



Meeting of the Board of Trustees

April 9, 2020

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

LOCATION: Zoom Conference: <https://cccconfer.zoom.us/j/549366869>

Dial: (669) 900-6833 or (346) 248-7799 - **Meeting ID: 549 366 869**

AGENDA

Location: Zoom Conference: <https://cccconfer.zoom.us/j/549366869>

Dial: (669) 900-6833 or (346) 248-7799 - **Meeting ID: 549 366 869**

Governor Newsom issued Executive Order N-25-20 on March 12, 2020, and Executive Order N-29-20 on March 17, 2020. Portions of these orders relax parts of the Brown Act. In part, the orders allow elected officials to "attend" a meeting via teleconference WITHOUT having to admit members of the public into the location from which they are participating (N-25-20) and orders that "such a body need not make available any physical location from which members of the public may observe the meeting and offer public comment" (N-29-20).

Anyone wishing to participate may do so via the Zoom link which is listed above. The meetings are also recorded.

We kindly request public comments be submitted electronically by emailing snikac@sbccd.edu Submissions must be received prior to the posted start time of the meeting.

- Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure.
- Submissions will be read aloud at the meeting and must comply with the five-minute time limit.
- Submissions must either address an item listed on the agenda, or be within the subject matter jurisdiction of the Board.
- Any comments submitted during the meeting must be requested via the chat function through Zoom.

In accordance with Board Policy 2350, members of the public who wish 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 may 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.

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

2.1. Conference with Labor Negotiators

Government Code 54957.6

Agency Representatives: Jose F. Torres and Kristina Hannon – CSEA, CTA, Management/Supervisors, and Confidential Employees

- 2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
- 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 #497464
 - Workers Comp Claim #566429
- 2.5. Conference with Real Property Negotiator
Government Code 54956.8
 - Property:
 - Pro-Swap-Meet, San Bernardino, 22.79 Total Acres
 - Negotiating Parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiator Jose F. Torres, Interim Chancellor
 - Under Negotiation: Instruction to Proposed Buyer's Real Property Negotiator 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**

Public comments may be submitted electronically by emailing snikac@sbccd.edu prior to the posted start time of the meeting.

- *Staff will read public comments received electronically. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure.*

Any comments submitted during the meeting must be requested via the chat function through Zoom.

4. **CONVENE CLOSED SESSION**

5. **RECONVENE PUBLIC MEETING**

6. REPORT OF ACTION IN CLOSED SESSION

Clerk, Vice Chair, or Chair will read out any action taken in closed session.

7. PUBLIC COMMENTS ON AGENDA ITEMS

Public comments may be submitted electronically by emailing snikac@sbccd.edu prior to the posted start time of the meeting.

- Staff will read public comments received electronically. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure.*

Any comments submitted during the meeting must be requested via the chat function through Zoom.

8. PRESENTATIONS

- 8.1. Citizens Bond Oversight Committee 2018-2019 Report to the Community (p6)
Presented by: Betsy Starbuck, Chair, Tax Payer Organization

9. REPORTS

- 9.1. Board Committee Reports (p10)
9.2. Chancellor's Report (p12)
9.3. Key Performance Indicators (p13)
9.4. San Bernardino Valley College Academic Senate
9.5. San Bernardino Valley College Classified Senate
9.6. San Bernardino Valley College Associated Students
9.7. Crafton Hills College Academic Senate
9.8. Crafton Hills College Classified Senate
9.9. Crafton Hills College Associated Students
9.10. CSEA
9.11. CTA
9.12. San Bernardino Valley College President
9.13. Crafton Hills College President

10. APPROVAL OF MINUTES

- 10.1. March 12, 2020 (p18)
10.2. March 17, 2020 (p27)

11. CONSENT AGENDA

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

Instruction/Student Services

- 11.1 Approval of Curriculum – CHC (p29)
11.2 Approval of Curriculum – SBVC (p38)

Human Resources

- 11.3 Adjunct and Substitute Academic Employees (p72)
- 11.4 Non-Instructional Pay (p74)
- 11.5 Payment of Stipends (p85)
- 11.6 Pre-Retirement Reduced Workload for Academic Employees (p87)
- 11.7 Adopt Resolution No. 2020-04-09-HR01 and Approve Contract SISC (p89)
- 11.8 Adopt Resolution No. 2020-04-09-HR02 and Terminate Medical Programs with CSEBA (p91)
- 11.9 Appointment of District Employees (p93)
- 11.10 Ratification of Tentative Agreement with the CSEA Chapter 291 (p95)
- 11.11 Equal Employment Opportunity Fund Multiple Method Allocation Model for 2019-20 (p103)

Business & Fiscal Services

- 11.12 Contracts at or Above \$95,200 (p111)
- 11.13 Resolution #2020-04-09-FS01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p113)
- 11.14 Resolution #2020-04-09-FS02 Authorizing Temporary Interfund Borrowing (p116)
- 11.15 Surplus Property (p118)
- 11.16 Vacation Payout (p120)
- 11.17 District & College Expenses (p121)
- 11.18 Individual Memberships (p124)
- 11.19 Resolution to Excuse Trustee Absence (p126)

Facilities

- 11.20 Award Bid #03-1920-01 and Contract to Caliber Construction Inc. (p128)
- 11.21 Master Services Agreements & Task Orders for Bond Construction Program (p129)

12. ACTION AGENDA

- 12.1 Public Hearing and Acknowledgement of Initial Proposals to Negotiate Successor Agreement Between SBCCD and CSEA Chapter 291(p131)
- 12.2 Updated Chancellor Search Timeline (p134)
- 12.3 Board Policies – First Reading (p136)
- 12.4 Board Policies – Second Reading (p152)
- 12.5 BOT Ad Hoc Strategic Planning Committee (p186)
- 12.6 2020 CCCT Board of Directors (p187)

13. INFORMATION ITEMS

- 13.1. Accreditation Timeline (p189)
- 13.2. Alternate Work Schedule for Summer 2020 (p191)
- 13.3. Analysis of AB 705 Compliance, Implementation, Student Success, and Student Retention (p192)
- 13.4. Applause Cards (p199)
- 13.5. Board Master Planning Action Calendar (p203)
- 13.6. Budget Report (p206)
- 13.7. Contracts Below \$95,200 (p209)
- 13.8. District Clery Act Compliance Report (p218)
- 13.9. General Fund Cash Flow Analysis (p221)
- 13.10. MOUs between SBCCD and the CSEA (p223)
- 13.11. MOUs between SBCCD and the CTA (p236)
- 13.12. Professional Expert, Short-Term, and Substitute Employees (p242)
- 13.13. Purchase Orders (p247)
- 13.14. Resignations and Retirements (p255)
- 13.15. Volunteers (p257)

14. PUBLIC COMMENT ON NON-AGENDA ITEMS

Public comments may be submitted electronically by emailing snikac@sbccd.edu prior to the posted start time of the meeting.

- *Staff will read public comments received electronically. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure.*

Any comments submitted during the meeting must be requested via the chat function through Zoom.

15. ADJOURN

The next meetings of the Board: Zoom Conference <https://cccconfer.zoom.us/j/549366869>
SBCCD Promise Update Strategy Session, April 23, 2020 at 12pm



CITIZENS BOND OVERSIGHT COMMITTEE

San Bernardino Community College District
2018-2019 Report to the Community

Executive Summary

Consistent with the requirements of Proposition 39 (“School Facilities Local Vote Act of 2000”), the San Bernardino Community College District (SBCCD) Citizens’ Bond Oversight Committee was appointed to oversee two voter-approved general obligation bonds:

- ▶ Measure M – \$500 million bond passed in February 2008, and
- ▶ Measure CC – \$470 million bond passed in November 2018

The committee is required to inform the public about the District’s expenditure of bond proceeds by presenting an annual report to the SBCCD Board of Trustees in public session. In fulfilling this duty, the committee meets approximately three times per year to review expenditure reports produced by the district to ensure that bond proceeds are:

- ▶ Expended only for the purposes set forth in the propositions, and
- ▶ Not used for any teacher or administrative salaries or other operating procedures.

This report details highlights from SBCCD bond programs and expenditures for Measure M projects for the fiscal year ending on June 30, 2019. Refer to the member roster below for member participation broken down by year. Lastly, for informational purposes updates on Measure CC projects are also included.

2018 Members

2019 Members

- | | |
|---|---|
| ▶ Betsy Starbuck, Chair, Tax Payer Organization | ▶ Betsy Starbuck, Chair, Tax Payer Organization |
| ▶ Albert Garcia, Business Organization | ▶ Frankie Jimenez, Business Organization |
| ▶ Sam Irwin, Foundation, CHC | ▶ Sam Irwin, Foundation, CHC |
| ▶ Patricia Small, Senior Citizen Organization | ▶ Don Averill, Senior Citizen Organization |
| ▶ Alexa Johnson, Student | ▶ Evelyn Olive, Student |
| ▶ Jordan Mack, Community-at-Large | ▶ Dana Carter, Community-at-Large |
| ▶ Stephen Ortiz, Student | ▶ Jim Mulvihill, Community-at-Large |
| ▶ Vacancy, Community-at-Large | ▶ Sonja Wilson, Community-at-Large |
| | ▶ Kristin Washington, Community-at-Large |

Statement

To the best of its ability, the Citizens Bond Oversight Committee believes that the San Bernardino Community College District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution. Full text available at https://ballotpedia.org/Article_XIII_A,_California_Constitution.

Meeting Dates and Overview

The CBOC met two times in fiscal year 2018-19, including **October 10, 2018, and November 28, 2018** to discuss various bond program activities and review the internal audit report. For further information, please visit the website at <http://www.sbccd.org/bfs/cboc>.

Measure M - Key Highlights

Performance Art Center (PAC Renovation 2) – Measure M

Campus: Crafton Hills College



Project Status:

This project is complete. The Division of the State Architect (DSA) certification was given on December 20, 2018. The project consisted of minor construction work that was necessary to address ADA compliance issues and environmental health and safety compliance issues within the aged facility. The notice of completion was issued on April 19, 2019.

Print Shop Relocation to CHC Old Bookstore - Measure M

Campus: Crafton Hills College



Project Status:

This project is substantially complete, and employees are relocating from their leased facility. The project consisted of relocating the SBCCD print shop from the leased facility in Redlands to the old bookstore at CHC. The project substantial completion/beneficial occupancy date is September 13, 2019.

North Hall (Roof Replacement) - Measure M

Campus: San Bernardino Valley College



Project Status:

This project is substantially complete. The replacement of the roof was necessary due to ongoing leaks. The warranty of the roof is scheduled for 30 years. The project notice of completion is September 5, 2019.

Measure M - Schedule of Expenditures by Project for Fiscal Year Ending June 30, 2019

	Total Project Cost Through June 30, 2018	Costs Incurred During FY 2018-2019	Total Project Cost Through June 30, 2019
Approved Measure M Bond Projects			
SBVC Gymnasium and Stadium	\$ 71,541,291	\$ 83,592	\$ 71,624,883
SBVC North Hall Roofing	-	129,513	129,513
SBVC Nursing Lab Renovation	294,700	431,430	726,130
CHC LADM Renovation	14,821,932	68,882	14,890,814
CHC PE Complex	6,958,620	122,778	7,081,398
CHC Printshop Relocation	-	558,770	558,770
CHC PAC Renovation #2	252,772	691,543	944,316
Building Acquisition - Highland Avenue	-	3,500	3,500
TOTALS	\$ 93,869,316	\$ 2,090,008	\$ 95,959,324

Measure CC - Key Highlights

The following, as described in the Executive Summary, provides informational items related to the Measure CC bond program. More information on Measure CC can be found at www.sbccd.org/measurecc.

Technical Building - Measure CC

Campus: San Bernardino Valley College
 The design-bid-build contract for the building has been awarded to HMC Architects based in Ontario, CA on September 13, 2019. HMC Architects are working on the schematic design of the facility. The geotechnical contractor selected was Leighton Group, Inc. based in Rancho Cucamonga, CA on September 17, 2019.



Utility Mapping - Measure CC

Campus: District Offices, San Bernardino Valley College, Crafton Hills College

The utility mapping, survey, and assessment will be used in the design and verification of future bond project construction. The notice to proceed was issued on August 12, 2019 to Snipes-Dye Associates based in La Mesa, CA.



District Standards - Measure CC

Campus: District Offices, San Bernardino Valley College, Crafton Hills College

The Request for Qualifications/Proposals (RFQP) process has been completed. The contract has been awarded to 19six Architecture based in Santa Barbara, CA. The notice to proceed was issued on October 11, 2019. The firm will be updating the District standards for upcoming Measure CC projects.

Request for Qualification (RFQ) Process - Measure CC Professional Services

Geotechnical, Civil Engineering, Architecture Engineering, and Mechanical, Electrical and Plumbing Engineering Professional Services Pools

The RFQ's for the above mentioned professional services were issued on October 22, 2019 for Geotechnical and Civil Engineering services. Both were due on November 8, 2019. On October 24, 2019, RFQ's were released for Architecture Engineering and Mechanical, Electrical and Plumbing Engineering Services. Both were due on November 14, 2019. The results of the professional services pools can be found here: [www.sbccd.org/Facilities Planning and Construction/Construction Bid Opportunities](http://www.sbccd.org/Facilities_Planning_and_Construction/Construction_Bid_Opportunities).

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 9, 2020

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

Subject to the Brown Act

BOT COMMITTEES (with committee charge)	2020 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"> 1. Gloria Harrison 2. Donald Singer 3. Stephanie Houston 4. 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"> 1. Frank Reyes 2. Anne Viricel 3. John Longville



Chancellor's Report

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

April 2020 Edition



Crafton Hills College | San Bernardino Valley College | Empire KVCR

DEAR SBCCD COMMUNITY:

Scientists, health care professionals, and other leaders locally and around the world have been responding to the coronavirus pandemic (COVID-19). As of March 30, 111 individuals in San Bernardino County have tested positive for the virus. They are very much in our minds, and we join you in wishing them a complete and speedy recovery.

Today, our educational mission and our community service are more important than ever, and so we want to share information with you about new steps we are taking to operate effectively with your well-being in mind.

Students Should Remain Off Campus Until the Remainder of the Academic Year, May 22

Starting March 19, we ask all students and student workers to remain off campus for the rest of the academic year, which ends May 22. According to guidelines from local, state and federal health experts and policymakers, we must drastically reduce the number of people on campus to lower the risk of infection to our students, employees, families, and communities.

A Majority of Classes Will Be Online, a Limited Number Will Meet In Person

Right now, like many education providers, we are in the process of offering most of our courses online using Zoom, Canvas and other digital tools starting on March 30. Our faculty are focused on maintaining a high-quality learning experience and will contact students on how their specific classes will meet.

We have approved the following courses to continue meeting in-person while limiting classes to 10 people per session:

- Crafton Hills College – Emergency Medical Tech
- Crafton Hills College – Fire Academy
- Crafton Hills College – Paramedic
- Crafton Hills College – Radiologic Tech
- Crafton Hills College – Respiratory Tech
- San Bernardino Valley College – Extended Academy
- San Bernardino Valley College – Nursing
- San Bernardino Valley College – Pharmacy Tech
- San Bernardino Valley College – Police Academy
- San Bernardino Valley College – Psychiatric Tech

New Staffing Guidance for the Remainder of the Academic Year

We are mobilizing resources to provide online education to our students while keeping vital functions up and running. Starting March 19, until the end of the academic year, only staff whose work is deemed critical to current operations will be expected to report in-person to work. Staff not required to report to campus or the district office are expected to support the continuity of operations by working remotely from home. Department leaders will inform staff members where and how they should report to work. Those who are unsure if they should report to campus or the district office should reach out to their managers directly.

In closing

As we move to a period of online learning and remote working, we would like to say thank you for your understanding and support. We know these are difficult times, but we want you to know that you are part of a community that cares about you. The best way to get through situations like this is together — remaining flexible, planning accordingly, proactively making decisions, and continue moving forward. Your resilience represents the very best of the San Bernardino Community College District.

Please stay safe, be kind to one another, reach out, and know that we are here to support and empower you.

Sincerely,

Jose F. Torres, Interim Chancellor, San Bernardino Community College District

LIBRARIES OPEN LIMITED HOURS

Open to registered students with limited hours and services; not publicly accessible until further notice.

- Crafton Hills College
10 a.m. to 7 p.m., Monday and Tuesday
- San Bernardino Valley College
10 a.m. to 7 p.m., Tuesday and Wednesday

FOOD PANTRIES OPEN LIMITED HOURS

Open to registered students with limited hours and services; not publicly accessible until further notice.

- Crafton Hills College
10 a.m. to 12 p.m., Monday and Tuesday
- San Bernardino Valley College
2 p.m. to 6 p.m., Tuesday and Wednesday

CHILD DEVELOPMENT CENTERS

Will remain closed until further notice.

CAFETERIA/FOOD SERVICES

Will remain closed until the end of the academic year.

RECREATIONAL FACILITIES/GYMS

Will remain closed until the end of the academic year

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose Torres, Interim Chancellor

REVIEWED BY: Jose Torres, Interim Chancellor

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

DATE: April 9, 2020

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 the following KPIs. These are the last two KPIs to be updated. The full dashboard has been revised and updated online.

- KPI 1.5 (Number of Transfers to 4-year Colleges Each Year)
- KPI 2.5 (Licensure and Certification Pass Rates)

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.



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

- = Percent Increase since 2017-18 academic year
- = Minimal or No Change since 2017-18 academic year (< ±1%)
- = Percent Decrease since 2017-18 academic year

Key Performance Indicators		2017-18 Total	2018-19 Total	% Change Since 2017-18		
GOAL I	Student Success: Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.					
I.A	Percent of Students with a Student Education Plan (SEP)	83.96%	83.64%	- 0.32%	●	
I.B	Fall to Spring Retention (i.e., Persistence)	69.81%	69.55%	- 0.26%	●	
I.C	Number of Degrees and Certificates Awarded Each Year	2780	3231	+ 16.22%	●	
I.D	Number of Students Completing Transfer-Level Math and English in 1 Year	248	256	+ 3.23%	●	
I.E	Number of Transfers to 4-Year Colleges Each Year	1317	1201	- 8.81%	●	
I.F	Course Success Rate (i.e., Grade of A, B, C, or P)	69.13%	70.30%	+ 1.17%	●	
GOAL II	Enrollment and Access: Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.					
II.A	Number of Full-Time Equivalent Students (FTES)	15,636	15,372	- 1.69%	●	
II.B	Number of Sections Fully Online (Excluding Hybrids)	723	831	+ 14.94%	●	
II.C	Number of Students Receiving a California Promise Grant	17,716	17,481	- 1.33%	●	
II.D	Number of Students Receiving a Pell Grant	5916	6045	+ 2.18%	●	
II.E	Licensure and Certification Pass Rates	89.24%	89.29%	+ 0.05%	●	
II.F	Participation Rate in Service Area	62.78%	62.72%	- 0.06%	●	
GOAL III	District Operational Systems: Improve the district systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems.					
III.A	Reserves Above 10% as Set by Board	20%	20%	Met	●	
III.B	50% Law Met	51.19%	50.36%	Met	●	
III.C	Faculty Obligation Number (FON) Met	<i>Requirement:</i>	246.4	235.4	Met	●
		<i>Actual:</i>	250.0	256.5		



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

Goal 1 – Student Success

KPI 1.5 – Number of Transfers to 4-year Colleges Each Year

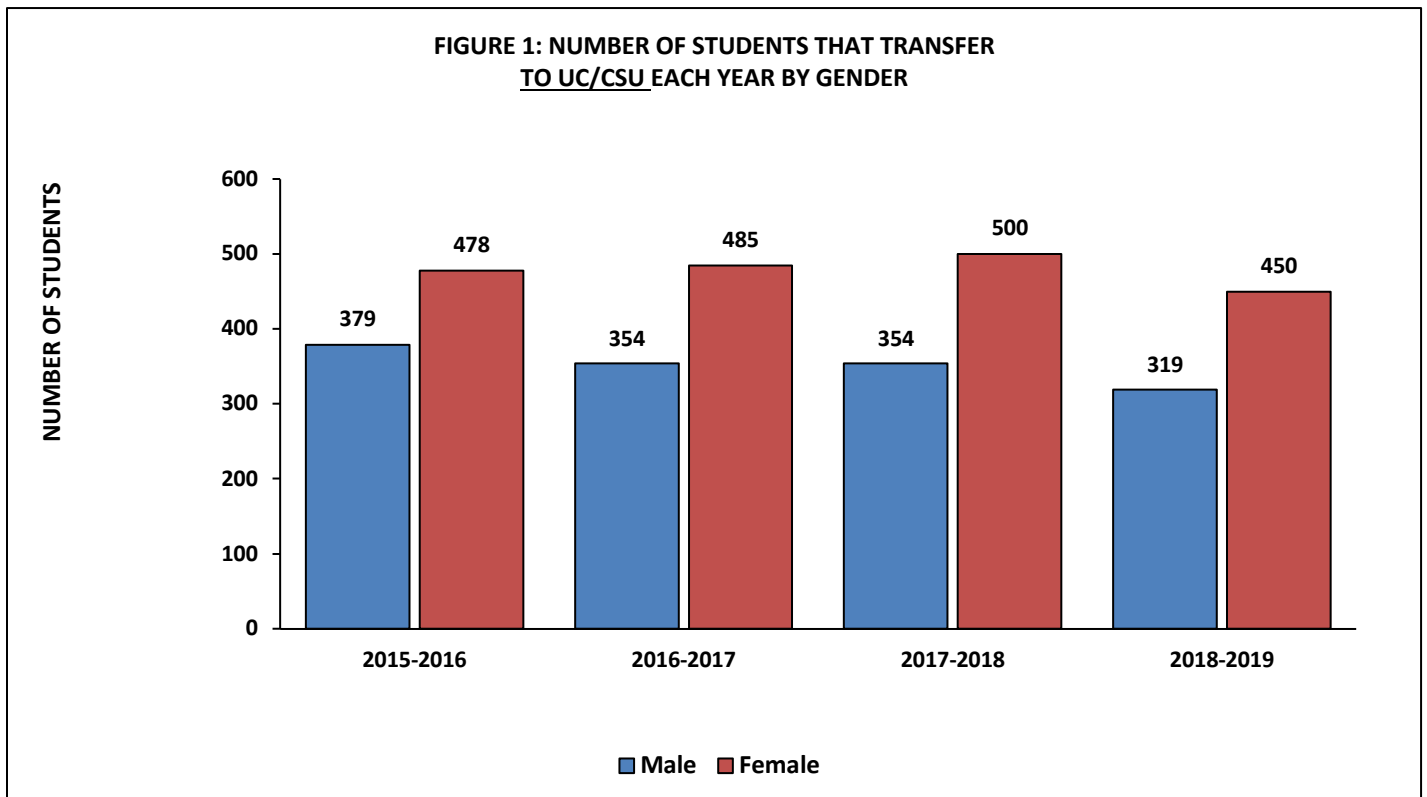
Objective: Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

Definition: The number of students who transfer to a four-year institution (measured annually from summer to spring). Includes CSU, UC, in-state private, and out-of-state baccalaureate granting institutions.

Measurement Frequency: Annual

KPI 1.5: # of Transfers to 4-year Colleges Each Year	2015-2016	2016-2017	2017-2018	2018-2019
Crafton Hills College (CHC)	584	536	546	468
San Bernardino Valley College (SBVC)	785	763	771	733
SBCCD (Total)	1369	1299	1317	1201

EQUITY ANALYSIS: Please note that equity data is not available for in-state private and out-of-state institutions. As a result, data presented in the graphs only reflects the number of transfers to CSUs and UCs. Also, the UC system does not provide data for an ethnic group if the admit and enrollee count is less than 3 (this protects their identity).





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

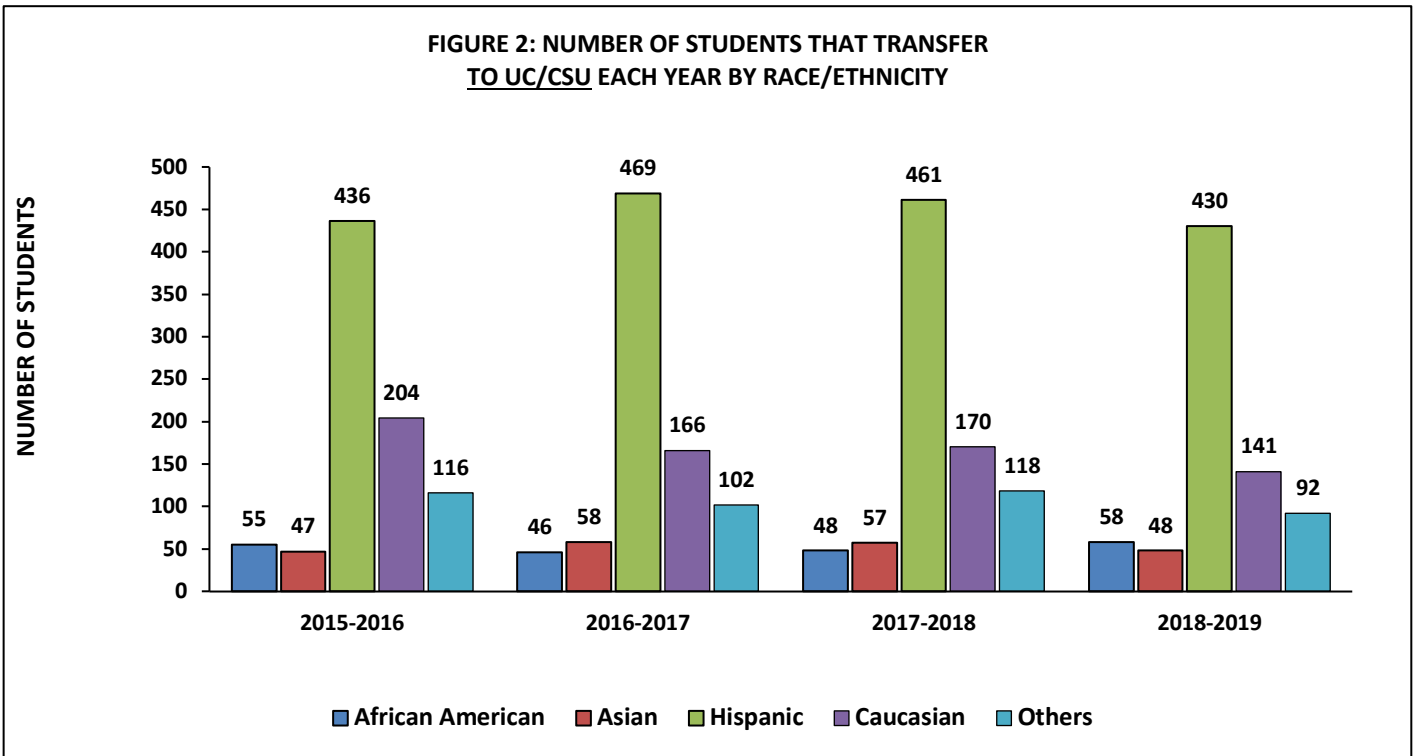


FIGURE 2 NOTE: “Others” includes Native Americans, Pacific Islander, Multiracial, Unknown, and Non-Resident Alien

SUMMARY OF THE DATA:

Transfers to 4-year institutions (Overall): Between 2015-16 and 2018-19, the annual transfer volume for SBCCD declined by 12.3%, from 1,369 in 2015-16 to 1,201 in 2018-19, with a four-year average of 1,297 students transferring.

Transfers to 4-year institutions (Gender): On average, more females transferred to the UC or CSU systems than males (four-year average of 478 and 352, respectively).

Transfers to 4-year institutions (Race/Ethnicity): Hispanic students had the highest transfer volume to the UC or CSU system (449 per year on average). The next highest was Caucasians (170), followed by Asians (53), and African Americans (52).



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

Goal 2 – Enrollment and Access

KPI 2.5 – Licensure and Certification Pass Rates

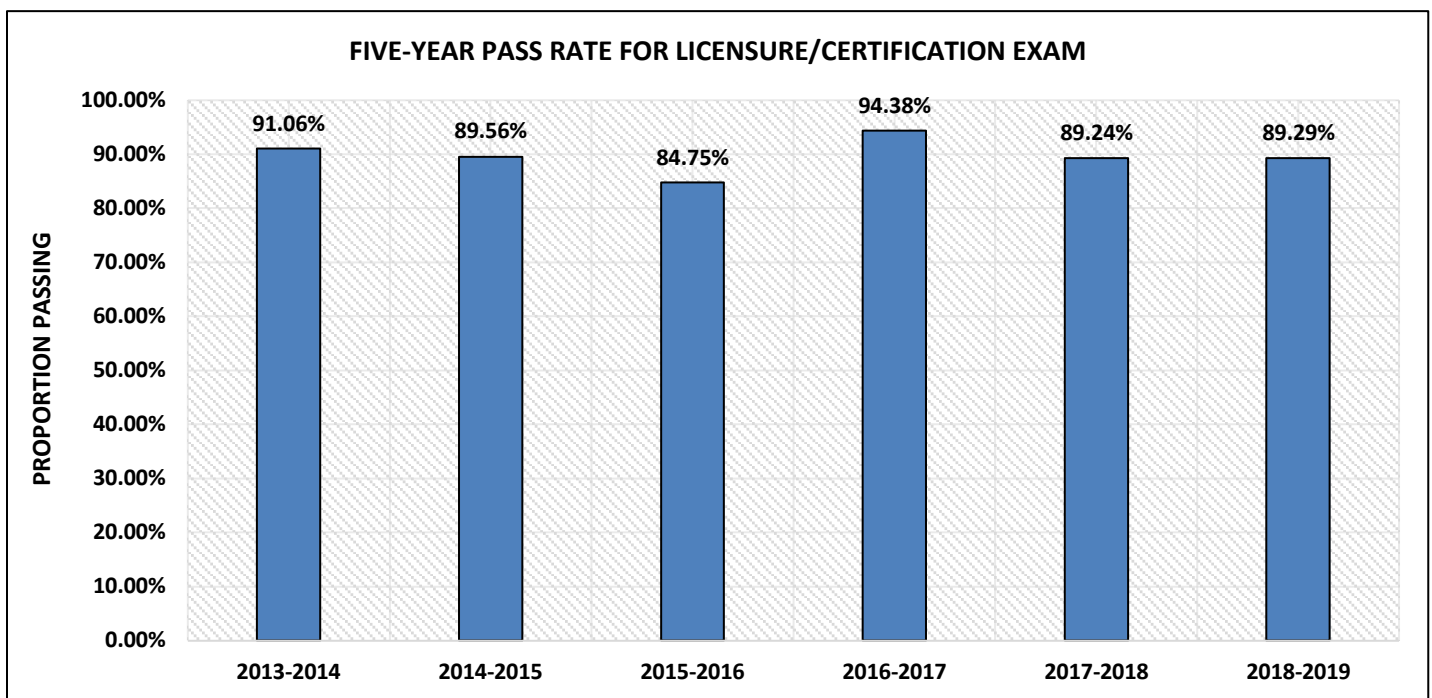
Objective: Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

Definition: The total number of examinees that received a passing score divided by the total number of examinees that took a licensure or certification examination. Note, this data is collected and distributed by the ACCJC.

Measurement Frequency: Annual

KPI 2.5: Licensure/Certification Pass Rates	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19
Crafton Hills College (CHC)	91.13%	82.13%	83.50%	92.75%	93.00%	95.25%
San Bernardino Valley College (SBVC)	91.00%	97.00%	86.00%	96.00%	85.48%	83.33%
SBCCD (Total)	91.06%	89.56%	84.75%	94.38%	89.24%	89.29%

Note: Data for this KPI is collected from the various licensure agencies. They do not provide equity data in their reports; thus, the graph below simply shows the overall SBCCD pass rates for the past six years.



Analysis: The average licensure/certification pass rate is 89.71% during this 6-year period, with a high of 94.38% in 2016-17 and a low of 84.75% in 2015-16.



Meeting of the Board of Trustees

March 12, 2020

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

San Bernardino Valley College B-100

701 S. Mt. Vernon Ave., San Bernardino, CA

MINUTES

MEMBERS PRESENT

Dr. Anne L. Viricel, Chair

Gloria Macías Harrison, Clerk

John Longville, Trustee (arrived at 4:50 pm)

Frank Reyes, Trustee

Dr. Donald L. Singer, Trustee (arrived at 4:10 pm)

Joseph Williams, Trustee

Maritza Mariscal-Medina, SBVC Student Trustee (arrived at 5:12 pm)

Elijah Gerard, CHC Student Trustee (arrived at 4:35 pm)

ABSENT

Dr. Stephanie Houston, Vice Chair

ADMINISTRATORS PRESENT

Jose Torres, Interim Chancellor

Diana Rodriguez, SBVC President

Dr. Kevin Horan, CHC President

ADMINISTRATORS ABSENT

None

1. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Board Chair Viricel called the meeting to order at 4:02pm. Trustee Harrison led the pledge of allegiance.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

2.1. Conference with Labor Negotiators

Government Code 54957.6

Agency Representatives: Jose F. Torres and Kristina Hannon – CSEA, CTA, Management/Supervisors, and Confidential Employees

2.2. Public Employee Discipline/Dismissal/Release/Non Re-Employment

Government Code 54957

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 #523390
- Workers Comp Claim #559027
- Workers Comp Claim #576017

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 Negotiator Jose F. Torres, Interim 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
Scott Carlson – Item 6.1

4. CONVENE CLOSED SESSION
Closed session convened at 4:05pm.

5. RECONVENE PUBLIC MEETING
Public meeting reconvened at 6:01pm.

Without objection, the Board unanimously agreed to hear additional comments on closed session items.

- Gary Williams – item 6.2

6. REPORT OF ACTION IN CLOSED SESSION

- On March 12, 2020, the Board Unanimously took action to approve Resolution #2020-03-12-HR03 to non-reelect Employee #28489, contract (probationary) Instructor, English at Crafton Hills College, for the 2020-21 academic year and to send notice to the employee.
- On March 12, 2020, the Board Unanimously took action to approve the release of probationary employee #30524 in the role of administrative coordinator.
- On March 12, 2020, the Board Unanimously took action to approve the release of probationary employee #30329 in the role of administrative assistant I.
- On March 12, 2020, the Board Unanimously took action to approve the release of probationary employee #30305 in the role of secretary II.
- The Board unanimously took action to approve settlement of Workers Comp Claim #523390 with employee #24074.
- The Board unanimously took action to approve settlement of Workers Comp Claim #559027 with employee #25849.
- The Board unanimously took action to approve settlement of Workers Comp Claim #576017 with employee #29619.

6.1. Approval to Adopt Resolution No. 2020-03-12-HR01 to Layoff Due to Lack of Work and/or Lack of Funds

Trustee Viricel moved to adopt Resolution No. 2020-03-12-HR01 to Layoff Due to Lack of Work and/or Lack of Funds and provide notice to affected employees. Trustee Reyes seconded the motion.

AYES: Viricel, Harrison, Longville, Reyes, Singer, Williams, Mariscal-Medina
NOES: None
ABSENT: Houston
ABSTENSIONS: Gerard

6.2. Approval to Adopt Resolution No. 2020-03-12-HR02 to Reduce or Eliminate Particular Kinds of Service

Trustee Singer moved to adopt Resolution No. 2020-03-12-HR02 to Reduce or Eliminate Particular Kinds of Service performed by academic employees and to provide notice to affected employees of the reduction in service. Trustee Longville seconded the motion.

AYES: Viricel, Harrison, Longville, Reyes, Singer, Williams, Mariscal-Medina
NOES: Gerard
ABSENT: Houston
ABSTENSIONS: None

7. PUBLIC COMMENTS ON AGENDA ITEMS

Without objection, the Board unanimously agreed to hear public comment items #7 and #14 together.

Carolyn Jordan-Daniels – Non-agenda item (Chancellor search)
Felicia Jones – Item 13.2
Keynasia Buffong – Non-agenda item (Tumaini)
Alex Avila – Non-agenda item (Tumaini)

8. PRESENTATIONS

8.1. None

9. REPORTS

- 9.1. Board Committee Reports (p5)
- 9.2. Board Information Requests (p7)
- 9.3. Chancellor's Report (p9)
 - Interim Chancellor shared a video on Guided Pathways and his commitment to ensure student success.
 - Intends to create ad hoc of the board to assist with strategic plan
- 9.4. Key Performance Indicators (p10)
- 9.5. San Bernardino Valley College Academic Senate
 - Amy Avelar provided a brief update for SBVC 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
 - Mark McConnell provided a brief update for CHC Academic Senate.
- 9.9. Crafton Hills College Classified Senate
 - Brandice Mello provided a brief update for CHC Classified Senate.
- 9.10. Crafton Hills College Associated Students
 - Elijah Gerard provided a brief update for CHC Associated Students.
- 9.11. CSEA
 - Kevin Palkki provided a brief update for CSEA.
- 9.12. CTA
 - Meridyth McLaren gave a brief report for CTA.
- 9.13. San Bernardino Valley College President
 - President Rodriguez reported on AB 705, sustainability partnerships, Mark Merjil, accreditation update.
- 9.14. Crafton Hills College President
 - President Horan reported on AB 705, forward movement of Guided Pathways, and the partnerships between SBVC and CHC.

10. APPROVAL OF MINUTES

- 10.1. November 7, 2019 (p20)
- 10.2. January 30-31, 2020 (p21)
- 10.3. February 13, 2020 (p31)

Trustee Harrison moved to approve the minutes of 11/7/19, 1/30/20-1/31/20, and 2/13/20. Trustee Longville seconded the motion. Student Trustee attendance will be noted on all board meeting agendas, including board retreat and study sessions.

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

NOES: None

ABSENT: Houston

ABSTENSIONS: None

11. CONSENT AGENDA

Instruction/Student Services

- 11.1 Approval of Curriculum – SBVC (p38)
- 11.2 Approval of Curriculum – CHC (p43)

Human Resources

- 11.3 Adjunct and Substitute Academic Employees (p52)
- 11.4 Non-Instructional Pay (p54)
- 11.5 Contracts for Tenure Track Academic Employees (p74)
- 11.6 Granting Tenure (p77)
- 11.7 Appointment of District Employees (p80)
- 11.8 Employee Transfers (p82)
- 11.9 Reclassification of Employees (p84)
- 11.10 Employee Promotions (p86)
- 11.11 Management Classification and Placement on Salary Schedule (p88)
- 11.12 Management Job Descriptions (p93) **Amended to remove the first bullet under Ability to for the Dean, Academic Success, Grants and Learning Services (SBVC) job description.**

Ability to:

- ~~• Plan, organize, supervise, and evaluate the performance of District Police Department personnel and manage a variety of security and safety programs.~~

- 11.13 Management Tuition Reimbursement (p105)
- 11.14 Appointment of Interim Managers (p106)

Business & Fiscal Services

- 11.15 Award RFP 2020-03 and Contract to SynED (p108)
- 11.16 Contracts at or Above \$95,200 (p109)
- 11.17 Resolution #2020-02-13 FS01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p111)
- 11.18 Surplus Property (p114)
- 11.19 Vacation Payout (p116)
- 11.20 District & College Expenses (p117)
- 11.21 Individual Memberships (p125) **Amended to remove the individual ACCA membership for Leticia Hector.**

Site: SBVC Name: Leticia Hector Total Cost: \$182.13 Funding Source: Vice President of Instruction General Funds	Membership & Purpose: Association of California Community College Administrators, To stay abreast of current events that impact community colleges statewide. Ratification: This membership is being ratified as Ms. Hector is serving as Interim Dean upon a recently created vacancy.
---	---

11.22 Resolution to Excuse Trustee Absence (p128)

Facilities

11.23 ~~Amendment 02 to HMC Architects Contract (p130)~~ pulled for separate action

Trustee Singer moved approval of the consent agenda, as amended and with the exception of item 11.23. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Houston

ABSTENSIONS: None

ITEMS PULLED FOR SEPARATE ACTION

11.23 ~~Amendment 02 to HMC Architects Contract (p130)~~

Trustee Viricel moved to approve Amendment 02 to HMC Architects Contract. Trustee Williams seconded the motion.

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

NOES: None

ABSENT: Houston

ABSTENSIONS: None

12. ACTION AGENDA

12.1 Public Hearing and Acknowledgement of Initial Proposals to Negotiate Successor Agreement Between SBCCD and CSEA Chapter 291 (p131) Amended to include the sunshine proposals.

Board Chair Viricel opened a hearing for public comment on the initial proposals to negotiate the 2020-2023 Successor Contract between SBCCD and CSEA Chapter 291. Hearing no comments from the public, Board Chair Viricel closed the hearing.

Having conducted a public hearing pursuant to Government Code 3547, Trustee Williams moved to acknowledge these proposals and the parties commence negotiations. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Houston

ABSTENSIONS: None

12.2 Board Policies – First Reading (p132)
AP/BP 3900 Speech: Time, Place, and Manner
AP/BP 4320 Off Campus Speakers
AP/BP 4400 Community Services Programs
AP/BP 4500 Student News Media

AP 5203 Lactation Accommodations
AP/BP 6540 Insurance
AP/BP 7270 Student Workers
AP 7348 Accommodations

Trustee Williams moved to accept board policies for first reading with amendments. Trustee Viricel seconded the motion.

AYES: Viricel, Harrison, Longville, Reyes, Singer, Williams, Gerard, Mariscal-Medina
NOES: None
ABSENT: Houston
ABSTENSIONS: None

- 12.3 Board Policies – Second Reading (p166)
AP/BP 3540 Sexual Assaults on Campus
AP/BP 6530 District Vehicles
AP/BP 6750 Parking
AP/BP 6751 Parking Citation Payment Plan
AP 7215 Academic Employees: Probationary Contract Faculty
AP 7346 Employees Called to Military Duty

Trustee Harrison moved to approve the board policies for second reading and final approval. Trustee Singer seconded the motion.

AYES: Viricel, Harrison, Longville, Reyes, Singer, Williams, Mariscal-Medina
NOES: Gerard
ABSENT: Houston
ABSTENSIONS: None

- 12.4 CHC & SBVC Scale of Adoption Assessment (SOAA) (p188)

Trustee Williams moved to approve the CHC & SBVC Scale of Adoption Assessment. Trustee Viricel seconded the motion.

AYES: Viricel, Harrison, Longville, Reyes, Singer, Williams, Gerard, Mariscal-Medina
NOES: None
ABSENT: Houston
ABSTENSIONS: None

- 12.5 Identify Unrealized Gains for Distribution (p247)

Trustee Viricel moved to approve the identification of unrealized gains for distribution from SBCCD's PARS Pension Rate Stabilization Trust (PRST) accounts as indicated below. Trustee Longville seconded the motion.

AYES: Viricel, Harrison, Longville, Reyes, Singer, Williams, Gerard, Mariscal-Medina
NOES: None
ABSENT: Houston
ABSTENSIONS: None

- 12.6 Proposed Human Resources Reorganization Plan AND New and Revised Job Descriptions Relevant to the Proposed Human Resources Reorganization Plan for Approval (p252)

Trustee Williams moved to approve the proposed Human Resources Reorganization Plan, revised job descriptions relevant to the proposed Human Resources Reorganization Plan, and the revised Confidential Salary Schedule effective March 1, 2020. Trustee Longville seconded the motion.

AYES: Viricel, Harrison, Longville, Reyes, Singer, Williams, Gerard, Mariscal-Medina
NOES: None
ABSENT: Houston
ABSTENSIONS: None

12.7 Audit Report of KVCR TV and FM (p275)

Trustee Longville moved to accept the 2018-19 independent audit report of KVCR TV and FM. Trustee Viricel seconded the motion.

AYES: Viricel, Harrison, Longville, Reyes, Singer, Gerard, Mariscal-Medina
NOES: None
ABSENT: Houston
ABSTENSIONS: Williams

12.8 Audit Report of the KVCR Educational Foundation, Inc. (p313)

Trustee Longville moved to accept the 2018-19 independent audit report of the KVCR Educational Foundation, Inc. Trustee Viricel seconded the motion.

