo, Jorge SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
Thornton, Erica D SBVC Foster & Kinship Care Foundation	Foster Parenting Education	1/1/20	6/30/20	\$45.00
Boutsayaphat, Jason SBVC First Year Experience	Content Specialist	7/1/19	12/31/19	\$20.00
Jones, Frederick SBVC First Year Experience	Program Assistant	1/6/20	6/30/20	\$20.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

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Professional Expert

	Duties	From	To	Hourly Rate
Spano, Jordan SBVC Marketing & Public Relations	Content Specialist	8/1/19	12/31/19	\$30.00
Asboth, Gus SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Boatwright, Horace SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Boswell, Ben SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Bracciodieta, Paul SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Campa, Eric SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Carlos, Christopher SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Chencharick, John SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Corral, Robert SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
De La Garza, Eloy SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Enciso, Anthony SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Engen, James SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Garcia, Ronald SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Gascon, Maria SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

[v.11.25.2019.p.17|25]

Professional Expert

	Duties	From	To	Hourly Rate
Green, Kenneth SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Guerra, Lisa SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Higgins, Mary Jean SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Holsapple, Jeffrey SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Houser, Dennis A SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Hyde, Robert SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Jasso, Gabriel SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Klug, Jeff SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Lewis, Rosalind SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Martinez, Willie SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
McChristian, Julius SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
McGreevy, William K SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Park, Brian J SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Patterson-Eversole, Sherry SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

[v.11.25.2019.p.18|25]

Professional Expert

	Duties	From	To	Hourly Rate
Paulino, Joseph SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Perea, Joseph SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Ramos, Sean SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Randolph, Robert SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Rios, Miguel SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Robinson, Eric SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Robles, Francisco SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Schroeder, Paul SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Skinner Jr., Douglas SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Stanzione, Charles SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Sutcliffe, Andrew SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Sutcliffe, James SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Torres, Xavier SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Wolfe, Aron M SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

[v.11.25.2019.p.19|25]

Professional Expert

	Duties	From	To	Hourly Rate
Wolfe, Brian SBVC Police Academies/Criminal Justice	Police Tactical Officer-RTO/ Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$35.00/ \$50.00
Catalano, Joseph SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$50.00
Chavez, Mark SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$50.00
Derryberry, Destiny SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$50.00
Everman, John SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$50.00
Guerra, Lee SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$50.00
Jackson, Alicia SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$50.00
Phillips, Jacob SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$50.00
Ruiz, Victor J SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	11/18/19	12/31/19	\$50.00
Ruiz, Victor J SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$50.00
Tollefson, Dennis H SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$50.00
Whitfield, Devlon A SBVC Police Academies/Criminal Justice	Police Science Facilitator-Evaluator	1/1/20	6/30/20	\$50.00
Ratti, Joshua L SBVC RTVF, Arts & Humanities	RTVF Intern I	1/13/20	6/30/20	\$13.00
Teague Jr., Samuel D SBVC RTVF, Arts & Humanities	RTVF Intern I	1/13/20	6/30/20	\$13.00
Arreola, Joseph SBVC SI-Mesa	Tutor II	1/2/20	6/30/20	\$14.50



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

[v.11.25.2019.p.20|25]

Professional Expert

	Duties	From	To	Hourly Rate
Gonzalez, Luis A SBVC SI-Mesa	Tutor II	1/2/20	6/30/20	\$14.50
Hardy, Kourtney J SBVC SI-Mesa	Tutor II	1/2/20	6/30/20	\$14.50
Huynh, Nhi Th SBVC SI-Mesa	Tutor II	1/2/20	6/30/20	\$14.50
Martinez, Amanda E SBVC SI-Mesa	Tutor II	1/2/20	6/30/20	\$14.50
Razak, Yasmin SBVC SI-Mesa	Tutor II	1/2/20	6/30/20	\$14.50
Shad, Nicole M SBVC SI-Mesa	Tutor II	1/2/20	6/30/20	\$14.50
De Leon, Nicholas SBVC START Program/TRIO	Tutor III	1/6/20	6/30/20	\$16.50
Haddad, Timothaus SBVC START Program/TRIO	Tutor III	1/6/20	6/30/20	\$16.50
Newsom, Helen SBVC Student Health Services	Nurse Practitioner III	1/1/20	6/30/20	\$65.00
Elias Juarez, Marco SBVC Student Health Services	Post Masters Counseling Associate II	1/1/20	6/30/20	\$30.00
Gravesande, Cadisha A SBVC Student Health Services	Post Masters Counseling Associate III	1/1/20	6/30/20	\$35.00
Loera, Andrew SBVC Student Health Services	Post Masters Counseling Associate III	1/1/20	6/30/20	\$35.00
Antwi, Elvi SBVC Student Health Services	Nurse Practitioner I	1/2/20	6/30/20	\$55.00
Velazquez de Lucas, Luis SBVC Student Success Center	Tutor III	11/14/19	12/31/19	\$15.50
Arias, Lucas SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Bagheri, Mahdi SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Briceno, Yesenia SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Castro, Nallely SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Cook, Monica SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Curiel, Yuriiko SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