AYES: Viricel, Harrison, Longville, Reyes, Singer, Gerard, Mariscal-Medina
NOES: None
ABSENT: Houston
ABSTENSIONS: Williams

12.9 Audit Report of the Inland Futures Foundation (p331)

Trustee Longville moved to accept the 2018-19 independent audit report of the Inland Futures Foundation Trustee Viricel seconded the motion.

AYES: Viricel, Harrison, Longville, Reyes, Singer, Gerard, Mariscal-Medina
NOES: None
ABSENT: Houston
ABSTENSIONS: Williams

12.10 Approve Ex Officio Directors of the Inland Futures Foundation Board (p349)

Trustee Singer moved to approve the following employees to serve on the Inland Futures Foundation (IFF) of the SBCCD as Ex Officio Directors. Trustee Harrison seconded the motion.

Title per IFF Bylaws	Ex Officio Directors
Chancellor of the District	Jose Torres
Executive Vice Chancellor	Lawrence Strong
Vice Chancellor	Kristina Hannon
General Manager of KVCR	Diana Rodriguez
Executive Director of EDCT	Deanna Krehbiel

AYES: Viricel, Harrison, Longville, Reyes, Singer, Williams, Gerard, Mariscal-Medina
 NOES: None
 ABSENT: Houston
 ABSTENSIONS: None

13. INFORMATION ITEMS

- 13.1. Accreditation Timeline (p351)
- 13.2. Analysis of AB 705 Compliance, Implementation, Student Success, and Student Retention (p353)
- 13.3. Applause Cards (p358)
- 13.4. Budget Report (p365)
- 13.5. Clery Report (p368)
- 13.6. Construction Contracts, Change Orders and Amendments Below \$60,000 (p370)
- 13.7. Construction Contracts, Change Orders and Amendments Subject to UCCAP \$60,000-\$200,000 (p372)
- 13.8. Contracts Below \$95,200 (p374)
- 13.9. General Fund Cash Flow Analysis (p382)
- 13.10. MOUs between SBCCD and the CSEA (p384)
- 13.11. Professional Expert, Short-Term, and Substitute Employees (p389)
- 13.12. Purchase Orders (p394)
- 13.13. Quarterly Financial Status Report (p402)
- 13.14. Tentative Agreements with CSEA (p407)
- 13.15. Volunteers (p410)
- 13.16. Board Master Planning Action Calendar (p438) **Amended to include recurring monthly items (top of pages).**

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT			
Board Master Planning Action Calendar			
As of 3/3/2020 8:18 AM			
Monthly	B&FS	- Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - FTES Reports	- Events/ICBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout
	FPC	- RFQ/RFP/Bid & Contract Award - Informal Bid Award (UCCAP)	- Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments
	HR	- Closed Session Items (Separate Agenda) - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase	- Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic
	OOC & PRES	- Board Committee Reports - Board Information Requests - Good News	- Key Performance Indicators - Minutes - Curriculum
			- Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report - Surplus Property - Bond Construction COs/Amendments - CBOC Appointees - Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment - Board Policies & Procedures - Clery Report - Applause Report

14. PUBLIC COMMENT ON NON-AGENDA ITEMS

See item #7

CONVENE CLOSED SESSION

Closed session convened at 8:33pm.

RECONVENE PUBLIC MEETING

Public meeting reconvened at 9:15pm.

REPORT OF ACTION IN CLOSED SESSION

None

15. **ADJOURN**

The next meeting of the Board: Business Meeting at **Crafton Hills College LRC 231**, April 9, 2020 at 4pm. Board Chair Viricel adjourned the meeting at 9:16 pm.

Gloria Macias Harrison, Clerk
SBCCD Board of Trustees



Special Meeting of the Board of Trustees

March 17, 2020
12:00 p.m.
550 E. Hospitality Ln., Suite 200
San Bernardino, CA 92408

MINUTES

Zoom Conference Call: (312) 626-6799 Meeting ID: 544 267 197 <https://cccconfer.zoom.us/j/544267197>

MEMBERS PRESENT

Dr. Anne L. Viricel, Chair
Dr. Stephanie Houston, Vice Chair
Gloria Macias Harrison, Clerk
John Longville, Trustee (by teleconference)
Frank Reyes, Trustee (by teleconference)
Dr. Donald L. Singer, Trustee
Joseph Williams, Trustee
Maritza Mariscal-Medina, SBVC Student Trustee (by teleconference)
Elijah Gerard, CHC Student Trustee

ABSENT

None

ADMINISTRATORS PRESENT

Jose Torres, Interim Chancellor
Diana Rodriguez, SBVC President
Dr. Kevin Horan, CHC President

ADMINISTRATORS ABSENT

None

1. **CALL TO ORDER – PLEDGE OF ALLEGIANCE**
Board Chair Viricel called the meeting to order at 12:05pm. Vice Chair Houston led the pledge of allegiance.
2. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**
Chris Grant, SCE partnership
3. **ACTION AGENDA**
 - 3.1 Adopt Resolution #2020-03-17-BOT01 COVID-19 (p2)

Trustee Reyes moved to adopt resolution #2020-03-17-BOT01 COVID-19, authorizing the District to prepare and respond effectively to the Novel Coronavirus (COVID-19). Trustee Longville seconded the motion. Interim Chancellor Torres indicated updates on COVID-19 will continue to be communicated via email. The food pantry will remain open with limited hours and will limit the number of people to minimize exposure.

AYES: Viricel, Houston, Harrison, Longville, Reyes, Singer, Williams, Mariscal-Medina, Gerard
NOES: None
ABSENT: None
ABSTENSIONS: None

3.2 Approve Chancellor Search Timeline (p5)

Trustee Harrison moved to table the Chancellor Search Timeline. Trustee Houston seconded the motion. In order to meet the constricted timeline, if an emergency arises, the committee would have to move to a virtual format, which could cause inequity. If the search committee continues beyond the semester, the students appointed will graduate, but can continue service after graduation. Interim Vice Chancellor Hannon will provide a timeline next month with more details on how the search and having an Interim Chancellor in place will affect our accreditation.

4. **ADJOURN**

The next meeting of the Board: Business Meeting at Crafton Hills College LRC 231, April 9, 2020 at 4pm. Board Chair Viricel adjourned the meeting at 12:40 pm.

Gloria Macias Harrison, Clerk
SBCCD Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose Torres, Interim Chancellor
REVIEWED BY: Dr. Kevin Horan, President, CHC
PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC
DATE: April 9, 2020
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
April 9, 2020**

MODIFY COURSE

COURSE ID	COURSE TITLE
CIS 095	Employability Skills for Technical Careers

Equate: Course is not currently offered at SBVC
Effective: Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
ENGL 127	Introductory Literary Magazine Production: The Sand Canyon Review

Prerequisite: None
Departmental Recommendation: ENGL 101 with a minimum grade of "C" or better
Rationale: Six-year revision
Equate: ENGL 125 at SBVC
Effective: Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
ENGL 146	Writing for Business and the Professions

Prerequisite: BUSAD 145 or COMMST 145 or eligibility for ENGL 101 as determined through the Crafton Hills College assessment process
Rationale: Six-year review; add DE component
Equate: Course is not currently offered at SBVC
Effective: Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
ENGL 233	Intermediate Creative Writing

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

MODIFY COURSE

COURSE ID	COURSE TITLE
FIRET 115	Firefighter I Basic Training Academy

Departmental Recommendation: Eligibility for ENGL 101 and MATH 095 or higher and successful completion of FIRET 902

Minimum Semester Hours:

Lecture: 144

Lab: 336

Schedule Description: This course trains students to possess the necessary competencies required for the California State Fire Training Firefighter I & Firefighter 2 Certification (2019 Version) as well as the Basic Wildland Fire Academy Certification.

Rationale: To meet State mandates

Equate: Course is not offered at SBVC

Effective: Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
HUM 102	The Humanities II: Renaissance to Post Modern

Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

Schedule Description: Study of humanities through the arts and ideas of the Renaissance through the present.

Rationale: Six-year revision

Equate: Course is not currently offered at SBVC

Effective: Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
HUM 140	Humanities Through the Arts

Departmental Recommendation: Eligibility for ENGL 101 as determined through the Crafton Hills College assessment process

Catalog Description: Study of humanities through major art forms, including: film, drama, music, literature, painting, sculpture, and architecture.

Schedule Description: Study of humanities through major art forms.

Rationale: Six-year revision; add DE component

Equate: Course is not currently offered at SBVC

Effective: Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
KIN/F 970A	Personal Fitness Assessment I

Catalog Description:	First time fitness assessment including cardiorespiratory fitness, muscular strength, muscular endurance, flexibility, body composition, blood pressure, health history, and dietary intake. After testing, recommendations for an exercise program and dietary guidance are given based on personal needs. Graded on a Pass or No Pass basis only. Open entry, open exit course.
Schedule Description:	First time fitness assessment including cardiorespiratory fitness, muscular strength, muscular endurance, flexibility, body composition, blood pressure, health history, and dietary intake. After testing, recommendations for an exercise program and dietary guidance are given based on personal needs. Graded on a Pass or No Pass basis only. Open entry, open exit course.
Rationale:	Board approved on October 10, 2019 to add open entry, open exit to the course record. The course is being submitted as six-year revision.
Equate:	Course is not currently offered at SBVC
Effective:	Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
KIN/F 970B	Personal Fitness Assessment II

Catalog Description:	Fitness assessment designed for students who have already completed the fitness assessment once and are interested in reevaluation of cardiorespiratory fitness, muscular strength, muscular endurance, flexibility, body composition, blood pressure, health history, and dietary intake. After testing, revised recommendations for an exercise program and dietary guidance will be given based on personal needs. Graded on a Pass or No Pass basis only. Open entry, open exit course.
Schedule Description:	Fitness assessment designed for students who have already completed the fitness assessment once and are interested in reevaluation of cardiorespiratory fitness, muscular strength, muscular endurance, flexibility, body composition, blood pressure, health history, and dietary intake. Graded on a Pass or No Pass basis only. Open entry, open exit course.
Rationale:	Board approved on October 10, 2019 to add open entry, open exit to the course record. The course is being submitted as six-year revision.
Equate:	Course is not currently offered at SBVC
Effective:	Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
KIN/F 970C	Personal Fitness Assessment III

Catalog Description:	Fitness assessment designed for students who have already completed the fitness assessment twice and are interested in intermediate/advanced methods to improve their fitness level and re-evaluation of cardiorespiratory fitness, muscular strength, muscular endurance, flexibility, body composition, blood pressure, health history, and dietary intake. After testing, revised recommendations for an exercise program and dietary guidance will be given based on personal needs. Graded on a Pass or No Pass basis only. Open entry, open exit course.
Schedule Description:	Fitness assessment designed for students who have already completed the fitness assessment twice and are interested in intermediate/advanced methods to improve their fitness level and re-evaluation of cardiorespiratory fitness, muscular strength, muscular endurance, flexibility, body composition, blood pressure, health history, and dietary intake. Graded on a Pass or No Pass basis only. Open entry, open exit course.
Rationale:	Board approved on October 10, 2019 to add open entry, open exit to the course record. The course is being submitted as six-year revision.
Equate:	Course is not currently offered at SBVC
Effective:	Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
KIN/F 970D	Personal Fitness Assessment IV

Catalog Description:	Fitness assessment designed for students who have already taken the fitness assessment three times and are interested in advanced methods to improve their fitness level and re-evaluation of cardiorespiratory fitness, muscular strength, muscular endurance, flexibility, body composition, blood pressure, health history, and dietary intake. After testing, revised recommendations for an exercise program and dietary guidance will be given based on personal needs. Graded on a Pass or No Pass basis only. Open entry, open exit course.
Schedule Description:	Fitness assessment designed for students who have already taken the fitness assessment three times and are interested in advanced methods to improve their fitness level and re-evaluation of cardiorespiratory fitness, muscular strength, muscular endurance, flexibility, body composition, blood pressure, health history, and dietary intake. Open entry, open exit course.
Rationale:	Board approved on October 10, 2019 to add open entry, open exit to the course record. The course is being submitted as six-year revision.
Equate:	Course is not currently offered at SBVC
Effective:	Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
SPAN 103	College Spanish III

Rationale: Six-year revision
Equate: SPAN 103 at SBVC
Effective: Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
SPAN 104	College Spanish IV

Rationale: Six-year revision
Equate: SPAN 104 at SBVC
Effective: Fall 2020

DISTRIBUTED EDUCATION

Course ID:	ENGL 146	100% Online
Course Title:	Writing for Business and the Professions	
Rationale:	Increase DE Offerings	
Effective:	Fall 2020	

DISTRIBUTED EDUCATION

Course ID:	HUM 140	Hybrid and 100% Online
Course Title:	Humanities Through the Arts	
Rationale:	Increase DE Offerings	
Effective:	Fall 2020	

PROGRAM MODIFICATION**ASSOCIATE IN ARTS IN MUSIC FOR TRANSFER**

The Associate in Arts-Transfer (AA-T) degree in Music at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to pursue a Bachelor of Arts in Music degree.

REQUIRED CORE COURSES:

	Units
MUSIC 101 Music Theory I	4
MUSIC 102 Music Theory II	4
MUSIC 201 Music Theory III	4
MUSIC 141X4 1 Applied Music	2

Students must complete 4 units from:

	Units
MUSIC 150X4 2 Concert Choir	4
or	
MUSIC 174X4 3 Jazz Band	4

REQUIRED COURSE LIST A		Units
MUSIC 202	Music Theory IV	4
Total Units:		22

1 Must be taken four times

2 total of 4 units of any combination of ensemble courses

3 total of 4 units of any combination of ensemble courses

Rationale: Curriculum update to comply with State requirement.

Effective: Fall 2020

PROGRAM MODIFICATION

ASSOCIATE OF ARTS DEGREE MUSIC

The Crafton Hills College Music Program provides the foundations of academic training in music theory, history, and performance. The Choir and Jazz Band perform concerts regularly throughout the year. There is also a robust recital and concert series that features a composition recital, a songwriters concert, an electronic music event, and a music major recital each semester.

REQUIRED THEORY AND MUSIC HISTORY COURSES:		Units
MUSIC 101	Music Theory I	4
MUSIC 102	Music Theory II	4
MUSIC 201	Music Theory III	4
MUSIC 202	Music Theory IV	4
MUSIC 120	Appreciation of Musical Literature	3
or		
MUSIC 120H	Appreciation of Musical Literature-Honors	3

STUDENTS MUST COMPLETE FOUR SEMESTERS OF CLASS PIANO:

(piano students may waive some or all of these units by proof of proficiency as determined by the faculty)

		Units
MUSIC 135	Piano I	2
MUSIC 136	Piano II	2
MUSIC 235	Piano III	2
MUSIC 236	Piano IV	2

STUDENTS MUST COMPLETE AT LEAST FOUR OF THE FOLLOWING COURSES:

		Units
MUSIC 132	Guitar I	2
MUSIC 133	Guitar II	2
MUSIC 232	Guitar III	2
MUSIC 233	Guitar IV	2
MUSIC 150X4	Concert Choir	1
MUSIC 174X4	Jazz Band	1

STUDENTS MUST COMPLETE FOUR SEMESTERS OF APPLIED MUSIC (private instruction in specific instrument/voice or composition):

		Units
MUSIC 141X4	Applied Music	0.5
MUSIC 141X4	Applied Music	0.5

MUSIC 141X4	Applied Music	0.5
MUSIC 141X4	Applied Music	0.5

Total Units: **35 - 37**

Rationale: Curriculum update to comply with State requirement.
Effective: Fall 2020

NEW PROGRAM

DIGITAL MARKETING CERTIFICATE OF ACHIEVEMENT

The Digital Marketing Certificate is a blend of marketing and multimedia courses that will provide students and overview of concepts that involve marketing and multimedia. The courses will provide a foundational education to students in marketing and digital communication. The courses also provide basics of marketing principals that included and not limited to pricing, revenue, sales and marketing environment.

		Units
BUSAD 100	Introduction to Business	3
MARKET 100	Marketing Principles	3
MULTI 100	Multimedia Foundations	3
MARKET 110	Principles of Advertising	3
MULTI 111	Adobe Photoshop I	3

Total Units: **15**

Rationale: There is a current need in marketing for students to understand marketing principals and multimedia design.

Effective: Fall 2021

INFORMATION ONLY

Associate in Arts in Elementary Teacher Education for Transfer (AA-T) Degree

The Associate in Arts-Transfer (AA-T) degree in Elementary Teacher Education at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in liberal studies or a related field of study.

REQUIRED CORE COURSES		Units
CD 105	Child Growth and Development	3
CD 295	Elementary Laboratory	3
GEOL 140	Earth Science	3
GEOL 141	Earth Science Laboratory	1
MATH 106	Mathematical Concepts for Elementary School Teachers - Number Systems	3
ENGL 101	Freshman Composition	4
or		
ENGL 101H	Freshman Composition-Honors	4
COMMST 100	Elements of Public Speaking	3
or		
COMMST 100H	Elements of Public Speaking - Honors	3
BIOL 100	General Biology	4
CHEM 101	Introduction to Chemistry	4

PHYSIC 100	Introduction to Physics	4
ENGL 152	Intermediate Composition and Literature	4
or		
ENGL 152H	Intermediate Composition and Literature – Honors	4
HIST 100	History of the United States to 1877	3
or		
HIST 100H	History of the United States to 1877-Honors	3
HIST 170	World Civilizations (3500 BCE-1500CE)	3
or		
HIST 170H	World Civilizations (3500 BCE-1500CE)-Honors	3
GEOG 120	World Regional Geography	3
POLIT 100	American Politics	3
or		
POLIT 100H	American Politics-Honors	3

REQUIRED LIST A COURSES

Students must complete at least three (3) units from the following courses:

		Units
COMMST 125	Critical Thinking Through Argumentation and Debate	3
or		
COMMST 125H	Critical Thinking Through Argumentation and Debate – Honors	3
ENGL 102	Intermediate Composition and Critical Thinking	4
or		
ENGL 102H	Intermediate Composition and Critical Thinking-Honors	4

REQUIRED LIST B COURSES

Students must complete at least three (3) additional units from the following courses:

		Units
MUSIC 120	Appreciation of Musical Literature	3
or		
MUSIC 120H	Appreciation of Musical Literature-Honors	3
THART 100	Introduction to Theatre	3
or		
THART 100H	Introduction to Theatre-Honors	3

Total Units: **57 - 58**

Rationale: Curriculum update to comply with State requirement (removed EDU 290).
Effective: Fall 2020

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Diana Rodriguez, President, SBVC
PREPARED BY: Dina Humble, Vice President, Instruction, SBVC
DATE: April 9, 2020
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 2020-2021 or 2021-2022 College Catalogs.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

**SAN BERNARDINO VALLEY COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
April 9, 2020**

CONTENT REVIEW

No Changes to the College Catalog

GEOL 111

Rationale: Content Review
Effective: Fall 2020

NEW COURSE

Addition to the 2021-2022 College Catalog

Course ID: POLICE 001
Course Title: Police Academy Preparation
Units: 1.5
Lecture: 36 contact hour(s) per semester
Laboratory: 8 contact hour(s) per semester
Outside of Class Hours: 72 contact hour(s) per semester
Prerequisite: None
Catalog Description: This course is designed to provide the student with the necessary information and guidance to meet the requirements for entry into and completion of the intensive or extended police academy. The course comprehensively covers personal leadership development skills as well as mental and physical preparation strategies fundamental to a successful police academy experience.
Schedule Description: This course is designed to provide the student with the necessary information and guidance to meet the requirements for entry into and completion of the intensive or extended police academy. The course comprehensively covers personal leadership development skills as well as mental and physical preparation strategies fundamental to a successful police academy experience.
TOP Code: 2105.50
Equate: Course not offered at CHC.
Rationale: The physical, mental, academic and emotional demands of a career in law enforcement are great. As a result, students that attempt to navigate this career pathway without proper preparation set themselves up for failure. This course is intended to assist a student in preparing to meet these demands and enable them to successfully navigate the academy training program and achieve a rewarding career in law enforcement.
Effective: Fall 2020

COURSE MODIFICATION

Changes to the 2021-2022 College Catalog

COURSE ID	COURSE TITLE
AUTO 020	NON-STRUCTURAL BODY REPAIR

Course ID:	ACR 020
Catalog Description:	This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on automotive construction, regulations, oxyacetylene and Metal Inert Gas (MIG) welding, surface preparation, basic spray painting, and detailing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B-3. (Formerly AUTO 020)
Schedule Description:	This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on automotive construction, regulations, oxyacetylene and MIG welding, surface preparation, basic spray painting, and detailing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B-3. (Formerly AUTO 020)
Equate:	Course not offered at CHC.
Rationale:	Updating course ID from AUTO to ACR.
Effective:	Fall 2021

COURSE ID	COURSE TITLE
AUTO 022	NON-STRUCTURAL COLLISION REPAIR

Course ID:	ACR 022
Course Title:	Non-Structural Collision Repair and Estimating
Catalog Description:	This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on laws and regulations, refinishing techniques, Metal Inert Gas (MIG) welding and steering, suspension and vehicle alignment, damage analysis and estimating, and Hybrid and electric vehicle safety procedures. This course may be used in preparation for the Automotive Service Excellence (ASE) National B3 Test. (Formerly AUTO 022)
Schedule Description:	This course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on laws and regulations, refinishing techniques, Metal Inert Gas (MIG) welding and steering, suspension and vehicle alignment, damage analysis and estimating, and Hybrid and electric vehicle safety procedures. This course may be used in preparation for the Automotive Service Excellence (ASE) National B3 Test. (Formerly AUTO 022)
Equate:	Course not offered at CHC.
Rationale:	Updating course ID from AUTO to ACR.
Effective:	Fall 2021

COURSE ID	COURSE TITLE
AUTO 024	STRUCTURAL ANALYSIS AND DAMAGE REPAIR

Course ID: ACR 024
Departmental Advisory: ACR 020 or ACR 022
Catalog Description: This course covers theory and practical experience in auto collision repair and shop safety, with a focus on Metal Inert Gas (MIG) welding, panel replacement, theory and practical experience in minor uni-body frame measuring and repair, basic hybrid body repair, and hybrid and electric vehicle safety procedures. This course may be used in preparation for the Automotive Service Excellence (ASE) National B4 Test. (Formerly AUTO 024)
Schedule Description: This course covers theory and practical experience in auto collision repair and shop safety, with a focus on Metal Inert Gas (MIG) welding, panel replacement, theory and practical experience in minor uni-body frame measuring and repair, basic hybrid body repair, and hybrid and electric vehicle safety procedures. This course may be used in preparation for the Automotive Service Excellence (ASE) National B4 Test. (Formerly AUTO 024)
Equate: Course not offered at CHC.
Rationale: Updating course ID from AUTO to ACR.
Effective: Fall 2021

COURSE ID	COURSE TITLE
AUTO 026	AUTO COLLISION REFINISHING

Course ID: ACR 026
Departmental Advisory: ACR 020 or ACR 022
Catalog Description: This course covers theory and practical experience in automotive collision repair and refinishing, shop safety practices, personal safety, and health protection as outlined by Environmental Protection Agency (EPA) and South Coast Air Quality Management District (SCAQMD). Topics include Sheet Molded Compound (SMC) panel replacement; heat reshaping plastic parts; electrical and electronic systems; single-, two-, and three-stage refinishing systems; spot repairing/blending; polishing; detailing; estimating; and custom painting. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B2. (Formerly AUTO 026)
Schedule Description: This course covers theory and practical experience in automotive collision repair and refinishing; shop safety practices, personal safety and health protection; single-, two-, and three-stage refinishing systems; spot repairing/blending; polishing; and detailing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B2. (Formerly AUTO 026)
Equate: Course not offered at CHC.
Rationale: Updating course ID from AUTO to ACR.
Effective: Fall 2021

COURSE ID	COURSE TITLE
AUTO 030	MECHANICAL TECHNOLOGY FOR THE COLLISION SPECIALIST

Course ID: ACR 030
Departmental Advisory: ACR 020 or ACR 022
Catalog Description: This course is an intense overview of the mechanical aspects of a vehicle as it pertains to Collision industry. Subjects covered are A/C, Electrical, SRS (Safety Restraint Systems), front end geometry and hybrid and electrical vehicle safety. (Formerly AUTO 030)
Schedule Description: This course is an intense overview of the mechanical aspects of a vehicle as it pertains to Collision industry. Subjects covered are A/C, Electrical, SRS (Safety Restraint Systems), front end geometry and hybrid and electrical safety. (Formerly AUTO 030)
Equate: Course not offered at CHC.
Rationale: Updating course ID from AUTO to ACR.
Effective: Fall 2021

COURSE ID	COURSE TITLE
AUTO 620	NON-STRUCTURAL BODY REPAIR

Course ID: ACR 620
Catalog Description: This noncredit course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on automotive construction, regulations, oxyacetylene and Metal Inert Gas (MIG) welding, surface preparation, basic spray painting, and detailing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B-3. (Formerly AUTO 620)
Schedule Description: This noncredit course covers theory and practical experience in automotive collision damage repair and shop safety with a focus on automotive construction, regulations, oxyacetylene and MIG welding, surface preparation, basic spray painting, and detailing. This course may be used in preparation for the Automotive Service Excellence (ASE) National Test B-3. (Formerly AUTO 620)
Equate: Course not offered at CHC.
Rationale: Updating course ID from AUTO to ACR.
Effective: Fall 2021

COURSE ID	COURSE TITLE
BIOL 250	HUMAN ANATOMY AND PHYSIOLOGY I

Prerequisite: None
Departmental Advisory: BIOL 100 and ENGL 101 or ENGL 101H
Equate: Course not offered at CHC.
Rationale: Modifying course to meet requirements of AB705
Effective: Fall 2021

COURSE ID	COURSE TITLE
BIOL 251	HUMAN ANATOMY AND PHYSIOLOGY II

Prerequisite: None
Departmental Advisory: BIOL 100 and CHEM 101 or CHEM 105
Equate: Course not offered at CHC.
Rationale: Content review, updating departmental advisory and SLOs.
Effective: Fall 2021

COURSE ID	COURSE TITLE
BIOL 260	HUMAN ANATOMY

Departmental Advisory: BIOL 100 and ENGL 101 or ENGL 101H
Catalog Description: This is a comprehensive lecture/laboratory course in human anatomy. It is organized to explore the body both regionally and systemically. The course studies gross anatomy with an extensive dissection of the cat and other significant organs. Relevant comparisons to human systems and structures are emphasized in the laboratory portion of the course. Histological and cellular anatomy are included as they apply to various structures and systems.
Equate: Course not offered at CHC.
Rationale: Content review, updating departmental advisory and SLOs.
Effective: Fall 2021

COURSE ID	COURSE TITLE
ENGL 070	ENGLISH LITERATURE: MIDDLE AGES TO 18 TH – CENTURY

Prerequisite: None
Catalog Description: This course surveys English literature to the last quarter of the 18th Century including coverage of all significant literary types in the development of English literature from the Middle Ages to the late 18th century. ENGL 070 is the non-transfer equivalent of ENGL 270. A student taking ENGL 070 may not earn credit for ENGL 270.
Schedule Description: This course surveys English literature to the last quarter of the 18th Century including coverage of all significant literary types in the development of English literature from the Middle Ages to the late 18th century. ENGL 070 is the non-transfer equivalent of ENGL 270. A student taking ENGL 070 may not earn credit for ENGL 270.
Equate: Course not offered at CHC.
Rationale: Updating to remove ENGL 914 prerequisite.
Effective: Fall 2021

COURSE ID	COURSE TITLE
ENGL 071	ENGLISH LITERATURE: 18 TH – CENTURY TO PRESENT

Prerequisite: None

Catalog Description: This course surveys English literature to the last quarter of the 18th Century including coverage of all significant literary types in the development of English literature from the Middle Ages to the late 18th century. ENGL 071 is the non-transfer equivalent of ENGL 271. A student taking ENGL 071 may not earn credit for ENGL 271.

Schedule Description: This course surveys English literature to the last quarter of the 18th Century including coverage of all significant literary types in the development of English literature from the Middle Ages to the late 18th century. ENGL 071 is the non-transfer equivalent of ENGL 271. A student taking ENGL 071 may not earn credit for ENGL 271.

Equate: Course not offered at CHC.

Rationale: Updating to remove ENGL 914 prerequisite.

Effective: Fall 2021

COURSE ID	COURSE TITLE
ENGL 077	SHAKESPEARE

Prerequisite: None

Catalog Description: This course includes a critical analysis of a selection of Shakespeare's plays representative of his literary development. Lectures, films, and recordings will be used to examine life and the theater in Elizabethan England. ENGL 077 is the non-transfer equivalent of ENGL 275. A student taking ENGL 077 may not earn credit for ENGL 275.

Schedule Description: This course includes a critical analysis of a selection of Shakespeare's plays representative of his literary development. Lectures, films, and recordings will be used to examine life and the theater in Elizabethan England. ENGL 077 is the non-transfer equivalent of ENGL 275. A student taking ENGL 077 may not earn credit for ENGL 275.

Equate: Course not offered at CHC.

Rationale: Updating to remove ENGL 914 prerequisite.

Effective: Fall 2021

COURSE ID	COURSE TITLE
FTVM 120	BASIC WRITING FOR BROADCASTING

Title: Introduction to Screen and Broadcast Writing

Catalog Description: This course is designed to teach the student the basic tools of scriptwriting for film, television, broadcast, and new media, focusing on the aesthetic and commercial demands of each. (FORMERLY RTVF 104).

Schedule Description: This course is designed to teach the student the basic tools of scriptwriting for film, television, broadcast, and new media, focusing on the aesthetic and commercial demands of each. (FORMERLY RTVF 104).

Equate: Course not offered at CHC.

Rationale: Updating title, descriptions, SLOs, and content.

Effective: Fall 2021

COURSE ID	COURSE TITLE
FTVM 121	MEDIA WRITING

Title: Intermediate Screen and Broadcast Writing

Catalog Description: This course is designed to provide intermediate level training in skills required to create scripts for film, television or electronic media. Techniques of scriptwriting and marketing are explored. (FORMERLY RTVF 106)

Schedule Description: This course is designed to provide intermediate level training in skills required to create scripts for film, television or electronic media. Techniques of scriptwriting and marketing are explored. (FORMERLY RTVF 106)

Equate: Course not offered at CHC.

Rationale: Updating title, descriptions, SLOs, and content.

Effective: Fall 2021

COURSE ID	COURSE TITLE
POLICE 002	BASIC LAW ENFORCEMENT ACADEMY

Departmental Advisory: POLICE 001 and ENGL 101 or ENGL 101H

Equate: Course not offered at CHC.

Rationale: Updating departmental advisory and SLOs.

Effective: Fall 2021

COURSE ID	COURSE TITLE
GEOL 101	INTRODUCTION TO PHYSICAL GEOLOGY

Prerequisite: ENGL 101 or ENGL 101H and MATH 095 or MATH 096

Corequisite: ENGL 101 or ENGL 101H

Departmental Advisory: GEOL 111

Catalog Description: This course is an introduction to the study of the Earth, with emphasis on the materials that make up the Earth. It emphasizes Plate Tectonics, the processes that created the continents and the ocean basins, and the internal and external processes that change the landscape.

Schedule Description: This course is an introduction to the study of the Earth, with emphasis on the materials that make up the Earth. It emphasizes Plate Tectonics, the processes that created the continents and the ocean basins, and the internal and external processes that change the landscape.

Equate: GEOL 101 at CHC.

Rationale: Content review, updating requisites and course descriptions.

Effective: Fall 2021

COURSE ID	COURSE TITLE
GEOL 222	INDEPENDENT STUDY IN GEOLOGY

Catalog Description: Students with previous course work in Geology may work on assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Geology. Prior to registration, a written contract must be prepared jointly by the instructor and the student.

Schedule Description: Students with previous course work in Geology may work on assigned projects involving research and analysis of selected topics. Prior to registration, a written contract must be prepared. See instructor for details.

Equate: Course not offered at CHC.

Rationale: Content review, updating course descriptions and SLOs.

Effective: Fall 2021

COURSE ID	COURSE TITLE
GEOL 260	INTRODUCTION TO FIELD GEOLOGY

Prerequisite: GEOL 101 or GEOL 112

Departmental Advisory: GIS 130 or GEOG 130

Catalog Description: This course emphasizes demonstration, discussion, and practice of field investigations of geologic environments. Activities include describing, mapping, and identifying geologic phenomena using traditional and cutting-edge field survey methods. As this is a hands-on course, students will spend time in the field.

Schedule Description: This course emphasizes demonstration, discussion, and practice of field investigations of geologic environments. Activities include describing, mapping, and identifying geologic phenomena using traditional and cutting-edge field survey methods. As this is a hands-on course, students will spend time in the field.

Equate: GEOL 260 at CHC.

Rationale: Content review, updating requisites and course descriptions.

Effective: Fall 2021

COURSE ID	COURSE TITLE
SPAN 101H	COLLEGE SPANISH 1 - HONORS

Departmental Advisory: ENGL 101 or ENGL 101H

Equate: Course not offered at CHC.

Rationale: Updating to remove English 015 as an advisory.

Effective: Fall 2020

COURSE DELETIONS

COMM 107	COMM 130	CULART 235	CULART 299A-Z
ENGL 914*	HUMSV 198	HUMSV 204A	HUMSV 261A-Z
NURS 100	NURS 102	NURS 104	NURS 108
NURS 109	NURS 110	NURS 112	NURS 200
NURS 202	PE/I 192X4	PE/T 132X2	PHYSIC 010
SDEV 016			

Rationale: Courses are no longer offered.
Effective: Fall 2020 or *Fall 2021

COURSE CORRECTION

Correction to the 2020-2021 College Catalog

Course ID: FTVM 110
Departmental Advisory: None
Rationale: Removing ENGL 101 or ENGL 101H departmental advisory.
Previous Board Approval: April 11, 2019
Effective: Fall 2020

COURSE CORRECTION

Correction to the 2020-2021 College Catalog

Course ID: HUMSV 233
Lecture: 2 contact hour(s) per week
32 - 36 contact hours per semester
Outside of Class Hours: 4 hour(s) per week
Rationale: Adding hours to Course Outline.
Previous Board Approval: April 11, 2019
Effective: Fall 2020

DISTANCE EDUCATION

BIOL 250	BIOL 251	ENGL 070	ENGL 071
ENGL 077	GEOL 101	GEOL 222	GEOL 260
SPAN 101H			

Rationale: **100% ONLINE**
One of the planning themes of San Bernardino Valley College (SBVC) is access. For career technical courses, the issue of scheduling is crucial. Students working the night shift can only take class in the morning while those working traditional day schedules can only take evening classes. Given these variables and difficult schedules, students need the flexibility of time that an online class affords. An asynchronous online class allows students to study when their schedules allow and where they have the space and materials to do so effectively. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities.
Effective: Fall 2021

CERTIFICATE MODIFICATION

BASIC PEACE OFFICER CERTIFICATE OF ACHIEVEMENT

This certificate is designed for state certified entry-level positions in law enforcement agencies. Successful completion of this program and subsequent completion of the hiring agencies probationary period in a Peace Officers' Standards and Training (POST) certified agency qualifies the student for a California POST certificate. This program meets Penal Code §832 requirement of training as a peace officer in the state of California. This program is offered in two formats: The Intensive Format (approximately 23 weeks) and the Extended Format (approximately 52 weeks). 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:	Units
POLICE 002 Basic Law Enforcement Academy	24.5
POLICE 100 Criminal Law	3
POLICE 101 Procedure and Evidence	3
POLICE 102 Community Policing	3
POLICE 103 Introduction to Criminal Investigation	3
RECOMMENDED COURSE:	
POLICE 001 Police Academy Preparation	1.5
Total Units	36.5

Rationale: Adding POLICE 001 to list of recommended courses.
Effective: Fall 2020

CERTIFICATE MODIFICATION

ADVANCED AUTOMOTIVE COLLISION REPAIR AND REFINISHING CERTIFICATE OF ACHIEVEMENT

This certificate is designed to prepare students for entry-level work as an auto collision repair technician and/or painter apprentice beyond the Basic Automotive Collision Repair and Refinishing Certificate and to prepare students for the Automotive Service Excellence (ASE) certification test.

REQUIRED COURSES:	Units
ACR 020 Non-Structural Body Repair	6
ACR 022 Non-Structural Collision Repair and Estimating	6
ACR 024 Structural Analysis and Damage Repair	6
ACR 026 Auto Collision Refinishing	6
ACR 030 Mechanical Technology for the Collision Specialist	5
AUTORS 010 Basic Vehicle Restoration	4
or	
AUTOST 010 Beginning Street Rod Construction	4
Total Units	33

Rationale: Updating department and courses to ACR to align with Program Review.
Effective: Fall 2021

CERTIFICATE MODIFICATION

AUTOMOTIVE INTERIORS CERTIFICATE OF ACHIEVEMENT

This certificate is designed to prepare students for entry-level work/employment as an auto interiors technician.

Required Courses:		Units
ACR 020	Non-Structural Body Repair	6
AUTOIN 010	Basic Auto Upholstery	4
AUTOIN 012	Advanced Custom Auto Interiors	4
AUTOST 010	Beginning Street Rod Construction	4
Total Units		18

Rationale: Updating department and courses to ACR to align with Program Review.
Effective: Fall 2021

CERTIFICATE MODIFICATION

AUTOMOTIVE INTERIORS CERTIFICATE OF COMPLETION

This noncredit certificate is designed to prepare students for entry-level work/employment as an auto interiors technician.

REQUIRED COURSES:		Hours
ACR 620	Non-Structural Body Repair	128 - 144
AUTOIN 610	Basic Auto Upholstery	128 - 144
AUTOIN 612	Advanced Custom Auto Interiors	128 - 144
AUTOST 610	Beginning Street Rod Construction	96 - 108
Total Hours		480 - 540

Rationale: Updating department and courses to ACR to align with Program Review.
Effective: Fall 2021

CERTIFICATE MODIFICATION

BASIC AUTOMOTIVE COLLISION REPAIR AND REFINISHING 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 certificate is designed to prepare students for entry-level work as an auto collision repair and painter apprentice, or in related areas of an automotive dealership or shop, such as chassis, front end, or frame repair, and parts counter clerk.

REQUIRED COURSES:		Units
ACR 020	Non-Structural Body Repair	6
ACR 022	Non-Structural Collision Repair and Estimating	6
ACR 024	Structural Analysis and Damage Repair	6
ACR 026	Auto Collision Refinishing	6
Total Units		24

ACR 020 may be waived through the Articulation 2+2+2 program with prior agreement with the auto collision and refinishing instructor.

Rationale: Updating department and courses to ACR to align with Program Review.
Effective: Fall 2021

CERTIFICATE MODIFICATION

MEDIA DEVELOPMENT CERTIFICATE OF ACHIEVEMENT

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

REQUIRED COURSES:

		Units
FTVM 102	Introduction to Media Aesthetics and Cinematic Arts	3
FTVM 120	Introduction to Screen and Broadcast Writing	3
FTVM 121	Intermediate Screen and Broadcast Writing	3
FTVM 122	Acting and Directing for Television and Film	3
	or	
FTVM 130	Survey of TV Studio and Film Production	3
Total Units		12

Rationale: Created new writing to replace existing writing courses.
Effective: Fall 2021

CERTIFICATE MODIFICATION

PSYCHIATRIC TECHNOLOGY 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 certificate is designed to prepare students for employment as a Psychiatric Technician, providing care and participating in the treatment of mentally and developmentally disabled clients. Learning activities are conducted on the college campus and a variety of community agencies.

The curriculum prepares students to take the California Psychiatric Technician license examination. The Psychiatric Technology program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians.

Students must complete program prerequisites, apply and be accepted into the Psychiatric Technology program. To enroll in the program, students must pass a background check and meet health requirements. The California Board of Vocational Nursing and Psychiatric Technicians may deny a license based on any conviction or action substantially related to Psychiatric Technician practice.

GENERAL EDUCATION REQUIREMENTS:

BIOLOGY (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

ENGLISH (4 UNITS)

		Units
ENGL 101	Freshman Composition	4

	or		
ENGL 101H	Freshman Composition-Honors		4

MATHEMATICS (0-5 UNITS)		Units
--------------------------------	--	--------------

MATH 095	Intermediate Algebra	4
----------	----------------------	---

or

MATH 096	Elementary and Intermediate Algebra	5
----------	-------------------------------------	---

or

Eligibility for MATH 102		0
--------------------------	--	---

PSYCHOLOGY (3 UNITS)		Units
-----------------------------	--	--------------

PSYCH 100	General Psychology	3
-----------	--------------------	---

or

PSYCH 100H	General Psychology - Honors	3
------------	-----------------------------	---

REQUIRED COURSES (46 UNITS):		Units
-------------------------------------	--	--------------

PSYTCH 084	Introduction to Psychiatric Technology	17
------------	--	----

PSYTCH 085	Psychiatric Technology: Nursing Science	12
------------	---	----

PSYTCH 086	Introduction to Psychiatric Technology: Behavioral Science	17
------------	--	----

Total Units		57-66
--------------------	--	--------------

Rationale:	Content review, updating PLOs and adding general education requirements.
Effective:	Fall 2020

CERTIFICATE MODIFICATION

SOCIAL MEDIA FIELD PRODUCTION CERTIFICATE OF ACHIEVEMENT

The Social Media Video Field Production is designed to better understand how field video production will enhance social media outreach. Utilizing field production basics such as interviews, livestreaming, and commercial production; students will gain an understanding for the appropriate tools. Students will learn engaging video strategies to expand social media audiences.

REQUIRED COURSES:		Units
--------------------------	--	--------------

FTVM 102	Introduction to Media Aesthetics and Cinematic Arts	3
----------	---	---

FTVM 121	Intermediate Screen and Broadcast Writing	3
----------	---	---

FTVM 132	Commercial Video Production	3
----------	-----------------------------	---

FTVM 215	Intermediate Digital Video Editing	3
----------	------------------------------------	---

Total Units		12
--------------------	--	-----------

Rationale:	Created new writing to replace existing writing courses.
Effective:	Fall 2021

CERTIFICATE MODIFICATION

STREET ROD CONSTRUCTION CERTIFICATE OF ACHIEVEMENT

This certificate is designed to prepare students for entry level work as a street rod builder apprentice or related areas of the auto related industry.

Required Courses		Units
AUTOST 010	Beginning Street Rod Construction	4
AUTORS 010	Basic Vehicle Restoration	4
ACR 020	Non-Structural Body Repair	6
Total Units		14

Rationale: Updating AUTO 020 to ACR 020.
Effective: Fall 2021

CERTIFICATE MODIFICATION

STREET ROD CONSTRUCTION CERTIFICATE OF COMPLETION

This noncredit certificate is designed to prepare students for entry level work as a street rod builder apprentice or related areas of the auto related industry.

REQUIRED COURSES:		Hours
AUTOST 610	Beginning Street Rod Construction	96 - 108
AUTORS 610	Basic Vehicle Restoration	128 - 144
ACR 620	Non-Structural Body Repair	128 - 144
Total Hours		352 - 396

Rationale: Updating AUTO 620 to ACR 620.
Effective: Fall 2021

DEGREE MODIFICATION

ADVANCED AUTOMOTIVE COLLISION REPAIR AND REFINISHING ASSOCIATE OF SCIENCE DEGREE

This degree is designed to prepare students for entry-level work as an auto collision repair technician and/or painter apprentice beyond the Basic Automotive Collision Repair and Refinishing Certificate.

To graduate with a specialization in Advanced Automotive Collision Repair and Refinishing, students must complete the following courses plus the general breadth requirements for the associate of science degree (minimum total = 60 units).

REQUIRED COURSES:		Units
ACR 020	Non-Structural Body Repair	6
ACR 022	Non-Structural Collision Repair and Estimating	6
ACR 024	Structural Analysis and Damage Repair	6
ACR 026	Auto Collision Refinishing	6
ACR 030	Mechanical Technology for the Collision Specialist	5
AUTORS 010	Basic Vehicle Restoration	4

AUTOST 010 **or**
Beginning Street Rod Construction

4

Total Units

33

Rationale: Updating department and courses to ACR to align with Program Review.
Effective: Fall 2021

DEGREE MODIFICATION

BASIC AUTOMOTIVE COLLISION REPAIR AND REFINISHING ASSOCIATE OF SCIENCE DEGREE

This degree prepares students for entry-level work as an automotive collision repair technician, structural repair technician, or painter apprentice. Upon completion of this degree, students can work in areas, such as automotive dealerships, auto collision repair facilities, frame repair, or as a parts counter clerk.