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Professional Expert

	Duties	From	To	Hourly Rate
Dailo, Ginny SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Daneshvar, Parisa SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Dunmire, Benjamin SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Garcia, Luz SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Gomez, Laura SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Hannalla, Peter SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Hanson, Steven SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Humphrey, Ruth SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Hunt, Ezra SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Ibanez, Shakira SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Jessica, Truitt SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Ledesma, Karla SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Maravic, Teano SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Martinez, Marvin SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Medina, Cynthia SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Ruiz, Xaiver SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Sekhon, Prabhjot SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50
Smith, Michelle SBVC Supplemental Instruction	Tutor II	1/2/20	5/30/20	\$14.50



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

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Short-Term

	Duties	From	To	Hourly Rate
Durkee, Nicole CHC Aquatics	Lifeguard	1/6/20	6/30/20	\$13.00
Gamboa, Ruby CHC Aquatics	Lifeguard	1/6/20	6/30/20	\$13.00
Hamilton, Brendon CHC Aquatics	Lifeguard	1/6/20	6/30/20	\$13.00
Holguin, Dominique CHC Aquatics	Lifeguard	1/6/20	6/30/20	\$13.00
Riggs, Jacob CHC Aquatics	Lifeguard	1/6/20	6/30/20	\$13.00
Sheble, Andrew CHC Aquatics	Lifeguard	1/6/20	6/30/20	\$13.00
Van Hoozen, Meagan CHC Aquatics	Lifeguard	1/6/20	6/30/20	\$13.00
Villa, Jovan CHC Aquatics	Lifeguard	1/6/20	6/30/20	\$13.00
Corona, Eric CHC Aquatics	Project Assistant II	1/6/20	6/30/20	\$14.50
Fellenz, Josh CHC Aquatics	Project Assistant II	1/6/20	6/30/20	\$14.50
Michelson, Leonard CHC Aquatics	Project Assistant II	1/6/20	6/30/20	\$14.50
Mwaniki, Millicent CHC Aquatics	Project Assistant II	1/6/20	6/30/20	\$14.50
Nunez, Alberto CHC Aquatics	Project Assistant II	1/6/20	6/30/20	\$14.50
Salinas, Jakob CHC Aquatics	Project Assistant II	1/6/20	6/30/20	\$14.50
Kunf, Alek CHC Aquatics	Project Assistant II	1/6/20	6/30/20	\$14.50
Diorio, Devyn A CHC KHA	Project Assistant I	11/20/19	12/30/19	\$12.00
Gzesh, Sonia SBVC Counseling	Project Assistant I	1/3/20	6/30/20	\$13.00
Loreto, Yesenia SBVC Counseling	Project Assistant I	1/3/20	6/30/20	\$13.00
Ramirez, Jesse SBVC Counseling	Project Assistant I	1/3/20	6/30/20	\$13.00
Almaguer, Marissa SBVC Counseling	Project Assistant III	1/3/20	6/30/20	\$16.50
Gonzales, Manuel SBVC Counseling	Project Assistant III	1/3/20	6/30/20	\$16.50



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

[v.11.25.2019.p.23|25]

Short-Term

	Duties	From	To	Hourly Rate
Leyva, Elaina A. SBVC Counseling	Project Assistant III	10/28/19	12/31/19	\$15.50
Leyva, Elaina A. SBVC Counseling	Project Assistant III	1/3/20	6/30/20	\$16.50
Quintero, Alejandra SBVC Counseling	Project Assistant III	10/28/19	12/31/19	\$15.50
Quintero, Alejandra SBVC Counseling	Project Assistant III	1/3/20	6/30/20	\$16.50
Safar, Mirel SBVC Counseling	Project Assistant III	11/4/19	12/31/19	\$15.50
Safar, Mirel SBVC Counseling	Project Assistant III	1/3/20	6/30/20	\$16.50
Andre, Lara SBVC First Year Experience	Project Assistant II	1/6/20	6/30/20	\$14.50
Jaramillo, Kristina SBVC First Year Experience	Project Assistant II	1/6/20	6/30/20	\$14.50
Clark, Sylvia SBVC First Year Experience	Project Assistant III	1/6/20	6/30/20	\$16.50
Johnson, Marlandra SBVC First Year Experience	Project Assistant III	1/6/20	6/30/20	\$16.50
Christopher, Alicia M SBVC Research & Planning	Project Assistant I	1/1/20	6/30/20	\$13.00
Lopez, Andy SBVC Research & Planning	Project Assistant I	1/1/20	6/30/20	\$13.00
McFrazier, Patrick G SBVC Research & Planning	Project Assistant III	1/1/20	6/30/20	\$16.50
Cross, Matilda SBVC STAR Program/TRIO	Project Assistant III	1/6/20	6/30/20	\$16.50
Cruz, Arlene SBVC Student Equity & Success	Project Assistant III	1/6/20	6/30/20	\$16.50

Substitute

	Duties	From	To	Hourly Rate
Fellenz, Josh CHC Aquatics <i>Extension: Vacancy in Recruitment</i>	Aquatic Center Pool Attendant	10/18/19	12/16/19	\$20.94
Kunf, Alex CHC Aquatics <i>Extension: Vacancy in Recruitment</i>	Aquatic Center Pool Attendant	10/18/19	12/16/19	\$18.99



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

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Substitute

	Duties	From	To	Hourly Rate
Aguilar, Cecilia CHC Social, Information and Natural Sciences <i>New: CSEA Negotiations Coverage Only</i>	Laboratory Technician, Chemistry	9/9/2019	11/7/2019	\$25.53
Aguilar, Cecilia CHC Social, Information and Natural Sciences <i>Extension: CSEA Negotiations Coverage Only</i>	Laboratory Technician, Chemistry	11/8/2019	1/22/2020	\$25.53
Aguilar, Cecilia CHC Social, Information and Natural Sciences <i>Extension: CSEA Negotiations Coverage Only</i>	Laboratory Technician, Chemistry	1/23/2020	3/24/2020	\$25.53
Gilbert, Darlene SBVC Child Development Center <i>Extension: On Call; Sick/Vacation Coverage</i>	Child Development Assistant	10/29/19	12/28/19	\$16.37
Mora, Jennifer SBVC Child Development Center <i>Extension: On Call; Sick/Vacation Coverage</i>	Child Development Assistant	10/29/19	12/28/19	\$16.37
Ramirez, Irene SBVC Child Development Center <i>Extension: On Call; Sick/Vacation Coverage</i>	Child Development Assistant	10/29/19	12/28/19	\$16.37
Shehata, Neveen SBVC Child Development Center <i>Extension: On Call; Sick/Vacation Coverage</i>	Child Development Assistant	10/29/19	12/28/19	\$16.37
Gilbert, Darlene SBVC Child Development Center <i>Extension: On Call; Sick/Vacation Coverage</i>	Child Development Teacher	10/29/19	12/28/19	\$23.56
Mora, Jennifer SBVC Child Development Center <i>Extension: On Call; Sick/Vacation Coverage</i>	Child Development Teacher	10/29/19	12/28/19	\$23.56



Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 12, 2019

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Substitute

	Duties	From	To	Hourly Rate
Ramirez, Irene SBVC Child Development Center <i>Extension: On Call;</i> <i>Sick/Vacation Coverage</i>	Child Development Teacher	10/29/19	12/28/19	\$23.56
Clarke, Christopher SBVC Science <i>Extension: On Call;</i> <i>Sick/Vacation Coverage</i>	Planetarium Production & Presentation Coordinator	10/29/19	12/23/19	\$36.01

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: December 12, 2019
SUBJECT: Purchase Orders

RECOMMENDATION

This item is being presented for information only. No further action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

ANALYSIS

Purchase orders issued between the dates of 10/16/19 – 11/18/19 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
December 12, 2019