To graduate with a specialization in Basic Automotive Collision Repair and Refinishing, students must complete all requirements for the certificate with a grade of C or better plus the general breadth requirements for the Associate of Science Degree (minimum total = 60 units).

REQUIRED COURSES:		Units
ACR 020	Non-Structural Body Repair	6
ACR 022	Non-Structural Collision Repair and Estimating	6
ACR 024	Structural Analysis and Damage Repair	6
ACR 026	Auto Collision Refinishing	6

Total Units **24**

ACR 020 may be waived through the Articulation 2+2 program with prior agreement with the auto collision and refinishing instructor.

Rationale: Updating department and courses to ACR to align with Program Review.
Effective: Fall 2021

DEGREE MODIFICATION

ENVIRONMENTAL SCIENCE ASSOCIATE OF SCIENCE DEGREE

The goals of the Environmental Science program are to: 1) meet the needs of students who are majoring in one of the diverse fields encompassed by environmental science, and 2) provide options for students fulfilling general education science requirements.

Awareness of the issues of environmental quality is increasingly important in business, industry, and government. The growing human population and increasing consumption of resources are creating unprecedented pressures on our planetary life support systems. Environmental Science Majors need to complete an interdisciplinary set of core requirements that provide a basic understanding of the physical, biological, and social sciences and the relevance of these sciences to environmental processes and issues. In addition, the coursework will prepare students for related baccalaureate majors, including: biology, chemistry, engineering, geography (including emphasis in geographic information systems (GIS)), geology, mathematics, oceanography, and physics. For non-majors, the program's goal is to educate students to make better-informed choices about key environmental and health issues.

Students planning to transfer to a four-year institution and major in Environmental Science should consult with a counselor regarding the transfer process and institution-specific lower-division

requirements. In upper division and graduate studies, students majoring in environmental science usually specialize in areas such as environmental toxicology, public health, environmental law, education, environmental economics, soil and water science, restoration ecology, environmental landscaping, environmental management and urban planning, and related careers.

To graduate with a specialization in Environmental Science, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

REQUIRED COURSES: (35 units)		Units
ENVT 100	Introduction to Environmental Science	3
BIOL 205	Cell and Molecular Biology	4
BIOL 206	Organismal Biology	4
CHEM 150	General Chemistry I	5
CHEM 151	General Chemistry II	5
ECON 201	Principles of Microeconomics	3
	or	
ECON 201H	Principles of Microeconomics - Honors	3
	or	
POLIT 100	American Politics	3
GEOG 110	Physical Geography	3
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
	CHOOSE ONE OF THE FOLLOWING: (1-3 units)	Units
GEOG 111	Physical Geography Laboratory	1
	or	
GEOG 111H	Physical Geography Laboratory - Honors	1
GEOL 101	Introduction to Physical Geology	3
GEOL 111	Introduction to Physical Geology Laboratory	1
	CHOOSE ONE OF THE FOLLOWING PHYSICS COURSE SEQUENCES: (8-12 units)	Units
PHYSIC 151	General Physics for the Life Sciences I	4
PHYSIC 152	General Physics for the Life Sciences II	4
	or	
PHYSIC 202	Physics I	4
PHYSIC 203	Physics II	4
PHYSIC 204	Physics III	4
	CHOOSE TWO COURSES FROM THE FOLLOWING: (6-9 units)	Units
BIOL 104	Human Ecology	3
BIOL 207	Evolutionary Ecology	4
CHEM 205	Quantitative Chemical Analysis	5
CHEM 212	Organic Chemistry I	4
CHEM 213	Organic Chemistry II	4
GEOG 130	Introduction to Geographic Information Systems (GIS)	3
	or	
GIS 130	Introduction to Geographic Information Systems (GIS)	3
MATH 108	Introduction to Probability and Statistics	4
Total Units		50 - 59

Rationale: Adding an introductory course to degree and removing Chemistry honors courses.
Effective: Fall 2020

DEGREE MODIFICATION

ENVIRONMENTAL SCIENCE ASSOCIATE OF SCIENCE TRANSFER DEGREE

The goals of the Environmental Science program are to: 1) meet the needs of students who are majoring in one of the diverse fields encompassed by environmental science, and 2) provide options for students fulfilling general education science requirements.

Awareness of the issues of environmental quality is increasingly important in business, industry, and government. The growing human population and increasing consumption of resources are creating unprecedented pressures on our planetary life support systems. Environmental Science Majors need to complete an interdisciplinary set of core requirements that provide a basic understanding of the physical, biological, and social sciences and the relevance of these sciences to environmental processes and issues. In addition, the coursework will prepare students for related baccalaureate majors, including: biology, chemistry, engineering, geography (including emphasis in geographic information systems (GIS)), geology, mathematics, oceanography, and physics. For non-majors, the program’s goal is to educate students to make better-informed choices about key environmental and health issues.

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 Environmental Science 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) for STEM or Intersegmental General Education Transfer Curriculum (IGETC-CSU) for STEM, which requires a minimum of 31-33 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 Environmental Science should consult with a counselor regarding the transfer process and lower division requirements.

REQUIRED CORE COURSES (14 Units):		Units
BIOL 205	Cell and Molecular Biology	4
CHEM 150	General Chemistry I	5
	and	
CHEM 151	General Chemistry II	5
LIST A: (15 Units)		Units
ENVT 100	Introduction to Environmental Science	3
GEOL 101	Introduction to Physical Geology	3
	and	
GEOL 111	Introduction to Physical Geology Laboratory	1
	or	
GEOG 110	Physical Geography	3

	and		
GEOG 111	Physical Geography Laboratory		1
	or		
GEOG 111H	Physical Geography Laboratory - Honors		1
MATH 108	Introduction to Probability and Statistics		4
	or		
ECON 208	Business and Economic Statistics		4
	or		
PSYCH 105	Statistics for the Behavioral Sciences		4
	and		
MATH 250	Single Variable Calculus I		4
	or		
MATH 141	Business Calculus		4
LIST B: Select two to three courses (11 units)			Units
ECON 201	Principles of Microeconomics		3
	or		
ECON 201H	Principles of Microeconomics - Honors		3
PHYSIC 202	Physics I		4
	and		
PHYSIC 203	Physics II		4
Major Total:			40
CSU GE-Breadth or IGETC-CSU for STEM for CSU Requirements:			31-33
Total units that may be double-counted:			13
CSU Electives (as needed to reach 60 transferable units):			0-2
Total Units			60

This AS-T presumes completion of CSU GE for STEM or IGETC-CSU for STEM, allowing for completion of 6 units of non-STEM GE work after transfer.

Rationale: Updating PLOs.
Effective: Fall 2020

DEGREE MODIFICATION

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

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

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

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

- completion of the following major requirements with grades of C or better;

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

It is highly 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 baccalaureate institution and major in Film, Television, and Electronic Media should consult with a counselor regarding the transfer process and lower division requirements.

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

Rationale: Courses to align with TMC.
Effective: Fall 2021

DEGREE MODIFICATION

MEDIA PRODUCTION ASSOCIATE OF ARTS DEGREE

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

Required (Core) Courses:

FTVM 101	Introduction to Electronic Media	3
	or	
COMMST 135	Mass Media and Society	3

Required Courses:

FTVM 110	Announcing and Performing in Electronic Media	3
FTVM 120	Introduction to Screen and Broadcast Writing	3
FTVM 111	Introduction to Audio Production	3
FTVM 112	Digital Audio Post Production	3
FTVM 213	Radio Station Operations	3
FTVM 233	TV Studio Production	3

Choose (1) of the following courses:

FTVM 130	Survey of TV Studio and Film Production	3
	or	
FTVM 132	Commercial Video Production	3
	or	
FTVM 234	Intermediate Video Production	3

Total Units		24
--------------------	--	-----------

Rationale: Created new writing to replace existing writing courses.
Effective: Fall 2021

DEGREE MODIFICATION

NUTRITION AND DIETETICS ASSOCIATE OF SCIENCE TRANSFER DEGREE

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) **Units**

CHEM 151	General Chemistry II	5
CHEM 212	Organic Chemistry I	4
BIOL 250 *	Human Anatomy and Physiology I	4
	and	
BIOL 251	Human Anatomy and Physiology II	4
	or	
BIOL 260 *	Human Anatomy	4
	or	
BIOL 261 *	Human Physiology	4
MATH 108	Introduction to Probability and Statistics	4
	or	
PSYCH 105	Statistics for the Behavioral Sciences	4
	or	
ECON 208	Business and Economic Statistics	4

LIST B: SELECT ONE COURSE (3-5 Units) **Units**

CULART 160	Introduction to Foods	3
CHEM 104	Introduction to Organic Chemistry and Biochemistry	4
CHEM 105	Introduction to General, Organic and Biochemistry	5
CHEM 213	Organic Chemistry II	4
MATH 102	College Algebra	4
MATH 103	Plane Trigonometry	4
MATH 151	Precalculus	4

MAJOR TOTAL: **27-30**

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): **0-4**

Total Units **60**

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

Rationale: Updating courses to align with TMC template.
Effective: Fall 2020

DEGREE MODIFICATION

PSYCHIATRIC TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

This degree program is designed to prepare students to become Psychiatric Technicians who provide quality care and assist patients in attaining their maximum level of wellness. Graduates are eligible to take the state licensing examination. The program is accredited by the California State Board of Vocational Nurses and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833.

Students are admitted in the Fall and Spring semesters. Students must complete program prerequisites, support courses, required courses, apply and be accepted to the program. To enroll in the program, students must pass a Livescan background check and meet the health requirements. California law allows for denial of the PT license based on any conviction or legal action related to PT practice. For further information:

http://www.bvnpt.ca.gov/licensees/fingerprint_faq.shtml

PREREQUISITES FOR THE PSYCHIATRIC TECHNOLOGY PROGRAM:

- A. High school completion (official transcript or Diploma or G.E.D., Associate degree or higher from a regionally accredited college or university, or foreign graduate that has been evaluated by AERC (American Educational Research Corporation), or IERF (International Education Research Foundation), or World Education Services. Admissions and Records will only accept an evaluated official transcript from another country.
- B. Mathematics Proficiency: complete MATH 095 or MATH 096 or completion of a higher level math.
- C. Complete the following courses with a grade of C or higher:
 1. Anatomy and Physiology, BIOL 155
 2. Freshman Composition ENGL 101 or ENGL 101H
 3. General Psychology, PSYCH 100 or PSYCH 100H.
- D. Students have an option to enroll in PSYCH 110, PSYCH 111 or PSYCH 112 if PSYCH 100 or 100H was completed more than 5 years ago.
- E. BIOL 155 and PSYCH 100 must be completed within 5 years of starting the program. Foreign transcripts must be evaluated for equivalency by an approved agency. See program Director/Department Chair.

APPLICATION TO THE PSYCHIATRIC TECHNICIAN:

Applications to the Psychiatric Technician program may only be submitted when all program prerequisites have been completed. Applications must be received or postmarked between January 2nd and February 1st for entry in the Fall semester or August 1st through September 1 for entry in the Spring semester. Incomplete applications will not be accepted. Late applications will only be considered if space is available. Submit the following to the Health Science Division Office, HLS 101:

- A. Application form (must be typed) - available online: (<https://www.valleycollege.edu/academic-career-programs/degrees-certificates/psychiatric-technology/ptapplication.pdf>).
- B. Official college transcripts from all colleges or universities attended except for SBVC or Crafton Hills College. Transcripts must be issued within the last 6 months and document that the program prerequisites have been completed. If transcripts are from a foreign country, they must be evaluated for equivalency - see Admission Clerk.
- C. High School completion document.

ACCEPTANCE PROCEDURE:

The Psychiatric Technology program will select students through a point system. All prerequisites must be completed prior to applying, no exceptions. Once the application period has closed the acceptance committee will review all complete applications. A list will be compiled of the students rank and be made available to all applicants via Canvas.

To graduate with a specialization in Psychiatric Technology, students must complete the following required courses plus the general breadth requirements for the Associate Degree (not included for entry into the Psychiatric Technology Program). This will exceed the minimum total of 60 applicable units. All Psychiatric Technology courses (PSYTCH 084, 085 AND 086) must be completed within a 5 year period.

GENERAL EDUCATION REQUIREMENTS:		Units
BIOLOGY (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
ENGLISH (4 UNITS)		Units
ENGL 101	Freshman Composition	4
	or	
ENGL 101H	Freshman Composition-Honors	4
MATHEMATICS (4-5 UNITS)		Units
MATH 095	Intermediate Algebra	4
	or	
MATH 096	Elementary and Intermediate Algebra	5
	or	
	Completion of Higher Level Math	4
PSYCHOLOGY (3 UNITS)		Units
PSYCH 100	General Psychology	3
	or	
PSYCH 100H	General Psychology - Honors	3
REQUIRED COURSES (46 UNITS):		Units
PSYTCH 084	Introduction to Psychiatric Technology	17
PSYTCH 085	Psychiatric Technology: Nursing Science	12
PSYTCH 086	Introduction to Psychiatric Technology: Behavioral Science	17
Total Units		61 - 66

Rationale: Updating catalog description and adding program prerequisites of list of courses.
Effective: Fall 2020

DEGREE MODIFICATION

TELEVISION ASSOCIATE OF ARTS DEGREE

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

Required (Core) Courses:

FTVM 101	Introduction to Electronic Media	Units
	or	
COMMST 135	Mass Media and Society	3

Required Courses:

FTVM 130	Survey of TV Studio and Film Production	Units
FTVM 114	Introduction to Digital Video Editing	3
FTVM 132	Commercial Video Production	3

Choose one (1) course from the following:

FTVM 120	Introduction to Screen and Broadcast Writing	Units
	or	
FTVM 121	Intermediate Screen and Broadcast Writing	3

Choose one (1) course from the following:

FTVM 131	Lighting and Cinematography	Units
	or	
FTVM 233	TV Studio Production	3

Choose one (1) course from the following:

FTVM 122	Acting and Directing for Television and Film	Units
	or	
FTVM 233	TV Studio Production	3

FTVM 234	Intermediate Video Production	3
Total Units		21

Rationale: Created new writing to replace existing writing courses.
Effective: Fall 2021

CERTIFICATE CORRECTION

ADDICTION STUDIES CERTIFICATE OF ACHIEVEMENT

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

REQUIRED COURSES:

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

HUMSV 179	Law and Ethics	3
CHOOSE ONE OF THE FOLLOWING COURSES:		Units
HUMSV 170	Introduction to Human Services	3
PSYCH 100	General Psychology	3
or		
PSYCH 100H	General Psychology - Honors	3
SOC 100	Introduction to Sociology	3
or		
SOC 100H	Introduction to Sociology - Honors	3
REQUIRED FIELD WORK COURSES:		
Prior to field work courses, students must complete at a minimum: HUMSV 130, HUMSV 136, and HUMSV 179.		
HUMSV 136	Addiction Studies: Basic Counseling I	3
HUMSV 137	Addiction Studies: Group Counseling II	3
HUMSV 230	Addiction Studies: Internship Seminar I	1
HUMSV 231	Addiction Studies: Internship Seminar II	1
HUMSV 232	Addiction Studies: Field Work I	2
HUMSV 233	Addiction Studies: Field Work II	2
Total Units		39

Rationale: Adding PSYCH 100H and SOC 100H to list of courses.
Previous Board Approval: April 11, 2019
Effective: Fall 2020

CERTIFICATE CORRECTION

BASIC WATERWORKS CERTIFICATE OF COMPLETION

This noncredit Basic Waterworks Certificate is designed to prepare students with the necessary knowledge and skills to obtain entry-level employment in the water supply, delivery, and treatment operations. [Note: The Basic Waterworks Certificate is not equivalent to the "Certificate of Competency" issued by the California State Water Resources Control Board in Water Distribution or Water Treatment].

REQUIRED COURSES:		Hours
CIT 601	Introduction to Basic Computer Skills	24 - 36
VOCED 631	Fundamentals of Business English	16 - 32
WST 601	Test Review for Water Distribution D1	8 - 16
WST 611	Test Review for Water Treatment T1	8 - 16
WST 629	Introduction to Water Supply Technology	4 - 8
WST 652	Basic Waterworks Math Test Preparation	16 - 32
WST 661	Introduction to Water Distribution	32 - 36
WST 671	Introduction to Water Treatment	32 - 36
Total Hours		140 - 212

Rationale: Updating hours for CIT 601 from 24-37 to 24-36.
Previous Board Approval: May 16, 2019
Effective: Fall 2020

CERTIFICATE CORRECTION

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: (24 units)	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: (8 units)	Units
CD 215 Early Intervention and Inclusion Internship	4
and	
CD 205 Child Development Practicum / Field Experience	4
or	
CD 210 Infant and Toddler Practicum	4
Total Units	32

Rationale: Updating Required Experience Working with Children units.
Previous Board Approval: December 12, 2019
Effective: Fall 2020

CERTIFICATE CORRECTION

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: (27 units)

		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 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 101	Parent-Child Interaction	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:		Units
Choose one course (4 units)		
CD 205	Child Development Practicum / Field Experience	4
CD 210	Infant and Toddler Practicum	4
General Education Requirements: Students must take one to two courses from each of the four general education categories below to meet requirements for the Master Teacher Permit. (16 units minimum)		Units
Arts and Humanities: (3-5 units)		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: (4 units)		Units
ENGL 101	Freshman Composition	4
	or	
ENGL 101H	Freshman Composition-Honors	4
Natural Science or Mathematics: (4-5 units)		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: (3 units)		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
Choose one General Education Elective Course: (2-3 units)		Units
Total Units		53 - 57

Rationale: Updating General Education units.
Previous Board Approval: December 12, 2019
Effective: Fall 2020

CERTIFICATE CORRECTION

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: (30 units) 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: (6 units) 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: (3 units) 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: (4 units) 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) Units

Arts and Humanities: (3-5 units) 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: (4 units)		Units
ENGL 101	Freshman Composition	4
	or	
ENGL 101H	Freshman Composition-Honors	4
Natural Science or Mathematics: (4-5 units)		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: (3 units)		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
Choose one General Education Elective Course: (2-3 units)		Units
Total Units		59 - 63

Rationale: Updating General Education units.
Previous Board Approval: December 12, 2019
Effective: Fall 2020

CERTIFICATE CORRECTION

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: (21 units)		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: (6 units)		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: (4 units)		Units
CD 205	Child Development Practicum / Field Experience	4
Additional Recommended Courses:		Units
CD 185	Infant/Toddler Growth and Development	3
CD 244	Children with Special Needs	3
General Education Requirements: Students must take one course from each of the four general education categories below to meet requirements for the Master Teacher Permit. (16 units minimum)		Units
Arts and Humanities: (3-5 units)		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: (4 units)		Units
ENGL 101	Freshman Composition	4
or		
ENGL 101H	Freshman Composition-Honors	4
Natural Science or Mathematics: (4-5 units)		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: (3 units)		Units
ANTHRO 102	Cultural Anthropology	3
or		
ANTHRO 102H	Cultural Anthropology - Honors	3
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
Choose one General Education Elective Course: (2-3 units)		Units
Total Units		47 - 51

Rationale: Updating General Education units.
Previous Board Approval: December 12, 2019
Effective: Fall 2020

DEGREE CORRECTION

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: (24 units)		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: (8 units)		Units
CD 215	Early Intervention and Inclusion Internship	4
	and	
CD 205	Child Development Practicum / Field Experience	4
	or	
CD 210	Infant and Toddler Practicum	4
Total Units		32

Rationale: Updating Required Experience Working with Children units.
Previous Board Approval: December 12, 2019
Effective: Fall 2020

DEGREE CORRECTION

FILM ASSOCIATE OF ARTS DEGREE

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

Required (Core) Course: **Units**
FTVM 101 Introduction to Electronic Media 3
or

COMMST 135 Mass Media and Society 3

Required Courses: Film Concentration **Units**

FTVM 102 Introduction to Media Aesthetics and Cinematic Arts 3

FTVM 121 Media Writing 3

FTVM 114 Introduction to Digital Video Editing 3

FTVM 235 Cinema Production 3

Choose two (2) courses from the list below. Students must have a minimum of 3 units if taking FTVM 098.

FTVM 098 Media Arts Work Experience 1 - 4

FTVM 131 Lighting and Cinematography 3

FTVM 132 Commercial Video Production 3

FTVM 122 Acting and Directing for Television and Film 3

Total Units **18 - 23**

Rationale: Updating units to 18-23

Previous Board Approval: April 11, 2019

Effective: Fall 2020

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Diana Rodriguez, President, SBVC
Dr. Kevin Horan, President, CHC
Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 9, 2020
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 April 9, 2020

[v.3.19.2020.p.1|1]

San Bernardino Valley College – Academic Year 2019-20

	Course Subject	Discipline per Minimum Qualifications
Havlin, Andrea	Welding	Welding
Lee, Jennifer	Pharmacy Technology	Pharmacy Technology
Lorenzana, Danny	Sociology	Sociology
Mendoza, Kendra	Assistant Softball Coach	Coaching
Polonio, Jeffery	Workforce Readiness	Vocational Education
Rice, Larry	Aeronautics	Aeronautics
Tamayo, Jesse	Chemistry	Chemistry
Vickers, Stephanie	Psychiatric Technology	Psychiatric Technology
Wang, Jianmei	Chemistry	Chemistry

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

PREPARED BY: Diana Rodriguez, President, SBVC
Dr. Kevin Horan, President, CHC

DATE: April 9, 2020

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 April 9, 2020

[v.3.19.2020.p.1|10]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Ababat, Anthony CA Virtual Campus-Online Education Initiative Grant Fund	04/10/20	05/28/20	\$52.00	20	\$1,040.00	Engage in research to locate alternative options for CTE course content and lab components to be offered in an online format and will provide report of options discovered.
Alhoch, Bashar Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project
Alhoch, Bashar Basic Skills General Fund	04/09/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>
Bernardo, Yecica Counseling/ Matriculation General Fund	04/10/20	06/30/20	\$58.00	420	\$24,360.00	As an adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College students.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 9, 2020

[v.3.19.2020.p.2|10]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Berry, Thomas CTE Pathway Grant Fund	02/10/20	06/30/20	\$52.00	150	\$7,800.00	Online Faculty Liaison: Work completed will be in support of CTE online pathways grant. Work will include course development and design and creation of course templates and training materials. <i>Ratification: This Ratification is submitted on behalf of the SBVC Distance Education request to temporarily hire an Instructional Designer, whose title will be "Online Faculty Liaison." There are a few reasons of why this contract was submitted late, including spending parameters through the CTE Online Pathways Grant. This grant has a strict cut-off spending deadline of June 30, 2020. The instructional design position was posted months prior as a professional expert with no success. Distance Education Co-Leads have recruited this individual for his extensive background and training in instructional design. The grant will also cover training for this person, which has limited enrollment options.</i>
Beshwate, Keith Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project
Brown, Robert A Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 9, 2020

[v.3.19.2020.p.3|10]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Bryars, Christopher Strong Workforce Grant Fund	04/10/20	06/30/20	\$52.00	20	\$1,040.00	Create, modify and align Aeronautics curriculum to meet industry standards and enhance the current program and revise non-credit courses.
Buckhoff, Michael Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project
Burckel, Georgia Middle College High School General Fund	03/23/20	05/30/20	\$54.00	165	\$8,910.00	Ms. Burckel will be supporting the Middle College High School Program. <i>Ratification: The current Middle College High School Counselor was offered another position, we have to recruit additional coverage which warranted the late submission to board.</i>
Burckel, Georgia Middle College High School General Fund	06/01/20	06/30/20	\$54.00	40	\$2,160.00	Ms. Burckel will be supporting the Middle College High School Program.
Caldwell-Betties-, Melita CA Virtual Campus-Online Education Initiative Grant Fund	04/10/20	05/28/20	\$52.00	20	\$1,040.00	Engage in research to locate alternative options for CTE course content and lab components to be offered in an online format and will provide report of options discovered.
Chatterton, Micah Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project
Colern-Mulz, Leslie Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project
Colern-Mulz, Leslie Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 9, 2020

[v.3.19.2020.p.4|10]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Ferguson, Prince Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>
Frias, Mayra Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>
Ghazaleh, Rema Middle College High School General Fund	03/23/20	05/30/20	\$54.00	165	\$8,910.00	Ms. Ghazaleh will be supporting the Middle College High School Program <i>Ratification: The current Middle College High School Counselor was offered another position, we have to recruit additional coverage which warranted the late submission to board.</i>
Ghazaleh, Rema Middle College High School General Fund	06/01/20	06/30/20	\$54.00	40	\$2,160.00	Ms. Ghazaleh will be supporting the Middle College High School Program
Glover, Earline Counseling/ Matriculation General Fund	01/06/20	06/30/20	\$58.00	420	\$24,360.00	As an adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College students. <i>Ratification: Request was submitted after the board deadline due to an oversight by staff.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 9, 2020

[v.3.19.2020.p.5]10]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Gray-Castro, Sara CA Virtual Campus-Online Education Initiative Grant Fund	02/10/20	06/30/20	\$52.00	150	\$7,800.00	Engage in research to locate alternative options for CTE course content and lab components to be offered in an online format and will provide report of options discovered. <i>Ratification: Unaware of the faculty's availability until after the last board deadline, and wanted to take advantage of this opportunity within the Grant.</i>
Hatch, Timothy Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>
Hill, Monique Counseling/ Matriculation General Fund	01/06/20	06/30/20	\$58.00	420	\$24,360.00	As an adjunct faculty member, the counselor will do the core counseling functions and responsibilities to deliver developmental and comprehensive counseling services to San Bernardino Valley College students. <i>Ratification: Request was submitted after the board deadline due to an oversight by staff.</i>
Kellogg, Elena Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 9, 2020

[v.3.19.2020.p.6|10]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Kellogg, Elena Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>
Khan, Naveen Nursing Grant Fund	10/21/19	12/20/19	\$52.00	36	\$1,872.00	Licensure Application for CAN <i>Ratification: Nursing Department failed to submit board item due to personnel changes. Work was done by employee to secure Certified Nurse Assistant License.</i>
Khan, Naveen Nursing Grant Fund	02/19/20	02/28/20	\$52.00	15	\$780.00	Curriculum Development <i>Ratification: Nursing Department failed to submit board item due to personnel changes. Work was done by employee to develop the program curriculum for the next academic year.</i>
Loring, Michael Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>
Maestre, Joanne Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 9, 2020

[v.3.19.2020.p.7|10]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Maestre, Joanne Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>
Martinez, Leilani Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>
Melancon, Kenny CA Virtual Campus-Online Education Initiative Grant Fund	04/10/20	05/28/20	\$52.00	20	\$1,040.00	Engage in research to locate alternative options for CTE course content and lab components to be offered in an online format and will provide report of options discovered.
Orr, Katherine Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project
Orr, Katherine Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 9, 2020

[v.3.19.2020.p.8|10]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Povero, Nicole Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>
Roller, Gayle Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>
Samson, Danae Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project
Sandin, Kathryn Ann Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project
Sandin, Kathryn Ann Basic Skills General Fund	01/31/20	05/11/20	\$52.00	6	\$312.00	English Department Community of Practice <i>Ratification: The Basic Skills Committee approved this program in November 2019; however, it took sometime for the coordinator to finalize the number of participants, costs, and dates of the meeting.</i>
Shehub, Ismael Strong Workforce Grant Fund	04/10/20	04/10/20	\$52.00	20	\$1,040.00	Create, modify and align Electricity/Electronics curriculum to meet industry standards and enhance the current program and revise non-credit courses.
Wilson, Nancy Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 9, 2020

[v.3.19.2020.p.9|10]

San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
Zagd, Khulan Basic Skills General Fund	04/10/20	05/21/20	\$52.00	6	\$312.00	English Department Collaborative Peer Observation Project

Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
Hawkins, Damaris Guided Pathways	02/22/20	05/21/20	\$52.00	12	\$624.00	AB-705 Training for English <i>Ratification: Instructor was not on the original list Board approved in January.</i>
Millan, Christopher Guided Pathways	02/22/20	05/21/20	\$52.00	12	\$624.00	AB-705 Training for English <i>Ratification: Instructor was not on the original list Board approved in January.</i>
Montejano, Jordan Guided Pathways	02/22/20	05/21/20	\$52.00	12	\$624.00	AB-705 Training for English <i>Ratification: Instructor was not on the original list Board approved in January.</i>
Robles, Joshua Guided Pathways	01/09/20	05/21/20	\$52.00	14	\$728.00	AB-705 Training for Math <i>Ratification: The instructor was originally approved for 8 hours on January 9, 2020. The hours are increasing due to attending another workshop.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 9, 2020

[v.3.19.2020.p.10|10]

District

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Martin, Micah Human Resources	03/04/20	03/04/20	\$52.00	2.5	\$130.00	Proctor Bilingual Exam <i>Ratification: Proctor identified after March board deadline</i>
McLaren, Meridyth Human Resources	03/17/20	03/17/20	\$52.00	4	\$208.00	Custodial Supervisor Hiring Committee <i>Ratification: Committee member identified after March board deadline</i>
Sogomonian, Nori Human Resources	03/06/20	03/06/20	\$52.00	2.5	\$130.00	Proctor Bilingual Exam <i>Ratification: Proctor identified after March board deadline</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Diana Rodriguez, President, SBVC
Dr. Kevin Horan, President, CHC
Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: April 9, 2020

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 April 9, 2020

[v.3.19.2020.p.1|1]

Head Coach – Fall 2019

	Site & Department	Stipend
Brewer, Quincy	SBVC Athletics – Basketball	\$1,200

Ratification: Due to the playoffs going longer than expected the board submission was missed.

Assistant Coach – Spring 2020

	Site & Department	Stipend
Mendoza, Kendra	SBVC Athletics – Softball	\$5,000

Other Stipend

	Site & Department	Stipend*
Notarangelo, Maria (03/09/20 – 04/05/20)	SBVC Arts & Humanities	\$2,000
Trewhella, Donna (04/06/20 – 05/03/20)	SBVC Arts & Humanities	\$2,000
Berry, Thomas (03/09/20 – 04/05/20)	SBVC Arts & Humanities	\$2,000

Ratification: Completion of the Peer Online Course Review Training.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: April 9, 2020

SUBJECT: Consideration of Approval of Pre-Retirement Reduced Workload for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the pre-retirement reduced workload for the following academic employees:

1. Ailsa Aguilar-Kitibutr
2. Virginia Evans-Perry
3. Guy Hinrichs

OVERVIEW

1. Ailsa Aguilar-Kitibutr, Counselor for the Counseling Department at SBVC, has submitted a request to exercise the pre-retirement contract by reducing her workload to 75% beginning with the 2020-2021 academic year, per Article 22 of the CTA Agreement. Mrs. Aguilar-Kitibutr intends to work 148.5 days per year for the succeeding eight academic years commencing academic year 2020-2021.
2. Virginia Evans-Perry, Librarian for the library at SBVC, has submitted a request to exercise the pre-retirement contract by reducing her workload to 80% beginning with the 2020-2021 academic year, per Article 22 of the CTA Agreement. Mrs. Evans-Perry intends to work 158.4 days per year for the succeeding ten academic years commencing academic year 2020-2021.
3. Guy Hinrichs, Instructor, Automotive in Automotive at SBVC, has submitted a request to exercise the pre-retirement contract by reducing his workload to 65% load beginning with the 2020-2021 academic year, per Article 22 of the CTA Agreement. Mr. Guy Hinrichs intends to work his 65% load in the fall semester succeeding five academic years commencing academic year 2020-2021.

ANALYSIS

In accordance with Article 22 of the CTA Agreement, full-time faculty employees who meet the requirements may reduce their contract from full-time to a percent of contract while maintaining their retirement benefits pursuant to Ed Code Sections 22713 & 87483 or Government Code Section 20900.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2020-2021 budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: April 9, 2020

SUBJECT: Consideration of Approval to Adopt Resolution No. 2020-04-09-HR01 and Approve Contract to Participate in Self-Insured Schools of California (SISC)

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 2020-04-09-HR01 authorizing San Bernardino Community College District to participate in Self-Insured Schools of California (SISC).

OVERVIEW

The San Bernardino Community College District desires to participate in the Self-Insured Schools of California (SISC).

ANALYSIS

The SBCCD Health Benefits Committee, comprised of management and the associations, conducted a request for proposal (RFP) during the 2019-2020 year. At the conclusion of the process, a recommendation was made to move the District to SISC for no less than two (2) years. This recommendation was accepted by both collective bargaining units for medical coverage.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

Included in the 2020-2021 budgets.

RESOLUTION NO. 2020-04-09-HR01

**OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO PARTICIPATE IN
SISC III SELF-INSURED SCHOOLS OF CALIFORNIA**

WHEREAS, school districts in the State of California have determined there is a continuing need for self-funding of employee benefit plans; and

WHEREAS, the San Bernardino Community College District - Management-Non Represented, Confidential- Non Represented, Classified Schools Employees Association (CSEA) and California Teachers Association (CTA) desire to combine their respective efforts to establish, operate and maintain self-funded employee benefits plans; and

WHEREAS, Title I, Division 7, Chapter 5, Article I (Sections 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them; and

WHEREAS, Sections 17566, 35214, 39602, 39603, 81602 and 81603 of the Education Code authorized school districts to establish self-funded employee benefit plans:

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Bernardino Community College District, that the district hereby approves the Joint Powers Agreement, known as and designated "SISC III" to provide self-funded employee benefit plans for the mutual benefit of all member districts;

IT IS FURTHER RESOLVED that this district hereby applies for membership in SISC III Medical Plans and authorizes the official representatives to execute membership and other documents pertinent to this District's membership in "SISC III."

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the San Bernardino Community College District, that the district hereby approves the Joint Powers Agreement, known as and designated "SISC III", to provide for the management recommended by the SISC Board of Directors effective July 1, 2020.

PASSED AND ADOPTED by the Governing Board of San Bernardino Community College District at San Bernardino, California, this 9th day of April, 2020 by the following vote:

- AYES:
- NOES:
- ABSENT:
- ABSTENTIONS:

I, Gloria Macias Harrison, Clerk of the Governing Board of San Bernardino Community College District, San Bernardino County, California, do hereby certify that the foregoing is a full, true and correct copy of a resolution duly adopted by said Board at the regular meeting thereof at the time and place and by vote stated, which resolution is on file and of record in the office of said Board.

Gloria Macias Harrison, Clerk

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 9, 2020
SUBJECT: Consideration of Approval to Adopt Resolution No. 2020-04-09-HR02 and Terminate Medical Programs with California Schools Employee Benefits Association (CSEBA)

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 2020-04-09-HR02 authorizing San Bernardino Community College District to terminate its medical programs with California Schools Employee Benefits Association (CSEBA).

OVERVIEW

The San Bernardino Community College District desires to terminate its medical programs with California School Employee Benefits Association (CSEBA).

ANALYSIS

The SBCCD Health Benefits Committee comprised of management and the associations, conducted a request for proposal (RFP) during the 2019-2020 year. At the conclusion of the process, a recommendation was made to terminate the medical programs with CSEBA at the conclusion of the 2019-2020 school year.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
Resolution No. 2020-04-09-HR02

Final Notice of withdrawal from
California Schools Employee Benefits Association (CSEBA)

JOINT POWER AUTHORITY: California Schools Employee Benefits Association (CSEBA)

WHEREAS Article IX, A of California Schools Employee Benefits Association (CSEBA) Bylaws state, "...a resolution adopted by the governing board giving final notice of withdrawal not later than ninety (90) days prior to the end of the current plan year..."

NOW THEREFORE, BE IT RESOLVED THAT San Bernardino Community College District hereby submits final notice of withdrawal from the medical programs effective at the end of the current plan year, June 30, 2020.

PASSED AND ADOPTED by Governing Board of San Bernardino Community College District at San Bernardino, California, this 9th day of April, 2020 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

ABSTENTIONS: _____

STATE OF CALIFORNIA

COUNTY OF SAN BERNARDINO

I, Gloria Macias Harrison, Clerk of the Governing Board of San Bernardino Community District, San Bernardino County, California, do hereby certify that the foregoing is a full, true and correct copy of the resolution duly adopted by said Board at the regular meeting thereof at the time and place and by vote stated, which resolution is on file and of record in the office of said Board.

Gloria Macias Harrison, Clerk

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 9, 2020
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 April 9, 2020

[v.3.20.2020.p.1|1]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
Rodriguez Flores, Samuel Multimedia Specialist SBVC Humanities	04/13/20	Classified 34B	\$24.30 per hour	New	General	03/11/20
Liu, David Instructor, Computer Information Systems CHC Computer & Information Science	08/11/20	Academic TBD*	TBD* per year	Dave Allen	Computer Science Department	08/19/19
Sampay, Rene Custodial Supervisor CHC Custodial	04/13/20	Management 6A	\$63,996 per year	Jeremy Crooks	General	TBD†

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Vice Chancellor

REVIEWED BY: Jose F. Torres, Interim Vice Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: April 9, 2020

SUBJECT: Consideration of Ratification of Tentative Agreement with the CSEA Chapter 291

RECOMMENDATION

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

- › Article 7: Pay and Allowances
- › Classified Salary Schedule
- › Classified-Child Development Salary Schedule

OVERVIEW

Tentative Agreement was reached as indicated on the attached documents.

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

The cost of CTA salaries and benefits are to be covered in the appropriate budgets.

TENTATIVE AGREEMENT
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291
January 29, 2020

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

Article 7: PAY AND ALLOWANCES

7.1 RATE OF PAY. The District will increase the Classified Salary Schedule approved by the Governing Board as follows:

1. The parties agree that the 2019-2020 CSEA Bargaining Unit Salary Schedule shall reflect the following:
 - a. Effective July 1, 2019, the current five (5) step salary schedule (A through E) will be increased by an additional one (1) step to a six (6) step salary schedule (A through F) as follows:
 - b. Five percent (5%) between steps A through E. Three percent (3%) between steps E through F and two and half percent (2.5%) between ranges;
 - c. Ranges 16 and 17 will be removed;
 - d. All step increases will be given to the unit members on their anniversary date with the District.

7.2 SHIFT DIFFERENTIAL

- 7.2.1 **SUNRISE SHIFT.** The regular assigned working hours on at least one (1) day of the normal five (5) day workweek begins at 5:00 a.m. or earlier. Alternate work schedules such as 4/10 are excluded from receiving a sunrise differential. The DISTRICT shall pay a shift differential at the rate of one and one-half (1-1/2) percent of a unit member's daily rate for sunrise shift.
- 7.2.2 **TWILIGHT SHIFT.** The regular assigned working hours on at least one (1) day of the normal five (5) day workweek go beyond ~~5:30pm~~ 6:00 p.m. Alternate work schedules such as 4/10 are excluded from receiving a twilight differential. The DISTRICT shall pay a shift differential at the rate of one and one-half (1-1/2) percent of a unit member's daily rate for twilight shift.
- 7.2.3 **SWING SHIFT.** The regular assigned working hours, on at least one (1) day of the normal five (5) day workweek, begins at 11:00 a.m. or later and goes beyond 7:30 p.m. The DISTRICT shall pay a shift differential at the rate of two and one-half (2-1/2) percent of the unit member's daily rate for swing shift.
- 7.2.4 **GRAVEYARD.** The regular assigned working hours, on at least one (1) day of the normal five (5) day workweek begins at 7:00 p.m. or later and goes beyond 3:00 a.m. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the daily rate for graveyard shift.
- 7.2.5 **SPLIT SHIFT.** The regular assigned working hours are split by a break of two (2) or more hours on at least one (1) day of the normal five (5) day workweek. The DISTRICT shall pay a shift differential at the rate of two and one-half (2-1/2) percent of the unit member's daily rate for split shift.

- 7.2.6 **SPLIT SHIFT and SWING SHIFT.** Unit members must be concurrently working a SPLIT SHIFT and a SWING SHIFT in accordance with the provisions of a SPLIT SHIFT and a SWING SHIFT. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the unit member's daily rate for split shift and swing shift.
- 7.2.7 **SPLIT SHIFT and GRAVEYARD SHIFT.** Unit members must be concurrently working a SPLIT SHIFT and a GRAVEYARD SHIFT in accordance with the provisions of a SPLIT SHIFT and a GRAVEYARD SHIFT. The DISTRICT shall pay a shift differential at the rate of seven and one-half (7 ½) percent of the unit member's daily rate for SPLIT SHIFT AND GRAVEYARD SHIFT.