PO#	Supplier Name	Amount
2002972	A&T EUROPE S.P.A.	1,227.50
2002852	AARDVARK CLAY & SUPPLIES	1,305.52
2002995	ACCUCUT	2,246.59
2002993	ADORAMA INC	6,380.45
2002671	ALLIED 100 LLC	2,328.18
2002790	ALLSTAR FIRE EQUIPMENT	7,339.93
2002575	ANATOMY NOW LLC	428.31
2002641	ANGELO'S SOCCER CORNER	374.60
2002684	ARBITERPAY TRUST ACCOUNT	3,611.00
2002737	ASCAP	1,420.06
2002682	ASCAP	3,004.90
2002593	ATTORNEY GENERAL REGISTRY OF CHARITABLE TRUSTS	75.00
2002662	AVOTEK	9,698.72
2002994	B&H PHOTO VIDEO	257.47
2002882	B&H PHOTO VIDEO	6,673.64
2002602	B&H PHOTO VIDEO	11,936.55
2002865	BEST BUY	1,292.98
2002675	BPS TACTICAL INC	479.49
2002939	BRADFORD, TESSIE	1,356.27
2002642	BREWER, QUINCY	80.97
2002741	BROADCAST MUSIC INC	3,570.00
2002616	BRUMLEY, CHERYL	622.81
2002640	BSN SPORTS INC	321.30
2002582	CA ASSOC OF STUDENT FINANCIAL AID ADMINISTRATORS	435.00
2002583	CA ASSOC OF STUDENT FINANCIAL AID ADMINISTRATORS	435.00
2002672	CA COMM COLLEGE DISTANCE ED COORDINATORS ORGANIZATION	100.00
2002917	CALIFORNIA COUNCIL FOR ADULT EDUCATION	790.00
2002858	CALIFORNIA PLACEMENT ASSOCIATION	63.69
2002813	CALIFORNIA TOOL & WELDING SUPPLY LLC	302.74
2002661	CALIFORNIA WORKFORCE ASSOC	145.00
2002847	CALWORKS ASSOCIATION	700.00
2002913	CALWORKS ASSOCIATION	700.00
2002832	CALWORKS ASSOCIATION	3,500.00
2002824	CAROLINA BIOLOGICAL SUPPLY CO	300.00
2002766	CDW LLC	450.16
2002690	CDW LLC	592.80
2002935	CDW LLC	1,152.66
2002680	CDW LLC	1,426.50
2002985	CDW LLC	1,855.71
2002973	CDW LLC	2,804.24
2002877	CDW LLC	3,119.90
2002964	CDW LLC	4,924.94
2002620	CDW LLC	15,062.45
2002910	CDW LLC	18,915.60
2002989	CM SCHOOL SUPPLY CO	2,101.08

Purchase Order Report
December 12, 2019

PO#	Supplier Name	Amount
2002851	COLEMAN, JOYCE	824.28
2002951	COMMISSION ON ACCREDITATION FOR RESPIRATORY CARE	2,100.00
2002771	CONCEPT LEADERSHIP DEVELOPMENT	375.00
2002948	CONTRA COSTA COMMUNITY	550.00
2002901	CONVERGEONE INC	11,235.15
2002727	COSTCO	161.63
2002569	CYNMAR CORPORATION	251.40
2003007	CYNMAR CORPORATION	3,437.84
2002763	DAILY JOURNAL CORPORATION	7,500.00
2002850	DAVIS, HOWARD	136.88
2002827	DELL COMPUTER COMPANY	557.90
2002794	DELL COMPUTER COMPANY	2,416.18
2002938	DELL COMPUTER COMPANY	3,124.04
2002702	DELL COMPUTER COMPANY	5,077.18
2002563	DELL COMPUTER COMPANY	49,505.01
2003031	DIGITAL NETWORKS GROUP INC	12,641.38
2002591	DIGITAL NETWORKS GROUP INC	15,356.24
2003022	EDGERTON-WEBSTER, BRENDA	307.64
2002659	ELLIOTTS PET EMPORIUM	128.07
2002825	ELLIOTTS PET EMPORIUM	150.00
2002742	EXCELENCIA IN EDUCATION	2,000.00
2002839	FASTSIGNS	79.68
2002773	FASTSIGNS	107.75
2002677	FIRE ETC	2,151.77
2002674	FIRE ETC	3,922.10
2002890	FISHER SCIENTIFIC COMPANY LLC	484.15
2002673	FITNESS REPAIR SHOP INC	7,035.00
2002701	FLINN SCIENTIFIC INC	2,259.70
2002579	FOLLETT HIGHER EDUCATION GROUP INC	250.00
2002950	FOLLETT HIGHER EDUCATION GROUP INC	271.15
2002717	FOLLETT HIGHER EDUCATION GROUP INC	9,800.00
2002829	FOOD SYSTEMS	309.70
2002831	FOOD SYSTEMS	485.11
2002871	FRESHPOINT SOUTHERN CALIFORNIA	10,000.00
2002718	G/M BUSINESS INTERIORS	8,070.78
2002777	GENUINE AUTO PARTS	1,283.67
2002991	GENUINE AUTO PARTS	7,455.19
2002619	GOLDEN STAR TECHNOLOGY INC	16,832.83
2002743	GOOD DOCS	396.05
2002778	GRAINGER INC	318.93
2003039	H21 GROUP INC	17,402.49
2002774	HEALTH CARE LOGISTICS	372.38
2002670	HEARTLAND VIDEO SYSTEMS INC	376.05
2002875	HEATCON COMPOSITE SYSTEMS INC	11,163.69
2002572	HEMOSTAT LABORATORIES INC	252.14