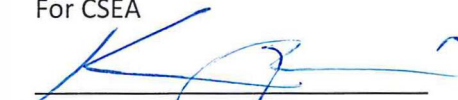
This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

For the District



Kristina Hannon
Interim Vice Chancellor, Human Resources

For CSEA



Kevin Palkki, President CSEA #291



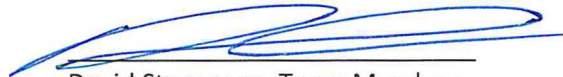
Fermin Ramirez, Team Member



Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

Classified Salary Schedule
Board Approved 04/09/20

RANGE	POSITION	STEP					
		A	B	C	D	E	F
16		\$ 14.85	\$ 15.58	\$ 16.36	\$ 17.17	\$ 18.04	
17		\$ 15.21	\$ 15.97	\$ 16.77	\$ 17.59	\$ 18.47	
18	▪ Food Service Worker I	\$ 15.59	\$ 16.37	\$ 17.18	\$ 18.06	\$ 18.93	\$ 19.50
19	▪ Bookstore Customer Service Assistant	\$ 15.99	\$ 16.79	\$ 17.61	\$ 18.51	\$ 19.43	\$ 20.01
20	▪ Child Development Assistant ▪ Food Service Specialist	\$ 16.37	\$ 17.19	\$ 18.06	\$ 18.94	\$ 19.90	\$ 20.50
21	▪ Clerical Assistant I ▪ Workforce Grant Assistant	\$ 16.79	\$ 17.61	\$ 18.51	\$ 19.43	\$ 20.38	\$ 21.00
22	▪ Storekeeper I	\$ 17.19	\$ 18.06	\$ 18.94	\$ 19.90	\$ 20.91	\$ 21.54
23	▪ Bookstore Assistant I	\$ 17.62	\$ 18.51	\$ 19.44	\$ 20.40	\$ 21.43	\$ 22.08
24		\$ 18.08	\$ 18.99	\$ 19.94	\$ 20.94	\$ 21.99	\$ 22.65
25	▪ Clerical Assistant II ▪ Mail Clerk ▪ Switchboard Operator	\$ 18.52	\$ 19.46	\$ 20.44	\$ 21.45	\$ 22.54	\$ 23.21
26	▪ Account Clerk I ▪ Aquatic Center Pool Attendant ▪ Learning Resources Assistant ▪ Library Media Clerk ▪ P.E. & Athletic Equipment Specialist ▪ Sport Information Specialist ▪ Storekeeper II ▪ Tool Room Specialist	\$ 18.99	\$ 19.94	\$ 20.94	\$ 21.97	\$ 23.07	\$ 23.76
27	▪ Bookstore Assistant II ▪ Custodian ▪ Custodian/Courier	\$ 19.47	\$ 20.46	\$ 21.45	\$ 22.55	\$ 23.66	\$ 24.37
28	▪ Warehouse Operations Worker	\$ 19.95	\$ 20.95	\$ 22.00	\$ 23.09	\$ 24.24	\$ 24.96
29	▪ CDC Food Service Specialist ▪ College Security Officer ▪ Secretary I	\$ 20.48	\$ 21.49	\$ 22.56	\$ 23.68	\$ 24.88	\$ 25.63
30	▪ Account Clerk II ▪ Grounds Caretaker ▪ Library Technical Assistant I ▪ Police Dispatch Clerk ▪ Printer Reproduction Operator ▪ Student Services Technician I	\$ 20.96	\$ 22.02	\$ 23.11	\$ 24.27	\$ 25.49	\$ 26.26
31	▪ Book Buyer ▪ Lead Custodian ▪ Lead Grounds Caretaker ▪ Purchasing Technician	\$ 21.49	\$ 22.56	\$ 23.68	\$ 24.88	\$ 26.12	\$ 26.90
32	▪ Admissions and Records Technician ▪ Warehouse Technician	\$ 22.03	\$ 23.13	\$ 24.30	\$ 25.51	\$ 26.78	\$ 27.58
33	▪ Maintenance Worker ▪ Secretary II	\$ 22.58	\$ 23.68	\$ 24.90	\$ 26.13	\$ 27.43	\$ 28.25
34	▪ Clean Energy Workforce Training Assistant ▪ Library Technical Assistant II ▪ Multimedia Specialist ▪ Student Services Technician II ▪ Tutorial Coordinator	\$ 23.13	\$ 24.30	\$ 25.51	\$ 26.78	\$ 28.13	\$ 28.97
35	▪ Assistant Bookstore Manager	\$ 23.70	\$ 24.91	\$ 26.14	\$ 27.44	\$ 28.81	\$ 29.67

Classified Salary Schedule
Board Approved 04/09/20

RANGE	POSITION	STEP					
		A	B	C	D	E	F
36	<ul style="list-style-type: none"> ▪ Accountant ▪ Development Associate, KVCR-FM ▪ Job Developer ▪ Producer, Radio 	\$ 24.32	\$ 25.52	\$ 26.81	\$ 28.15	\$ 29.55	\$ 30.44
37	<ul style="list-style-type: none"> ▪ Admin Secretary ▪ Maintenance Technician ▪ Payroll Accountant 	\$ 24.92	\$ 26.16	\$ 27.46	\$ 28.83	\$ 30.28	\$ 31.19
38	<ul style="list-style-type: none"> ▪ Admissions and Records Specialist ▪ Broadcast Operator ▪ Campus Center Specialist ▪ Computer Technician ▪ Evidence and Records Technician ▪ Financial Aid Specialist I ▪ Grant Clerical Assistant ▪ Laboratory Technician * <ul style="list-style-type: none"> *Aeronautics *Anatomy *Art *Biology *Chemistry *Computer Information Technology *Culinary Arts *Electricity/Electronics *Emergency Medical Services (EMS) *Environmental Science *Microbiology *Physics ▪ Senior Multimedia Specialist ▪ Senior Student Service Technician ▪ Student Activities & Campus Center Specialist 	\$ 25.53	\$ 26.82	\$ 28.16	\$ 29.56	\$ 31.04	\$ 31.98
39	<ul style="list-style-type: none"> ▪ Graphic Specialist ▪ Printing Operations Specialist 	\$ 26.19	\$ 27.49	\$ 28.88	\$ 30.31	\$ 31.85	\$ 32.80
40	<ul style="list-style-type: none"> ▪ Financial Aid Specialist II ▪ Programmer ▪ Purchasing Agent ▪ Telecommunications Technician 	\$ 26.84	\$ 28.19	\$ 29.58	\$ 31.06	\$ 32.62	\$ 33.60
41	<ul style="list-style-type: none"> ▪ Admin Assistant I ▪ HVAC/R Technician ▪ Interpreting Services Specialist ▪ Lead Maintenance Technician 	\$ 27.50	\$ 28.88	\$ 30.32	\$ 31.85	\$ 33.42	\$ 34.43
42	<ul style="list-style-type: none"> ▪ Admissions and Record Coordinator ▪ Admissions and Record Evaluator ▪ Athletic Trainer ▪ Instructional Assessment Technician ▪ Research Data Specialist ▪ Schedule/ Catalog Data Specialist ▪ Traffic Coordinator, TV 	\$ 28.21	\$ 29.62	\$ 31.10	\$ 32.65	\$ 34.28	\$ 35.31

Classified Salary Schedule
Board Approved 04/09/20

RANGE	POSITION	STEP					
		A	B	C	D	E	F
43	<ul style="list-style-type: none"> ▪ Admin Curriculum Coordinator ▪ Green Workforce Data Technician ▪ Logistics Grant Coordinator ▪ Senior Payroll Accountant ▪ Technical Assistant 	\$ 28.90	\$ 30.34	\$ 31.86	\$ 33.45	\$ 35.12	\$ 36.18
44	<ul style="list-style-type: none"> ▪ Admin Coordinator ▪ Financial Aid Outreach Coordinator ▪ Marketing Coordinator ▪ Outreach & Recruitment Technician ▪ Planetarium Production & Presentation Coordinator ▪ Project Analyst ▪ Senior Accountant ▪ Senior Producer, Radio ▪ Technologies Coordinator ▪ Telecommunications Engineer ▪ User Liaison 	\$ 29.63	\$ 31.11	\$ 32.65	\$ 34.28	\$ 36.01	\$ 37.09
45	<ul style="list-style-type: none"> ▪ Development Coordinator ▪ EOPS Coordinator ▪ Financial Aid Coordinator 	\$ 30.37	\$ 31.89	\$ 33.49	\$ 35.14	\$ 36.93	\$ 38.03
46	<ul style="list-style-type: none"> ▪ Coordinator, Outreach and Relations with Schools ▪ Coordinator, Student Success Services and Programs ▪ Distance Education Systems Administrator ▪ Programmer/Analyst ▪ Research Assistant ▪ Technology Support Specialist I 	\$ 31.13	\$ 32.69	\$ 34.31	\$ 36.04	\$ 37.83	\$ 38.97
47	<ul style="list-style-type: none"> ▪ Admissions & Records Lead Evaluator ▪ Data Analyst 	\$ 31.90	\$ 33.50	\$ 35.18	\$ 36.95	\$ 38.79	\$ 39.95
48	<ul style="list-style-type: none"> ▪ Alternative Media and Assistive Technology Specialist ▪ Program Manger, KVCR 	\$ 32.71	\$ 34.33	\$ 36.05	\$ 37.88	\$ 39.76	\$ 40.95
49		\$ 33.51	\$ 35.18	\$ 36.96	\$ 38.81	\$ 40.74	\$ 41.96
50	<ul style="list-style-type: none"> ▪ Administrative Assistant II ▪ College Police Officer ▪ Producer/Director, TV ▪ Program Coordinator ATTC ▪ RF/ Microwave Engineer, Radio ▪ Senior Theatre Arts Technical Specialist ▪ Technology Support Specialist II 	\$ 34.35	\$ 36.06	\$ 37.89	\$ 39.77	\$ 41.76	\$ 43.01
51		\$ 35.20	\$ 36.97	\$ 38.83	\$ 40.77	\$ 42.81	\$ 44.09
52	<ul style="list-style-type: none"> ▪ Telecommunications Specialist 	\$ 36.08	\$ 37.90	\$ 39.81	\$ 41.78	\$ 43.87	\$ 45.18
53	<ul style="list-style-type: none"> ▪ Contracts and Liability Specialist 	\$ 36.99	\$ 38.84	\$ 40.78	\$ 42.83	\$ 44.97	\$ 46.32

Classified Salary Schedule
Board Approved 04/09/20

RANGE	POSITION	STEP					
		A	B	C	D	E	F
54	<ul style="list-style-type: none"> ▪ Budget Analyst ▪ Database Administrator ▪ Edu Stream Web Applications Developer ▪ Instructional Technology Specialist ▪ Research Analyst ▪ Systems Analyst ▪ Web Developer 	\$ 37.92	\$ 39.82	\$ 41.79	\$ 43.89	\$ 46.08	\$ 47.46
55		\$ 38.86	\$ 40.80	\$ 42.85	\$ 45.00	\$ 47.25	\$ 48.66
56		\$ 39.84	\$ 41.81	\$ 43.91	\$ 46.11	\$ 48.41	\$ 49.86
57		\$ 40.83	\$ 42.87	\$ 45.02	\$ 47.27	\$ 49.64	\$ 51.12
58		\$ 41.86	\$ 43.95	\$ 46.15	\$ 48.44	\$ 50.85	\$ 52.38
59		\$ 42.90	\$ 45.04	\$ 47.29	\$ 49.66	\$ 52.14	\$ 53.70
60		\$ 43.97	\$ 46.16	\$ 48.46	\$ 50.90	\$ 53.45	\$ 55.05
61		\$ 45.06	\$ 47.33	\$ 49.69	\$ 52.17	\$ 54.78	\$ 56.42
62		\$ 46.20	\$ 48.51	\$ 50.93	\$ 53.47	\$ 56.15	\$ 57.83
63	<ul style="list-style-type: none"> ▪ Senior Programmer/Analyst ▪ Senior Research and Planning Analyst ▪ Senior Technology Support Specialist 	\$ 47.64	\$ 50.03	\$ 52.53	\$ 55.15	\$ 57.92	\$ 59.65
64		\$ 48.83	\$ 51.26	\$ 53.84	\$ 56.53	\$ 59.35	\$ 61.13
65		\$ 50.05	\$ 52.55	\$ 55.19	\$ 57.93	\$ 60.83	\$ 62.66
66		\$ 51.29	\$ 53.86	\$ 56.55	\$ 59.38	\$ 62.35	\$ 64.22

Classified-Child Developmnt Salary Schedule
Board Approved 04/09/20

RANGE	POSITION	STEP					
		A	B	C	D	E	F
1	Child Development Teacher	\$ 23.56	\$ 24.74	\$ 25.99	\$ 27.27	\$ 28.62	\$ 29.48
2	Senior Child Development Teacher	\$ 26.02	\$ 27.32	\$ 28.70	\$ 30.12	\$ 31.63	\$ 32.58

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 9, 2020
SUBJECT: Consideration of Approval to Certify SBCCD's Use of the Equal Employment Opportunity Fund Multiple Method Allocation Model for 2019-2020

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached certification of SBCCD's use of the Equal Employment Opportunity (EEO) Fund Multiple Method Allocation Model for 2019-2020.

OVERVIEW

Under the Interim Chancellor's authority to represent the Board of Governors in monitoring the use of the Equal Employment Opportunity Fund for the purpose of promoting equal employment opportunities in hiring and promotion at community college districts, the Chancellor's Office is charged with implementing a fund allocation model (Education Code, Section 87107 and Board of Governors Standing Order 374). The Multiple Method allocation model was developed by the Chancellor Office.

ANALYSIS

In accordance with applicable Title 5 regulations (sections 53000 et. seq.) and the Education Code Section 87107, the District's multiple method evidence demonstrates the commitment to hire staff and foster staff development that supports the goals of equal opportunity and diversity and provide equal consideration for all qualified candidates.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form
Fiscal Year 2019-2020

District Name: _____

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

- Yes
- No

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

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

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

Chair, Equal Employment Opportunity Advisory Committee

Name: _____ Title: _____

Signature: _____ Date: _____

Chief Human Resources Officer

Name: _____ Title: _____

Signature: _____ Date: _____

Chief Executive Officer (Chancellor or President/Superintendent)

Name: _____ Title: _____

Signature: _____ Date: _____

President/Chair, District Board of Trustees

Date of governing board's approval/certification: _____, 2019

Name: _____ Title: ***Chair, Board of Trustees***

Signature: _____ Date: _____



Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

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

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

Nine (9) Multiple Methods

Mandatory for Funding

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

Pre-Hiring

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

Hiring

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

Post-Hiring

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

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

- Yes**
- No**

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

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



California
Community
Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

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

Multiple Method #1

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

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

- Yes**
- No**

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

Multiple Method #2

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

- Yes**
- No**

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



California
Community
Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

Multiple Method #3

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

- Yes**
- No**

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

Multiple Method #4

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

- Yes**
- No**

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



California
Community
Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

Multiple Method #5

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

- Yes**
- No**

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

Multiple Method #6

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

- Yes**
- No**



California
Community
Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

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

Multiple Method #7

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

- Yes**
- No**

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

Multiple Method #8



California
Community
Colleges

Equal Employment Opportunity
Fund Multiple Method Allocation
Certification Form

Fiscal Year 2019-2020

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

Yes

No

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

Multiple Method #9

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 9, 2020
SUBJECT: Consideration of Ratification for Contracts at or Above \$95,200

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 \$95,200.

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 \$95,200. 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 04-09-2020

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
17166	Aztec Software	Software	Mathematics/ SBVC	\$169,963.00	\$169,963.00
Software for Educational Curriculum used to prepare adult students for the high school equivalency exam and high school diplomas				Term 07/01/2020 to 06-30-2021	
18470	Colton Joint USD	Subgrantee	Mathematics/ SBVC	\$636,304.00	\$107,724.00
Subgrantee agreement for AB104 California Adult Education Program (CAEP); subgrantee to provide services of the grant objectives; this is to approve Amendment 01 - to increase funding by \$107,724.00				Term 07/01/2019 to 12/31/2020	
TBA	DLR Group, Inc	Professional Services	Facilities Planning/SBCCD	\$450,000.00	\$100,000.00
Architectural and Engineering services: this to approve Amendment - 03 to extend term by two years and increase cost by \$100,000				Term 04/14/2017 to 04/13/2022	
18469	Redlands USD	Subgrantee	Mathematics/ SBVC	\$506,512.00	\$27,701.00
Subgrantee agreement for AB104 California Adult Education Program (CAEP); subgrantee to provide services of the grant objectives; This is to approve Amendment 01 - to increase funding by \$27,701.00				Term 07/01/2019 to 12/31/2020	
18466	Rialto USD	Subgrantee	Mathematics/ SBVC	\$1,105,470.00	\$184,000.00
Subgrantee agreement for AB104 California Adult Education Program (CAEP); subgrantee to provide services of the grant objectives; This is to approve Amendment 01 - to increase funding by \$184,000				Term 07/01/2019 to 12/31/2020	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 9, 2020

SUBJECT: Consideration of Approval to Adopt Resolution #2020-04-09-FS01
Approving Transfers from the Reserve for Contingencies to Various
Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2020-04-09-FS01 approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

OVERVIEW

The 2019-20 Final Budget adopted by the Board of Trustees on September 12, 2019 represents the District's best estimates for income and expenditures during the ensuing fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees may approve the transfer of funds from the reserve for contingencies to any expenditure classifications via the adoption of a resolution by a two-thirds majority vote.

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

**RESOLUTION #2020-04-09-FS01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.3.18.2020.p.1]2]

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

WHEREAS, on the 12th day of September, 2019, the San Bernardino Community College District (the District) adopted the 2019-20 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

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

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

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

PASSED AND ADOPTED by the Board of Trustees on April 9, 2020, by the following majority vote:

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

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

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

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

_____ Secretary of the Board of Trustees

**RESOLUTION #2020-04-09-FS01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.3.18.2020.p.2]2]

EXHIBIT A

Fund 110 General Fund, Unrestricted			26,421,765	2019-20 Initial Fund Balance	
			(154,821)	Net Change from Previously Approved Transfers	
			26,266,944	Fund Balance Before Transfer(s)	
			23.3%		
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
4/9/2020	3/9/2020	200811	(37,868)	5000 Other Expenses	To pay vendor invoices from prior fiscal year and fund tuition reimbursement for current year
			(37,868)	Total Approved at this Board Meeting	
			26,229,076	Fund Balance After Transfer(s)	
			23.3%		

Fund 410 Capital Outlay			4,097,150	2019-20 Initial Fund Balance	
			(149,250)	Net Change from Previously Approved Transfers	
			3,947,900	Fund Balance Before Transfer(s)	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
4/9/2020	3/5/2020	200727	(53,000)	5000 Other Expenses	To fund contract for technical support for Oracle system
			(30,000)	6000 Capital Outlay	To fund additional support during new system implementation
			(83,000)	Total Approved at this Board Meeting	
			3,864,900	Fund Balance After Transfer(s)	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 9, 2020

SUBJECT: Consideration of Approval to Adopt Resolution #2020-04-09-FS02
Authorizing Temporary Interfund Borrowing

RECOMMENDATION

It is recommended that the Board of Trustees approve a Resolution #2020-04-09-FS02 to authorize temporary interfund borrowing between all funds to meet cash flow needs in the 2020-21 fiscal year.

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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

**RESOLUTION #2020-04-09-FS02 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AUTHORIZING TEMPORARY INTERFUND BORROWING**

[v.3.18.2020.p.1|1]

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

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

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

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

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

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the San Bernardino Community College District hereby authorizes, for fiscal year 2020-21, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

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

PASSED AND ADOPTED by the Governing Board on April 9, 2020, by the following vote:

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

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

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

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

_____ Secretary of the Governing Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 9, 2020
SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

Fixed Assets Surplus Report
April 9, 2020

Asset #	Date Retired	Description	Initial Value	Current Value
30769	3/3/2020	PROJECTOR, 4000 LUMEN, XGA	\$2,045.10	\$0.00
37431	3/3/2020	OptiPlex 3030	\$1,110.10	\$0.00
37432	3/3/2020	OptiPlex 3030	\$1,110.10	\$0.00
37433	3/3/2020	OptiPlex 3030	\$1,110.10	\$0.00
37435	3/3/2020	OptiPlex 3030	\$1,110.10	\$0.00
37436	3/3/2020	OptiPlex 3030	\$1,110.10	\$0.00
37437	3/3/2020	OptiPlex 3030	\$1,110.10	\$0.00
37444	3/3/2020	OptiPlex 3030	\$1,110.10	\$0.00
37445	3/3/2020	OptiPlex 3030	\$1,110.10	\$0.00
37446	3/3/2020	OptiPlex 3030	\$1,110.10	\$0.00
37825	3/3/2020	Latitude 7350	\$1,444.21	\$0.00

Non-Fixed Assets Surplus Report
April 9, 2020

Description	Quantity
Pelco Monitor	4 ea
Dell Console	1 ea
Toshiba DVD/VHS Combo	1 ea
Keyboards	8 ea
Mice	10 ea
Dell Monitors	1 ea
Digital Peripheral Video System	1 ea
Camera	3 ea

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: April 9, 2020
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
Alvin Jackson Chief of Police	20	\$642.13	\$12,842.60
David Rubio Director of Athletics	6	\$503.12	\$3,018.72

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: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 9, 2020

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 April 9, 2020

Site: SBVC

Event: San Bernardino Black Faculty and Staff Association (BFSA) Black Graduate Recognition and Kente Ceremony

Date of Event: 5/16/2020

Item Being Purchased: Meals, Refreshments, Contracts, Rentals, and Giveaways. The Black Faculty and Staff Association is sponsoring this event to honor and recognize graduating students. Anticipated attendance is 250 students, staff and community members. Keynasia Buffong and the Black Faculty and Staff Association will serve as chaperones.

Total Estimated Cost: \$ 40,000.00

Funding Source: Black Faculty and Staff Association Account, Arts Lecture and Diversity General Fund, EEO Categorical Fund, Campus President General Fund

Site: SBVC

Event: Puente End of Year Celebration

Date of Event: 5/17/2019

Item Being Purchased: Meals, Certificate Holders, Mentor Recognition Presents. Puente will be hosting the End of the Year event to recognize all students who participated in the program. The event is also held to acknowledge the students that will be graduating. Anticipated Attendance is 120 students, staff, and community members. Elizabeth Banuelos and Alma Lopez will serve as chaperons.

Total Estimated Cost: \$3,000.00

Funding Source: Student Success and Support Program Categorical Fund

Site: CHC

Event: 2020 Commencement

Date of Event: 5/22/2020

Item Being Purchased: Floral arrangements for stage

Total Estimated Cost: \$ 1,000.00

Funding Source: Associated Student Body Funds

Site: CHC

Event: 2020 Commencement

Date of Event: 5/22/2020

Item Being Purchased: Confetti for the confetti canons

Total Estimated Cost: \$ 250.00

Funding Source: Commencement General Fund

Site: CHC

Event: 2020 Commencement

Date of Event: 5/22/2020

Item Being Purchased: Floral arch

Total Estimated Cost: \$ 1,000.00

Funding Source: Commencement General Fund

Site: CHC
Event: 2020 Commencement
Date of Event: 5/22/2020

Item Being Purchased: Keynote Speaker
Total Estimated Cost: \$ 500.00
Funding Source: Commencement General Fund

Site: CHC
Event: 2020 Commencement
Date of Event: 5/22/2020

Item Being Purchased: Commencement supplies
Total Estimated Cost: \$ 800.00
Funding Source: Commencement General Fund

Site: CHC
Event: 2020 Commencement
Date of Event: 5/22/2020

Item Being Purchased: Name Readers
Total Estimated Cost: \$ 1,250.00
Funding Source: Commencement General Fund

Site: CHC
Event: 2020 Commencement
Date of Event: 5/22/2020

Item Being Purchased: Chairs and Stanchions
Total Estimated Cost: \$ 4,167.00
Funding Source: Commencement General Fund

Site: CHC
Event: 2020 Commencement
Date of Event: 5/22/2020

Item Being Purchased: Gap and Gown rental
Total Estimated Cost: \$ 4,500.00
Funding Source: Commencement General Fund

Site: CHC
Event: 2020 Commencement
Date of Event: 5/22/2020

Item Being Purchased: Interpreter
Total Estimated Cost: \$ 1,300.00
Funding Source: Commencement General Fund

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 9, 2020

SUBJECT: Individual Memberships

RECOMMENDATION

It is recommended that the Board of Trustees approve individual memberships.

OVERVIEW

The list of individual memberships is attached for approval.

ANALYSIS

Individual memberships related to job duties are submitted when institutional memberships are not available and are related to various functions planned for the colleges and district office.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

Included in the budget.



Individual Memberships

Submitted for Approval April 9, 2020

Site: DSO

Name: Farrah Farzaneh

Total Cost: \$130

Funding Source: Facilities Planning & Construction
General Fund

Membership & Purpose: Construction Management Association of America (CMAA), This Individual Owner Membership will allow the Facilities Planning & Construction Director to continue active participation in this organization, serving as part of its Education Panel, and keeping abreast of important construction industry issues.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Stacey K. Nikac, Administrative Officer
DATE: April 9, 2020
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 Houston as if in attendance at said meeting.

Trustee	Meeting	Amount
Dr. Stephanie Houston	3/12/20 Business Meeting	\$200

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 #2020-03-13 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 Houston from the meeting on March 12, 2020, was due to a hardship deemed acceptable by the Board; and

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

NOW, THEREFORE, BE IT RESOLVED that Trustee Houston 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 9th day of April 2020, by a vote of:

AYES:

NOES:

ABSENT:

I, Jose F. Torres, 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: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 9, 2020

SUBJECT: Consideration of Approval to Award Bid #03-1920-01 and Contract to Caliber Construction, Inc. of Brea, CA

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #03-1920-01 and contract to Caliber Construction, Inc. of Brea, CA for the San Bernardino County Tenant Improvement Project at 658 E. Brier Drive in the amount of \$1,367,767.50. This includes the contract amount of \$1,243,425.00 as well as any and all change orders up to 10% of the contract value and approved by the Executive Vice Chancellor, as set forth in the original contract.

OVERVIEW

Currently San Bernardino County leases the 1st and 2nd floors of 658 E. Brier Drive building. The County has now signed a lease to occupy a portion of the 3rd floor as well. The newly leased area was never built-out before and needs to be developed before San Bernardino County can occupy the space.

ANALYSIS

A public bid opening was conducted on March 19, 2020 and the District received five bids. An analysis of the bids received indicates that Caliber Construction, Inc. is the lowest, responsible and most responsive bidder.

Vendor	Total Bid
Caliber Construction, Inc. of Brea, CA	\$1,243,425.00
BWW & Company, Inc. of Redlands, CA	\$1,259,220.60
Marjani Builders, Inc. of Mission Viejo, CA	\$1,588,000.00
Kemcorp Construction, Inc. of San Bernardino, CA	\$1,695,000.00
All About Cabinets Inc. of Ontario, CA	\$1,775,500.00

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this project is partially offset by a \$940,000 credit received from the seller when the District purchased the property in January 2019. The balance will be covered, as are other expenses from the properties, from rental income received from tenants. Rental income and expense are accounted for in Fund 590.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 9, 2020

SUBJECT: Consideration of Ratification of Master Services Agreements and Task Orders for Bond Construction Program

RECOMMENDATION

It is recommended that the Board of Trustees ratify Master Services Agreements (MSA) and Task Orders (TO) for Design West of San Bernardino, CA and GO Architects of Upland, CA for professional services related to the bond construction program as indicated on the attached.

OVERVIEW

To support the bond construction program master schedule and maintain an acceptable speed to market for the projects, SBCCD has created various professional service consultant prequalified shortlists using an in-depth Request for Qualifications (RFQ) process. On December 12, 2019, the Board approved prequalified professional service shortlists for Architectural and Engineering, Civil Surveying, Geo-Technical, as well as Mechanical, Electrical, and Plumbing services. On February 13, 2020, the Board approved prequalified professional service consultant shortlists for Commissioning, Special Inspection & Material Testing, Hazardous Material Assessment, and Landscape Architect Services. The creation of these prequalified shortlists will greatly reduce procurement time and allow pre-design, design, and engineering tasks to be assigned to consultants in accordance with the program master schedule.

As design consultant services are needed, Requests for Task Order Proposals (RFTOP) will be issued to the firms of each applicable professional service consultant prequalified shortlist. Master Services Agreements are then executed and Task Orders assigned for specific project scopes. The individual Master Service Agreements listed herein are submitted for Board ratification.

ANALYSIS

The award of these MSAs from the prequalified shortlists of professional service consultants was performed in accordance with the established Request for Qualifications (RFQ) and Request for Task Order Proposal (RFTOP) process. The RFQ process establishes professional service consultant prequalified shortlists, and the RFTOP process awards individual Master Service Agreements, Task Orders and projects specific scopes.

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



Master Services Agreements & Task Orders for Bond Construction Program

Submitted for Board Ratification April 9, 2020

[v.3.25.2020.p.1|1]

Professional Services Firm	Pool Approval	MSA Executed	Task Order Description	Task Order Amount
Design West of San Bernardino CA	Mechanical, Electrical & Plumbing 12/12/19	2/23/20	CC02.3626.01 CHC Infrastructure	\$67,510.00
GO Architects of Upland CA	Architectural & Engineering 12/12/19	2/23/20	CC03.3644.01 Districtwide Initiatives	\$25,850.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: April 9, 2020

SUBJECT: Consideration of Approval to Conduct a Public Hearing and Acknowledge Initial Proposals to Negotiate 2020-2023 Successor Contract between CSEA Chapter 291 and the District

RECOMMENDATION

- 1) It is recommended that the Chair of the Board of Trustees open a hearing for public comment on the initial proposals to negotiate the 2020-2023 Successor Contract between SBCCD and CSEA Chapter 291 as attached, and following any comments from the public, the Chair of the Board of Trustees close the hearing.
- 2) It is further recommended that, having conducted a public hearing pursuant to Government Code 3547, the Board of Trustees acknowledge these proposals and the parties commence negotiations.

OVERVIEW

Government Code 3547 requires that all initial proposals for collective bargaining be presented at a public meeting. This is commonly known as *sunshining*.

ANALYSIS

This board item makes public the proposal to negotiate the successor agreement as proposed by the District.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



**The San Bernardino Community College District's (SBCCD)
2020-2023 Successor Negotiations Sunshine Proposal**

The San Bernardino Community College District's (SBCCD) present our initial proposal to negotiate 2020-2023 Successor Contract. The District desires to alter or amend the following articles as indicated and presents our proposal for public discussion in accordance with Government Code 3547 as follows:

ARTICLE 1: RECOGNITION:

The District will propose language to match Education Code.

ARTICLE 2: MANAGEMENT RIGHTS:

The District will propose language to add clarification language

ARTICLE 3: NO DISCRIMINATION:

The District will propose language to add new legal language.

ARTICLE 4: DUES AND ORGANIZATIONAL SECURITY:

The District will propose language to add new legal language.

ARTICLE 5: RIGHTS OF ASSOCIATION AND MEMBERS:

The District will propose language to clarify article language regarding release time.

ARTICLE 6: HOURS OF WORK AND OVERTIME:

The District will propose language to clear up conflicting/contradictory language; address rate of pay 6.7.5.

ARTICLE 7: PAY AND ALLOWANCE:

The District will propose language to update language per AB 1487; assess additional step to stay in the median salary range; address shift differential.

ARTICLE 9: LAYOFF AND REEMPLOYMENT:

The District will propose language to define hire date; seniority and clarify reemployment list.

ARTICLE 11: LONG SERVICE RECOGNITION:

The District will propose language to update payment process to monthly for PERS reporting.

ARTICLE 13: EVALUATION PROCEDURE:

The District will propose language to update evaluation tool and update probationary period per new law.

ARTICLE 14: LEAVES:

The District will propose language to update legal changes and clarify language.

ARTICLE 15: VACANCIES, TRANSFERS, VOLUNTARY DEMOTIONS, CLOSED PROMOTIONS:

The District will propose language to update/clarify processes.

ARTICLE 16: PERSONNEL:

The District will propose language to update reclassification process and language.

ARTICLE 17: PROGRESSIVE DISCIPLINE:

The District will propose language to clarify cause definitions and process.

ARTICLE 19: VACATIONS:

The District will propose language to clarify payout process, establish a cap, establish accruals for all members.

ARTICLE 24: CLASSIFIED STAFF TEACHING PART-TIME:

The District will propose language to update language based on perb settlement and legal changes.

The District reserves the right to amend or modify its proposal during negotiations.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Board Search Committee
REVIEWED BY: Board Search Committee
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 9, 2020
SUBJECT: Consideration of Approval of Updated Chancellor Search Timeline

RECOMMENDATION

It is recommended that the Board of Trustees approve the updated Chancellor Search Timeline.

OVERVIEW

On December 12, 2019, Chancellor Baron announced his retirement, effective December 31, 2019. On January 1, 2020, Jose F. Torres assumed the position as Interim Chancellor for a period of six months. It is necessary for the San Bernardino Community College District to expeditiously find a Chancellor to lead the District. On March 17, 2020 the Board of Trustees reviewed and discussed the first draft of the timeline.

ANALYSIS

In order to meet the initial timeline, all meetings and interviews would have to take place during the established date or we would move to remote interviews. In order to have complete campus participation, the recommendation to have interviews and forums during the fall semester is being recommended. There will not be an impact to our fall accreditation visit by extending the search timeline. Accreditation standards require the governing board to delegate full responsibility to the district CEO to administer the Board's policies and ensure the quality and integrity of the district and colleges. That full delegation has been given to the interim 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.



Chancellor Search Timeline - DRAFT

March 4 - 5, 2020	ACCT Search Consultant facilitates a series of open public forums to solicit input for the development of a Draft Chancellor Profile (staff, faculty, students, administrators and community members are invited to attend); (prior to visit: electronic survey distributed to solicit feedback for the Draft Chancellor Profile)
March 6, 2020	Search Committee Meeting (#1) - Training and Orientation (<u>4-hour meeting</u>); Special Board Ad Hoc Search Committee meeting – Discussion of the search process and Board to edit, review and approve the Chancellor Profile (<u>2-hour meeting</u>)
MARCH – Mid-JULY, 2020	Chancellor Profile posted on sbccd.edu and acctsearches.org. Targeted local, state-wide and national one-to-one recruitment commences; national advertising placed.
JULY 17, 2020	Target Date for Receipt of Applications (open until filled).
JULY 21 – JULY 30, 2020	Search Committee members review confidential applications independently on ACCT secure web portal.
AUGUST 4, 2020	Search Committee Meeting (#2); Discussion and selection of 7 – 9 confidential semifinalist candidates (<u>5 – 6-hour meeting</u>).
AUGUST 18-19, 2020	Search Committee Meeting (#3); Confidential interviews with semifinalists; after the final interview, the Committee deliberates and selects 3 – 4 finalists to forward to the Board for further consideration (<u>2 full days</u>).
Week of AUGUST 31, 2020	Final candidates interview with the full Board of Trustees, tour campuses, participate in open public forums, meet with direct reports; Board deliberation; Board selects first-choice candidate
Week of SEPTEMBER 7, 2020	Board members conduct a site visit to the first-choice candidate’s institution. (Optional but strongly recommended)
Week of SEPTEMBER 14, 2020	Board of Trustees announces the next Chancellor of the San Bernardino Community College District
NOVEMBER 1, 2020	Start date or as determined between the Chancellor-elect and Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Stacey K. Nikac, Administrative Officer
DATE: April 9, 2020
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/BP 3710 Securing Copyright
AP/BP 5015 Residence Determination
AP 5017 Responding to Inquiries of Immigration Status

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 March 3, 2020, 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>Chancellor's Cabinet</i> <i>Chancellor's Cabinet:</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	

AP 3710 Securing of Copyright

~~Sample 1 from another district:~~

~~Material subject to copyright in the form of books, musical or dramatic compositions, architectural designs, paintings, sculptures, or other works of comparable type developed by employees shall be the property of the author unless the material is prepared by means of a District grant or an externally-funded grant or contract to the District. Prior to securing a copyright for the materials, the employee shall reimburse the District for all direct costs. Provisions of any external funding agency regarding copyright shall be followed. Materials produced during sabbatical leave do not constitute an exception and shall be the property of the author unless special funding provisions described above are applicable.~~

~~Performance Rights~~

~~The District shall pay a licensing fee to the appropriate performing rights agency as required. Public performances that require a license from a performing rights agency will follow the guidelines established by the Performing Arts Department at the colleges.~~

~~A recording of a copyrighted work performed by at the District may be made for classroom instructional use. Any public performance of this recording requires written authorization by the performing rights agency.~~

~~The District shall comply with all current federal and state laws and regulations regarding the use of copyrighted material.~~

~~Sample 2 from another district:~~

~~The Chancellor or designee, through legal counsel, shall initiate the process for securing copyright for any materials the District is entitled to ownership and for which the District wishes to obtain copyright protection to safeguard its rights of using, selling, giving or exchanging and licensing of those materials. Through legal counsel, the Chancellor shall initiate action to protect the District's copyrights against infringement.~~

~~The District abides by all relevant sections of the Education Code and United States copyright law. This procedure establishes guidelines for acceptable use of copyrighted materials by employees and students. It also outlines ownership determination of intellectual property created by employees and describes the intent to protect the District's intellectual property from copyright infringement.~~

Principles

- I. ~~An intellectual environment that encourages creation, innovation, and collaboration is in the best interest of the District, its employees, and students.~~
- II. ~~The District needs to balance the interests of the individual creators of intellectual property with the educational objectives of the District.~~
- III. ~~The District has a responsibility to protect the rights of its intellectual property from unauthorized use.~~
- IV. ~~Individual circumstances and the uniqueness of each situation may require a variety of approaches to intellectual property questions.~~

Elements

- I. ~~Employees and students of the District may not duplicate or distribute copyrighted property using District technology or equipment without written permission from the copyright owner, except as allowed under the principles of "fair use".~~
- II. ~~Works in the public domain are generally excepted from copyright provisions. Generally speaking, exceptions of copyrighted intellectual property include works of the federal and state governments unless they are commissioned works unrelated to the official duties of the governments. In addition, works published more than seventy-five years ago, which are not subsequently updated, are not protected by the Copyright Act. Furthermore, facts and ideas are not copyrightable (but the manner in which the author expresses a fact or idea is copyrighted).~~
- III. ~~Employees who willfully violate the copyright law do so at their own risk and if legal action is commenced by the holder of the copyright, the employee will not be defended or indemnified by the District. In addition, the employee will be required to remunerate the District in the event of a loss resulting from litigation. Willful infringement of copyrights will result in disciplinary action.~~
- IV. ~~In the absence of a specific contract or agreement, intellectual property created for the purpose of teaching courses within the employee's contracted teaching area(s) belongs to the employee and will be used for such purposes without additional compensation to the employee by the District.~~
- V. ~~Intellectual property created by an employee within the confines of his/her contract with the District, and making use of "extraordinary resources" of the District (i.e. beyond the use of office space, routine computer resources, library resources, etc. that are provided to all employees), is considered District property unless relinquished by a prior written agreement. Materials created specifically to conduct the support services of the District (internal documents, web pages, etc.) are considered to be property of the District.~~
- VI. ~~If there is a reasonable determination that a particular work created by an employee may be sold or traded commercially, the District and the employee may draw up a contract specifying the terms of ownership of the work.~~
- VII. ~~If the receipt of grant funds restricts or specifies ownership of employee-created work, the District will abide by the requirements of the grant agreement.~~
- VIII. ~~If the District and employee wish for any other reason to change or share ownership of a work, they may jointly draw up a contract specifying terms of this ownership.~~
- IX. ~~The District will ensure the protection of copyrighted materials owned solely or partially by the~~

District.

References:

~~Education Code Sections 72207 and 81459;~~
~~47 United States Code 201~~

The following securing of copyright procedure shall be interpreted consistent with other District policies, including, but not limited to, the District's policy on academic freedom and federal and state statutes and regulations. This procedure shall also be interpreted consistent with all collective bargaining agreements.

Definitions

For the purposes of this procedure, the following definitions apply to the following words or phrases:

"Administrative Activity" means the execution of the District's management or administrative functions such as preparing budgets, policies, contracts, personnel management, printing course materials and catalogs, maintenance of computer data, long range planning, and keeping inventories of equipment. Teaching and academic endeavors are not administrative activities.

"Author" or "Creator" means an individual who alone or as part of a group of other creators, invent, author, discover, or otherwise create intellectual property.

"District Resources" means all tangible resources including buildings, equipment, facilities, computers, software, personnel, and funding.

"Course Materials" Materials prepared for use in teaching, fixed or unfixed, in any form, including, but not limited to, digital, print, audio, visual, or any combination thereof. Course materials include, but are not limited to, lectures, lecture notes, materials, syllabus, study guides, bibliographies, visual aids, images, diagrams, multimedia presentations, web-ready content, and educational software.

"Course Syllabus" means a document that includes information about the outline, standards for student evaluation, and additional information which reflects the academic work of the faculty member.

"Digital Encoded Work" means a work (on a bit-sequence) that can be stored on computer-readable media, manipulated by computers, and transmitted through data networks.

"District facilities" include buildings, equipment, and other facilities under the control of the District, that are designated by the appropriate administrative officer as requiring an advance agreement, from non-District personnel and District personnel acting outside the scope of their employment, concerning the disposition of any copyrighted works that are originated with the use of these facilities. Such facilities normally include campus computer centers and normally do not include District libraries.

"District funds," regardless of source, are administered under the control, and responsibility, or authority of the District.

"Employee" means an individual employed by the District, and shall include full-time and part-time faculty, classified staff, student employees, appointed personnel, persons with "no salary" appointments, and academic professionals, who develop intellectual property using District resources, unless there is an agreement providing otherwise.

"Intellectual Property" means works, products, processes, tangible research property, copyrightable subject matter, works of art, trade secrets, know how, inventions and other creations the ownership which are

recognized and protected from unauthorized exploitation by law. Examples of intellectual property include scholarly, artistic, and instructional materials.

"Student" means an individual who was or is enrolled in a class or program at the District at the time the intellectual property was created.

"Student Employee" means a student who is paid by the District, and may include students participating in a work study program or who receive stipends while they are acting within the scope of their employment at the District at the time the intellectual property was created.

A. "Use of District Resources" means use of District resources beyond the normal professional, technology, and technical support generally provided by the District and extended to an individual or individuals for development of a product, project, or program. The use of District resources must be important and instrumental to the creation of the intellectual property. The following do not constitute substantial use of the District's resources: (1) incidental use of District resources and/or (2) extensive use of District resources commonly available to District employees. A substantial use of the District's resources may be implicated in situations where the creator spends such time and energy in the creation of a work that results in a great reduction of the creator's teaching activity.

"Work" means an "original work of authorship fixed in a tangible medium" as used in the Copyright Act.

Intellectual Property

Please reference AP 3715 Intellectual Property for information regarding intellectual property.

Securing of Copyright

The general provisions for ownership of intellectual property rights may be modified by the parties as follows:

Sabbatical Works

Intellectual property created by District employees during a sabbatical is defined as an academic work. However, where a work to be created as part of an approved sabbatical plan requires resources beyond those normally provided to other employees during a sabbatical (substantial use District resources), the parties may enter into an written agreement to define the District and employee's intellectual property rights in the sabbatical work.

Assignment of Rights

When the conditions outlined in the sections on employee intellectual property rights or student intellectual property are met, ownership will reside with the employee or student responsible for creating the intellectual property. In these circumstances, the creator may pursue intellectual property protection, marketing, and licensing activities without involving the District. If such a decision is made, the creator is entitled to all revenues received.

Any person may agree to assign some or all of his or her intellectual property rights to the District.

In the event the creator offers to share or assign intellectual property rights in the creation to the District, the District may support and finance application for intellectual property protection (trademark, patent, or copyright) or it may enter into an agreement for other exploitation of the work, including management, development and commercialization of the property under terms and conditions as may be agreeable to the parties. After evaluating the creator's offer, the District may or may not decide to become involved in a joint investment

agreement. A negative response from the District will be communicated in writing to the creator. An affirmative response from the District will be summarized as an offer to enter into a written contract. If the creator accepts the District's proposed contract, any revenues received from commercialization of the intellectual property will be distributed as defined in the contract.

Sponsorship Agreements

A sponsored work is a work first produced by or through the District in the performance of a written agreement between the District and a sponsor. Sponsored works generally include interim and final technical reports, software, and other works first created in the performance of a sponsored agreement. Sponsored works do not include journal articles, lectures, books or other copyrighted works created through independent academic effort and based on the findings of the sponsored project, unless the sponsored agreement states otherwise. Ownership of copyrights to sponsored works shall be with the District unless the sponsored agreement states otherwise. Where a sponsorship agreement does not define ownership of the intellectual property, ownership shall be determined under applicable law. Any sponsorship agreement that provides for ownership of the work by one other than the District generally shall provide the District with a nonexclusive, world-wide license to use and reproduce the copyrighted work for education and research purposes.

Collaboration/Partnership Agreements

The District may participate in projects with persons/organizations that result in the creation of intellectual property. Ownership rights of such intellectual property will be defined by the collaboration/partnership agreement, or shall be determined under applicable law.

Special Commissions

Intellectual property rights to a work specially ordered or commissioned by the District from a faculty member, professional staff member, other District employee, or other individual or entity, and identified by the District, as a specially commissioned work at the time the work was commissioned, shall belong to the District. The District, and the employee shall enter into a written agreement for creation of the specially commissioned work.

Use of Substantial District Resources

In the event the District provides substantial resources to an employee for creation of a work and the work was not created under an agreement (such as a sponsorship agreement, individual agreement, or special commission) the District and the creator shall own the intellectual property rights jointly in proportion to the respective contributions made.

Encoded Works/Software for Administrative Activities

The District may hire an individual or entity to develop software or other encoded works, to be used in the District's administrative activities. The District shall maintain ownership of the intellectual property rights in such encoded works. Similarly, the District shall have ownership of the intellectual property rights in encoded works created by an employee, even where the work was created out of the employee's own initiative, if the work is related to the employee's job responsibilities. For example, if an employee in the student records office creates a software program, on his own initiative, which will organize student records, such work is related to the employee's job duties and will belong to the District. Where an employee creates a program that does not relate to his or her job duties, and that program was created on the employee's own time, the work belongs to the employee.

Collective Bargaining Agreement

In the event the provisions of these procedures and the provisions of any operative collective bargaining agreement conflict, the collective bargaining agreement shall take precedence.

Jointly Created Works

Ownership of jointly created works shall be determined by separately assessing which of the above categories applies to each creator, respectively. Rights between joint owners of a copyright shall be determined pursuant to copyright law.

Work Acquired by Assignment or Will

The District may acquire copyrights by assignment or will pursuant to the terms of a written agreement or testament. The terms of such agreements should be consistent with District policies and these procedures.

Materials Implicating Third Party Rights

District employees and students must comply with District policies and state and federal laws, including copyright and privacy laws, in creating works. District employees and students must obtain all required licenses, consents, and releases necessary to avoid infringing the rights of third parties. District employees and students with questions or concerns regarding third party rights should direct all inquiries to the Chancellor or his/her designee.

Intellectual Property Coordinator

The Chancellor or his/her designee shall be the District's Intellectual Property Coordinator. The coordinator shall administer this procedure and will implement the District's Intellectual Property Policy. The Intellectual Property Coordinator will also monitor the development and use of the District's intellectual property. Any questions relating to the applicability of the District Intellectual Property or this procedure may be directed and answered by the Intellectual Property Coordinator.

References:

17 U.S Code Sections 101 et seq.;
35 U.S Code Sections 101 et seq.; and
37 Code of Federal Regulations Sections 1.1 et seq.

Attachments

[AP 3710 Securing of Copyright - Comments](#)
[AP 3710 Securing of Copyright - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Angel Rodriguez
Policy Area:	Chapter 3 General Institution
References:	Legally Advised

BP 3710 Securing of Copyright

(Replaces current SBCCD BP 3710)

The Chancellor shall develop appropriate administrative procedures to implement the provisions of the Education Code that authorize the securing of copyrights protection for works, including but not limited to registering copyrights and policing infringements, on behalf of the District in the name of the District to all copyrightable works developed by the District.

The procedures developed by the Chancellor shall assure that the District may use, sell, give, or exchange published materials and may license materials prepared by the District in connection with its curricular and special services.

In the development of these procedures, the Chancellor shall solicit the input of the proper representatives of the college community in accordance with the District's policies regarding shared local decision-making.

References:

Education Code Sections 72207, and 81459;
17 U.S. Code Section 201

Attachments

[BP 3710 Security of Copyright - Comments](#)
[BP 3710 Security of Copyright - Legal Citations](#)
[BP3710 -OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 5 Student Services
References:	Legally Required

AP 5015 Residence Determination

(Replaces current SBCCD AP 5015)

Residence Classification

Residency classifications shall be determined for each student at the time of each [application for admission or registration](#) and whenever a student has not been in attendance for more than one semester. Residence classifications are to be made in accordance with the following provisions:

- A residence determination date is that day immediately preceding the opening day of instruction for any [session semester](#) during which the student proposes to attend.
- Residence classification is the responsibility of the Admissions [& Records](#) Office.

Students must be notified of residence determination within 14 calendar days of submission of application.

[A student seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, shall not be subject to this residency classification requirement.](#)

~~The District~~[Each college](#) shall publish the residence determination date and summary of the rules and regulations governing residence determination and classification in the ~~District~~[college](#) catalog or addenda thereto.

Rules Determining Residence

- A student who has resided in the state for more than one year immediately preceding the residence determination date is a resident.
- A student who has not resided in the state for more than one year immediately preceding the residence determination date is a nonresident.

The residence of each student enrolled in or applying for enrollment in any class or classes maintained by this District shall be determined in accordance with the Education Code which states that every person has, in law, a residence. In determining the place of residence, the following rules are to be observed:

- Every person who is married or eighteen years of age, or older, and under no legal disability to do so, may establish residence.
- A person may have only one residence.
- A residence is the place where one remains when not called elsewhere for labor or other special or temporary purpose and to which one returns in seasons of repose.
- A residence cannot be lost until another is gained.

- The residence can be changed only by the union of act and intent.
- A man or a woman may establish his/her residence. A woman's residence shall not be derivative from that of her husband.
- The residence of the parent with whom an unmarried minor child maintains his/her place of abode is the residence of the unmarried minor child. When the minor lives with neither parent, the minor's residence is that of the parent with whom the last place of abode was maintained, provided the minor may establish his/her residence when both parents are deceased and a legal guardian has not been appointed.
- The residence of an unmarried minor who has a parent living cannot be changed by the minor's own act, by the appointment of a legal guardian, or by relinquishment of a parent's right of control.

Determination of Resident Status

A resident is a student who has been a bona fide resident of the state for one year prior to the residence determination date. A bona fide resident is a person whose residence is in California as determined above except:

- A student who is a minor and remains in this state after the parent, who was previously domiciled in California and has established residence elsewhere, shall be entitled to retain resident classification until attaining the age of majority and has resided in the state the minimum time necessary to become a resident, so long as continuous attendance is maintained at an institution.
- A student who is a minor and who provides evidence of being entirely self-supporting and actually present in California for more than one year immediately preceding the residence determination date with the intention of acquiring a residence therein, shall be entitled resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- A student who has not been an adult for one year immediately preceding the residence determination date for the semester for which the student proposes to attend an institution shall have the immediate pre-majority-derived California residence, if any, added to the post-majority residence to obtain the one year of California residence.
- A student holding a valid credential authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the college year in which the student enrolls in an institution, shall be entitled to resident classification if each student meets any of the following requirements:
 - He/she holds a provisional credential and is enrolled in courses necessary to obtain another type of credential authorizing service in the public schools.
 - He/she holds a credential issued pursuant to Education Code Section 44250 and is enrolled in courses necessary to fulfill credential requirements.
 - He/she is enrolled in courses necessary to fulfill the requirements for a fifth year of education prescribed by subdivision (b) of Education Code Section 44259.
 - A student holding a valid emergency permit authorizing service in the public schools of this state, who is employed by a school district in a full-time position requiring certification qualifications for the academic year in which the student enrolls at an institution in courses necessary to fulfill teacher credential requirements, is entitled to resident classification only for the purpose of determining the amount of tuition and fees for no more than one year. Thereafter, the student's residency status will be determined under the other provisions of this procedure.
- A student who is a full-time employee of the California State University, the University of California or a community college, or of any state agency or a student who is a child or spouse of a full-time employee of the California State University, the University of California or a community college, or of any state agency may be entitled to resident classification, until the student has resided in the state the minimum time

necessary to become a resident.

- A student who is a natural or adopted child, stepchild, or spouse who is a dependent of a member of the armed forces of the United States stationed in this state on active duty shall be entitled to resident classification. If the member of the armed forces of the United States later transfers on military orders to a place outside this state, or retires as an active member of the armed forces of the United States, the student dependent shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.
- A student who is a member of the armed forces of the United States stationed in this state ~~on active duty~~, except a member of the Armed Forces assigned for educational purposes to a state-supported institution of higher education, is entitled to resident classification only for the purpose of determining the amount of tuition and fees. If the student later transfers on military orders to a place outside this state, the student shall not lose his/her resident classification, so long as he/she remains continuously enrolled in the District.
- A veteran who was discharged or released from at least 90 days of active service less than three years before the date of enrollment in a course commencing on or after July 1, 2015, and his/her dependents, regardless of the veteran's state of residence is entitled to resident classification.
- An individual who is the child or spouse of a person who, on or after September 11, 2001, died in the line of duty while serving on active duty as a member of the Armed Forces who resides in California.
- An individual who is entitled to transferred Post-9/11 GI Bill program benefits by virtue of their relationship to a member of the uniformed services who is serving on active duty.
- A student who is a minor and resides with his or her parent in a district or territory not in a district shall be entitled to resident classification, provided that the parent has been domiciled in California for more than one year prior to the residence determination date for the semester, quarter or term for which the student proposes to attend.
- A student who is a Native American is entitled to resident classification for attendance at a community college if the student is also attending a school administered by the Bureau of Indian Affairs located within the community college district.
- A student who is a federal civil service employee and his/her natural or adopted dependent children are entitled to resident classification if the parent has moved to this state as a result of a military mission realignment action that involves the relocation of at least 100 employees. This classification shall continue until the student is entitled to be classified as a resident, so long as the student continuously attends an institution of public higher education.
- A student who resides in California and is 19 years of age or under at the time of enrollment, who is currently a dependent or ward of the state through California's child welfare system, or was served by California's child welfare system and is no longer being served either due to emancipation or aging out of the system, may be entitled to resident classification until he/she has resided in the state the minimum time necessary to become a resident.
- A student who lives with a parent who earns a livelihood primarily by performing agricultural labor for hire in California and other states, and the parent has performed such labor in this state for at least two months per year in each of the two preceding years, and the parent resides in this District and the parent of the student has claimed the student as a dependent on his state or federal personal income tax return if he/she has sufficient income to have personal income tax liability shall be entitled to resident classification.
- A student who demonstrates financial need, has a parent who has been deported or was permitted to depart voluntarily, moved abroad as a result of that deportation or voluntary departure, lived in California immediately before moving abroad, attended a public or private secondary school in the state for three or more years, and upon enrollment, will be in his or her first academic year as a matriculated student in

California public higher education, will be living in California, and will file an affidavit with the District stating that he or she intends to establish residency in California as soon as possible.

Right To Appeal

Students who have been classified as non-residents have the right to a review of their classification (Title 5 Section 54010 (a)). Any student, following a final decision of residence classification by the Admissions Office, may make written appeal to the Vice President of Student Services within 30 calendar days of notification of final decision by the college regarding classification.

Appeal Procedure

The appeal is to be submitted to the Admissions Office, which must forward it to the Vice President of Student Services within five working days of receipt. Copies of the original application for admission, the residency questionnaire, and evidence or documentation provided by the student, with a cover statement indicating upon what basis the residence classification decision was made, must be forwarded with the appeal.

The Vice President of Student Services shall review all the records and have the right to request additional information from either the student or the Admissions Office.

Within 30 calendar days of receipt, the Vice President of Student Services shall send a written determination to the student. The determination shall state specific facts on which the appeal decision was made.

Reclassification

A student previously classified as a non-resident may be reclassified as of any residence determination date. A residence determination date is that day immediately preceding the opening day of instruction for any session during which the student proposes to attend.

Petitions are to be submitted to the Admissions Office.

Petitions must be submitted prior to the semester for which reclassification is to be effective. Extenuating circumstances may be considered in cases where a student failed to petition for reclassification prior to the residency determination date. In no case, however, may a student receive a non-resident tuition refund after the date of the first census.

Written documentation may be required of the student in support of the reclassification request.

A questionnaire to determine financial independence must be submitted with the petition for reclassification. Determination of financial independence is not required for students who were classified as non-residents by the University of California, the California State University, or another community college district (Education Code Section 68044).

A student shall be considered financially independent for purposes of residence reclassification if the applicant meets all of the following requirements:

- Has not and will not be claimed as an exemption for state and federal tax purposes by his/her parent in the calendar year prior to the year the reclassification application is made;
- Has not lived and will not live for more than six weeks in the home of his/her parent during the calendar year the reclassification application is made.

A student who has established financial independence may be reclassified as a resident if the student has met the requirements of Title 5 Sections 54020, 54022, and 54024.

Failure to satisfy all of the financial independence criteria listed above does not necessarily result in denial of residence status if the one year requirement is met and demonstration of intent is sufficiently strong.

Financial dependence in the current or preceding calendar year shall weigh more heavily against finding California residence than financial dependence in the preceding second and third calendar years. Financial dependence in the current or preceding calendar year shall be overcome only if (1) the parent on whom the student is dependent is a California resident, or (2) there is no evidence of the student's continuing residence in another state.

The Vice President of Student Services will make a determination, based on the evidence and notify the student not later than 14 days of receipt of the petition for reclassification.

Students have the right to appeal according to the procedures above.

Non-Citizens

The District will admit any non-citizen who is 18 years of age or a high school graduate.

If non-citizens are present in the United States illegally or with any type of temporary visa, they will be classified as non-residents and charged non-resident tuition unless they meet the exceptions contained below.

If, for at least one year and one day prior to the start of the semester in question, a non-citizen has possessed any immigration status that allows him/her to live permanently in the United States and she or he meets the California residency requirements, the student can be classified as a resident.

Any students who are U.S. citizens, permanent residents of the U.S., and aliens who are not nonimmigrants (including those who are undocumented), may be exempt from paying nonresident tuition if they meet the following requirements:

- high school attendance in California for three or more years;
- graduation from a California high school or attainment of the equivalent thereof;
- registration or enrollment in a course offered by any college in the district for any term commencing on or after January 1, 2002,
- completion of a questionnaire form prescribed by the State Chancellor's Office and furnished by the district of enrollment, verifying eligibility for this nonresident tuition exemption; and
- in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

The initial residency classification will be made at the time the student applies for admission. Students may file residency questionnaire forms through the third week of the semester to request a review of their residency status. Final residency determination is made by the Vice President of Student Services. Students may appeal the decision.

References:

Education Code Sections 68000 et seq., 68130.5, ~~and 68075~~ [68074-68075.7](#), [and 68068](#);

Title 5 Sections 54000 et seq.

38 U.S. Code Section 3679



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A
Owner: *Academic Senates Academic Senates*
Policy Area: *Chapter 5 Student Services*
References: *Legally Required*

BP 5015 Residence Determination

(Replaces current SBCCD BP 5015)

~~Students~~ Except for students seeking to enroll exclusively in career development and college preparation courses, and other courses for which no credit is given, students shall be classified at the time of each application for admission or registration as a resident or nonresident student.

A resident is any person who has been a bona fide resident of California for at least one year on the residence determination date. The residence determination date shall be the day immediately preceding the first day of athe semester ~~or summer session~~ for which the student applies to attend.

Residence classification shall be made for each student at the time applications for admission are accepted or registration occurs and whenever a student has not been in attendance for more than one semester. A student previously classified as a nonresident may be reclassified as of any residence determination date.

The Chancellor shall enact procedures to assure that residence determinations are made in accordance with Education Code and Title 5 regulations.

References:

Education Code Sections 68040, 68086, and 76140;
 Title 5 Sections 54000 et seq.

Attachments

- [BP 5015 Residence Determination - Comments](#)
- [BP 5015 Residence Determination - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Policy Stat</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	<i>Legally Required</i>

AP 5017 Responding to Inquiries of Immigration Status, Citizenship Status, and National Origin Information

Unless required by federal or state law, the District shall not inquire specifically about a student's citizenship or immigration status or the citizenship or immigration status of a student's parents or guardians; nor shall personnel seek or require, to the exclusion of other permissible documentation or information, documentation or information that may indicate a student's immigration status, such as a green card, voter registration, a passport, or citizenship papers.

Where any law contemplates submission of immigration status or citizenship status information to satisfy the requirements of a special program, the District shall not use that documentation or information for decisions related to admissions or enrollment in courses or degree programs.

The District is not permitted to use immigration status, citizenship status, or national origin information in personal statements outside the application process, other than for legitimate educational interests, including the provision of a service or benefit relating to the student, such as health care, counseling, job placement or financial aid.

If the District learns of a student's immigration status through its application process (including the students' personal statement or answers to personal insight questions), the District shall create policies and procedures to protect such personal identifiable information and retain the information only to the extent it is necessary or required by law. The District shall avoid the disclosure of information that might indicate a student or family's citizenship or immigration status if the disclosure is not authorized by the Family Educational Rights and Privacy Act (FERPA) or state law.

Where permitted by law, the Director of Admissions & Records of the District shall enumerate alternative means to establish residency, age, or other eligibility criteria for enrollment or programs, and those alternative means shall include among them documentation or information that are available to persons regardless of immigration status or citizenship status, and that do not reveal information related to citizenship or immigration status.

Examples of documents that can be used as proof of residency include but are not limited to:

- Registering a motor vehicle operated in California;
- Obtaining a California driver's license or California identification card;
- Filing a resident or nonresident California state income tax return;
- Listing a California address on a federal income tax return;

- Listing a permanent military address or home of record in California;
- A professional or vocational license obtained from a California state licensing agency (e.g., nursing, teaching credentials);
- Maintaining active resident memberships in California based professional organizations (e.g., police union, teachers' union); and
- Maintaining an active bank account at a California bank.

Where a District is permitted by law to request a minor student's parent's residency information in order to determine tuition or aid, the educational institution shall only require documentation or information that is available to persons regardless of immigration status (as noted above).

Where residency, age, and other eligibility criteria for purposes of enrollment or any program may be established by alternative documents or information permitted by law or this administrative procedure, the District's procedures and forms shall describe to the applicant, and accommodate, all alternatives specified in law and all alternatives authorized under this administrative procedure.

Specifically, where the District must determine a student's residency for purposes of in-state tuition, the District shall not inquire about a parent/guardian's citizenship or immigration status, and shall enumerate alternative means of establishing a parent/guardian's residency. If the student is considered a minor dependent of a California resident, the college or university shall only require documents to determine whether the parent has resided in California for one year (e.g. vehicle registration, lease agreements, etc.)

References:

Education Code Sections 66093, 66093.3, and 68076; Title 5 Section 41905

Attachments:

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 9, 2020

SUBJECT: Final Approval of Board Policies

RECOMMENDATION

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

AP/BP 3900 Speech: Time, Place, and Manner
AP/BP 4320 Off Campus Speakers
AP/BP 4400 Community Services Programs
AP/BP 4500 Student News Media
AP 5203 Lactation Accommodations
AP/BP 6540 Insurance
AP/BP 7270 Student Workers
AP 7348 Accommodations

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 March 12, 2020. 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:	Angel Rodriguez
Policy Area:	Chapter 3 General Institution
References:	Legally Advised

AP 3900 Speech: Time, Place, Manner

(Replaces current SBCCD AP 5550)

~~The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.~~ The students and employees of the District and members of the public shall be permitted to exercise their rights of free expression subject to the time, place, and manner policies and procedures contained in Board Policy 3900 and these procedures.

~~Note: The following text offers the option of limiting expressive activities to certain areas of campus and is not legally required. If the District wishes to designate such areas, we encourage districts to consult with counsel for any recent development on the law governing the ability of California community colleges to do so.~~

Option 1:

~~The college(s) of the District [is/are] non-public forums, except for the following areas, which are reserved for expressive activities which do not violate District policy and which are lawful; [include a list of areas]. These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students.~~ The colleges of the District are non-public forums, except for the following areas, which are reserved for expressive activities which do not violate District policy and which are lawful; those areas generally available to students and the community, defined as grassy areas, walkways, and other similar common areas. These areas are chosen so as to provide visibility and allow communication to a large number of students, administrators, faculty, and others walking or traveling on campus but also so as not to disrupt educational and other activities of the District on behalf of students:

~~These areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.~~ These areas are designated public forums. The District reserves the right to revoke that designation and apply a non-public forum designation.

~~The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses, maintenance yards, or locker rooms, and any other area not specified above.~~ The District reserves the right to designate areas as non-public forums as necessary to prevent the substantial disruption of the orderly operation of the college. Areas of the college that are non-public forums specifically include campus offices, classrooms, warehouses,

maintenance yards, or locker rooms, and any other area not specified above.

Option 2:

~~Note: If the District does not wish to limit expressive activities by students and non-students to particular areas as described above, it can use the following language in place of the "list of areas" specified above: "those areas generally available to students and the community, defined as grassy areas, walkways, and other similar common areas." Given the developing nature of this area of the law, we recommend consulting local counsel on the choice of language.~~

~~Note: The language is legally advised. Districts should consult with local counsel to ensure the District complies with federal and state law regarding speech and expressive activities.~~

~~The use of these areas reserved and open for expressive activities is subject to the following:~~ The use of these areas reserved and open for expressive activities is subject to the following:

~~No person using the areas shall touch, strike or physically impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.~~ No person using the areas shall touch, strike or physically impede the progress of passersby, except for incidental or accidental contact or contact initiated by a passerby.

~~Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.~~ Persons using areas shall not use any means of amplification that creates a noise or diversion that disturbs the orderly conduct of the campus or classes taking place at that time.

~~Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the college.~~ Persons using the areas reserved for expressive activities shall not disrupt the orderly operation of the college.

~~Note: The following is legally advised. Local practice may be inserted.~~

~~Non-student, community groups wishing to engage in speech or expressive activities on campus, in the areas designated as public forums, must check in with the District to [the CEO's designee] prior to engaging in the activities. This does not involve an advance approval process. No illegal activities will be permitted, no activities that violate District or campus rules, including rules and laws on illegal harassment and discrimination, and none that will substantially interfere with or disrupt activities already scheduled for that day and time in the designated areas, as described below. In the event the area sought to be used for expressive activities has already been reserved for another activity so that there will be substantial interference or disruption based on noise, overcrowding, or other considerations unrelated to content, the District will offer alternative available areas or if none are available offer alternative dates. Students, outside organizations, and others are encouraged to make reservations in advance to use the areas for their expressive activities through the use of optional reservation forms.~~

~~Note: If the District opts to require advance notice for outside groups, it is advisable not to require notice more than three (3) business days in advance, so as to avoid challenge. It is also advisable to check with legal counsel concerning any current developments that affect advance notice requirements.~~

~~All persons using the areas that are designated public forums shall be allowed to distribute petitions, circulars, leaflets, newspapers, and other printed matter. Such distribution shall take place only within~~

~~those areas. Those persons distributing printed material must, prior to their departure from the areas that day, make reasonable efforts to retrieve, remove or properly discard material that is discarded or dropped in or around the areas other than in an appropriate receptacle.~~

Posting

~~Bulletin boards shall be provided for use in posting materials at campus locations convenient for use by students, staff, and members of the public. All materials displayed on a bulletin board shall clearly indicate the author or agency responsible for its production and shall be dated with the date of posting by the [designated authority]. Materials displayed shall be removed after the passage of [insert number; at least ten] days.~~

- ~~From current SBCCD AP 5550 titled Speech: Time, Place, and Manner~~

I. ~~GENERAL PROVISIONS~~ GENERAL PROVISIONS

A. ~~Definitions:~~ Definitions:

1. President: Refers to chief administrative officer and the designees of the President.
2. Chancellor: Refers to the Chancellor of the District and the designees of the Chancellor
3. Day: Unless otherwise provided, a day shall mean any day on which the Campus administrative offices are open for business during normal working hours.
4. DPF: Designated Public Forum.
5. Reservations: Reservations to use the DPF Areas, as defined herein, are optional. Any person or group intending to use the DPF area may reserve the DPF Areas in accordance with Section II. ~~C.B.~~ 1-3 of this procedure.
6. Campus Communication: communications from the administration of any college or location; any official staff organization; and any official student group, including student government or student clubs. Any campus communication shall identify the entity or group responsible for it.

B. ~~Disclaimer and Defense~~ Disclaimer and Defense

The District disclaims any liability for any damages for any defamation alleged to be committed by any student or member of the public using District facilities, and further disclaims any liability for damages for any violation of copyright, trademark, or service mark laws alleged to be committed because of any posting or distribution of material on campus. Nothing in these rules permitting speech and/or distribution of materials on its college campuses and property, shall be construed as requiring the District to provide any defense or payment of damages for defamatory statements made by any student, faculty or staff member, or member of the public, nor shall these rules be construed as requiring the District to provide any defense or payment of damages for violations of copyright, trademark or service mark laws.

C. ~~Obscenity~~ Obscenity

For purposes of the board policy and this regulation, the term "obscene" shall be determined in accordance with the current legal standards.

D. ~~Consequences for Violation~~ Consequences for Violation

1. The right of members of the general public to utilize District facilities may be revoked if they

violate the provisions of board policy and administrative procedures while utilizing District facilities.

2. The disciplinary penalties and procedures set forth in the Student Code of Conduct are applicable to students for violations of the board policy and the procedure and are incorporated herein. (See Administrative Procedure 5500)

E. ~~Financial Responsibility~~ Financial Responsibility

All persons who use District property shall pay for:

- a. expenses incurred above the ordinary campus maintenance, and operating costs such as "supplies, utilities, janitorial services, services of any other District employees" necessitated by the organization's use of District facilities and property; and
- b. the direct costs of security incurred above ordinary security

II. ~~USE OF FACILITIES~~ USE OF FACILITIES

~~DPF Areas~~

1. ~~Crafton Hills College~~

~~The following exterior property at Crafton Hills College may be used for speech and advocacy to the extent permitted herein:~~

- a. ~~the grassy area in the northeast section of the Library (LR) quad and the adjacent north/south sidewalk~~
- b. ~~the east/west sidewalk and the grassy area immediately south of the Classroom Building (CL) and west of the Library (LR)~~
- c. ~~the east/west walkway between the Occupational Education 1 (OE1) building and the Chemistry and Health Science (CHS) building~~
- d. ~~additional areas may be designated by the President~~

2. ~~San Bernardino Valley College~~

~~The following exterior property at San Bernardino Valley College may be used for speech and advocacy to the extent permitted herein:~~

- a. ~~the posted area north of the Campus Center (CC) building. Activities (setup, tables, etc.) must stay within the designated area and a minimum of 25 feet from all doorways~~
- b. ~~the adjacent lawn area and walkways south of the Auditorium building. The area south of the Auditorium shall be referred to collectively as the "Auditorium Quad"~~
- c. ~~the posted sidewalk and lawn area south of the tennis courts. Activities (setup, tables, etc) must stay within the designated area and a minimum of 25 feet from all gates~~
- d. ~~the lawn area and walkway east of Health and Life Sciences (HLS) building bordered by the temporary staff lot~~
- e. ~~additional areas may be designated by the President~~

A. ~~Non-Blockage of Areas~~ Non Blockage of Areas

Tables and chairs may be placed within the DPF area provided that walkways and entrances are not

blocked.

B. ~~No Reservations Needed to Use DPF Areas~~ No Reservations Needed to Use DPF Areas

1. Any person or group desiring to use one of the areas may do so provided it is not in use.
2. Any person or group intending to use these areas shall notify the Office of Student Life at least one hour before use.
3. A user may be denied use of the area by the appropriate College office given any of the conditions below:
 - a. there is an existing user and no agreement has been reached as to sharing the areas
 - b. the area is undergoing general maintenance
 - c. the person or group has, on prior occasions, made intentional material misrepresentations regarding the nature or scope of an event or activity previously permitted, or has violated the terms of prior use
 - d. the person or group has on prior occasions damaged District property and has not paid in full for such damage
 - e. the use or activity would conflict with previously planned programs organized and conducted by the District and previously scheduled for the same time and place
 - f. the use or activity intended by the person or group would present a danger to the health or safety of the person or group, or other students, community members, faculty, or staff of the District
 - g. the use or activity is prohibited by law
4. Use of the designated area(s) will not be construed as the use of a "facility" or "service" of the District and/or College pursuant to the Civic Center Act policies and procedures. Therefore, a student or member of the community that wishes to speak and/or distribute written materials in the designated area does not have to apply for or receive a permit prior to using the designated area.

Students and members of the community who wish to reserve space in a College facility and/or use the services of a College department (such as food, equipment, janitorial, power, or audio/visual) must follow the procedures set forth in Board Policy 6700 and Administrative Procedure 6700 and the other applicable policies and procedures of the District regarding its use of facilities.

C. ~~Amplification~~ Amplification

The following requirements and restrictions are in place to respect the integrity of the educational process and prevent disruption of the learning environment and operations of the colleges. The following apply to amplification equipment/ systems:

1. Amplification is not permitted during finals week of each semester.
2. Levels of amplification:

~~San Bernardino Valley College~~ San Bernardino Valley College

No amplification

~~Crafton Hills College~~ Crafton Hills College

Not to exceed 60 decibels (as measured in any classroom or office)

Users of the areas must bring their own amplification system or unit. Crafton Hills College has no responsibility to supply or provide extension cords or amplifiers to those users supplying their own amplification.

III. ~~POSTING OF MATERIAL~~ POSTING OF MATERIAL

Material may be posted in and on the permitted locations. Please refer to campus posting policy. All postings, except campus communications relating to college events which have not concluded, will be removed periodically. Postings will also be removed if they:

1. Are obscene.
2. Create a clear and present danger of the commission of unlawful acts on District property, or of violence, or the substantial disruption of the orderly operation of the District.

IV. ~~DISTRIBUTION OF HANDBILLS, CIRCULARS, OR ADVERTISEMENTS~~ DISTRIBUTION OF HANDBILLS, CIRCULARS, OR ADVERTISEMENTS

- A. Handbills, circulars, or advertisements may only be distributed in the DPF areas.
- B. Distributors are required to remove material immediately following the use of the DPF area. The failure to remove litter may result in a charge to the distributor for costs incurred in litter removal and/or denial of future use of the areas.

V. ~~OBSCENE, DEFAMATORY, OR INCITEFUL MATERIALS~~ OBSCENE, DEFAMATORY, OR INCITEFUL MATERIALS

Nothing in this section shall be deemed to permit the distribution of material that is obscene, defamatory, or incites students as to create a clear and present danger of the commission of unlawful acts on community college premises, or the violation of lawful community college regulations or the substantial disruption of the orderly operation of the community college.

VI. ~~ADVERTISEMENT OF UNLAWFUL SUBSTANCES~~ ADVERTISEMENT OF UNLAWFUL SUBSTANCES

All advertisements which advertise illegal substances as identified by the laws of the United States and/or the State of California are prohibited. The following are prohibited:

- A. Illegal substances as identified by the Federal Government, and/or by the State of California.
- B. Explosive material of any kind.

References:

References:

Education Code Sections 76120 and 66301

Attachments:

[AP 3900 Speech: Time, Place, Manner - Comments](#)

[AP 3900 Speech: Time, Place, Manner - Legal Citations](#)

[AP3900-OLD.pdf](#)

[Legal Update 33 Overview Rev. 10-25-18.docx](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Angel Rodriguez
Policy Area:	Chapter 3 General Institution
References:	Legally Required

BP 3900 Speech: Time, Place, and Manner

(Replaces current SBCCD BP 5550)

• ~~From current SBCCD BP 5550 titled Speech: Time, Place, and Manner~~

~~Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.~~ Students, employees, and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

The colleges of the District are non-public forums, except for those areas designated ~~public forums available for the exercise of expression by students, employees, and members of the public as Free Speech Areas, which are limited public forums~~ public forums available for the exercise of expression by students, employees, and members of the public as Free Speech Areas, which are limited public forums. The Chancellor shall enact such administrative ~~procedures regulations~~ procedures regulations as are necessary to reasonably regulate the time, place, and manner of the exercise of free expression in the ~~designated public forums limited public forums~~ designated public forums limited public forums.

The administrative procedures promulgated by the Chancellor shall not prohibit the right of ~~students any person~~ students any person to exercise free expression, including but not limited to the ~~use of bulletin boards, use of bulletin boards~~, distribution of printed materials or petitions ~~in those parts of the college designated as Free Speech areas~~ in those parts of the college designated as Free Speech areas, and the wearing of buttons, badges, or other insignia.

~~Students, District employees and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.~~ Students, District employees and members of the public shall be free to exercise their rights of free expression, subject to the requirements of this policy.

Speech shall be prohibited that is defamatory, obscene according to current legal standards, or which so incites others as to create a clear and present danger of the commission of unlawful acts on ~~District~~ District property or the violation of ~~District~~ District policies or procedures, or the substantial disruption of the orderly operation of the District.

Nothing in this policy shall prohibit the regulation of hate violence ~~directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e))~~ directed at students in a manner that denies their full participation in the educational process (Education Code Section 66301(e)), so long as the regulation conforms to the requirements of the First Amendment to the United States Constitution, and of Section 2 of Article 1 of the California Constitution. Students may be disciplined for harassment, threats, intimidation, or ~~hate violence intimidation~~ hate violence intimidation unless such speech is constitutionally protected.



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	Legally Required

AP 4320 Off-Campus Speakers

(Replaces current SBCCD AP 4320)

~~• From current SBCCD AP 4320 titled Off-Campus Speakers~~

~~A. Invitation to Speak~~

~~Individuals from off campus may be invited to speak on campus by a member of the faculty, faculty organizations, a department or division, the administration, or by a recognized student group that has a charter filed with the student activities office.~~

~~B. Disclaimer~~

~~At the time of the speech, the host must announce that the speaker's views are his/her own and do not reflect the views of the college.~~

~~C. Classroom Speakers~~

~~Speakers invited to individual classes as part of routine classroom instruction shall be exempted from the requirements listed here, except that the Vice President of Instruction must be notified in advance in writing to visiting classroom speakers.~~

~~D. Notification~~

~~The college president shall be notified at least two weeks prior to the date of the event.~~

~~E. Scheduling~~

~~The host is responsible for all special arrangements to include room reservations and any special equipment necessary for the presentation.~~

~~F. Publicity~~

~~The host is responsible for all publicity. Announcements, brochures, etc., must be cleared through the Public Information Office.~~

~~G. Fees~~

~~Any fee and/or other costs of the event shall be the responsibility of the host.~~

~~H. Objections:~~

- ~~1. In the event that a member of the academic community or the community at large deems the appearance of a particular speaker inappropriate, he/she may lodge a written objection with the college president no later than three school days before the scheduled appearance.~~
- ~~2. The president shall convene the appropriate college committee to determine the validity of the complaint.~~

Invitation to Speak

Individuals from off campus may be invited to speak on campus by a member of the faculty, faculty organizations, a department or division, the administration, or by a recognized student group that has a charter filed with the student activities office.

Disclaimer

At the time of the speech, the host must announce that the speaker's views are his/her own and do not reflect the views of the college.

Classroom Speakers

Speakers invited to individual classes as part of routine classroom instruction shall be exempted from the requirements listed here, except that the Vice President of Instruction must be notified in advance in writing to visiting classroom speakers.

Notification

The college president shall be notified at least two weeks prior to the date of the event.

Scheduling

The host is responsible for all special arrangements to include room reservations and any special equipment necessary for the presentation.

Publicity

The host is responsible for all publicity. Announcements, brochures, etc., must be cleared through the Public Information Office.

Fees

Any fee and/or other costs of the event shall be the responsibility of the host.

Objections

In the event that a member of the academic community or the community at large deems the appearance of a particular speaker inappropriate, he/she may lodge a written objection with the college president no later than three school days before the scheduled appearance.

The president shall convene the appropriate college committee to determine the validity of the complaint.

Reference:

No specific references

Attachments:

AP 4320 Off-Campus Speakers - Comments
AP 4320 Off-Campus Speakers - Legal
Citations



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *Academic Senates Academic Senates*
 Policy Area: *Chapter 4 Academic Affairs*
 References: *Legally Required*

BP 4320 Off-Campus Speakers

(Replaces current SBCCD BP 4320)

- ~~From current SBCCD BP 4320 titled Off-Campus Speakers~~

Individuals from off campus may be invited to speak on campus by a member of the faculty, faculty organizations, a department or division, the administration, or by a recognized student group that has a charter filed with the student activities office, subject to administrative guidelines established by the Chancellor.

Reference:

~~No specific references~~ [No specific references](#)

Attachments:

[BP 4320 Off-Campus Speakers - Comments](#)
[BP 4320 Off-Campus Speakers - Legal Citations](#)
[BP4320 -OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	Good Practice/Optional

AP 4400 Community Services Programs

(Replaces current SBCCD AP 4400)

~~NOTE: This procedure is optional, but is legally advised if the District maintains community services offerings. Local practice may be inserted, but they must comply with the following:~~

~~Offerings are established and maintained in civic, vocational, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.~~ Offerings are established and maintained in civic, vocational, literacy, health, homemaking, technical and general education, including, but not limited to, classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.

~~Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.~~ Offerings are designed to provide instruction and to contribute to the physical, mental, moral, economic, or civic development of the individuals or groups enrolled in them.

~~Offerings are open for the admission of adults and of those minors as in the judgment of the governing board may profit.~~ Offerings are open for the admission of adults and of those minors as in the judgment of the governing board may profit.

~~General fund moneys are not expended to establish and maintain community service offerings.~~ General fund moneys are not expended to establish and maintain community service offerings.

~~Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.~~ Students enrolled in community service offerings may be charged a fee not to exceed the cost of maintaining community service classes, or classes may be provided for remuneration by contract, or with contributions or donations of individuals or groups.

- **~~From current SBCCD AP 4400 titled Community Services~~**

Terms and Conditions Governing Community Services Programs

1. Programs shall be ~~non~~not-for-credit.
2. Programs shall be provided on a self-supporting basis.
3. An advisory committee shall be used for planning and recommending programs.
4. Programs shall not duplicate or otherwise negatively affect the credit instructional program, except with

approval of the college curriculum committee and college president.

~~Each college shall propose its own offerings to assure that the needs of the respective communities are met.~~

5. Each college shall propose its own offerings to assure that the needs of the respective communities are met.
6. Programs shall have access to college facilities and use of equipment, except that such access and use shall not be in conflict with or detrimental to credit instructional programs.
7. Facilitators are independent contractors and shall sign an agreement delineating all aspects of the activity prior to the commencement of the activity. The Board ~~of Trustees~~of Trustees shall set rates of compensation for facilitators and shall approve all programs/activities prior to the commencement of such program/activity.
8. Income and expenditures related to Community Services programs, as well as the number and type of programs offered and the student enrollment therein, shall be reported annually to the Board.

References:

References:

~~Education Code Section 78300;~~

~~Title 5 Sections 55002 and 55160(b)~~Education Code Section 78300; Title 5 Sections 55002 and 55160(b)

Attachments:

AP 4400 Community Service Programs -
Comments

AP 4400 Community Service Programs - Legal
Citations

AP4400 -OLD.pdf



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *Academic Senates Academic Senates*
 Policy Area: *Chapter 4 Academic Affairs*
 References: *Legally Required*

BP 4400 Community Services Programs

(Replaces current SBCCD BP 4400)

~~**NOTE:** The language in current SBCCD BP 4400 reflects the information.~~

- ~~**From current SBCCD BP 4400 titled Community Services Programs**~~

The District shall maintain community services programs defined as those activities provided to meet the needs and interests of the community not met by the college credit program.

The community services program shall be designed to contribute to the physical, mental, personal, economic or civic development of the individuals or groups enrolled in it. The Education Code defines community services classes in civic, vocational, literacy, health, homemaking, technical and general education, including but not limited to classes in the fields of music, drama, art, handicraft, science, literature, nature study, nature contacting, aquatic sports and athletics.

Community services courses shall be open for admission of adults and of minors who can benefit from the programs.

No General Fund monies may be expended to establish or maintain community services courses. Students involved in community services courses shall be charged a fee not to exceed the cost of maintaining the courses. Courses may also be offered for remuneration by contract or with contributions or donations of individuals or groups.

The Chancellor shall provide additional administrative procedures for the community services program.

Reference:

Reference:

Education Code Section 78300

Attachments:

- [BP 4400 Community Services Programs - Comments](#)
- [BP 4400 Community Services Programs - Legal Citations](#)
- [BP4400 -OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	Legally Advised

AP 4500 Student News Media

(Replaces current SBCCD AP 4310)

NOTE: ~~The following procedure applies if the college has student news media programs. These procedures are legally advised. The District should adapt the language to accurately describe its programs.~~

Philosophy

Philosophy

~~College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in [College news media are any news/feature publications issued under the name of the college, funded by the District, and produced by students as an integral part of instruction in [insert name of relevant discipline or program]insert name of relevant discipline or program]. It may include, but is not limited to, student newspaper reporting, broadcast news journalism and internet news journalism. The term "editorial" refers to all content other than advertising.].~~ It may include, but is not limited to, student newspaper reporting, broadcast news journalism and internet news journalism. The term "editorial" refers to all content other than advertising.

~~College news media, as laboratory publications of the [College news media, as laboratory publications of the [insert name of relevant discipline or program]insert name of relevant discipline or program] curriculum, shall provide vehicles to train students for careers in mass communication. College news media shall also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.]~~ curriculum, shall provide vehicles to train students for careers in mass communication. College news media shall also serve the entire college community by reporting the news, including college events and activities, providing a forum for comment and criticism, and encouraging free expression as guaranteed in the First Amendment to the Constitution of the United States.

~~College news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the college news media shall entail corollary responsibilities.~~ College news media are valuable aids in establishing and maintaining an atmosphere of free and responsible discussion. College news media shall exercise editorial freedom in order to maintain their integrity as vehicles for free inquiry and free expression in the college community. At the same time, the editorial freedom of the college

news media shall entail corollary responsibilities.

~~Each college newspaper or other news medium is published as a learning experience, offered under the [insert name of relevant discipline or program]. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.~~
Each college newspaper or other news medium is published as a learning experience, offered under the [insert name of relevant discipline or program]. The editorial and advertising materials published in each news medium, including any opinions expressed, are the responsibility of the student staff. An editorial board should be formed for the news media involved. Under appropriate state and federal court decisions, these materials are free from prior restraint by virtue of the First Amendment to the United States Constitution. These procedures are adopted so as to encourage a responsible exercise of such freedom.

• ~~From current SBCCD AP 4310 titled College Newspaper~~

A. Publication

~~The newspaper shall endeavor to publish timely editorials, opinion columns, and letters to the editor concerning events and issues of interest to its readers in keeping with recognized principles of editorial and academic freedom and responsibility.~~

B. Protest

~~In the event that any member or segment of the college community—employee, or student—believes that the newspaper breaches commonly accepted journalistic standards of fairness, good taste, or judgment in administrative or editorial policy, and when less formal means do not provide a satisfactory solution, the established grievance procedures for students and staff may be called upon to provide redress or correction.~~

C. Committee Hearing

~~If a dispute cannot be resolved within a reasonable time in order to meet a publication deadline, an ad hoc committee consisting of one member of the Academic Senate (appointed by the President of the Senate), one member of the Associated Students (appointed by the President of the Associated Students), and one member of the college management group (appointed by the college president) shall be convened to adjudicate.~~

D. Formation of Committee

~~A request for formation of the above ad hoc committee shall be made through the English Department Head.~~

~~**NOTE:** Colleges are legally advised to establish grievance procedures that provide an avenue for complaints about news media content. They should include or address:~~

~~Journalism Grievance Procedures~~

Publication

The newspaper shall endeavor to publish timely editorials, opinion columns, and letters to the editor

concerning events and issues of interest to its readers in keeping with recognized principles of editorial and academic freedom and responsibility.

Protest

In the event that any member or segment of the college community--employee, or student--believes that the newspaper breaches commonly accepted journalistic standards of fairness, good taste, or judgment in administrative or editorial policy, and when less formal means do not provide a satisfactory solution, the established grievance procedures for students and staff may be called upon to provide redress or correction.

Committee Hearing

If a dispute cannot be resolved within a reasonable time in order to meet a publication deadline, an ad hoc committee consisting of one member of the Academic Senate (appointed by the President of the Senate), one member of the Associated Students (appointed by the President of the Associated Students), and one member of the college management group (appointed by the college president) shall be convened to adjudicate.

Formation of Committee

A request for formation of the above ad hoc committee shall be made through the English Department Head.

Journalism Grievance Procedures

~~Definition of a Grievance— A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.~~
Definition of a Grievance – A grievance is a complaint that alleges facts which, if true, would demonstrate a violation of the grievant's right to free inquiry, free speech, or fair treatment; contains allegations that appear to be substantially credible; and is not frivolous.

~~Informal Grievance Proceedings— Describe a procedure that includes a written complaint to those with direct responsibility for the program and their responsibilities to respond in a timely manner.~~
Informal Grievance Proceedings – Describe a procedure that includes a written complaint to those with direct responsibility for the program and their responsibilities to respond in a timely manner.

~~Formal Grievance Proceedings— More formal grievance procedures may include a grievance hearing committee and appeal to the Chancellor or designee in a timely fashion. The procedures should include how grievance hearings should be conducted, access to and maintenance of related records, and the responsibility of the authorities to respond to the grievance in a timely fashion.~~
Formal Grievance Proceedings – More formal grievance procedures may include a grievance hearing committee and appeal to the Chancellor or designee in a timely fashion. The procedures should include how grievance hearings should be conducted, access to and maintenance of related records, and the responsibility of the authorities to respond to the grievance in a timely fashion.

Reference:

Reference:

~~No specific references~~No specific references

Attachments:

AP 4500 Student News Media - Comments
AP 4500 Student News Media - Legal Citations
AP4500-OLD.pdf



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *Academic Senates Academic Senates*
 Policy Area: *Chapter 4 Academic Affairs*
 References: *Legally Required*

BP 4500 Student News Media

(Replaces current SBCCD BP 4310)

- ~~From current SBCCD BP 4310 titled College Newspaper~~

The primary function of the college newspaper shall be to serve as a teaching platform for Journalism courses dealing in all aspects of newspaper publication. The newspaper shall strive to inform its readers of significant campus activities, events, and issues and also report and comment on off-campus news relevant to its readership.

The Chancellor is responsible for establishing administrative regulations to handle any protests about the college newspapers.

~~Reference:~~

Reference:

No specific references

Attachments:

[BP 4500 Student News Media - Comments](#)
[BP 4500 Student News Media - Legal Citations](#)
[BP4500- OLD.pdf](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Policy Stat</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	<i>Good Practice/Optional</i>

AP 5203 Lactation Accommodation

The District shall provide reasonable accommodations on its respective campuses for a lactating student to express breast milk, breast-feed an infant child, or address other needs related to breast-feeding whenever a student is required to be present on campus. Reasonable accommodations include, but are not limited to, all of the following:

- A. Access to a private and secure room, other than a restroom, to express breast milk or breast-feed an infant child. The room shall have a comfortable place to sit and have a table or shelf to place equipment described in paragraph (3).
- B. Permission to bring onto a college or university campus a breast pump and any other equipment used to express breast milk.
- C. Access to a power source for a breast pump or any other equipment used to express breast milk.

Lactating students shall be provided a reasonable amount of time to accommodate their need to express breast milk or breast-feed an infant child.