Purchase Order Report
December 12, 2019

PO#	Supplier Name	Amount
2002926	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	3,057.50
2002784	HOME DEPOT, THE	152.71
2002631	HOME DEPOT, THE	1,082.76
2002617	HOWARD TECHNOLOGY SOLUTIONS	6,236.57
2002895	INLAND ACTION	4,752.00
2002862	INLAND EMPIRE FILM SERVICES INC	203.00
2002853	J. E. HALLIDAY SALES INC	4,311.08
2002581	JIMENEZ, SABRINA	77.58
2002603	KARGE, SANDY	499.99
2002604	KARGE, SANDY	499.99
2002605	KARGE, SANDY	499.99
2002698	LAERDAL MEDICAL CORPORATION	899.58
2002996	LAKESHORE LEARNING MATERIALS	1,023.63
2002873	LINCOLN ELECTRIC COMPANY, THE	19,000.00
2002694	MACDONALD, SARAH	2,420.95
2002792	MADRID, FRANK	1,425.10
2002615	MASSAD, SANA	93.99
2002997	MEDLINE INDUSTRIES INC	847.27
2003021	MENDEZ, VERONICA	537.65
2002912	MIDWEST LIBRARY SERVICE	20,000.00
2002618	MONOPRICE INC	428.57
2002663	MORENO, MARIANA	422.94
2002982	MUSICIAN'S FRIEND	13,412.71
2002739	MUSSON THEATRICAL	3,021.12
2003046	OLYMPIC COLOR RODS	3,167.85
2002708	PANERA BREAD LLC	77.54
2002866	PASCO SCIENTIFIC	228.43
2002728	PASCO SCIENTIFIC	1,177.27
2002892	PATEL, YASH	1,125.00
2002872	PERFORMANCE FOODSERVICE SOUTHERN CALIFORNIA	50,000.00
2002776	PERFORMANCE HEALTH SUPPLY INC	845.18
2002775	POCKET NURSE ENTERPRISES INC	1,168.30
2002700	POCKET NURSE ENTERPRISES INC	1,710.84
2002571	PRECISION DYNAMICS CORPORATION	301.59
2002936	PRESENCIA LLC	54.00
2002651	PUBLIC BROADCASTING SERVICE	540.00
2002779	PUBLIC BROADCASTING SERVICE	590.00
2003038	QUADMED INC	707.06
2002738	QUEEN BEAN CAFFE	200.00
2002930	QUEEN BEAN CAFFE	230.00
2002622	QUEEN BEAN CAFFE	700.00
2002840	QUEEN BEAN CAFFE	6,375.00
2002927	REDLANDS CHAMBER OF COMMERCE	175.00
2002613	RUBIO, DAVID	237.64
2003015	SAN BERNARDINO AREA CHAMBER OF COMMERCE	250.00

Purchase Order Report
December 12, 2019

PO#	Supplier Name	Amount
2002611	SAN BERNARDINO CCD	26.00
2002830	SAN BERNARDINO CCD	98.05
2003040	SAN BERNARDINO CCD	110.00
2002589	SAN BERNARDINO CCD	115.83
2002703	SAN BERNARDINO CCD	155.43
2002610	SAN BERNARDINO CCD	449.00
2002849	SAN BERNARDINO CCD	488.66
2003011	SAN BERNARDINO CCD	496.00
2003002	SAN BERNARDINO CCD	499.24
2002564	SAN BERNARDINO CCD	509.50
2002638	SAN BERNARDINO CCD	689.00
2002609	SAN BERNARDINO CCD	1,038.55
2002607	SAN BERNARDINO CCD	1,287.38
2002711	SAN BERNARDINO CCD	2,801.50
2002735	SAN BERNARDINO CCD	3,377.72
2002944	SAN BERNARDINO CCD	10,000.00
2002891	SAN BERNARDINO COUNTY SCHOOL BOARDS ASSOCIATION	50.00
2002984	SAN BERNARDINO, COUNTY OF	525.00
2002978	SAN BERNARDINO, COUNTY OF	612.00
2003044	SANDY, HANNAH	83.04
2002740	SCANTRON CORPORATION	56.03
2002574	SCANTRON CORPORATION	107.75
2002654	SCANTRON CORPORATION	487.55
2002681	SESAC INC	850.00
2002768	SIDEPATH INC	3,936.41
2003000	SIDEPATH INC	199,900.00
2002726	SOUTHWESTERN COMMUNITY COLLEGE DISTRICT	660.00
2002947	SPENCER, DELMY	1,218.92
2002628	STAPLES BUSINESS ADVANTAGE	54.03
2002621	STAPLES BUSINESS ADVANTAGE	54.27
2002764	STAPLES BUSINESS ADVANTAGE	67.11
2003054	STAPLES BUSINESS ADVANTAGE	67.70
2002800	STAPLES BUSINESS ADVANTAGE	74.29
2002668	STAPLES BUSINESS ADVANTAGE	74.48
2002818	STAPLES BUSINESS ADVANTAGE	77.63
2002667	STAPLES BUSINESS ADVANTAGE	77.74
2002888	STAPLES BUSINESS ADVANTAGE	89.66
2002842	STAPLES BUSINESS ADVANTAGE	94.48
2002812	STAPLES BUSINESS ADVANTAGE	96.96
2002565	STAPLES BUSINESS ADVANTAGE	105.11
2002990	STAPLES BUSINESS ADVANTAGE	113.05
2002629	STAPLES BUSINESS ADVANTAGE	114.38
2002696	STAPLES BUSINESS ADVANTAGE	117.32
2002816	STAPLES BUSINESS ADVANTAGE	129.28
2003055	STAPLES BUSINESS ADVANTAGE	134.58