Students shall not incur an academic penalty as a result of their use of the reasonable accommodations, and shall be provided the opportunity to make up any work missed due to such use.

Reference:

Education Code Section 66271.9

Attachments:



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

AP 6540 Insurance

~~NOTE:~~ ~~An administrative procedure on insurance is legally required. Local practice may be inserted, but must provide for the forms of insurance listed below. The requirement to provide for insurance coverage may be met by the District joining in a joint powers agreement pursuant to Education Code Section 81603. If it does so, the regulations required by the JPA would be adopted.~~

- ~~• Liability insurance for damages for death, injury to person, or damage or loss of property~~
- ~~• Liability insurance for the personal liability of the members of the Board and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/her office or employment.~~
- ~~• Fire insurance~~
- ~~• Real property damage~~
- ~~• Personal property loss or damage~~
- ~~• Insurance for District vehicles~~
- ~~• Insurance against "other perils" (Education Code Section 81601)~~
- ~~• Workers compensation insurance~~
- ~~• Actuarial evaluation of the future annual costs of health and welfare benefits~~

~~NOTE:~~ ~~Education Code Section 81602 specifically authorizes the District to contract for investigative, administrative and claims adjustment services. The contract may provide that the contracting firm may reject, settle, compromise and approve claims within limits and for amounts specified by the Board, including execution and issuing of checks in payment of such claims. The contract may also provide that the contracting firm may employ counsel.~~

~~Sample 1 from another district:~~

~~The District will minimize the District's liability for Workers' Compensation claims by restricting authorization of the attendance of employees at special activities and/or professional conferences when they are off duty or otherwise not in a paid status.~~

- ~~• Employees who attend special activities and/or professional conferences at the request and expense of the District, while not in a paid status, will be covered by Workers' Compensation insurance.~~
- ~~• Employees not in paid status, who attend special activities and/or professional conferences at the request of the District but at their own expense, will be covered by Workers' Compensation insurance.~~
- ~~• Employees who attend special activities and/or professional conferences at their own expense, not at the request of the District and while not in paid status, will not be covered by Workers' Compensation~~

~~insurance.~~

- ~~• Employees who attend special activities and/or professional conferences at District expense will be covered by Workers' Compensation insurance only for the portion of the trip involving the professional activity, and not for any portion involving personal travel or activities.~~

~~Sample 2 from another district:~~

Pursuant to Education Code Section 81603, the District shall be a member of one or more Joint Partnership Agreements (JPA) for the purpose of providing the following coverage:

- Liability insurance protecting the District, its employees, Board of Trustee members, Foundation Board directors, and Citizens' Bond Oversight Committee members, against liability for negligence while acting within the scope of their duties.
- Property insurance protecting the District's Real Property, and Personal Property except automobiles, against loss suffered from fire, power failure, vandalism, and other sources, excepting damage caused by "acts of God" such as earthquake, flood, wear and tear, and similar causes as defined by the JPA.
- District vehicle insurance shall be provided under a General Comprehensive Liability Policy, with additional coverage as available through the JPA.
- Workers' Compensation Insurance meeting all requirements of the State of California, for all district employees.

Student health insurance shall be available to cover student injuries incurred in the course of participation in district-sponsored activities including athletics.

Independent contractors must obtain their own insurance coverage; no insurance of any kind will be provided to independent contractors by the District.

~~Sample 3 from another district:~~

~~NOTE: The District belongs to the Joint Powers Authority (JPA) pursuant to Education Code Section 81603 for Property and Liability coverage and PIPS for Workers' Compensation coverage. Regulations required by the JPA have been adopted.~~

~~The District shall maintain insurance including but not limited to the following:~~

- ~~• Liability insurance for damages for death, injury to person, or damage or loss of property,~~
- ~~• Liability insurance for the personal liability of the members of the Board and of the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/her office or employment.~~
- ~~• Fire insurance~~
- ~~• Real property damage~~
- ~~• Personal property loss or damage~~
- ~~• Insurance for District vehicles~~
- ~~• Insurance against "other perils" [Education Code Section 816014~~
- ~~• Workers compensation insurance~~
- ~~• Actuarial evaluation of the future annual costs of health and welfare benefits~~

~~The requirement to provide for insurance coverage has been met by the District joining in a joint powers agreement.~~



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Business & Fiscal Services</i> <i>Business & Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

BP 6540 Insurance

(Replaces current SBCCD BP 6540)

~~**NOTE:** The language in current SBCCD BP 6540 parallels the language recommended by the Policy and Procedure Service.~~

• ~~**From current SBCCD BP 6540 titled Insurance**~~

The Chancellor shall be responsible to secure insurance for the District as required by law, which shall include but is not limited to the liabilities described in Education Code Section 72506 as follows:

- Liability for damages for death, injury to persons, or damage or loss of property;
- Personal liability of the members of the Board ~~of Trustees~~ **of Trustees** and the officers and employees of the District for damages for death, injury to a person, or damage or loss of property caused by the negligent act or omission of the member, officer, or employee when acting within the scope of his/ or her office or employment. The Chancellor may authorize coverage for persons who perform volunteer services for the District.
- Worker's compensation insurance.

Insurance also shall include fire insurance and insurance against other perils.

The District may join in a joint powers agreement pursuant to Education Code Section 81603 for the purposes described in this policy.

References:

Education Code Sections 70902, 72502, 72506, ~~and~~ **and** 81601, et seq.

Attachments:

- [BP 6540 Insurance - Comments](#)
- [BP 6540 Insurance - Legal Citations](#)
- [BP6540-OLD.pdf](#)



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:	Good Practice/Optional

AP 7270 Student Workers

(Replaces current SBCCD AP 7240)

~~NOTE: A procedure addressing the following elements is suggested as good practice. Local practice may be inserted.~~

- ~~Education Code Section 88003 allows part-time employment of students outside the classified service.~~
- ~~Limit(s) on hours that a student may work when enrolled in classes~~ Limit(s) on hours that a student may work when enrolled in classes.
- ~~Processes for hiring student workers~~ Processes for hiring student workers.
- ~~Considerations related to work study, work experience, and CalWORKs/GAIN student workers.~~ The District provides employment opportunities for its students through various federal, state, and locally funded programs related to FWS work-study, work experience, and CalWORKs/welfare to work, veterans, international students, and student workers.

~~Sample from another district~~

~~Only students enrolled in the District can be employed as student workers. A student worker's primary role at the District is as a student. Student workers may only be employed as student assistants hired by specific departments or placed in particular departments/offices through the work study program while enrolled in classes.~~ Only students who demonstrate current enrollment within the San Bernardino Community College District can be employed as student workers. Student workers may only be employed as student assistants hired by specific departments or placed in particular departments/offices through the work-study program while enrolled in classes.

~~Full and part-time students in the District shall only be employed part-time regardless of funding source and shall not be a part of the classified service nor perform tasks commensurate with an established classified position. Student workers are hired to gain work experience and develop new skills. Tuberculosis tests are required for all student workers. Certain additional clearances (e.g., fingerprinting, etc.) may be required based on the work location and assigned responsibilities. Student assistants can only work in one capacity (i.e., cannot work as a student assistant and a short-term or professional expert or substitute).~~ Full and part-time students in the District shall only be employed part-time regardless of funding source and shall not be a part of the classified service (see education code 88003) nor perform tasks commensurate with an established classified position. Student workers are hired to gain work experience and develop new skills. Tuberculosis tests are required for all student workers. Additional clearances (e.g., fingerprinting, etc.) may be required based on the work location and assigned responsibilities. Student workers can only work in one capacity (i.e., cannot work as a student worker and a short-term or professional expert or substitute).

~~Specific procedures governing hiring processes, applications, and eligibility requirements for student workers can be found in the District's Short Term and Student Employee Information Booklet available on the Human Resources website.~~ Specific procedures governing hiring processes, applications, and eligibility requirements for student workers can be found in the District's Short Term and Student Worker Information Booklet available on the Human Resources website.

~~Sample from another district~~

~~A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student worker. Student workers shall not be part of the classified service and do not earn benefits; however, student workers are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student workers are limited to work a maximum of 195 days per fiscal year. Student workers must be at least 18 years of age to be employed by the District.~~ A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student worker. Student workers shall not be part of the classified service and do not earn benefits; however, student workers are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student workers must meet all human resources employment criteria prior to beginning employment as a student worker.

~~Fall and Spring Semester Employment~~ Fall and Spring Semester Employment

~~In order to be employed as a student worker during the fall and/or spring semester(s), a student must be enrolled at least half time (six units). Enrolled student workers may work up to 19.5 hours per week in all combined assignments, except as outlined below.~~ In order to be employed as a student worker during the fall and/or spring semester(s), a student must be enrolled at least half time (six units). Enrolled student workers may work up to 20 hours per week except as outlined below.

A. ~~Intersession Employment~~

~~Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:~~ Intersession Employment

~~Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:~~ Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:

- ~~1. Between spring semester and summer session, if enrolled at least half time during the spring semester and for the summer session. (Note: To be considered half time for a nonstandard term, such as summer session, generally requires an enrollment period of at least six weeks and at least two units.)~~ Between spring semester and summer session, if enrolled at least half time during the spring semester and for the summer session. (Note: To be considered half time for a nonstandard term, such as summer session, generally requires an enrollment period of at least six weeks and at least two units.)
- ~~2. Between summer session and fall semester, if enrolled at least half time during the spring semester or the summer session and enrolled at least half time for the fall semester.~~ Between summer session and fall semester, if enrolled at least half time during the spring semester or the summer session and enrolled at least half time for the fall semester.
- ~~3. Between fall and spring semesters, if enrolled at least half time during both the fall and spring semesters.~~ Between fall and spring semesters, if enrolled at least half time during both the fall and spring semesters.
- ~~4. During spring break, if enrolled at least half time during the spring semester.~~ During spring break, if enrolled at least half time during the spring semester.

B. ~~Summer Employment~~

~~District-funded student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week; however, federal work-study students must be enrolled~~

Summer Employment

District-funded student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week; however, federal work-study students must be enrolled

~~A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student worker. Student workers shall not be part of the classified service and do not earn benefits; however, student workers are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student workers are limited to work a maximum of 195 days per fiscal year. Student workers must be at least 18 years of age to be employed by the District.~~

A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student worker. Student workers shall not be part of the classified service and do not earn benefits; however, student workers are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student workers are limited to work a maximum of 195 days per fiscal year. Student workers must be at least 18 years of age to be employed by the District.

~~Fall and Spring Semester Employment~~ Fall and Spring Semester Employment

~~In order to be employed as a student worker during the fall and/or spring semester(s), a student must be enrolled at least half time (six units). Enrolled student workers may work up to 19.5 hours per week in all combined assignments, except as outlined below.~~

In order to be employed as a student worker during the fall and/or spring semester(s), a student must be enrolled at least half time (six units). Enrolled student workers may work up to 19.5 hours per week in all combined assignments, except as outlined below.

A. ~~Intersession Employment~~

~~Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:~~ Intersession Employment

Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:

- ~~1. Between spring semester and summer session, if enrolled at least half time during the spring semester and for the summer session. (Note: To be considered half time for a nonstandard term, such as summer session, generally requires an enrollment period of at least six weeks and at least two units.)~~ Between spring semester and summer session, if enrolled at least half time during the spring semester and for the summer session. (Note: To be considered half time for a nonstandard term, such as summer session, generally requires an enrollment period of at least six weeks and at least two units.)
- ~~2. Between summer session and fall semester, if enrolled at least half time during the spring semester or the summer session and enrolled at least half time for the fall semester.~~ Between summer session and fall semester, if enrolled at least half time during the spring semester or the summer session and enrolled at least half time for the fall semester.

3. ~~Between fall and spring semesters, if enrolled at least half time during both the fall and spring semester.~~ Between fall and spring semesters, if enrolled at least half time during both the fall and spring semester.
4. ~~During spring break, if enrolled at least half time during the spring semester.~~ During spring break, if enrolled at least half time during the spring semester.
5. If adequate funding is available to cover the student salary, student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week.

B. ~~Summer Employment~~

~~District-funded student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week; however, federal work-study students must be enrolled at least half time during summer session and may begin summer employment no earlier than July 1. Additional policies and regulations apply and should be obtained from the appropriate office (financial aid, CalWORKs, Institute for International Perspectives, veterans, etc.)~~ Summer Employment

Student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week. Additional policies and regulations apply and should be obtained from the appropriate office (financial aid, CalWORKs, international students, veterans, etc.).

C. ~~New Students~~

~~Students newly enrolled at the college may begin their work assignment two weeks prior to the start of the semester for training purposes. (Flex week signifies the start of each semester.)~~ New Students

Students newly enrolled at the college may begin their work assignment two weeks prior to the start of the semester for training purposes. (Flex week signifies the start of each semester.)

D. ~~Pre-hire Requirements~~

~~In order for student workers to be paid, they must complete hire forms in the Career Center before beginning their work assignment. If the student worker is to be paid by the District, the supervisor must forward a completed personnel requisition to Human Resources before the student worker begins the work assignment.~~ Pre-hire Requirements

In order for student workers to begin employment and be paid, they must complete a hiring packet within the department hiring the student, CalWORKs, veterans, etc. Any department completing the hiring packets must submit the hiring packets to human resources. No student worker can begin employment until human resources provides an approval start date.

E. ~~Breaks~~

~~Student workers may not work for longer than 5.5 hours without an unpaid lunch break of at least 30 minutes. Student workers are also entitled to one ten-minute break after four hours of work, up to a maximum of two breaks in an eight-hour period.~~ Breaks

Student workers may not work for longer than 5.5 hours without an unpaid lunch break of at least 30 minutes. Student workers are also entitled to one ten minute break after four hours of work, up to a maximum of two breaks in an eight-hour period.

F. ~~Time Cards~~

~~Time cards must be completed at the end of each month, signed by both the student worker and the supervisor, and submitted to the Payroll Department by the fifth of the month.~~ Time Cards
Time cards must be completed at the end of each pay period, signed by both the student worker and the supervisor, and submitted to the Payroll Department (see payroll time sheet deadlines
<https://wiki.sbccd.org/FiscalServices/Payroll/Pages/Payroll.aspx>).

G. ~~Other Funding Sources and Student Populations~~

~~Regulations may vary depending on the funding source or student program (i.e. federal work-study, CalWORKs, veterans, international students). Please contact the appropriate program staff for the most up-to-date information.~~ Other Funding Sources and Student Populations
Regulations may vary depending on the funding source or student program (i.e. federal work-study, CalWORKs, veterans, international students). Please contact the appropriate program staff for the most up-to-date information.

~~Sample from another district~~

~~Education Code Section 88003 allows part-time employment of students outside the classified service.~~

~~1. The Student Employment Categories are:~~

- ~~a. Student Employees~~
- ~~b. Federal College Work-Study Program Student Employees~~
- ~~c. EOPS Work-Study Program Student Employees~~
- ~~d. Disabled Student Employees~~
- ~~e. Student Education Program Employees~~

~~2. A student enrolled in 6 or more units per semester may work part-time as a student employee for no more than 25 hours per week and no more than 194 working days in an academic year.~~

~~3. Students may work up to 37.5 hours per week or 7.5 hours per day when District classes are not in session or during a summer break, but they remain student employees and may not be employed as short-term employees.~~

~~4. In no case will a student perform services which supplant work being accomplished by any member of the classified service or which impair an existing contract for service. Student jobs must be reviewed by Human Resources to assure that they do not duplicate classified jobs and that the duties involve closer supervision than do duties performed by classified employees.~~

~~5. Any student dropping below the required units per semester shall be disqualified from student employment for the remainder of the semester~~

~~6. No student may be allowed to begin work prior to the completion and approval of the Personnel Action Form, and completion of the employee's pre-employment processing~~

~~7. Hourly pay rates for student employees shall be determined by the Human Resources Office.~~

1. In no case will a student perform services which supplant work being accomplished by any district permanent employee.

2. Students dropping below the required units per semester shall be disqualified from student employment for the remainder of the semester (additional policies and regulations apply and should be obtained from the appropriate office (CaWORKS, veterans, international students)).

~~Federal Work-Study Program~~ Federal Work-Study Program

~~The Federal Work Study Program is for students who have been determined, through the Financial Aid application process, to have financial eligibility and who are in need of earnings to pursue a course of study at the District. A secondary purpose of the program is intended to broaden the range of worthwhile job opportunities for qualified students.~~ The Federal Work-Study Program is for students who have been determined, through the Financial Aid application process, to have financial eligibility and who are in need of earnings to pursue a course of study at the District. A secondary purpose of the program is intended to broaden the range of worthwhile job opportunities for qualified students.

- ~~From current SBCCD AP 7240 titled Student Employees~~ From current SBCCD AP 7240 titled Student Employees

~~EMPLOYMENT OPPORTUNITIES~~

~~The District provides employment opportunities for its students through various federal, state, and locally funded programs (i.e., College Work Study, EOPS, Disabled Students).~~

EMPLOYMENT OPPORTUNITIES

~~Definition~~

~~Students may be hired as Student Employees or as Short-Term Employees. Student Employees and Short-Term Employees work under different authorization, different working requirements and limitations, and different budget allocations. Students shall not be shifted from one category of employment to the other without authorization.~~

A. ~~Enrollment~~

~~A student must be continuously enrolled in six (6) or more units of credit classes during a regular session, or three (3) or more units during a summer session in a college of the District in order to qualify for employment. Enrollment must be maintained at or above the minimum level throughout the period of employment. Units that are "challenged" for credit do not count toward meeting the minimum.~~ Enrollment

A student must be continuously enrolled in six (6) or more units of credit classes during a regular session, or three (3) or more units during a summer session in a college of the District in order to qualify for employment. Enrollment must be maintained at or above the minimum level throughout the period of employment. Units that are "challenged" for credit do not count toward meeting the minimum.

~~Authorization~~

~~The Chancellor or his/her designee must approve student employment before any pay warrant is issued. Authorization for employment is obtained through the Career Center at SBVC and the Campus Business Office at CHC. All authorizations expire at the end of the fiscal year on June 30 and must be renewed if the student works into the new fiscal year.~~

~~Limits~~

~~A student employed under this policy is limited to a maximum of fifteen (15) hours of employment per week in the District exclusive of recesses when classes are not in session. A student may work for only one department at a time.~~

B. ~~Benefits~~

~~Student employees do not qualify for District-paid health and welfare benefits, social security, Medicare, or retirement benefits, nor are they paid a shift differential.~~Benefits

Student workers do not qualify for District-paid health and welfare benefits, social security, Medicare, or retirement benefits, nor are they paid a shift differential.

~~Rates of Pay~~

~~The Human Resources Office shall maintain a list of Board approved positions and rates of pay.~~

~~CALWORKS STUDENTS~~

CALWORKS STUDENTS

A. **Definition**

~~CalWORKs students are required, by the county, to participate in a combination of school and work related activities totaling up to thirty-two (32) hours per week.~~Definition

CalWORKs students are required, by the county, to participate in an approved activity which could be a combination of school and work totaling up to thirty-two (32) hours per week.

B. **Authorization**

~~The Chancellor or his/her designee must approve CalWORKs employment before any pay warrant is issued. Authorization for employment is obtained through the Career Center at SBVC and the Campus Business Office at CHC. All authorizations expire at the end of the fiscal year on June 30 and must be renewed if the student works into the new fiscal year.~~Authorization

The Chancellor or his/her designee must approve CalWORKs employment before any pay warrant is issued. Authorization for employment is obtained through the CalWORKS Department at SBVC and the Campus Business Office at CHC. All authorizations expire at the end of the fiscal year on June 30 and must be renewed if the student works into the new fiscal year.

C. **Limits**

~~A CalWORKs student may be employed on work-study for as many hours a week as is needed to meet their weekly work requirement as determined by the County Welfare Office.~~Limits

A CalWORKs student may be employed on work-study for as many hours a week as is needed to meet their weekly work requirement as determined by the County Welfare Office.

~~Benefits~~

~~Student employees do not qualify for district-paid health and welfare benefits, social security, Medicare, or retirement benefits, nor are they paid a shift differential.~~

~~Rates of Pay~~

~~The Human Resources Office shall maintain a list of Board approved positions and rates of pay.~~

D. **Rates of Pay**

Rates of pay for all student workers will be consistent with state and federal employment regulations.

~~References:~~

References:

~~Education Code Sections 69960(f) and 88003~~Education Code Sections 69960(f) and 88003



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 7270 Student Workers

(Replaces current SBCCD BP 7240)

The District shall provide employment opportunities for its students through various federal, state, and locally funded programs.

Reference:

Reference:

~~Education Code Sections 69960(f) and 88003~~ Education Code Sections 69960(f) and 88003

Attachments

- BP 7270 Student Workers - Comments
- BP 7270 Student Workers - Legal Citation
- BP7270-OLD.pdf



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 7348 Accommodations

References:

~~29 U.S. Code Section 207(r);
42 U.S. Code Sections 12101 et seq.;
42 U.S. Code Sections 2000e et seq.;
29 Code of Federal Regulations Parts 1605.1 et seq.;
Government Code Sections 12926, 12940, and 12945;
Labor Code Sections 230 and 1030 et seq.;
Title 2 Sections 11040 et seq., 11050, et seq., and 11060 et seq.~~

~~**NOTE:** A procedure on the District's obligation to accommodate employees and applicants is **suggested as good practice**. Insert local practice. The following is suggested language.~~

Absent undue hardship or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- employees with conditions related to pregnancy, childbirth, or a related medical condition, if she so requests, and with the advice of her health care provider;
- employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

~~For Disabilities:~~For Disabilities:

~~The District has an affirmative duty to provide reasonable accommodations to applicants or employees with disabilities unless the timely, good faith interactive process reveals that there is no reasonable accommodation that will allow the applicant or employee to perform essential job functions without causing the agency undue hardship or without presenting a direct threat to the health and safety of himself/herself or others.~~ The District has an affirmative duty to provide reasonable accommodations to applicants or employees with disabilities unless the timely, good faith interactive process reveals that there is no reasonable accommodation that will allow the applicant or employee to perform essential job functions without causing the agency undue hardship or without presenting a direct threat to the health and safety of himself/herself or others.

~~For Pregnancy and Related Medical Conditions:~~

~~The District must provide an interactive process to assess reasonable accommodations, in addition to leave~~

~~rights, to employees disabled by pregnancy and related medical conditions.~~ **For Pregnancy and Related Medical Conditions:**

The District must provide an interactive process to assess reasonable accommodations, in addition to leave rights, to employees disabled by pregnancy and related medical conditions.

~~**For Victims of Domestic Violence, Sexual Assault, or Stalking:**~~

~~Effective January 1, 2014, the District also has an affirmative duty to provide reasonable accommodations to employee victims of domestic violence, sexual assault, or stalking, that would protect the safety of the employee victim while at work. As is the case with disability-related accommodations, the law requires a timely, good faith interactive process. The goal is to identify safety-related accommodations that do not cause undue hardship and that do not compromise the safety and health of all employees. Like the interactive process for disabilities, the agency has the duty to restart the interactive process if the employee requests new accommodation(s) due to changed circumstances.~~ **For Victims of Domestic Violence, Sexual Assault, or**

~~**Stalking:**~~

Effective January 1, 2014, the District also has an affirmative duty to provide reasonable accommodations to employee victims of domestic violence, sexual assault, or stalking, that would protect the safety of the employee victim while at work. As is the case with disability-related accommodations, the law requires a timely, good faith interactive process. The goal is to identify safety-related accommodations that do not cause undue hardship and that do not compromise the safety and health of all employees. Like the interactive process for disabilities, the agency has the duty to restart the interactive process if the employee requests new accommodation(s) due to changed circumstances.

~~**For Religious Belief or Observance:**~~

~~Unlike the other categories identified above, there is no legal requirement that the employer must use an interactive process to analyze potential reasonable accommodations of an employee's religious beliefs or observance, including religious dress or grooming practices. Accommodation for religious belief is included here because the law does require an employer to provide a reasonable accommodation unless the agency can prove an undue hardship. In addition, the employer is required to prove that it has explored any available reasonable alternative means of accommodating the religious belief or observance. Though an interactive process is not legally mandated for religious accommodation, an interactive process meeting **suggested as good practice** and is an effective way for an employer to prove that it explored any available reasonable alternative means of accommodating the religious belief or observance.~~ **For Religious Belief or Observance:**

Unlike the other categories identified above, there is no legal requirement that the employer must use an interactive process to analyze potential reasonable accommodations of an employee's religious beliefs or observance, including religious dress or grooming practices. Accommodation for religious belief is included here because the law does require an employer to provide a reasonable accommodation unless the agency can prove an undue hardship. In addition, the employer is required to prove that it has explored any available reasonable alternative means of accommodating the religious belief or observance. Though an interactive process is not legally mandated for religious accommodation, an interactive process meeting suggested as good practice and is an effective way for an employer to prove that it explored any available reasonable alternative means of accommodating the religious belief or observance.

~~Local practice may be inserted below and should address:~~ Local practice may be inserted below and should address:

- ~~Potential Accommodations for Religious Creed, Religious Dress Practice, or Religious Grooming Practice~~ Potential Accommodations for Religious Creed, Religious Dress Practice, or Religious Grooming Practice

~~NOTE: "Religious creed," "religion," "religious observance," "religious belief," and "creed" include all aspects of religious belief, observance, and practice, including religious dress and grooming practices. "Religious dress practice" is construed broadly to include the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of the observance by an individual of his or her religious creed. "Religious grooming practice" is construed broadly to include all forms of head, facial, and body hair that are part of the observance by an individual of his/her religious creed.~~

"Religious creed," "religion," "religious observance," "religious belief," and "creed" include all aspects of religious belief, observance, and practice, including religious dress and grooming practices. "Religious dress practice" is construed broadly to include the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of the observance by an individual of his or her religious creed. "Religious grooming practice" is construed broadly to include all forms of head, facial, and body hair that are part of the observance by an individual of his/her religious creed.

- ~~Disability Accommodation~~Disability Accommodation
- ~~Supporting Documentation or Certification~~Supporting Documentation or Certification
- ~~Reasonable Medical Documentation of Disability~~Reasonable Medical Documentation of Disability

~~NOTE: The District is entitled to request reasonable documentation confirming the existence of a disability, the need for a reasonable accommodation, and the functional limitations or work restrictions that apply to the employee's ability to perform the essential functions of the job. If an employee or applicant provides documentation that does not confirm the existence of a disability, the need for a reasonable accommodation, or his/her functional limitations in performing essential job functions, then the District should explain why the documentation is insufficient and allow the applicant or employee to provide a timely supplement.~~

The District is entitled to request reasonable documentation confirming the existence of a disability, the need for a reasonable accommodation, and the functional limitations or work restrictions that apply to the employee's ability to perform the essential functions of the job. If an employee or applicant provides documentation that does not confirm the existence of a disability, the need for a reasonable accommodation, or his/her functional limitations in performing essential job functions, then the District should explain why the documentation is insufficient and allow the applicant or employee to provide a timely supplement.

- ~~Interactive Communication or Interactive Process~~Interactive Communication or Interactive Process

~~NOTE: Employers must also be able to prove they acted with good faith during the interactive process. The District should create and maintain written documentation of its interactive process communications, including: letters to medical providers; letters to the employee to recap interactive process meetings; and notes to file regarding any analyses or consultations with experts as to potential accommodations. The documentation should be detailed and include: that the employee had the option to be represented and whether the representative attended the meetings; that the employer was flexible in scheduling the time and location of the meetings; whether the meeting was recorded; the accommodations that were suggested by the employer and the employee; the responses each party had to the suggested accommodations; and whether the interactive process meeting resulted in any agreements.~~

Employers must also be able to prove they acted with good faith during the interactive process. The District should create and maintain written documentation of its interactive process communications, including: letters to medical providers; letters to the employee to recap interactive process meetings; and notes to file regarding any analyses or consultations with experts as to potential accommodations. The documentation should be detailed and include: that the employee had the option to be represented and

whether the representative attended the meetings; that the employer was flexible in scheduling the time and location of the meetings; whether the meeting was recorded; the accommodations that were suggested by the employer and the employee; the responses each party had to the suggested accommodations; and whether the interactive process meeting resulted in any agreements.

- ~~Potential Accommodations for Applicants or Employees with Disabilities~~ Potential Accommodations for Applicants or Employees with Disabilities
- ~~Potential Accommodations for Employees Affected by Pregnancy and Related Medical Conditions~~ Potential Accommodations for Employees Affected by Pregnancy and Related Medical Conditions
- ~~Determination Regarding Accommodation~~ Determination Regarding Accommodation
- ~~Certification of Victim Status~~ Certification of Victim Status

~~**NOTE:** The District may require a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for his/her safety at work, to provide a written statement regarding the need for the accommodation, and a certification of his/her status as a victim of domestic violence, sexual assault, or stalking. In addition, the District may request recertification of the documentation every six months. If circumstances change and the employee needs a new accommodation, the employer must restart the certification and interactive process.~~ The District may require a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for his/her safety at work, to provide a written statement regarding the need for the accommodation, and a certification of his/her status as a victim of domestic violence, sexual assault, or stalking. In addition, the District may request recertification of the documentation every six months. If circumstances change and the employee needs a new accommodation, the employer must restart the certification and interactive process.

~~Lactation Accommodation~~

~~**NOTE:** Federal law requires employers of 50 or more to provide lactation accommodation to overtime-eligible employees.~~

Lactation Accommodation

An overtime-eligible employee who wishes to express breast milk for her infant child during her scheduled work hours will receive additional unpaid time beyond the 15-minute compensated rest period. Employees desiring to take a lactation break must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will make reasonable efforts to accommodate employees by providing an appropriate location to express milk in private. The District will attempt to find a location in close proximity to the employee's work area, and the location will be other than a toilet stall. Employees occupying such private areas shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

~~**NOTE:** The following is suggested as good practice.~~

Any employee storing expressed milk in any authorized refrigerated area within the work area shall clearly label it as such. No expressed milk shall be stored at the work area beyond the employee's workday.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 9, 2020

SUBJECT: Nominate and Elect Three (3) Members to serve on the SBCCD BOT Ad Hoc Committee for Strategic Planning

RECOMMENDATION

It is recommended that the Board of Trustees nominate and elect three (3) members to serve on the SBCCD BOT Ad Hoc Committee for Strategic Planning.

ANALYSIS

Per Board Policy 2220, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. 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.

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: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 9, 2020

SUBJECT: Approval to Vote for Candidates for the 2020 CCCT Board of Directors

RECOMMENDATION

It is recommended that the Board of Trustees vote for nine candidates from the seats up for re-election and authorize staff to forward the e-ballot to the League Office before the deadline.

OVERVIEW

Each community college district governing board shall have one vote for each of the nine seats on the CCCT Board. Only one vote may be cast for any nominee or write-in candidate. The nine candidates who receive the most votes will serve a three-year term.

The twelve trustees who have been nominated for election to the board are listed on the enclosed sheet in the Secretary of State's random drawing order of January 23, 2020. This year, the votes will be collected via eBallot. Voting instructions will be sent closer to the start of the voting period. Candidates' statements and bios are also available on the League's website here: <https://www.ccleague.org/about-us/californiacommunity-college-trustees-ccct>

ANALYSIS

Pursuant to the CCCT Board Governing Policies, the election of members of the CCCT Board of the League will take place between March 10 and April 25. This year there are nine (9) seats up for re-election on the board, with six (6) incumbents running, and three (3) vacancies due to the three-term limit.

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.



2020 CCCT BOARD ELECTION
CANDIDATES LISTED IN SECRETARY OF STATE'S
RANDOM DRAWING ORDER OF JANUARY 23, 2020

1. Adrienne Grey, West Valley-Mission CCD*
2. Andra Hoffman, Los Angeles CCD*
3. Pam Haynes, Los Rios CCD*
4. Barbara Dunsheath, North Orange County CCD
5. Suzanne Lee Chan, Ohlone CCD
6. Barbara Jean Calhoun, Compton CCD
7. Cindi Reiss, Peralta CCD
8. Thomas J. Prendergast, III, South Orange County CCD
9. Marisa Perez, Cerritos CCD*
10. Larry Kennedy, Ventura County CCD*
11. Barry Snell, Santa Monica CCD
12. Loren Steck, Monterey Peninsula CCD*

* Incumbent

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose Torres, Interim Chancellor

REVIEWED BY: Jose Torres, Interim Chancellor

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

DATE: April 9, 2020

SUBJECT: Districtwide Accreditation Timeline

RECOMMENDATION

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

OVERVIEW

The attached timeline shows the collegial consultation approval process for each college's Institutional Self-Evaluation Report (ISER).

ANALYSIS

Both Crafton Hills College and San Bernardino Valley College are in the process of completing their ISERs, which are due August 1 with Accrediting Commission for Community and Junior Colleges (ACCJC) site visits scheduled October 12 - 15. The prepared timeline shows the collegial consultation approval process, which includes first and second readings scheduled with Academic and Classified Senates, Student Government, College Councils, and the Board of Trustees. In addition, the final public forum date has been included, though public forums will be conducted throughout the Spring term (and were also conducted last Fall).

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

None.



Districtwide Accreditation Timeline

Presented for Information on April 9, 2020

Institutional Self-Evaluation Report (ISER) Collegial Consultation Approval		Classified Senate	Student Government	Last Forum*	Academic Senate	College/Crafton Council	Board of Trustees
Crafton Hills College	FIRST READING	04/24/2020	04/17/2020	04/08/2020	04/15/2020	04/28/2020	05/14/2020
	SECOND READING	05/08/2020	05/01/2020	N/A	05/06/2020	05/12/2020	06/11/2020
San Bernardino Valley College	FIRST READING	02/14/2020	Feb/Mar 2020	04/08/2020	04/15/2020	04/09/2020	05/14/2020
	SECOND READING	05/08/2020	May 2020	N/A	05/06/2020	05/13/2020	06/11/2020

*SPRING FORUMS	January, February, March, April
ACCJC ISER DEADLINE	08/01/2020
ACCJC Visit (Districtwide)	10/12/2020 – 10/15/2020

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 9, 2020
SUBJECT: Alternate Work Schedule for Summer 2020

RECOMMENDATION

This item is for information only.

OVERVIEW

SBCCD intends to implement the four-day, ten-hour workweek during Summer 2020, beginning May 31, 2020 through August 1, 2020. Employees will receive ten hours pay for the designated Independence Day holiday occurring on Thursday July 2, 2020.

ANALYSIS

SBCCD staff met and negotiated with CSEA in accordance with Article 6.3 of the CSEA Collective Bargaining Agreement addressing the intent to establish an Alternate Work Schedule. A memorandum of understanding was agreed to by both parties.

The same alternative work schedule will be implemented for Management and Confidential employees as well as CSEA members.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose Torres, Interim Chancellor

REVIEWED BY: Jose Torres, Interim Chancellor

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

DATE: April 9, 2020

SUBJECT: Analysis of AB 705 Compliance, Implementation, Student Success, and Student Retention by Race/Ethnicity

RECOMMENDATION

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

OVERVIEW

The attached report provides an analysis of AB 705 compliance and implementation, along with student success and retention by race/ethnicity.

ANALYSIS

AB 705 was designed to maximize the probability that a student will enter and complete transfer-level coursework in English and Math within a one-year timeframe. The attached report provides information on SBCCD's compliance with the measures, instruments, and placement model components of the AB 705 legislation (Table 1) and briefly describes SBCCD's implementation approach (Table 2). This is followed by enrollment comparisons pre and post AB 705 along with success and retention rates by race/ethnicity.

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

None.

PRELIMINARY ANALYSIS OF AB 705 COMPLIANCE, IMPLEMENTATION, STUDENT SUCCESS, AND STUDENT RETENTION

PART 2: RACE/ETHNICITY

SBCCD Office of Research, Planning, and Institutional Effectiveness:

Jeremiah A. Gilbert, Ph.D. – Executive Director

Christopher M. Crew, Ph.D. – Senior Research and Planning Analyst

Myung H. Koh, Ph.D. – Research and Planning Analyst

OVERVIEW: AB 705 was designed to increase the number of students that complete transfer-level Math and English within one year of matriculation at a Community College. One key component of the legislation is that the placement of students into English and Math courses must use a combination of high school coursework, high school grades, and high school grade point average in lieu of traditional placement exams.

The bill also gives the Board of Governors the authority to establish and modify regulations on the use of measures, instruments, and placement models. A few regulations and compliance metrics are provided in the tables on the subsequent page. Table 1 provides information on SBCCD’s compliance with the measures, instruments, and placement model components of the AB 705 legislation and Table 2 briefly describes our implementation approach.

ISSUES TO CONSIDER: There remains some confusion around compliance with the legislation as it relates to the start of the 1-year timeframe (the confusion is state-wide). However, both colleges are corresponding with the State Chancellors Office and making use of professional development opportunities to ensure adherence to the regulations.

TABLE 1: COMPLIANCE WITH MEASURES, INSTRUMENTS, AND PLACEMENT MODELS

	CRAFTON HILLS COLLEGE		VALLEY COLLEGE	
	English	Math	English	Math
No remedial courses greater than 1 level below transfer.	✓	✓	✓	✓ *
Guided Self-placement using multiple measures.	✓	✓	✓	✓
Transfer-level placement percentages publicly available. **	In progress	In progress	In progress	In progress

* SBVC’s Mathematics department still offers courses greater than 1-level below transfer-level Math but placement is based on the students’ self-assessment and the decision on where to be placed is up to the student. This approach is still in compliance with AB 705 legislation.

** AB-1805 – Is a requirement to provide students with easily understandable community college placement policies and requires colleges to report the percentage of students placed into college-level courses.

TABLE 2: IMPLEMENTATION

	CRAFTON HILLS COLLEGE		VALLEY COLLEGE	
	English	Math	English	Math
Increased the number of sections for transfer-level Math and English.	✓	✓	✓	✓
Faculty are attending community of practice workshops to support integration.	✓	✓	✓	✓
Developed linked support courses with embedded tutors. Used corequisite model.	✓	✓	✓	✓
The same faculty teaches the transfer course and the support course.	✓	✓	✓	✓

SBCCD TRANSFER-LEVEL ENGLISH (ENGLISH 101/101H)

TABLE 3: ENROLLMENTS AND SUCCESSFUL COMPLETIONS FOR TRANSFER-LEVEL ENGLISH BY ETHNICITY

	2016FA		2017FA		2018FA		2019FA – AB705		PERCENT INCREASE IN SUCCESSFUL COMPLETIONS FROM 2018FA TO 2019FA
	Total Enrollments	Successful Completions	Total Enrollments	Successful Completions	Total Enrollments	Successful Completions	Total Enrollments	Successful Completions	
AF. AMER.	117	68	161	75	133	85	256	138	+62% (53 students)
ASIAN	66	47	91	65	79	59	142	104	+76% (45 students)
CAUCASIAN	408	302	403	294	371	274	497	384	+40% (110 students)
HISPANIC	1166	737	1191	710	1209	753	2432	1380	+83% (627 students)
MIXED	101	59	117	80	99	60	160	107	+78% (47 students)
SBCCD TOTAL	1858	1213	1963	1224	1891	1231	3487	2113	+72% (882 students)

SUMMARY TABLE 3:

Overall: Prior to AB 705 legislation, SBCCD enrollments and successful completions of transfer-level English (i.e., grade of A, B, C, P) were on an upward trend from 2016FA to 2017FA to 2018FA (1213, 1224, 1231, respectively). However, when comparing enrollments and successful completions in Fall 2018 to Fall 2019 (post AB 705) you see that enrollments increased by 1,596 students (84%) and successful completions increased by 882 students (72%).

Ethnicity: Comparing Fall 2018 to Fall 2019 (post AB 705), all Races/Ethnicity experienced an increase in the total number successful completions of Transfer-Level English. Hispanics experienced the greatest increase in successful completions of Transfer-Level English (627 students) followed by Caucasians (110 students), African Americans (53 students), Mixed race (47 students), and Asians (45 students).

TABLE 4: COURSE RETENTION AND SUCCESS RATE FOR TRANSFER-LEVEL ENGLISH BY ETHNICITY

	2016FA		2017FA		2018FA		2019FA – AB705		CHANGE FROM 2018FA TO 2019FA	
	Retention Rate	Success Rate	Retention Rate	Success Rate	Retention Rate	Success Rate	Retention Rate	Success Rate	RETENTION RATE	SUCCESS RATE
AF. AMER.	86%	58%	77%	47%	86%	64%	83%	54%	-3%	-10%
ASIAN	88%	71%	90%	71%	92%	75%	91%	73%	-1%	-2%
CAUCASIAN	93%	74%	89%	73%	90%	74%	92%	77%	+2%	+3%
HISPANIC	87%	63%	87%	60%	86%	62%	85%	57%	-1%	-5%
MIXED	93%	58%	92%	68%	89%	61%	92%	67%	+3%	+6%
SBCCD TOTAL	89%	65%	87%	64%	89%	67%	89%	66%	0%	-2%

SUMMARY TABLE 4 (SUCCESS RATE):

Overall: Comparing Fall 2018 to Fall 2019 (post AB 705), SBCCD success rates in transfer-level English have decreased by 2%. However, 882 more students completed transfer-level English, an increase of 72% (see Table 3 above).

Ethnicity: Comparing Fall 2018 to Fall 2019 (post AB 705), African American students experienced the greatest decrease in success rate (-10%) followed by Hispanic Students (-5%) and Asian Students (-2%). Caucasian and Mixed-Race students increased by 3% and 6%, respectively.

SUMMARY TABLE 4 (RETENTION RATE):

Overall: Retention rates for transfer-level English are relatively stable pre and post AB 705 implementation (~89%).

Ethnicity: Comparing Fall 2018 to Fall 2019 (post AB 705), African American, Asian, and Hispanic students experienced a decrease in retention (3%, 1%, 1%, respectively) while Caucasian and Mixed-Race students experienced an increase in retention (2% and 3%, respectively).

SBCCD TRANSFER-LEVEL MATH (100-LEVEL COURSES)

TABLE 5: ENROLLMENTS AND SUCCESSFUL COMPLETIONS FOR TRANSFER-LEVEL MATH BY ETHNICITY

	2016FA		2017FA		2018FA		2019FA – AB705		PERCENT INCREASE IN SUCCESSFUL COMPLETIONS FROM 2018FA TO 2019FA
	Total Enrollments	Successful Completions	Total Enrollments	Successful Completions	Total Enrollments	Successful Completions	Total Enrollments	Successful Completions	
AF. AMER.	93	48	111	57	109	47	207	79	+68% (32 students)
ASIAN	110	78	111	82	92	58	149	100	+72% (42 students)
CAUCASIAN	348	222	390	244	437	264	461	290	+10% (26 students)
HISPANIC	1045	586	1128	608	1237	666	2233	1035	+55% (369 students)
MIXED	74	39	90	58	87	52	153	83	+60% (31 students)
SBCCD TOTAL	1670	973	1830	1049	1962	1087	3203	1587	+46% (500 students)

SUMMARY TABLE 5:

Overall: Prior to AB 705 legislation, SBCCD enrollments and successful completions of transfer-level Math (i.e., grade of A, B, C, P) were on an upward trend from 2016FA to 2017FA to 2018FA (973, 1049, 1087, respectively). However, when comparing enrollments and successful completions in Fall 2018 to Fall 2019 (post AB 705) you see that enrollments increased by 1,241 students (63%) and successful completions increased by 500 students (46%).

Ethnicity: Comparing Fall 2018 to Fall 2019 (post AB 705), All Races/Ethnicity experienced an increase in the total number success completions of Transfer-Level Math. Hispanics experienced the greatest increase in successful completions of Transfer-Level Math (369 students) followed by Asians (42 students), African Americans (32 students), Mixed race (31 students), and Caucasians (26 students).