Purchase Order Report
December 12, 2019

PO#	Supplier Name	Amount
2002749	STAPLES BUSINESS ADVANTAGE	141.93
2003053	STAPLES BUSINESS ADVANTAGE	142.00
2002781	STAPLES BUSINESS ADVANTAGE	156.68
2002815	STAPLES BUSINESS ADVANTAGE	170.30
2002762	STAPLES BUSINESS ADVANTAGE	173.82
2002724	STAPLES BUSINESS ADVANTAGE	175.20
2002646	STAPLES BUSINESS ADVANTAGE	183.72
2002630	STAPLES BUSINESS ADVANTAGE	195.36
2002722	STAPLES BUSINESS ADVANTAGE	199.94
2002954	STAPLES BUSINESS ADVANTAGE	200.19
2002566	STAPLES BUSINESS ADVANTAGE	219.47
2002836	STAPLES BUSINESS ADVANTAGE	223.29
2003019	STAPLES BUSINESS ADVANTAGE	246.81
2002600	STAPLES BUSINESS ADVANTAGE	252.40
2003018	STAPLES BUSINESS ADVANTAGE	254.17
2002723	STAPLES BUSINESS ADVANTAGE	261.22
2002627	STAPLES BUSINESS ADVANTAGE	305.56
2002751	STAPLES BUSINESS ADVANTAGE	350.38
2002843	STAPLES BUSINESS ADVANTAGE	354.42
2002940	STAPLES BUSINESS ADVANTAGE	385.31
2002798	STAPLES BUSINESS ADVANTAGE	469.21
2002953	STAPLES BUSINESS ADVANTAGE	555.11
2002748	STAPLES BUSINESS ADVANTAGE	609.21
2002799	STAPLES BUSINESS ADVANTAGE	632.16
2002750	STAPLES BUSINESS ADVANTAGE	683.26
2002687	STAPLES BUSINESS ADVANTAGE	774.85
2002952	STAPLES BUSINESS ADVANTAGE	1,720.61
2002626	STAPLES BUSINESS ADVANTAGE	1,769.02
2002614	STAPLES BUSINESS ADVANTAGE	1,852.27
2002801	STAPLES BUSINESS ADVANTAGE	4,332.33
2002992	STAPLES BUSINESS ADVANTAGE	4,361.53
2002823	STATER BROS MARKETS	150.00
2002568	STATER BROS MARKETS	200.00
2002785	STATER BROS MARKETS	500.00
2002707	STATER BROS MARKETS	650.00
2002793	STRYKER	9,635.15
2002580	SYPHENGPHETH, KAMPHOUNE	300.00
2002686	TABLEAU SOFTWARE INC	630.00
2002878	TERRY, LERODRICK	587.92
2003030	THOMAS, KAREN	28.30
2003032	TIMBOE, ROBERT	250.00
2003023	TRUSSELL, BRANDON	200.00
2002976	ULINE	146.08
2002570	ULINE	147.83
2002808	ULINE	335.11

Purchase Order Report
December 12, 2019

PO#	Supplier Name	Amount
2002986	ULINE	734.86
2002981	ULINE	3,254.58
2002733	VASQUEZ-WISEGARVER, LILLIAN	350.00
2002848	VELASCO, ULISES	321.90
2002867	VERIZON WIRELESS	500.00
2002658	VWR INTERNATIONAL LLC	258.60
2002657	VWR INTERNATIONAL LLC	685.67
2002961	WALTON, PATRICK	1,086.13
2002578	WEST, JENNIFER	550.00
2002710	WILBUR'S POWER EQUIPMENT	400.00
2002979	YOGA LIFE STYLE	740.73

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 of Fiscal Services
DATE: December 12, 2019
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form.

ANALYSIS

The attached report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions regarding this report may be addressed to the Fiscal Services Department.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Quarterly Financial Status Report, CCFS-311Q

ENTER OR EDIT CURRENT DATA

2019-2020 Q1 Closed For Edits.