TABLE 6: COURSE RETENTION AND SUCCESS RATE FOR TRANSFER-LEVEL MATH BY ETHNICITY

	2016FA		2017FA		2018FA		2019FA – AB705		CHANGE FROM 2018 FA TO 2019 FA	
	Retention Rate	Success Rate	Retention Rate	Success Rate	Retention Rate	Success Rate	Retention Rate	Success Rate	<u>RETENTION RATE</u>	<u>SUCCESS RATE</u>
AF. AMER.	83%	52%	78%	51%	76%	43%	81%	38%	+5%	-5%
ASIAN	88%	71%	94%	74%	86%	63%	88%	67%	+2%	+4%
CAUCASIAN	86%	64%	86%	63%	85%	60%	90%	63%	+5%	+3%
HISPANIC	83%	56%	85%	54%	83%	54%	85%	46%	+2%	-8%
MIXED	83%	53%	82%	64%	88%	60%	84%	54%	-4%	-6%
SBCCD TOTAL	85%	59%	85%	61%	84%	56%	86%	54%	+2%	-2%

SUMMARY TABLE 6 (SUCCESS RATE):

Overall: Comparing Fall 2018 to Fall 2019 (post AB 705), SBCCD success rates in transfer-level English have decreased by 2%. However, 500 more students completed transfer-level English, an increase of 46% (see Table 5 above).

Ethnicity: Comparing Fall 2018 to Fall 2019 (post AB 705), Hispanic students experienced the greatest decrease in success rate (-8%) followed by Mixed-Race Students (-6%) and African American Students (-5%). Asian and Caucasian students increased by 4% and 3%, respectively.

SUMMARY TABLE 6 (RETENTION RATE):

Overall: Retention rates for transfer-level English are relatively stable pre and post AB 705 implementation (~85%).

Ethnicity: Comparing Fall 2018 to Fall 2019 (post AB 705), African American, Asian, Caucasian, and Hispanic students experienced an increase in retention (+5%, +2%, +5%, +2%, respectively) while Mixed-Race students experienced a decrease in retention (-4%).

SAN BERNARDINO COMMUNITY COLLEGE

DISTRICT TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 9, 2020

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 April 9, 2020

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Brandi	Bailes	Math	Going above and beyond to help faculty transition courses to remote options	Kay Weiss
Crafton Hills College	TL	Brink	Psychology	Going above and beyond to help faculty transition courses to remote options	Kay Weiss
Crafton Hills College	Jeff	Cervantez	Philosophy and Religion	Going above and beyond to help faculty transition courses to remote options	Kay Weiss
Crafton Hills College	Cheryl	DiBartolo	Anthropology	Going above and beyond to help faculty transition courses to remote options	Kay Weiss
Crafton Hills College	Gwen	DiPonio	English	Going above and beyond to help faculty transition courses to remote options	Kay Weiss
Crafton Hills College	Kenny	George	Business	Going above and beyond to provide assistance to faculty moving to remote instruction	Kay Weiss
Crafton Hills College	Tracy	Gray	Technology Services	Tracy issued us with laptops and made the training process run smoothly. In times like these, we appreciate staff that provide such a high level of support. Thank you!	Office of Instruction
Crafton Hills College	Cynthia	Hamlett	English	Going above and beyond to help faculty transition courses to remote options	Kay Weiss
Crafton Hills College	Rick	Hogrefe	Communication Studies	Going above and beyond to help faculty transition courses to remote options	Kay Weiss
Crafton Hills College	Sabrina	Jimenez	History	Going above and beyond to provide assistance to faculty moving to remote instruction	Kay Weiss

Crafton Hills College	Elizabeth J.	Johnson	Kinesiology	Prof. Johnson is the kindest soul I've met on campus. She's inspiring, motivational, and she treats every single person like they're worth something, and matter.	Anonymous
Crafton Hills College	Robert	McAtee	Counseling	Thank you for the training and your time. In such a short time you were able to help build an online service resource for the college and students. You are amazing!	Anonymous
Crafton Hills College	Melissa	Oshman	Technology Services	Without Melissa facilitating the VPN training, we would not be able to work remotely. We're appreciative for the hard work that is accomplished under her direction!	Office of Instruction
Crafton Hills College	Jamie	Sierra	DSPS	Thank you for going out of your way for your DSPS students and assisting in the MIS process. You are greatly appreciated.	Corrina Baber
Crafton Hills College	Anthony	White	Technology Services	Anthony assisted our dept by issuing laptops and providing us with direction on VPN access. Without his help, we would not be able to work remotely. Truly grateful!	Office of Instruction
Crafton Hills College	Keith	Wurtz	Office of Instruction	Accreditation Rocks! Thanks for all your diligence and dedication to this all encompassing endeavor!	Julie McKee
DSO	Dianna	Jones	TESS	I value your support and appreciate your assistance with MIS. Thank you!	Corrina Baber
DSO	Arliss	Malone	Payroll	Ms. Malone went above and beyond to help me. I cannot thank here enough for the kindness she showed me.	Virginia Diggle
DSO	Krystal	Mesa	FNX	Thank you for assisting the EDCT team with AV equipment for the ProDrivers event	Deanna Krehbiel

DSO	Angel	Rodriguez	Chancellor's Office	Thank you for all of your hard work on the new logo, promotional items and the website.	Facilities Planning and Construction Team
DSO	Pablo	Treto	Inland Futures Foundation	Thank you for assisting the EDCT team with AV equipment for the ProDrivers event	Deanna Krehbiel
San Bernardino Valley College	Kristin	Hauge	Kinesiology & Athletics	Thanks for reorganizing the fitness center equipment closet. Now the students can get to the equipment safely. Thanks for going above and beyond as usual.	Dawn Adler
San Bernardino Valley College	Mary	Lawler	Kinesiology	Thank you for always helping at the LFSAA events.	Amelia Gonzales
San Bernardino Valley College	Maria Del Carmen	Rodriguez	Student Equity	Dean Rodriguez demonstrated her commitment to our student body by making class visits and assuring students of her commitment to their academic success.	Dr. Craig Luke
San Bernardino Valley College	Maureen	Ryan	Athletics	Thanks for being so positive and professional. The department would be lost without you!	Dawn Adler
San Bernardino Valley College	Anna	Tolstova	Physics & Astronomy	Anna has tirelessly worked day and night (14 hour shifts) to keep the department running, and has gone above and beyond as a leader in Community College Education.	Professor Fred Motta, MS Physics
San Bernardino Valley College	John	Valderrama	Maintenance	John worked together with Genaro Vargas to install temporary electrical cords for the Welding Dept. He performed this quickly and efficiently.	Kevin Grishow, M&G Supervisor
San Bernardino Valley College	Genaro	Vargas	Maintenance	Gino worked together with John Valderrama to install temporary electrical cords for the Welding Dept. He performed this quickly and efficiently.	Kevin Grishow, M&G Supervisor

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 9, 2020

SUBJECT: 2020 Board Master Planning Action Calendar

RECOMMENDATION

This item is for information only.

OVERVIEW

The 2020 Board Master Planning Action Calendar is a schedule of items for board discussion or action. Board items are subject to change and board meeting dates and times are posted on the district website 72-hours prior to the meeting date www.sbccd.edu.

ANALYSIS

The 2020 Board Master Planning Action Calendar serves as a blueprint that can be used to increase transparency and efficiency districtwide.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

Board Master Planning Action Calendar

As of 3/27/2020 3:25 PM

Monthly	B&FS	- Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - FTES Reports	- Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout	- Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report - Surplus Property
	FPC	- RFO/RFP/Bid & Contract Award - Informal Bid Award (UCCAP)	- Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments	- Bond Construction COs/Amendments - CBOC Appointees
	HR	- Closed Session Items (Separate Agenda) - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase	- Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic	- Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment
	OOC & PRES	- Board Committee Reports - Board Information Requests - Chancellor's Update	- Key Performance Indicators - Minutes - Curriculum	- Board Policies & Procedures - Clery Report - Applause Report

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> Budget Calendar <i>(by 2/1)</i> 	<ul style="list-style-type: none"> Closed Session – Notice of Intent to Non-Renew <i>(by 3/15)</i> 	<ul style="list-style-type: none"> CBOC Annual Report <i>(by 3/31)</i>
<ul style="list-style-type: none"> Budget Directives 1st Reading 	<ul style="list-style-type: none"> Budget Directives 2nd Reading/Approval <i>(by 3/1)</i> 	<ul style="list-style-type: none"> Selection of Auditor <i>(by 4/1)</i>
<ul style="list-style-type: none"> National Community College Month Resolution <i>(by 2/1)</i> 	<ul style="list-style-type: none"> Nonresident Tuition Fee <i>(by 3/1)</i> 	<ul style="list-style-type: none"> Certified Quarterly Financial Status Report <i>(by 11/15, 2/15, 5/15)</i>
<ul style="list-style-type: none"> Sabbaticals Granted 	<ul style="list-style-type: none"> Apportionment Attendance Report P1 Quarterly Investment Report 	<ul style="list-style-type: none"> Grant Tenure Tenure Contracts Classified Employee of the Year <i>(by 3/15)</i>

APRIL	MAY	JUNE
<ul style="list-style-type: none"> Interfund Transfer Resolution Constitutional Advance <i>(optional)</i> 	<ul style="list-style-type: none"> Quarterly Investment Report Apportionment Attendance Report P2 	<ul style="list-style-type: none"> AP/BP 6320 Investments 1st Reading <i>(annually)</i> Certified Quarterly Financial Status Report <i>(by 11/15, 2/15, 5/15)</i> Authorized Signature List <i>(annually)</i>
<ul style="list-style-type: none"> HR Diversity in Hiring Report <i>(April & October)</i> 	<ul style="list-style-type: none"> EEO Multiple Method Certification <i>(by 6/1)</i> 	<ul style="list-style-type: none"> Bank Accounts <i>(annually)</i>
<ul style="list-style-type: none"> 4/10 Alternate Summer Work Schedule for Management & Confidential Employees 	<ul style="list-style-type: none"> Sabbatical Completion Report from last fall <i>(by first semester after return)</i> 	<ul style="list-style-type: none"> Tentative Budget <i>(by 7/1)</i>
<ul style="list-style-type: none"> Chancellor's Evaluation and Board's Evaluation Instrument and Process 	<ul style="list-style-type: none"> Preliminary Budget & Presentation <i>(study session)</i> 	<ul style="list-style-type: none"> Prop 30 EPA Expenditures Resolution <i>(annually)</i>
<ul style="list-style-type: none"> Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities 	<ul style="list-style-type: none"> Resolution Presentation to Outgoing Student Trustees ACCJC Institutional Self-Evaluation Report 1st Reading <i>(by 8/1 every six years. Last report 2014)</i> 	<ul style="list-style-type: none"> GANN Limit <i>(by 7/1)</i>
		<ul style="list-style-type: none"> Meals, Refreshments, Open POs for Next FY Order of Election and the Specifications of the Election Order <i>(every 2 years on even numbered years)</i> New Student Trustee Orientation ACCJC Institutional Self-Evaluation Report 2nd Reading/Approval <i>(by 8/1 every six years. Last report 2014)</i>

Board Master Planning Action Calendar

As of 3/27/2020 3:25 PM

Monthly	B&FS	- Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - FTES Reports	- Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout	- Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report - Surplus Property
	FPC	- RFO/RFP/Bid & Contract Award - Informal Bid Award (UCCAP)	- Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments	- Bond Construction COs/Amendments - CBOC Appointees
	HR	- Closed Session Items (Separate Agenda) - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase	- Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic	- Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment
	OOC & PRES	- Board Committee Reports - Board Information Requests - Chancellor's Update	- Key Performance Indicators - Minutes - Curriculum	- Board Policies & Procedures - Clery Report - Applause Report

JULY		AUGUST		SEPTEMBER	
<ul style="list-style-type: none">AP/BP 6320 Investments 2nd Reading/Approval (annually)		<ul style="list-style-type: none">Quarterly Investment Report		<ul style="list-style-type: none">Final Budget Public Hearing and Approval (by 9/15)	
<ul style="list-style-type: none">Transfer of Appropriations Resolution (annually)		<ul style="list-style-type: none">Prop 30 EPA Expenditure Accounting (if figures change dramatically based on ReCalc)		<ul style="list-style-type: none">Initial Proposals to Reopen Negotiations with CSEA/CTA	
<ul style="list-style-type: none">Board Meeting Dates for Next FY		<ul style="list-style-type: none">Apportionment Attendance Report P3Final Budget Presentation (study session)		<ul style="list-style-type: none">Board Orientation Handbook 1st ReadingACCJC Midterm Report 2nd Reading/Approval (by 10/1 every six years. Last report 2017)	<ul style="list-style-type: none">Annual Security Report (by 10/1)
		<ul style="list-style-type: none">ACCJC Midterm Report 1st Reading (by 10/1 every six years. Last report 2017)			
OCTOBER		NOVEMBER		DECEMBER	
<ul style="list-style-type: none">HR Diversity in Hiring Report (April & October)		<ul style="list-style-type: none">Closed Session – Notice of Intent to Non-Renew		<ul style="list-style-type: none">Closed Session – Notice of Intent to Non-Renew	
<ul style="list-style-type: none">Board Orientation Handbook 2nd Reading/Approval		<ul style="list-style-type: none">Quarterly Investment Report		<ul style="list-style-type: none">Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)	
				<ul style="list-style-type: none">Reaffirm FCC Auction Guiding Principles (annually)	
				<ul style="list-style-type: none">Sabbatical Completion Report from last spring (by first semester after return)	
				<ul style="list-style-type: none">Audit Reports: District, CBOC, KVCR	
				<ul style="list-style-type: none">(by 12/31)	
				<ul style="list-style-type: none">BOT Annual Organizational Meeting	
				<ul style="list-style-type: none">BOT Committee Member Assignments	
				<ul style="list-style-type: none">BOT Member Assignment to the SBRETCJPA	
				<ul style="list-style-type: none">BOT Member Assignment County Committee on School District Organization	
				<ul style="list-style-type: none">BOT Executive Board	
				<ul style="list-style-type: none">New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected)	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: April 9, 2020
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 March 13, 2020. As of that date, SBCCD was 69.8% through the fiscal year and had spent and/or encumbered approximately 62.7% 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 03/13/2020

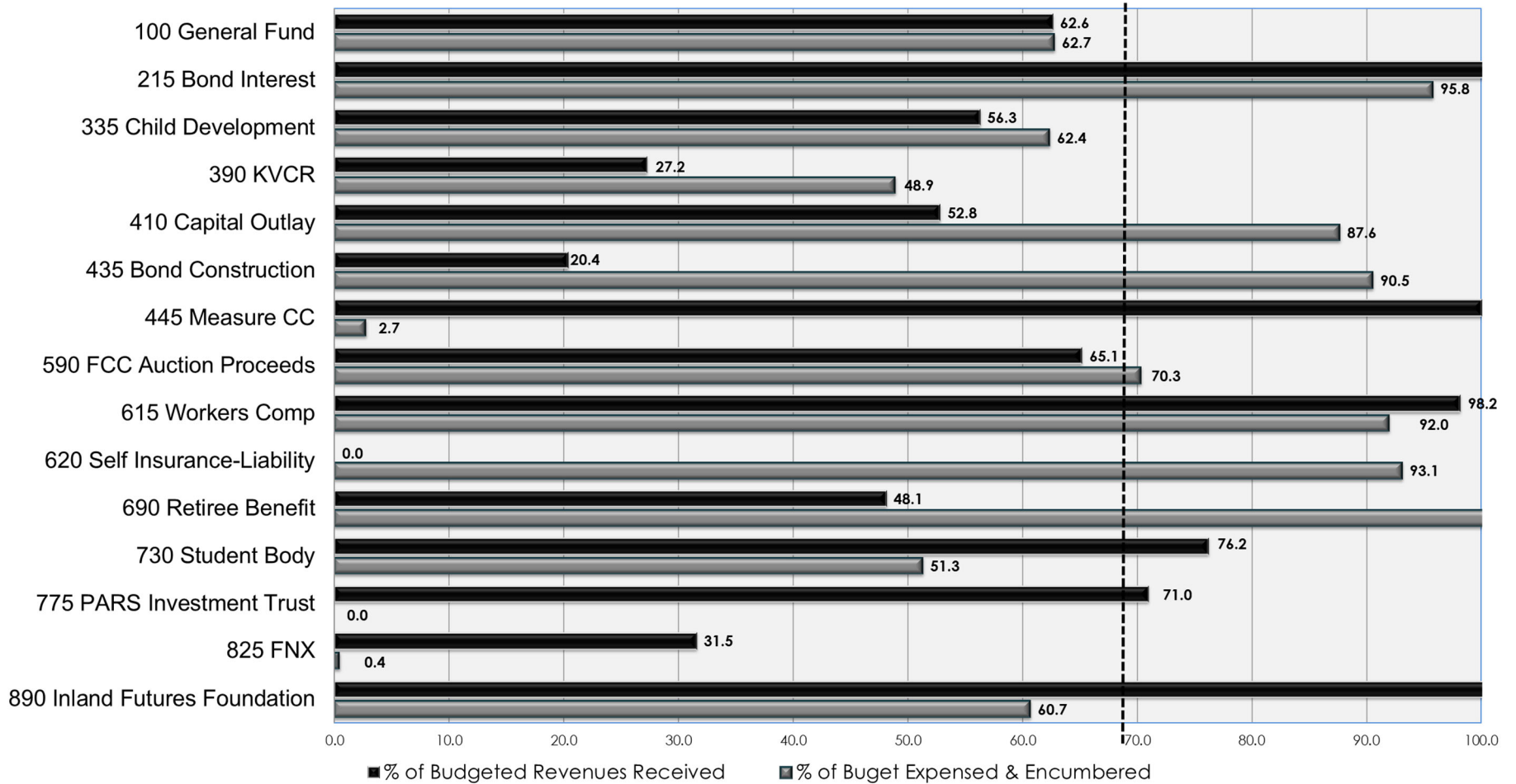
	69.8% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	\$ 178,491,963	\$ 111,759,854	62.6%	\$ 184,367,430	\$ 115,667,632	62.7%	
215 Bond Interest & Redemption	\$ 30,750,000	\$ 42,847,860	139.3%	\$ 30,750,000	\$ 29,446,520	95.8%	Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund. Budget adjustment in process pending receipt of updated report from County.
335 Child Development	\$ 3,825,649	\$ 2,153,067	56.3%	\$ 3,825,649	\$ 2,385,643	62.4%	Recording Federal grant revenue for February in process.
390 KVCR	\$ 3,802,322	\$ 1,035,223	27.2%	\$ 6,079,200	\$ 2,972,442	48.9%	Revenue and expenditure budgets are currently under review.
410 Capital Outlay Projects	\$ 2,565,391	\$ 1,354,559	52.8%	\$ 3,383,867	\$ 2,965,588	87.6%	RDA revenue posted by the County. \$1million encumbered for expenditures related to State funding for SBVC Tech Building.
435 Bond Construction	\$ 39,900	\$ 8,125	20.4%	\$ 5,771,123	\$ 5,223,751	91%	Interest income expected to be posted in May. \$2.9 million for Highland property purchase included in expenses.
445 Measure CC	\$ 300,000,000	\$ 300,007,539	100.0%	\$ 300,000,000	\$ 8,170,900	2.7%	Bond proceeds received and interest income posted. Budget adjustment to reflect interest income in process. Expenditures are consistent with the current needs of the bond projects.
590 FCC Auction Proceeds	\$ 4,772,966	\$ 3,109,299	65.1%	\$ 26,804,046	\$ 18,849,134	70.3%	
615 Workers Compensation	\$ 1,480,000	\$ 1,452,797	98.2%	\$ 1,820,000	\$ 1,673,623	92.0%	\$266,576 revenue received in January. \$439,786 compromise & release claim paid.
620 Self Insurance-Liability	\$ 565,000	\$ 555,503	98.3%	\$ 905,000	\$ 842,407	93.1%	\$668,935 SWACC annual insurance payment. \$157,377 liability claims processed. \$550,000 interfund transfer-in posted.
690 Retiree Benefit	\$ 250,200	\$ 120,354	48.1%	\$ 250,200	\$ 285,185	114.0%	Cash reconciliation (revenue) expected to be completed in May. Expenditures are consistent with retiree benefit obligations.
730 Student Body Center Fee	\$ 303,567	\$ 231,290	76.2%	\$ 345,567	\$ 177,288	51.3%	Expenditures are consistent with the needs of this program.
775 PARS Investment Trust	\$ 12,750,000	\$ 9,050,143	71.0%	\$ 3,100,000	\$ -	0.0%	Interfund transfers-out (expenditures) posted annually.
825 FNX	\$ 3,200,000	\$ 1,009,409	31.5%	\$ 3,200,000	\$ 1,372,269	42.9%	Revenues expected to be significantly lower than budget. Expenditures are consistent with terms of agreement.
890 Inland Futures Foundation	\$ 1,297,106	\$ 1,436,324	110.7%	\$ 1,297,106	\$ 787,055	60.7%	Pledges and underwriting revenue of approximately \$700,000 to be re-classed to KVCR in May.



Budget Revenue & Expenditure Summary

Year to Date 03/13/2020

Fiscal Year Elapsed - 69.8%



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 9, 2020
SUBJECT: Contracts Below \$95,200

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 \$95,200. Construction services are not included in this board item.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

Contracts Agreements

Board Date 04-09-2020

1 of 8

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Adjustment
19310	4 Imprint	Production of Logo Items	Academic Success/SBVC	\$1,410.97		
19285	Absolent Inc.	Repairs	Maintenance/SBVC	\$3,000.00		
19377	Achievers	Production of Logo Items	Puente/SBVC	\$878.58		
19341	Advance Refrigeration & Ice Systems Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$30,000.00		
19311	Airite Heating Air & Conditioning, Inc.	Installation Services	Maintenance/SBVC	\$4,640.00		
19274	American Red Cross	Licensing	Pool/CHC	\$9,000.00		
19343	Assistance League of San Bernardino	Advertising	Marketing/SBCCD	\$500.00		
19381	Autism Society of Inland Empire Inc	Professional Services	KVCR/KVCR	\$20,648.95		
16570	Bank Mobile Technologies, Inc.	Software/Online Services	Fiscal Services/SBCCD	\$10,000.00		Add Services No Added Cost
19308	Bestway Distributions Inc.	Repairs	Athletics/SBVC	\$165.00		
19375	Blackwelder, Clyde	Consultants	Facilities Planning/SBCCD	\$7,000.00		
19320	Blue Ribbon Ink & Thread, Inc.	Production of Team Uniforms	Athletics/SBVC	\$135.77		
19290	Calero Software LLC	Software/Online Services	TESS/SBCCD	\$2,101.00		
19272	California Bus Service	Bus Rental (Cancelation fee)	First Year/SBVC	\$700.00		

Contracts Agreements

Board Date 04-09-2020

2 of 8

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Adjustment
19307	California Department of Corrections & Rehabilitation	Income - Facilities Use	EDCT/SBCCD		No Charge	
18358	California, State of	Medical Enrollment	Health Center/CHC	No Cost		
19299	Cherokee Nation Businesses	Program Acquisition	FNX/KVCR	No Cost		
19297	Cleverbridge	Software/Online Services	TESS/SBCCD	\$12,500.00		
19356	College Source Inc.	Software/Online Services	Counseling/SBVC	\$10,412.00		
19332	Commercial Roofing Systems Inc.	Repairs	Maintenance/SBVC	\$14,865.00		
19368	Compressed Air Specialties Inc.	Repairs	Fire Technology/CHC	\$581.68		
19360	Computerized Embroidery Company, The	Production of Logo Items	Child Development/SBVC	\$8,871.34		
19284	ComputerLand of Silicon Valley	Software/Online Services	KVCR/KVCR	\$59.00		
19278	Constant Contact, Inc.	Software/Online Services	Inland Futures/SBCCD	\$1,608.00		
19312	Contra Costa CCD	Software/Online Services	Instruction/CHC	\$300.00		
18625	Contributor Development Partnerships PBC	Software/Online Services	KVCR/SBCCD	\$3,450.00		\$700.00
19384	Crown Promotions Group	Production of Logo Items	Student Equity/SBVC	\$4,992.29		

Contracts Agreements

Board Date 04-09-2020

3 of 8

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Adjustment
19383	Crown Promotions Group	Production of Logo Items	Student Equity/SBVC	\$804.25		
19374	Digital Dynamics 360, Inc.	Marketing Services	Marketing/CHC	\$22,000.00		
19349	Digital Networks Group, Inc.	Software/Online Services	Student Life/SBVC	\$2,279.42		
18799	Economic Modeling, LLC DBA EMSI	Software/Online Services	TESS/SBCCD	\$27,000.00		Add Services No Added Cost
19289	EDU Business Solutions	Software/Online Services	TESS/SBCCD	\$4,010.40		
19313	Education To Go	Software/Online Services	EDCT/SBCCD	\$1,500.00		
19363	Elsevier Inc.	Software/Online Services	Nursing/SBVC	\$47,064.15		
19296	Elsevier Inc.	Software/Online Services	Nursing/SBVC	\$23,705.00		
19264	ENCO Systems, Inc	Software/Online Services	KVCR/KVCR	\$2,102.94		
19334	Eureka	Software/Online Services	Counseling/CHC	\$3,885.00		
19333	Fontana Aquatics Club	Income - Facilities Use	Pool/CHC		\$1,000.00	
19302	Foundation for California Community Colleges	Matriculation MOU	TESS/SBCCD	No Cost		
19314	Freedom Scientific, Inc dba Vispero	Software/Online Services	TESS/SBCCD	\$9,900.00		
19315	Freedom Scientific, Inc dba Vispero	Software/Online Services	TESS/SBCCD	\$24,000.00		

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Adjustment
19359	Garner Holt Productions	Matriculation MOU	Technical Training/SBVC	No Cost		
18376	Golf Cars of Riverside Inc.	On Demand Repairs Agreement	Business Services/SBCCD	\$30,000.00		\$10,000.00
19268	Hanigan Company, The	Production of Logo Items	Admissions & Records/CHC	\$787.65		
19361	Howard Technology Solutions	Equipment Installation	Campus Tech/SBVC	\$5,694.84		
19382	Huang, Robert	Professional Services	TESS/SBCCD	\$1,800.00		
19351	ICS Service Co.	General	Maintenance/SBVC	\$15,876.00		
19367	Industrial Technical Services	On Demand Repairs Agreement	Maintenance/SBVC	\$25,000.00		
19294	Inland Empire Stages LTD	Bus Rental (Play Off Game in Feb)	Athletics/SBVC	\$1,194.83		
19325	Innovative Printing Concepts, Inc	Production of Logo Items	Marketing/SBCCD	\$1,082.20		
19291	Innovative Signs and Designs	Production of Logo Items	Science/SBVC	\$270.00		
19378	Innovative Signs and Designs	Production of Logo Items	Science/SBVC	\$1,752.60		
19337	JAD Auto Detailing	Car Wrap	District Police/SBCCD	\$1,000.00		
19370	Jobspeaker, Inc	Software/Online Services	Student Services/CHC	\$42,500.00		
19300	KAP7 International	Production of Logo Items	Pool/CHC	\$1,075.86		

Contracts Agreements

Board Date 04-09-2020

5 of 8

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Adjustment
19298	KBTC-TV/Bates Technical College	Broadcasting Rights	FNX/KVCR	No Cost		
19288	KeithRN	Training Services	Nursing/SBVC	\$3,500.00		
19350	KTOO Public Media	Program Acquisition	KVCR/KVCR	No Cost		
19339	Kurzweil Education Systems	Software/Online Services	TESS/SBCCD	\$3,000.00		
19357	Laboratory Microscope Specialist - LMS	Repairs	Biology/SBVC	\$910.00		
19263	Laboratory Microscope Specialist - LMS	Repairs	Biology/SBVC	\$910.00		
19353	Letterhead Factory Inc.	Production of Logo Items	Student Life/SBVC	\$7,779.41		
19326	Lexipol, LLC	General	District Police/SBCCD	\$7,242.00		
19293	Linden, Gary Dwain	Photography	Athletics/SBVC	\$600.00		
19373	Lobo Tech & Sales	Installation Services	TESS/SBCCD	\$3,417.00		
19327	McKown, Courtney dba Coco McKown Photography	Photography	Marketing/CHC	\$525.00		
19292	Mellin, Linda Marie dba American Printing & Promotions	Production of Logo Items	Admissions & Records/SBVC	\$26,547.91		
19305	Mellin, Linda Marie dba American Printing & Promotions	Production of Logo Items	Student Services/SBVC	\$3,008.38		

Contracts Agreements

Board Date 04-09-2020

6 of 8

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Adjustment
19304	Mellin, Linda Marie dba American Printing & Promotions	Production of Logo Items	Student Services/SBVC	\$2,351.71		
19318	Mellin, Linda Marie dba American Printing & Promotions	Production of Logo Items	Student Services/SBVC	\$624.95		
19295	National Cinemedia LLC	Advertising	Pharmacy Tech/SBVC	\$2,200.00		
19287	Native American Heritage Commission	Program Acquisition	FNX/KVCR	No Cost		
19270	Northeastern Television of Ohio aka PBS Western Reserve	Broadcasting Rights	FNX/KVCR	No Cost		
19347	Party Plus Rental	Rental	Chancellor/SBCCD	\$624.60		
19358	Party Plus Rental	Rental	Student Life/CHC	\$4,167.00		
19286	Party Plus Rental	Rental	Marketing/SBCCD	\$252.00		
19329	Print & Finishing Solutions	Repairs	Print Shop/SBCCD	\$275.00		
19335	Progress Software Corporation	Software/Online Services	TESS/SBCCD	\$2,650.00		
11223	Questica	Professional Services	DSS/SBCCD	\$10,000.00		
19271	Quinn Power Systems	Maintenance Agreement	Facilities/CHC	\$1,421.00		
19364	R Dependable Const Inc.	Plumbing Services	Facilities Planning/SBCCD	\$19,000.00		

Contracts Agreements

Board Date 04-09-2020

7 of 8

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Adjustment
18757	Redlands Plumbing, Heating and Air Conditioning Inc.	On Demand Repairs Agreement	Facilities/CHC	\$4,100.00		\$1,500.00
18411	Safety Center Incorporated	Training Services	Facilities Planning/SBCCD	\$40,000.00		\$20,000.00
19340	Shred-It	Document Shredding	Admissions & Records/SBVC	\$7,000.00		
19352	Shred-It	Document Shredding	First Year/SBVC	\$300.00		
17712	SiteLogIQ Inc	General	Facilities Planning/SBCCD	\$46,000.00		\$4,000.00
19336	Snotty Nose Rez Kids	Broadcasting Rights	FNX/KVCR	No Cost		
19276	Sundown Window Tinting	Window Frosting	Facilities Planning/SBCCD	\$100.00		
19275	Three Peaks Corp.	General	Maintenance/CHC	\$3,783.00		
19309	Three Peaks Corp.	PO as Contract	Maintenance/SBVC	\$1,742.57		
19372	Timeless Plaques & Awards	Production of Logo Items	First Year/SBVC	\$905.10		
19265	Timeless Plaques & Awards	Production of Logo Items	Student Life/SBVC	\$711.15		
19282	TJM Promotions, Inc.	Production of Logo Items	District Police/SBCCD	\$458.90		
19262	Ultra Printing, LLC	Production of Logo Items	FNX/KVCR	\$2,340.65		
19354	United Site Services, Inc.	Rental	Student Life/SBVC	\$1,418.84		

Contracts Agreements

Board Date 04-09-2020

8 of 8

ControlNo	VendorName	ContractType	Dept/Location	Expense	Income	Adjustment
18622	Valley Tire Company	On Demand Repairs Agreement	District Police/SBCCD	\$5,500.00		\$2,500.00
19306	Valley Tire Company	Repairs	Police Science/SBVC	\$574.51		
19365	Walker Brothers Machinery Moving, Inc.	Moving Services	EDCT/SBCCD	\$350.00		
19281	West Coast Lights & Sirens, Inc.	Equipment & Installation	District Police/SBCCD	\$7,216.00		
19219	Western Audio Visual	Installation Services	TESS/SBCCD	\$1,320.00		Change in Term Dates
19280	Window to the World Communications	Broadcasting Rights	FNX/KVCR	No Cost		
19369	Yale/Chase Material Handling	Repairs	TESS/SBCCD	\$1,037.50		
19269	Zurc Software Services, LLC	Software/Online Services	TESS/SBCCD	\$4,980.00		

Total Number of Contracts 103

\$674,948.90 \$1,000.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Al Jackson, Chief of Police
DATE: April 09, 2020
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 \$57,317 per violation against noncompliant institutions.

ANALYSIS

Monthly Report of Clery Crimes for February 2020 (See attached).

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
February 2020**

ON CAMPUS:

CRAFTON HILLS COLLEGE

NO INCIDENTS TO REPORT

DSO

NO INCIDENTS TO REPORT

SAN BERNARDINO VALLEY COLLEGE

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
20-0123	02/11/2020	CVC 10851(A)	Stolen Vehicle	Lot 8	Report Taken
20-0147	02/19/2020	H&S 11377(A)	Possession of a Controlled Substance	Lot 7	Subject Arrested
20-0155	02/21/2020	H&S 11364(A)	Possession of Drug Paraphernalia	Lot 5	Subject Arrested
20-0181	02/26/2020	CVC 10851(A)	Stolen Vehicle	Lot 7	Report Taken

PUBLIC PROPERTY:

CRAFTON HILLS COLLEGE

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
20-0086	02/01/2020	PC 21810	Weapons (possession of metal knuckles)	Yucaipa Blvd./Sand Canyon	Subject Arrested

DSO

NO INCIDENTS TO REPORT

SAN BERNARDINO VALLEY COLLEGE

Case #	Reported	Offense	Reportable Clery Crime	Location	Disposition
20-0145	02/19/200	PC 459	Burglary	Esperanza St./East of Mt. Vernon	Report Taken

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: April 9, 2020
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 \$42,184,134.

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 March 2020, rounded to the nearest \$1,000)

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
	PROJECTED													
Estimated Beginning Cash Balance	42,362	41,100	40,768	42,030	39,287	40,484	55,942	54,147	48,268	49,821	46,365	44,252		
Receipts														
Federal	35	227		135		-3	306	88	377	224	523	-176		1,735
State	6,276	5,137	13,881	6,312	7,182	8,152	14,614	9,409	11,093	4,959	6,299	13,426		106,740
State Deferrals														
Local	821	966	85	580	3,411	18,295	8,899		574	5,894	4,087	5,375		48,990
Temporary Borrowings														
Interfund Transfer & Sale of Assets	894	894	899	894	902		898	894	7,481	1,892	1,677	92		17,418
Accounts Receivable/Accruals	227	1,657	1,942	531	454	594	1,900	453	403	230	379	1,575		10,345
Total Receipts	8,254	8,881	16,806	8,452	11,949	27,038	26,618	10,844	19,929	13,200	12,965	20,292		185,228
Disbursements														
Academic Salaries	6	2,541	4,297	4,847	4,942	4,898	5,391	4,295	4,837	4,963	4,942	8,088		54,047
Classified Salaries	2,371	2,713	2,806	2,987	2,972	3,103	2,963	2,845	2,835	2,900	3,147	4,510		36,151
Benefits	1,163	2,041	2,357	2,465	2,473	2,500	2,493	2,357	2,522	2,548	2,579	3,871		29,370
Supplies & Materials	170	80	79	128	82	83	84	69	268	269	336	2,221		3,868
Other Operating Exp	1,576	983	1,004	532	611	1,760	991	338	1,874	4,793	2,937	12,873		30,273
Capital Outlay	525	287	63	27	31	12	12	18	258	753	584	1,796		4,367
Other Outgo	143	363	257	550	-1	61	7	124	903	429	1,733	3,299		7,867
Longterm Post-Employment Benefits	-7	-10	-10	-10	-10	-10	42	1	5	-9	23	-3		5
Accounts Payable/Accruals	3,569	214	4,692	-333	-347	-827	16,430	6,675	4,874	8	-1,202	-14,294		19,459
Total Disbursements	9,516	9,213	15,544	11,194	10,753	11,580	28,412	16,723	18,376	16,655	15,078	22,360		185,406
Increase / (Decrease) in Cash Balance	-1,262	-332	1,262	-2,742	1,196	15,458	-1,795	-5,879	1,553	-3,455	-2,113	-2,068		
Estimated Ending Cash Balance	41,100	40,768	42,030	39,287	40,484	55,942	54,147	48,268	49,821	46,365	44,252	42,184		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 9, 2020
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

March 18, 2020

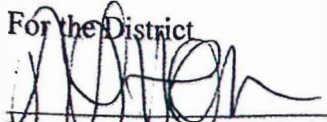
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Jessica Haro, Workforce Grant Assistant, to Assistant Manager Workforce Development, under the following stipulations:

1. The length of the assignment effective August 9, 2019 through January 9, 2020.
2. The Employee will be compensated from the Management Salary Schedule at Range 4, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA.
3. The Parties agree that the employee, while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as Assistant Manager Workforce Development, or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as Workforce Grant Assistant.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Workforce Grant Assistant will continue to accrue and the Out-of-Class assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Jessica Haro.

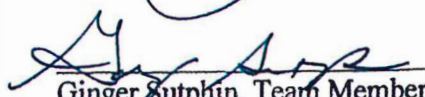
This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District

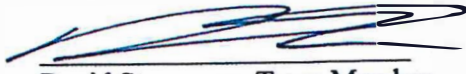

Kristina Hannon, SBCCD
Vice Chancellor, Human Resources &
Police Services

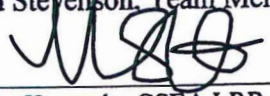
For CSEA


Kevin Palkki, President CSEA #291


Ginger Sutphin, Team Member


Stacy Garcia, Team Member


David Stevenson, Team Member


Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

March 16, 2020

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" concerning the District's response to the coronavirus ("COVID-19") pandemic.

The Parties recognize the importance of maintaining safe facilities and operations, for the benefit of the students and communities served by the District and its faculty and staff. We recognize the importance of prudent measures to prevent district employees, students, their families, or other people using district facilities from being exposed to or infected with COVID-19. We agree that care should be taken to identify potential exposure and prevent the spread of the disease. We agree that continuity of district operations should be maintained, and provisions should be made for district employees who are impacted by the pandemic.

To these ends, the Parties agree as follows:

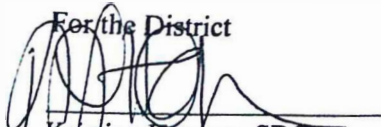
- 1) The District will inform the Association as soon as possible should it learn of a confirmed or likely COVID-19 infection of district employees or students.
- 2) The District will continue to provide information to its employees outlining guidelines related to public health measures, hygiene, and sanitation to help prevent the spread of the virus and will ensure that its facilities have the necessary supplies for preventive sanitation measures (such as soap and water, disposable towels or tissues, and hand sanitizer).

The Association will cooperate with the District in any necessary public health actions. Unit members are reminded of their duty to do assigned work absent reasonable fears for their health or safety (that is, to grieve assignments rather than refuse them absent evidence that the assigned task puts their own health or another's health at risk).

- 3) Based on recent guidance, all unit members that are sixty-five (65) or older may work remotely. Unit members will be required to coordinate with their immediate supervisor to verify if working remotely is operationally feasible.
 - a. Unit members that are the primary caregiver for an immediate family member that is sixty-five (65) or older may work remotely.

- 4) Unit members that are unable to come to work due to a COVID-19 daycare or school closure that requires them to be home with their child may work remotely. Unit members will be required to coordinate with their immediate supervisor to verify if working remotely is operationally feasible. If working remotely is not feasible, unit members are authorized to use their accrued vacation or sick leave to cover the absence (Labor Code section 230.8).
- 5) In the event a unit member is exposed to COVID-19 or is taken ill with COVID-19, the District's sick leave policies will be liberally construed to encourage such unit member not to infect others by coming to work. Similarly, those unit members with medical proof of susceptibility to the virus will be granted leave as liberally as possible when consistent with the districts operational needs. The Association will notify its members of the District's commitment but shall not encourage its members to take leave unless there is reason to do so.
- 6) In the event any district facility must be closed, or any district operations are curtailed due to the COVID-19 pandemic, CSEA bargaining unit members will not suffer any loss of pay or benefits relative to their regular schedules for the period of closure or curtailment. Thus, for example the District will continue to pay bargaining unit members even if they are unable to work due to COVID-19-related reduction in use of district facilities. Unit members who are not ill will not be required to use paid sick leave or any other form of paid time off during such an eventuality. This paragraph will apply to up to one month of any such closure or curtailment; in the event the closure or curtailment seems likely to last more than one month, the District and CSEA will meet to negotiate the effects of all working conditions.
- 7) In the event the District moves to distance education due to the pandemic, the District will ensure that CSEA bargaining unit members suffer no loss of pay or benefits as a result. The District will keep the Association informed of any changes to its operations due to the emergency adoption of distance education, including of any increased need for Information Technology/Information Systems services or for all other operations that could potentially be performed by bargaining unit members, and will promptly respond to further requests to bargain over such issues.
- 8) The Association will support efforts to maintain funding pursuant to Education Code §§ 41422 and 46392 (or California Code of Regulations § 58146 for community colleges) in the event of a closure of any district facilities due to pandemic.
- 9) Unit members that are identified and contacted by their immediate supervisor as essential personnel required to support critical campus functions may be required to work remotely or expected to work physically on site. Unit members will be provided hotspots and District computers for those that are required to work remotely.
 - a. In the event local state or federal government declares a closure, unit members directed to work physically on site will be paid a stipend of fifty (\$50.00) dollars for every day worked.

10) In the event that conditions change the Parties will reevaluate this MOU and adjust to accommodate unforeseen circumstances.

For the District

Kristina Hannon, SBCCD
Vice Chancellor, Human Resources

For CSEA

Kevin Palkki, President CSEA #291


Myesha Kennedy, CSEA LRR


Ginger Sutphin, Team Member


Stacy Garcia, Team Member


David Stevenson, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

March 10, 2020

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".

Bilingual and Bi-Literate Stipend Article 7.3.2.1 and Article 7.3.3

The Parties agree that effective May 1, 2020, the following listed unit members shall be compensated at the rate of \$50.00 per month for their *Bilingual* services. The following individuals will be added to the current eligibility pool list of approved Bilingual unit members:

- Martha Morales
- Andres Dominguez
- Yesica Alatorre
- Rosemary Chavez
- Carmen Sanchez
- Lorenza Arteaga
- Tanya Gomez
- Jacqueline Soto
- Lilieth Campero
- Jessica Haro
- Belinda Navarrete
- Claudia Hayton

All Bilingual unit members listed on the attached eligibility pool list will receive the stipend in accordance with Article 7.3.2.1. The District will provide the Association a list of all unit members that have successfully passed the Bilingual examination for which the eligibility pool list can be selected.

In accordance with Article 7.3.2., the Parties mutually agree that forty-eight (48) eligible unit members will receive the bilingual stipend. In the event that the eligibility pool exceeds the cap, the Parties will use the criteria outlined in Article 7.3.2.2 to review eligibility. It has been mutually agreed by the Parties that the following unit members be removed from the Bilingual eligibility pool list effective May 1, 2020:

- Osman Parada
- Cesar Rojas
- Raquel Garcia
- Maria Gonzalez


The Parties mutually agree that effective May 1, 2020, that all unit members listed shall be compensated at the rate of \$50.00 per month for their *Bi-Literate* services.

- Andres Dominguez
- Yesica Alatorre
- Lorenza Arteaga
- Tanya Gomez
- Jacqueline Soto
- Lilieth Campero
- Claudia Hayton
- Carmen Sanchez
- Jose Alvarez

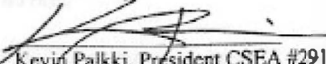
All Bi-Literate unit members listed on the attached list will receive the stipend in accordance with Article 7.3.3. The District will provide the Association a list of all unit members that have successfully passed the Bi-Literate examination.