CHANGE THE PERIOD

Fiscal Year: 2019-2020

Quarter Ended: (Q1) Sep 30, 2019

District: (980) SAN BERNARDINO

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
Closed for edits after Nov 16, 2019					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,548,878	106,548,877	18,874,361	106,548,877
A.2	Other Financing Sources (Object 8900)	2,050,000	2,050,000	4,478	2,050,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	108,598,878	108,598,877	18,878,839	108,598,877
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	112,805,845	112,968,101	17,933,030	112,968,101
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	826,056	826,056	250,000	826,056
B.3	Total Unrestricted Expenditures (B.1 + B.2)	113,631,901	113,794,157	18,183,030	113,794,157
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-5,033,023	-5,195,280	695,809	-5,195,280
D.	Fund Balance, Beginning	14,828,003	14,828,003	14,828,003	14,828,003
D.1	Prior Year Adjustments + (-)	6,448,089	6,448,089	6,448,089	6,448,089
D.2	Adjusted Fund Balance, Beginning (D + D.1)	21,276,092	21,276,092	21,276,092	21,276,092
E.	Fund Balance, Ending (C. + D.2)	16,243,069	16,080,812	21,971,901	16,080,812
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	14.3%	14.1%	120.8%	14.1%

SAVE EDITS >>>

II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
-----	---	--	--	--	--

Amount as of the Specified Quarter Ended

III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	45,781,649
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	45,781,649

IV. Has the district settled any employee contracts during this quarter? For first quarter reporting, has the district settled any employee contracts during the fourth quarter of the prior fiscal year or during the first quarter of the current year?☒ Yes☐ No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management		Academic		Classified	
	Permanent	Temporary	Permanent	Temporary	Permanent	Temporary
YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1: 2018-19						3%
Year 2: 2019-20		3%		3%		
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS >>>

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

Operations and District Reserves. Object codes include 11xx, 12xx, 21xx and 22xx.

1919 Characters Remaining

V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?☐ Yes☒ No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?
Next year?

☐ Yes
☐ Yes
☒ No
☒ No

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

« « EXIT WITHOUT SAVING

SAVE EDITS » »

California Community Colleges, Chancellor's Office
Fiscal Services Unit
1102 Q Street, Suite 4550
Sacramento, California 95811

Send questions to:
Christine Atalg (916)327-5772 catalg@ccco.edu or Tracy Britten (916)324-9794 tbritten@ccco.edu

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CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

Quarterly Financial Status Report, CCFS-311Q

[VIEW QUARTERLY DATA](#)
[CHANGE THE PERIOD](#)

Fiscal Year: 2019-2020

District: (980) SAN BERNARDINO

Quarter Ended: (Q1) Sep 30, 2019

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2016-17	Actual 2017-18	Actual 2018-19	Projected 2019-2020
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	96,715,398	95,130,564		106,548,877
A.2	Other Financing Sources (Object 8900)	16,241	43,023		2,050,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	96,731,639	95,173,587		108,598,877
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	89,347,559	93,886,226		112,968,101
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,231,356	1,009,397		826,056
B.3	Total Unrestricted Expenditures (B.1 + B.2)	90,578,915	94,895,623		113,794,157
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	6,152,724	277,964		-5,195,280
D.	Fund Balance, Beginning	16,665,949	22,604,005		14,828,003
D.1	Prior Year Adjustments + (-)	-214,668	-4,641,282		6,448,089
D.2	Adjusted Fund Balance, Beginning (D + D.1)	16,451,281	17,962,723		21,276,092
E.	Fund Balance, Ending (C. + D.2)	22,604,005	18,240,687		16,080,812
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	25%	19.2%		14.1%

II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
-----	---	--	--	--	--

III. Total General Fund Cash Balance (Unrestricted and Restricted)		As of the specified quarter ended for each fiscal year			
		2016-17	2017-18	2018-19	2019-2020
H.1	Cash, excluding borrowed funds		40,377,895	36,453,988	45,781,649
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	35,635,047	40,377,895	36,453,988	45,781,649

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
I.	Revenues:				
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	106,548,878	106,548,877	18,874,361	17.7%
I.2	Other Financing Sources (Object 8900)	2,050,000	2,050,000	4,478	0.2%
I.3	Total Unrestricted Revenue (I.1 + I.2)	108,598,878	108,598,877	18,878,839	17.4%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	112,805,845	112,968,101	17,933,030	15.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	826,056	826,056	250,000	30.3%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	113,631,901	113,794,157	18,183,030	16%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-5,033,023	-5,195,280	695,809	
L.	Adjusted Fund Balance, Beginning	21,276,092	21,276,092	21,276,092	
L.1	Fund Balance, Ending (C. + L.2)	16,243,069	16,080,812	21,971,901	
M.	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	14.3%	14.1%		

V. Has the district settled any employee contracts during this quarter?

YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management	Academic	Classified
		Permanent	Temporary

YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:								
Year 1: 2018-19								3%
Year 2: 2019-20		3%		3%				
Year 3:								
b. BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

Operations and District Reserves. Object codes include 11xx, 12xx, 21xx and 22xx.

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?
Next year?

NO
NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

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: December 12, 2019
SUBJECT: Quarterly Investment & Deposit Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees on a monthly basis in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



Quarterly Investment & Deposit Report

Quarter Ending September 30, 2019

[v.11.22.2019.p.1|1]

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 1,420,179.02	0	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 632,689.42	0	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 2,052,868.44</u>			
Bond Fund (#256245)	\$ 32,784,030.47		Investment	Bank of New York Mellon, Los Angeles CA
PERS/STRS Investment	\$ 90,677,023.61		Investment	Public Agency Retirement Services, Newport Beach, CA
OPEB Investment Trust	\$ 8,822,286.79		Investment	Benefit Trust Company
	<u>\$ 132,283,340.87</u>			
Enterprise Funds				
Cafeteria	\$ 399,139.95	0	Checking	Citizens Business Bank, San Bernardino CA
Cafeteria	\$ 19,855.69	0	Checking	Bank of America, Colton CA
	<u>\$ 418,995.64</u>			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.05%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 50,000.00	0	Checking	Bank of America, Concord CA
	<u>\$ 170,000.00</u>			
Trust Funds				
Financial Aid	\$ 371,055.71	0.05%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 1,097,359.78	0.05%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 17,559.68	0	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 129,138.94	0.00%	Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	\$ 18,312.03	0	Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep Fee & Clubs/Trusts	\$ 945,498.03	0	Checking	Citizens Business Bank, San Bernardino CA
CHC Clubs/Trust & ASB	\$ 10,600.88	0	Checking	Bank of America/Citizens Business Bank
	<u>\$ 2,589,525.05</u>			

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: December 12, 2019

SUBJECT: 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.



Volunteers

Presented for Information on December 12, 2019

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	Site	Assignment	From	To
Anguiano, Anicca	SBVC	Athletics	01/02/20	06/30/20
Bello, Geraldine	SBVC	Criminal Justice	01/02/20	06/30/20
Bridges, Oscar	SBVC	Athletics	01/02/20	06/30/20
Bryson, Tyease	SBVC	Athletics	01/02/20	06/30/20
Burquez, Edgardo	SBVC	Criminal Justice	01/01/20	06/30/20
Carter, Thomas	SBVC	Athletics	01/02/20	06/30/20
Clark, Asani	SBVC	Athletics	01/02/20	06/30/20
Clark, Christopher	SBVC	Astronomy	01/02/20	06/30/20
Congo, Sofia	SBVC	Athletics	01/02/20	06/30/20
Culver, Kailyn Ashley	SBVC	Athletics	01/02/20	06/30/20
Deku, Docia	SBVC	Athletics	01/02/20	06/30/20
Gault, Jacob	SBVC	Criminal Justice	01/01/20	06/30/20
Gray, Greg	SBVC	Athletics	01/02/20	06/30/20
Kennedy, Shawn	SBVC	Criminal Justice	01/01/20	06/30/20
Kivett, Christopher	SBVC	Criminal Justice	01/01/20	06/30/20
LaDuke, William	SBVC	Athletics	01/02/20	06/30/20
Lawler, Mary	SBVC	Athletics	01/02/20	06/30/20
Lefay, Jenna	SBVC	Athletics	01/02/20	06/30/20
Madrid, Javier	SBVC	Athletics	01/02/20	06/30/20
Mancilla, Jazzmin	SBVC	Athletics	01/02/20	06/30/20
Mascetti, Jason	SBVC	Criminal Justice	01/01/20	06/30/20
Medina IV, David	SBVC	Athletics	01/02/20	06/30/20
Neuman, Kayla	SBVC	DSP&S	01/01/20	06/30/20
Ozaeta, Noah	SBVC	Criminal Justice	01/01/20	06/30/20
Patel, Mehul	SBVC	Criminal Justice	01/01/20	06/30/20
Ragland, Sandy	SBVC	Athletics	01/02/20	06/30/20
Rebollo, Allan	SBVC	Athletics	01/02/20	06/30/20
Rodriguez, Michael	SBVC	Criminal Justice	01/01/20	06/30/20
Sartori, Matthew	SBVC	Athletics	01/02/20	06/30/20



Volunteers

Presented for Information on December 12, 2019

[v.11.25.2019.p.2|2]

	Site	Assignment	From	To
Skinner, Douglas	SBVC	Criminal Justice	01/01/20	06/30/20
Smith, Raven	SBVC	Athletics	01/02/20	06/30/20
Szumski, Ed	SBVC	Development & Community Relations	01/02/20	06/30/20
Vargas, Gabby	SBVC	Athletics	01/02/20	06/30/20
Walsh, McKenzie	SBVC	Athletics	01/02/20	06/30/20
Castro, Emanuel	KVCR	Production	12/12/19	06/30/20