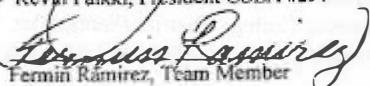
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District


Kristina Hannon, SBCCD
Interim Vice Chancellor, Human Resources

For CSEA

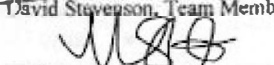

Kevin Paikki, President CSEA #291


Fermin Ramirez, Team Member


Ginger, Team Member


Stacy Garcia, Team Member


David Stevenson, Team Member


Myesha Kennedy, CSEA LRR

MS
 KP
 F.R.
 (circled initials)

CSEA MOU
 RE: Bilingual and Bi-
 literate Stipend

#	Bilingual Eligibility Pool List			
	Name	Department	Site	Year
1	Beck, Rosa Maria	CDC	SBVC	2010
2	Bojorquez, Ana	DSP&S	SBVC	2010
3	Davila, Maria	Bookstore	CHC	2010
4	Delgado, Rocio	Financial Aid	SBVC	2010
5	Elizalde, Noemi	Fiscal Services	DIST	2010
6	Green, Nancy A	Payroll	DIST	2010
7	Guererro, Gina	KVCR	DIST	2010
8	Ramirez, Fermin	Financial Aid	SBVC	2010
9	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	2010
10	Rodriguez, Natividad	EOPS/CARE	CHC	2010
11	Romo, Maria Silvia	Admissions/Records	SBVC	2010
12	Salas, Nancy	CDC	SBVC	2010
13	Lehman, Veronica	Financial Aid	CHC	2011
14	Plasencia, Jose	Campus Police	DIST	2011
15	Frausto, Jeanette	Financial Aid	SBVC	2016
16	Lopez, Elizabeth	Instruction	CHC	2016
17	Molina, Liliana	Business Office	SBVC	2016
18	Padilla, Gabriela	Financial Aid	SBVC	2016
19	Peraza, Zayne	Library	CHC	2016
20	Alvarez, Jose Luis	Grounds	SBVC	2017
21	Campos, Norma	Student Services	SBVC	2017
22	Huerta, Cindy	Student Services	SBVC	2017
23	Vargas, Geno	Maintenance Operations	SBVC	2017
24	Vivar, Jorge	Maintenance Operations	SBVC	2017
25	Fonseca, Katherine	EOPS/Student Services	SBVC	2018
26	Jaco, Herberth	Senior Students Services Technician	CHC	2018
27	Martinez, Anabel	CBO	SBVC	2018
28	Moncada, Rosita	Tess	District	2018
29	Moreno, Juana	CDC	SBVC	2018
30	Perez, Blanca	CDC	SBVC	2018
31	Rojas, George	CDC	SBVC	2018
32	Serna, Marina	Student Services	SBVC	2018
33	Williams, Sophia	CDC	SBVC	2018
34	Portillo, Maritza	Student Activities	SBVC	2019
35	Rosales, Manuel	Technology Services	SBVC	2019
36	Treacy-Abarca, Blanca	CDC	SBVC	2018
37	Morales, Martha	CDC	SBVC	2020
38	Dominguez, Andres	Culinary Arts	SBVC	2020
39	Alatorre, Yesica	KVCR	District	2020
40	Chavez, Rosemary	EOPS/CARE	SBVC	2020
41	Sanchez, Carmen	Print Shop	CHC	2020
42	Arteaga, Lorenza	Food Services	SBVC	2020
43	Gomez, Tanya	Food Services	SBVC	2020
44	Soto, Jacqueline	Applied Tech	SBVC	2020
45	Campero, Lilieth	EDCT	District	2020
46	Haro, Jessica	EDCT	District	2020
47	Navarrete, Belinda	Admissions & Records	CHC	2020
48	Hayton, Claudia	Financial Aid	CHC	2020

CSEA MOU
 RE: Bilingual and
 Bi-literate Stipend

KP
 MS
 F.R.
 (Signature)
 (Signature)
 (Signature)

#	Bi-literate Eligibility Pool List			
	Name	Department	Site	Year
1	Beck, Rosa Maria	CDC	SBVC	2016
2	Bojorquez, Ana	DSP&S	SBVC	2016
3	Delgado, Rocio	Financial Aid	SBVC	2016
4	Elizalde, Noemi	Fiscal Services	DIST	2016
5	Frausto, Jeanette	Financial Aid	SBVC	2016
6	Green, Nancy A	Payroll	DIST	2016
7	Lehman, Veronica	Financial Aid	CHC	2016
8	Lopez, Elizabeth	Instruction	CHC	2016
9	Molina, Liliana	Business Office	SBVC	2016
10	Padilla, Gabriela	Financial Aid	SBVC	2016
11	Peraza, Zayne	Library	CHC	2016
12	Ramirez, Fermin	Financial Aid	SBVC	2016
13	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	2016
14	Rodriguez, Natividad	EOPS/CARE	CHC	2016
15	Salas, Nancy	CDC	SBVC	2016
16	Torres, Maria E	Human Resources	DIST	2016
17	Campos, Norma	Student Services	SBVC	2017
18	Davila, Maria	Bookstore	CHC	2017
19	Gonzalez, Maria C	Transfer/Career Services	SBVC	2017
20	Huerta, Cindy	Student Services	SBVC	2017
21	Parada, Osman	Computing Services	ANNEX	2017
22	Rojas, Cesar M	Maintenance Operations	SBVC	2017
23	Vivar, Jorge	Maintenance Operations	SBVC	2017
24	Fonseca, Katherine	EOPS/Student Services	SBVC	2018
25	Jaco, Herberth	Senior Students Services Technician	CHC	2018
26	Martinez, Anabel	CBO	SBVC	2018
27	Moreno, Juana	CDC	SBVC	2018
28	Perez, Blanca	CDC	SBVC	2018
29	Plasencia, Jose	Campus Police	DIST	2018
30	Rojas, George	CDC	SBVC	2018
31	Romo, Maria Silvia	Admissions/Records	SBVC	2018
32	Serna, Marina	Student Services	SBVC	2018
33	Portillo, Maritza	Student Activities	SBVC	2019
35	Alvarez, Jose	Grounds	SBVC	2020

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

February 26, 2020

Schedule Change: Lilieth Campero, Workforce Grant Assistant, District

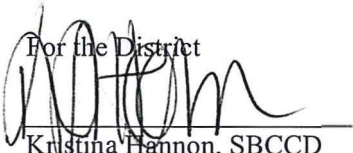
Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

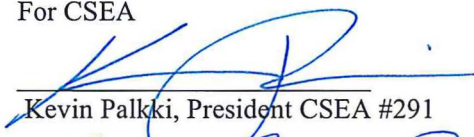
The parties agree that per CSEA Agreement, Article 6.2 -Workweek/Workday, Lilieth Campero (C339016) permanent work shift will change as described below. First day of permanent schedule will be Monday, March 16, 2020.

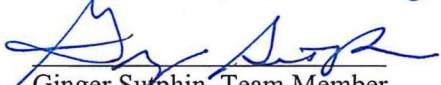

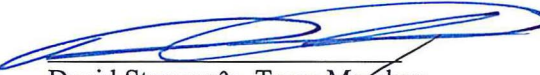
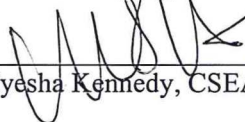
FROM: Monday through Friday 8:00 a.m. to 4:30 p.m.

TO: Monday through Friday 8:30 a.m. to 5:00 p.m.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

Kristina Hannon, SBCCD
Interim Vice Chancellor, Human Resources

For CSEA

Kevin Palkki, President CSEA #291

Fermin Ramirez, Team Member

Ginger Sutphin, Team Member

Stacy Garcia, Team Member

David Stevenson, Team Member

Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

February 26, 2020

DANIEL JOHNSON INTERIM APPOINTMENT TO CUSTODIAL SUPERVISOR

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Daniel Johnson (hereinafter, "Employee"), Custodian, to Custodial Supervisor, under the following stipulations:

1. The length of assignment will be from March 2, 2020 through September 1, 2020, or until a decision is made by the Employee or management to end the assignment, or the position is filled on a permanent basis.
2. The Employee will be compensated at Range 6 Step A of the Management Salary Schedule. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the Parties.
3. The Parties agree that the Employee, while performing the Out-of-Class assignment, remains a unit member and may avail himself of any and all rights and representation afforded him through affiliation with the Association.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as Custodial Supervisor, or be evaluated during the Out-of-Class assignment.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to his regular classified position as Custodian.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Custodian will continue to accrue and the Out-of-Class assignment will not be construed in any manner as a break in service.

This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District



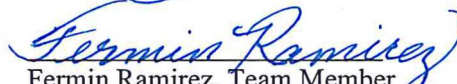
Kristina Hannon, SBCCD

Interim Vice Chancellor, Human Resources

For CSEA




Kevin Palkki, President CSEA #291




Fermin Ramirez, Team Member



Ginger Sotphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: April 9, 2020

SUBJECT: MOUs between SBCCD and the San Bernardino Community College District Teachers Association (CTA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

SBCCD staff and the CTA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CTA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information item.

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS
ASSOCIATION**

**Emergency Contingency Plan for Covid-19
Amended 3/19/2020**

This Memorandum of Understanding (“MOU”) is entered by and between the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT (“District”) and the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION (Association), collectively “the parties.”

WHEREAS, the parties have negotiated Article 8 – District Rights, specifically, Article 8 Section D regarding a national and state emergency;

WHEREAS, both parties have discussed the global pandemic impacting the nation and state, Covid-19 commonly referred to as the Coronavirus, and have agreed to institute precautions to prevent and mitigate the spread of said virus during this emergency period;

WHEREAS, in the event circumstances change, the District may have to move to more restrictive measures including complete closure, which would necessitate the need for further negotiations.

THEREFORE, the following provisions shall be in effect from March 16, 2020 until June 30, 2020:

1. During the week of March 16-22, 2020 Faculty Department Chairs, or faculty chair designee, will work with Deans to determine if a lecture, lab or clinical class can feasibly be offered remotely. It is anticipated that all lecture classes will be offered remotely. Any lab or clinical that cannot be feasibly moved online, may be suspended if the District is required to suspend all face-to-face instruction. If the District is required to suspend all face-to-face instruction, the lecture component will also be suspended, if lab and lecture are combined into a single course/single section ID. The VPI will make the final determination.
2. During the week of March 16-22, 2020 Faculty Department Chairs, or faculty chair designee, will work with Deans to determine which Non-instructional/student support services can be offered remotely.


3. Faculty chairs shall be granted additional hours, if needed and approved by the Dean, to facilitate transition to online due to Covid-19.
4. The week of March 23-28, 2020 will be provided as a transition period for training, planning and preparing for remote instructional and non-instructional work for faculty. During this week, Faculty may choose to work on campus, unless prohibited by the local, state or federal government, or remotely. Faculty who choose to work remotely must be accessible during the time they are working remotely, per Article 13 E (no remote work request form is required).
5. Courses determined to be feasibly offered remotely, will be taught via remote formats (e.g., Canvas, Zoom, MathLab) as of March 30, 2020, unless otherwise notified by local, state or federal government.
6. Instructional faculty who participate in training to transition courses from a face-to-face or hybrid format to a fully online delivery during Spring Break (March 16-21), shall be compensated for up to 6 hours at the Non-Teaching Agreement rate.
7. Non-instructional faculty who already have non-service days scheduled from March 16-28, 2020 shall be compensated for participating in trainings to provide student support online.
8. Faculty who are selected to provide training to other faculty to move to remote delivery of classes during Spring Break (March 16-21) shall be compensated at the Non-Teaching Agreement rate.
9. Finals week schedules at both campuses shall follow the regularly scheduled class pattern to potentially allow for the make-up of instructional hours.
10. For the duration of this MOU, the Administration recognizes the need to be flexible with sick leave documentation, and changes in non-instructional faculty work schedules.
11. Faculty whose work cannot be moved online may be given other faculty work assignments and must be available while working remotely, per Article 13. Faculty whose work can be done remotely, but are unwilling to work remotely, may use accrued sick leave and substitutes can be hired to do the faculty member's work.
12. Spring 2020 evaluations shall be suspended until Spring 2021. Spring 2020 remediation plans shall be suspended until Fall 2020.
13. Commencement activities will be determined upon further notice by the District and will be dependent on the seriousness or mitigation of the conditions surrounding the

spread of the virus that exist at that time.

14. The regular business of the College, such as Committee meetings, will be planned, to the extent possible using remote formats. The schedule will be maintained as is, and access to the meetings will be broadly disseminated to those who wish to attend remotely.
15. An employee whose place of residence is quarantined by County Health Officers shall receive full salary during the period of enforced quarantine. Even if the employee is not ill, no deduction will be made from his/her accrued sick leave (Ed Code 87765).
16. Any additional changes to workload, calendar, access to campus and resources or other issue related to the contract will be negotiated between the parties before decisions are made.

This MOU is set to expire effective June 30, 2020 and requires the approval and ratification by the Governing Board of Trustees.

Dated: 3/19/2020



Kristina Hannon, Vice Chancellor, Human Resources

Dated: 3/19/2020



Sheri Lillard, SBCCDTA Lead Negotiator

SBCCDTA
MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Covid-19 Effect on Negotiations

This Memorandum of Understanding (MOU) is made and entered into this 19th day of March 2020 between the San Bernardino Community College District (hereafter, the District) and the San Bernardino Community College District Teachers Association (hereafter, the Association).

WHEREAS, the Covid-19 pandemic may result in a governmental lockdown that interrupts current negotiations;

WHEREAS, The Lecture, Lab, and Clinical Committee identified in Appendix R: MOU – Lecture, Lab, and Clinical Parity Committee of the current Collective Bargaining Agreement (hereafter, Agreement) completed their work during the Fall 2019 semester, and negotiations discussions both during the District-Association workgroup and at the table began prior to March 1, 2020 in accordance with that MOU;

WHEREAS, the current Agreement expires June 30, 2020;

THEREFORE:

1. Health and welfare benefits shall be negotiated by June 30, 2020, and the corresponding signed MOUs shall replace Appendix M: MOUs – Health & Welfare.
2. Other open negotiations items besides health and welfare benefits shall continue to be negotiated if possible. All Tentative Agreements (TAs) reached and ratified, and MOUs signed, between July 1, 2019 and June 30, 2020 shall be incorporated into the Agreement.
3. Any outstanding negotiations items not resolved with either MOUs or ratified TAs by June 30, 2020 shall roll over for continued negotiations during the 2020 – 2021 year, and shall be noted in Article 29 – Duration of Agreement.
4. All other terms and conditions of the Agreement between the Association and the District shall remain in full force and effect – with the following exception:

Article 29: Duration of Agreement

This Agreement shall remain in full force and effect for two years beginning July 1, 2020 through June 30, 2022. The District and the Association shall reopen Article 10 – Wages and Related Appendices and Article 11 – Health and Welfare Benefits and Related Appendices, in each year of the Agreement. The Association and/or the District may elect to open two (2) additional articles each year. In addition, the District and the Association agree to continue working on all unresolved items.

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

LIBRARIAN WORKLOAD

This Memorandum of Understanding ("MOU") is entered by and between the San Bernardino Community College District ("District") and the San Bernardino Community College District Teachers Association CTA/NEA ("Association"), collectively, "the parties."

WHEREAS, the language in Article 13: Workload, section 7 does not define positions identified as Non-Instructional Faculty with student contact;

WHEREAS, Librarians may be assigned to the Reference Desk where they interact directly and daily with students as well as lead student workshops and library orientations;

WHEREAS, the Collective Bargaining Agreement contains a Student Evaluation of Librarians;

THEREFORE, Librarians are Non-Instructional faculty with student contact hours and shall have thirty (30) hours of student contact hours, including management-assigned responsibilities, maintain five (5) hours of preparation time, and be available five (5) hours to perform required responsibilities

This MOU shall be effective March 19, 2020.

Dated: 3-19-2020



Kristina Hannon, Vice Chancellor, Human Resources
& Police Services

Dated: 3/19/2020



Sheri Lillard, SBCCDTA Chief Negotiator

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 9, 2020
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 April 9, 2020

[v.3.18.2020.p.1|4]

Professional Expert

	Duties	From	To	Hourly Rate
Valencia, Dennis CHC Emergency Medical Services	Lab Inst/Primary Inst/EMS Specialist	03/13/20	06/30/20	\$20.00/\$25.00/ \$30.00
Mekbib, Hawariawe CHC Marketing	Content Specialist	02/15/20	06/30/20	\$28.00
Baca, Danielle CHC Outreach and Educational Programs	Program Assistant	03/16/20	06/30/20	\$20.00
Hogate, Courtney A. CHC Outreach and Educational Programs	Program Assistant	02/13/20	06/30/20	\$20.00
Lopez, Miguel A. CHC Public Safety & Emergency Services	Lab Inst/Primary Inst/EMS Specialist	03/13/20	06/30/20	\$20.00/\$25.00/ \$30.00
Seaton, Thomas M. CHC Respiratory Care	Respiratory Care Clinical	03/13/20	06/30/20	\$40.00
Gallegos Jr., Francisco Z. CHC Tutoring Center	Tutor I	01/08/20	06/30/20	\$13.00
Walton, Rodney DIST Workforce Development Trainer	Workforce Development Trainer	01/01/20	06/30/20	\$65.00
Mestas, Aimee SBVC Academic Success Center	Tutor I	01/09/20	05/30/20	\$13.00
Scott, Garrett O SBVC Academic Success Center	Tutor II	03/01/20	06/30/20	\$14.50
Estrella, Robert J SBVC Applied Technology, Transportation & Culinary Arts Division	Program Assistant	01/02/20	06/30/20	\$30.00
Hernandez, Jasmine SBVC Applied Technology, Transportation & Culinary Arts Division	Program Assistant	03/13/20	06/30/20	\$20.00
Lu, Brian SBVC Applied Technology, Transportation & Culinary Arts Division	Program Assistant	01/02/20	06/30/20	\$30.00
Muller, Bryan SBVC Applied Technology, Transportation & Culinary Arts Division	Program Assistant	03/13/20	06/30/20	\$20.00



Professional Expert, Short-Term & Substitute Employees

Presented for Information on April 9, 2020

[v.3.18.2020.p.2|4]

Professional Expert

	Duties	From	To	Hourly Rate
Salazar, Miguel SBVC Applied Technology, Transportation & Culinary Arts Division	Program Assistant	03/13/20	06/30/20	\$20.00
Worsley, Barbara A SBVC Arts & Humanities	Program Assistant	03/10/20	06/30/20	\$45.00
Holl, Zachary SBVC Development & Community Relations	Grant Writer III	03/17/20	06/30/20	\$55.00
Farren, Julie D SBVC Marketing	Staff Writer/Photographer	04/16/20	06/30/20	\$20.00
Sheehan, Barry SBVC Math & Science Success Center	Tutor III	09/17/19	12/20/19	\$15.50
Gonzalez Jr, Armando SBVC Police Academies/Criminal Justice	Police Officer/ RTO/Facilitator/Eval	03/09/20	06/30/20	\$35.00/\$50.00
Torres-Henrotin, Serena M SBVC Police Academies/Criminal Justice	Police Officer/ RTO/ Facilitator/Eval	04/09/20	06/30/20	\$35.00/\$50.00
Vega, Heather M SBVC Police Academies/Criminal Justice	Police Officer/ RTO/Facilitator/Eval	03/09/20	06/30/20	\$35.00/\$50.00
Kinsey, Richard W SBVC Supplemental Instruction	Tutor II	01/02/20	05/30/20	\$14.50

Short-Term

	Duties	From	To	Hourly Rate
Hanson, Marc CHC Kinesiology	Project Assistant I	04/01/20	06/30/20	\$13.00

Substitute

	Duties	From	To	Hourly Rate
Bender, ZsaQuita CHC Career Education & Human Development <i>Ext: leave coverage.</i>	Secretary II	03/06/20	05/05/20	\$22.58
Hall, Suzan CHC EMS <i>New: Vacancy in recruitment</i>	Secretary II	03/04/20	04/30/20	\$22.58



Professional Expert, Short-Term & Substitute Employees

Presented for Information on April 9, 2020

[v.3.18.2020.p.3|4]

Substitute

	Duties	From	To	Hourly Rate
Marangakis, Michael CHC Facilities Planning & Construction <i>Ext. On Call; Sick/Vacation Coverage</i>	Custodian I	02/18/20	02/21/20	\$19.47
Marangakis, Michael CHC Facilities Planning & Construction <i>Backfilling for Dan Johnson, while he works out of class</i>	Custodian I	02/24/20	04/09/20	\$19.47
Mount, Haly CHC Student Services <i>New: Vacancy in Recruitment</i>	Student Services Technician II	02/28/20	04/19/20	\$23.13
Phanor, Tracee DIST Accounting <i>Ext. On Call; Sick/Vacation Coverage</i>	Account Clerk II	03/14/20	03/31/20	\$20.96
Esparza, Monique SBVC Child Development Center <i>Ext. On Call; Sick/Vacation Coverage</i>	Child Development Assistant	02/28/20	04/28/20	\$16.37
Gilbert, Darlene SBVC Child Development Center <i>Ext. On Call; Sick/Vacation Coverage</i>	Child Development Assistant	02/28/20	04/28/20	\$16.37
Mora, Jennifer SBVC Child Development Center <i>Ext. On Call; Sick/Vacation Coverage</i>	Child Development Assistant	02/28/20	04/28/20	\$16.37
Ramirez, Irene SBVC Child Development Center <i>Ext. On Call; Sick/Vacation Coverage</i>	Child Development Assistant	02/28/20	04/28/20	\$16.37
Shehata, Neveen SBVC Child Development Center <i>Ext. On Call; Sick/Vacation Coverage</i>	Child Development Assistant	02/28/20	04/28/20	\$16.37
Gilbert, Darlene SBVC Child Development Center <i>Ext. On Call; Sick/Vacation Coverage</i>	Child Development Teacher	02/28/20	04/28/20	\$23.56



Professional Expert, Short-Term & Substitute Employees

Presented for Information on April 9, 2020

[v.3.18.2020.p.4|4]

Substitute

	Duties	From	To	Hourly Rate
Mora, Jennifer SBVC Child Development Center <i>Ext. On Call; Sick/Vacation Coverage</i>	Child Development Teacher	02/28/20	04/28/20	\$23.56
Ramirez, Irene SBVC Child Development Center <i>Ext. On Call; Sick/Vacation Coverage</i>	Child Development Teacher	02/28/20	04/28/20	\$23.56
Rodden, Robert E. SBVC Grounds <i>New: Vacancy in Recruitment</i>	Grounds Caretaker	03/16/20	05/16/20	\$20.96

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Steven J. Sutorus, Business Manager
DATE: April 9, 2020
SUBJECT: Purchase Orders

RECOMMENDATION

This item is being presented for information only. No further action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

ANALYSIS

Purchase orders issued between the dates of 2/18/2020 – 3/16/2020 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The attached purchase orders are included in the appropriate budgets.

Purchase Order Report
April 9, 2020

PO#	Supplier Name	Amount
2004360	EDUCATION TO GO	\$ 2,270.48
2004376	STAPLES BUSINESS ADVANTAGE	\$ 691.46
2004378	SOUTHERN CALIFORNIA RULES COMMITTEE	\$ 320.00
2004380	STAPLES BUSINESS ADVANTAGE	\$ 876.23
2004381	TELIOS TRAINING SOLUTIONS	\$ 1,050.56
2004384	SAN BERNARDINO CCD	\$ 499.99
2004387	DIAZ, EMMA	\$ 600.00
2004388	GENUINE AUTO PARTS	\$ 273.75
2004389	KEARNS, RICHARD	\$ 228.00
2004390	STAPLES BUSINESS ADVANTAGE	\$ 632.93
2004391	STAPLES BUSINESS ADVANTAGE	\$ 3,033.03
2004392	SAN BERNARDINO CCD	\$ 500.00
2004393	SAN BERNARDINO CCD	\$ 236.82
2004394	SAN BERNARDINO CCD	\$ 194.39
2004396	B&H PHOTO VIDEO	\$ 53.88
2004397	ULINE	\$ 406.75
2004400	BMI SUPPLY	\$ 550.59
2004403	CALIFORNIA, STATE OF	\$ 239.00
2004404	CAROLINA BIOLOGICAL SUPPLY CO	\$ 910.25
2004406	B&H PHOTO VIDEO	\$ 236.21
2004407	ROSS, TYRONE	\$ 245.67
2004408	MORRIS, SOLANGE	\$ 228.00
2004412	FIERROS, VERENISE	\$ 400.00
2004414	STAPLES BUSINESS ADVANTAGE	\$ 71.82
2004417	CHC FOUNDATION	\$ 2,000.00
2004418	PADDOCK, ERICKA	\$ 270.00
2004420	STAPLES BUSINESS ADVANTAGE	\$ 834.20
2004421	STAPLES BUSINESS ADVANTAGE	\$ 189.75
2004423	SAN BERNARDINO CCD	\$ 2,478.25
2004425	SAN BERNARDINO CCD	\$ 662.05
2004431	WORK BOOT WAREHOUSE	\$ 600.00
2004433	HYATT REGENCY LAX	\$ 1,993.38
2004434	TAYLOR, MICHAEL	\$ 228.00
2004435	BROWN, ROBBIE	\$ 228.00
2004436	TAYLOR, JONATHAN	\$ 228.00
2004437	STAPLES BUSINESS ADVANTAGE	\$ 146.71
2004439	CDW LLC	\$ 4,043.52
2004440	HARLOW'S KITCHEN CONCEPTS	\$ 5,675.30
2004441	SAN BERNARDINO CCD	\$ 369.92
2004442	SAN BERNARDINO CCD	\$ 587.25
2004444	SAN BERNARDINO CCD	\$ 212.50
2004445	CDW LLC	\$ 1,504.89
2004448	MYERS INFORMATION SYSTEMS INC	\$ 205.80
2004449	ANDRE RIEU U.S.TOUR 2000 INC	\$ 12,000.00
2004454	STAPLES BUSINESS ADVANTAGE	\$ 808.90

Purchase Order Report
April 9, 2020

PO#	Supplier Name	Amount
2004457	ASSOC OF CA COM COLLEGE ADMINISTRATORS	\$ 600.00
2004459	CA COMM COLLEGE CHIEF INSTRUCTIONAL OFFICERS	\$ 300.00
2004460	STAPLES BUSINESS ADVANTAGE	\$ 352.71
2004461	CA COMM COLLEGE CHIEF INSTRUCTIONAL OFFICERS	\$ 128.13
2004464	NATIONAL ASSOC OF STUDENT PERSONNEL ADMIN	\$ 599.00
2004466	CDW LLC	\$ 55,963.73
2004467	CA COMM COLLEGE CHIEF INSTRUCTIONAL OFFICERS	\$ 1,799.00
2004468	STAPLES BUSINESS ADVANTAGE	\$ 124.56
2004469	STAPLES BUSINESS ADVANTAGE	\$ 436.68
2004470	PANERA LLC	\$ 302.94
2004471	PANERA LLC	\$ 87.45
2004472	PANERA LLC	\$ 315.86
2004473	PANERA LLC	\$ 87.45
2004474	CYCLERY USA INC	\$ 465.35
2004477	TEACHSTONE TRAINING LLC	\$ 950.00
2004478	CA COMM COLLEGE STUDENT FIN AID ADMIN ASSOC	\$ 730.00
2004481	SAN BERNARDINO CCD	\$ 1,796.73
2004484	KEVIN HORAN	\$ 33.12
2004490	MICHAEL LAYNE	\$ 100.00
2004491	VERITUS GROUP LLC	\$ 999.00
2004492	ARBOR SCIENTIFIC	\$ 146.70
2004493	PALOMAR COMMUNITY COLLEGE DISTRICT	\$ 450.00
2004494	GENUINE AUTO PARTS	\$ 569.36
2004500	VERITUS GROUP LLC	\$ 999.00
2004503	CA COMM COLLEGE COUNCIL FOR STAFF & ORG DEV	\$ 595.00
2004504	CA COMM COLLEGE COUNCIL FOR STAFF & ORG DEV	\$ 595.00
2004505	CA COMM COLLEGE COUNCIL FOR STAFF & ORG DEV	\$ 175.00
2004511	STAPLES BUSINESS ADVANTAGE	\$ 896.84
2004512	DELL COMPUTER COMPANY	\$ 818.10
2004514	STAPLES BUSINESS ADVANTAGE	\$ 1,255.48
2004515	STAPLES BUSINESS ADVANTAGE	\$ 78.72
2004516	RICK STEVES' EUROPE INC	\$ 500.00
2004518	STAPLES BUSINESS ADVANTAGE	\$ 191.34
2004519	CDW LLC	\$ 653.27
2004520	CDW LLC	\$ 1,982.11
2004523	INTERNATIONAL PUBLISHING MANAGEMENT ASSOC	\$ 325.00
2004528	STAPLES BUSINESS ADVANTAGE	\$ 759.92
2004529	STAPLES BUSINESS ADVANTAGE	\$ 228.90
2004530	STAPLES BUSINESS ADVANTAGE	\$ 87.18
2004531	STAPLES BUSINESS ADVANTAGE	\$ 63.37
2004532	STAPLES BUSINESS ADVANTAGE	\$ 156.73
2004534	CDW LLC	\$ 1,622.55
2004536	CA ASSOC FOR THE EDUCATION OF YOUNG CHILDREN	\$ 17,905.00
2004537	UNITED PARCEL SERVICE	\$ 1,000.00
2004538	DICK BLICK HOLDINGS INC	\$ 84.45

Purchase Order Report
April 9, 2020

PO#	Supplier Name	Amount
2004539	SAN BERNARDINO CCD	\$ 391.79
2004540	SIMPLER LIFE EMERGENCY PROVISIONS	\$ 372.60
2004541	DELL COMPUTER COMPANY	\$ 3,277.22
2004542	DELL COMPUTER COMPANY	\$ 57,613.41
2004543	ULINE	\$ 226.12
2004544	VERNIER SOFTWARE & TECHNOLOGY	\$ 1,856.11
2004545	FLINN SCIENTIFIC INC	\$ 677.88
2004547	FISHER SCIENCE EDUCATION	\$ 483.56
2004557	HARRIS, CHRISTINE	\$ 1,260.00
2004558	CDW LLC	\$ 1,326.55
2004563	CA COMM COLLEGE COUNCIL FOR STAFF & ORG DEV	\$ 595.00
2004565	FILMTOOLS	\$ 202.33
2004566	FEEDING AMERICA RIVERSIDE & SAN BERNARDINO COUNTIES	\$ 1,430.00
2004569	STAPLES BUSINESS ADVANTAGE	\$ 4,684.84
2004570	STAPLES BUSINESS ADVANTAGE	\$ 150.51
2004571	STAPLES BUSINESS ADVANTAGE	\$ 544.36
2004572	STAPLES BUSINESS ADVANTAGE	\$ 65.35
2004576	HYATT REGENCY LAX	\$ 4,784.10
2004577	SAN BERNARDINO CCD	\$ 1,580.02
2004591	SOCCER MASTER	\$ 431.73
2004592	BULLFROG FILMS	\$ 387.13
2004594	CA COMM COLLEGE STUDENT FIN AID ADMIN ASSOC	\$ 435.00
2004597	TARADEK LLC	\$ 7,538.40
2004598	CONVERGEONE INC	\$ 25,988.72
2004600	STYLES LOGISTICS INC	\$ 268.86
2004601	3D POTTER INC	\$ 6,080.13
2004602	HOWARD TECHNOLOGY SOLUTIONS	\$ 5,654.92
2004603	ULINE	\$ 97.90
2004607	SO CAL COLLISION EQUIPMENT LLC	\$ 14,077.54
2004608	CURTIS, JOEY	\$ 27.10
2004609	CURTIS, JOEY	\$ 227.17
2004614	STAPLES BUSINESS ADVANTAGE	\$ 513.29
2004615	ELSEVIER INC	\$ 1,995.00
2004616	RIALTO BLACK HISTORY COMMITTEE INC, THE	\$ 165.00
2004618	WILCOX SUPPLY INC	\$ 393.23
2004620	FOLLETT HIGHER EDUCATION GROUP INC	\$ 3,704.25
2004622	MEDLINE INDUSTRIES INC	\$ 88.89
2004625	B&H PHOTO VIDEO	\$ 2,269.22
2004626	DELL COMPUTER COMPANY	\$ 1,677.78
2004627	DELL COMPUTER COMPANY	\$ 3,739.68
2004630	SAN BERNARDINO CCD	\$ 7,100.00
2004632	CDW LLC	\$ 7,157.55
2004633	CA COMM COLLEGES CLASSIFIED SENATE	\$ 90.00
2004634	VERNIER SOFTWARE & TECHNOLOGY	\$ 45,646.52
2004635	GRAINGER INC	\$ 133.65

Purchase Order Report
 April 9, 2020

PO#	Supplier Name	Amount
2004638	KAP 7 INTERNATIONAL INC	\$ 536.38
2004639	QUEEN BEAN CAFFE	\$ 250.00
2004641	STAPLES BUSINESS ADVANTAGE	\$ 322.98
2004642	STAPLES BUSINESS ADVANTAGE	\$ 104.19
2004643	STAPLES BUSINESS ADVANTAGE	\$ 66.69
2004646	PROPHET CORPORATION, THE	\$ 207.76
2004647	SAN BERNARDINO CCD	\$ 496.56
2004649	SCANTRON CORPORATION	\$ 119.75
2004650	BONE CLONES INC	\$ 359.64
2004653	FOLLETT HIGHER EDUCATION GROUP INC	\$ 300.00
2004654	FOLLETT HIGHER EDUCATION GROUP INC	\$ 500.00
2004655	SAN BERNARDINO CCD	\$ 601.30
2004657	STAPLES BUSINESS ADVANTAGE	\$ 113.49
2004658	AMERICAN MATHEMATICAL ASSOC OF TWO YEAR COLLEGES	\$ 510.00
2004661	ULINE	\$ 132.64
2004662	COMMUNICATIONSUSA INC	\$ 9,614.84
2004670	SAN BERNARDINO CCD	\$ 410.80
2004671	CDW LLC	\$ 1,599.00
2004673	STAPLES BUSINESS ADVANTAGE	\$ 323.31
2004674	HYATT REGENCY SEATTLE	\$ 3,480.66
2004676	STAPLES BUSINESS ADVANTAGE	\$ 462.71
2004677	CA COMM COLLEGE STUDENT FIN AID ADMIN ASSOC	\$ 435.00
2004678	STAPLES BUSINESS ADVANTAGE	\$ 301.10
2004680	ANDREWS, BREANNA	\$ 211.35
2004683	STUDENT SENATE FOR CA COMM COLLEGES	\$ 5,020.00
2004686	STAPLES BUSINESS ADVANTAGE	\$ 2,421.09
2004687	STAPLES BUSINESS ADVANTAGE	\$ 130.52
2004688	STAPLES BUSINESS ADVANTAGE	\$ 949.42
2004693	FOUNDATION FOR CA COMM COLLEGE	\$ 375.00
2004696	SAN BERNARDINO CCD	\$ 3,900.00
2004700	SAN BERNARDINO CCD	\$ 516.93
2004701	SAN BERNARDINO CCD	\$ 394.90
2004702	SAN BERNARDINO CCD	\$ 394.90
2004703	SAN BERNARDINO CCD	\$ 394.90
2004704	SAN BERNARDINO CCD	\$ 394.90
2004705	LAGUNA CLAY CO	\$ 2,005.26
2004708	KI INCORPORATED	\$ 3,785.92
2004711	STAPLES BUSINESS ADVANTAGE	\$ 230.57
2004715	STAPLES BUSINESS ADVANTAGE	\$ 1,915.91
2004717	STAPLES BUSINESS ADVANTAGE	\$ 238.46
2004720	GUTIERREZ, NICOLE	\$ 500.00
2004723	STAPLES BUSINESS ADVANTAGE	\$ 347.43
2004727	SAN BERNARDINO CCD	\$ 344.80
2004728	GRAINGER INC	\$ 1,380.82
2004730	GRAINGER INC	\$ 1,157.77

Purchase Order Report

April 9, 2020

PO#	Supplier Name	Amount
2004732	POLOLU CORPORATION	\$ 1,292.57
2004736	SAN BERNARDINO CCD	\$ 499.51
2004738	DELL COMPUTER COMPANY	\$ 2,617.05
2004739	DELL COMPUTER COMPANY	\$ 9,494.28
2004741	SAN BERNARDINO CCD	\$ 229.78
2004742	CHABOT-LAS POSITAS CCD	\$ 175.00
2004743	ARBITERPAY TRUST ACCOUNT	\$ 1,000.00
2004745	STAPLES BUSINESS ADVANTAGE	\$ 122.44
2004746	RIVERSIDE, COUNTY OF	\$ 536.00
2004747	STAPLES BUSINESS ADVANTAGE	\$ 134.04
2004749	COSTCO	\$ 431.00
2004752	ALAN GORDON ENTERPRISES INC	\$ 9,540.38
2004753	SAN BERNARDINO CCD	\$ 330.50
2004755	INLAND EMPIRE CONSORTIUM SCHOOL OF NURSING	\$ 150.00
2004756	FOLLETT HIGHER EDUCATION GROUP INC	\$ 603.40
2004757	LINCOLN AQUATICS	\$ 242.44
2004758	ACCREDITATION COMMISSION FOR ED IN NURSING	\$ 1,000.00
2004759	G/M BUSINESS INTERIORS	\$ 3,517.06
2004760	CHC FOUNDATION	\$ 1,000.00
2004762	STAPLES BUSINESS ADVANTAGE	\$ 85.52
2004765	LEHMAN, VERONICA	\$ 1,000.00
2004766	MUSKAVITCH, JOHN	\$ 1,000.00
2004773	HOGI YOGI	\$ 1,100.00
2004774	STAPLES BUSINESS ADVANTAGE	\$ 100.40
2004785	QUADMED INC	\$ 1,966.44
2004786	CALIFORNIA, STATE OF	\$ 750.00
2004788	STAPLES BUSINESS ADVANTAGE	\$ 2,294.60
2004789	STAPLES BUSINESS ADVANTAGE	\$ 5,390.83
2004790	FAIRWAY FORD SALES INC	\$ 29,928.37
2004793	STAPLES BUSINESS ADVANTAGE	\$ 359.77
2004794	ALAN GORDON ENTERPRISES INC	\$ 1,143.23
2004795	SIGMA-ALDRICH INC	\$ 349.54
2004798	PANERA LLC	\$ 326.73
2004799	PANERA LLC	\$ 87.45
2004800	DELL COMPUTER COMPANY	\$ 10,401.41
2004801	CDW LLC	\$ 14,228.62
2004803	GRAINGER INC	\$ 1,209.90
2004804	STAPLES BUSINESS ADVANTAGE	\$ 105.58
2004806	SAN BERNARDINO CCD	\$ 68.32
2004808	FISHER SCIENCE EDUCATION	\$ 711.15
2004809	MEZA, SERGIO	\$ 2,000.00
2004810	QUEEN BEAN CAFFE	\$ 150.00
2004811	COMM COLLEGE LEAGUE OF CALIFORNIA	\$ 4,000.00
2004812	STAPLES BUSINESS ADVANTAGE	\$ 90.06
2004813	STAPLES BUSINESS ADVANTAGE	\$ 139.84

Purchase Order Report

April 9, 2020

PO#	Supplier Name	Amount
2004814	STAPLES BUSINESS ADVANTAGE	\$ 196.78
2004816	SAN BERNARDINO CCD	\$ 127.68
2004817	COSTCO	\$ 495.65
2004818	QUEEN BEAN CAFFE	\$ 50.00
2004819	SELECT AEROSPACE INDUSTRIES INC	\$ 21,999.59
2004825	STATER BROS MARKETS	\$ 4,000.00
2004826	COSTCO	\$ 484.88
2004827	COSTCO	\$ 969.75
2004828	PADDOCK, ERICKA	\$ 50.00
2004831	FOLLETT HIGHER EDUCATION GROUP INC	\$ 538.75
2004832	CA COMM COLLEGE CHIEF INSTRUCTIONAL OFFICERS	\$ 500.00
2004833	SAN BERNARDINO CCD	\$ 520.99
2004838	FOLLETT HIGHER EDUCATION GROUP INC	\$ 100.00
2004839	COSTCO	\$ 150.00
2004840	GENUINE AUTO PARTS	\$ 92.10
2004843	RP GROUP, THE	\$ 1,650.00
2004846	SAN BERNARDINO CCD	\$ 999.99
2004849	DELL COMPUTER COMPANY	\$ 10,067.08
2004851	CDW LLC	\$ 63,867.51
2004852	FENNER, CHRISTIAN	\$ 779.00
2004853	AXE EQUIPMENT	\$ 18,818.54
2004854	COLLEGENET INC	\$ 9,377.50
2004857	COUTS HEATING AND COOLING INC	\$ 4,554.84
2004859	STAPLES BUSINESS ADVANTAGE	\$ 244.90
2004860	STAPLES BUSINESS ADVANTAGE	\$ 675.60
2004864	COSTCO	\$ 1,077.50
2004865	COSTCO	\$ 431.00
2004866	PANERA LLC	\$ 1,486.95
2004868	AUTO ZONE	\$ 154.08
2004870	SAN BERNARDINO CCD	\$ 1,996.40
2004871	PARALLAX INC	\$ 4,817.07
2004873	CDW LLC	\$ 702.08
2004884	STAPLES BUSINESS ADVANTAGE	\$ 216.08
2004885	U SAV-MOR STORES INC	\$ 2,992.41
2004889	BEST GOLF CARTS INC	\$ 1,630.94
2004892	WESTAIR GASES & EQUIPMENT	\$ 1,016.56
2004894	SAN BERNARDINO CCD	\$ 11.00
2004895	STAPLES BUSINESS ADVANTAGE	\$ 214.40
2004898	STAPLES BUSINESS ADVANTAGE	\$ 109.24
2004899	STAPLES BUSINESS ADVANTAGE	\$ 503.13
2004901	GENUINE AUTO PARTS	\$ 1,587.04
2004903	CDW LLC	\$ 5,750.94
2004904	DELL COMPUTER COMPANY	\$ 6,473.06
2004905	SEHI COMPUTER PRODUCTS INC	\$ 4,350.19
2004908	FOLLETT HIGHER EDUCATION GROUP INC	\$ 555.00

Purchase Order Report
April 9, 2020

PO#	Supplier Name	Amount
2004909	GRAINGER INC	\$ 492.86
2004910	AIRCRAFT TOOL SUPPLY COMPANY	\$ 2,583.14
2004911	ULINE	\$ 1,488.87
2004917	SAN BERNARDINO CCD	\$ 323.25
2004918	SAN BERNARDINO CCD	\$ 410.80
2004924	SAN BERNARDINO CCD	\$ 599.68
2004926	SOUSA, JUANITA	\$ 100.00
2004927	FOLLETT HIGHER EDUCATION GROUP INC	\$ 50,000.00
2004929	RANCHO JANITORIAL SUPPLIES	\$ 1,636.96
2004931	STAPLES BUSINESS ADVANTAGE	\$ 403.51
2004932	STAPLES BUSINESS ADVANTAGE	\$ 195.33
2004933	STAPLES BUSINESS ADVANTAGE	\$ 677.76
2004934	STAPLES BUSINESS ADVANTAGE	\$ 169.45
2004935	STAPLES BUSINESS ADVANTAGE	\$ 356.24

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 9, 2020
SUBJECT: Resignations & Retirements

RECOMMENDATION

This item is for information only.

OVERVIEW

In accordance with Board Policies 2430 and 7350 the Chancellor or designee is authorized by the Board of Trustees to accept the retirement or resignation of any employee.

ANALYSIS

The employees on the attached list have submitted in writing their intention to either retire or resign.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Resignations & Retirements

Presented for Information April 9, 2020

[v.3.19.2020.p.1|1]

Resignations	Years of Service	Last Date of Employment
Crooks, Jeremy Custodial Supervisor CHC Custodial	19	03/24/20
<i>AMENDED BOARD ITEM - Resignation originally sent to February Board with a 4/2/20 resignation date. Due to leave issues, his date was revised to 3/24/20</i>		

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Dr. Kevin Horan, President, CHC
Diana Rodriguez, President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 9, 2020
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 April 9, 2020

[v.3.19.2020.p.1|1]

	Site	Assignment	From	To
Gomez, Erika	KVCR	Radio research for stories, event volunteer, TV & Radio	04/01/20	12/31/20
Potter, McCall	KVCR	Radio Research for stories, event volunteer, TV & Radio	04/01/20	12/31/20
Alcala, Michelle	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ayala, Leslie	SBVC	FYE/Promise Program	02/13/20	06/30/20
Bernal, Cindy	SBVC	FYE/Promise Program	02/13/20	06/30/20
Bernal, Isaiah	SBVC	FYE/Promise Program	02/13/20	06/30/20
Beymer, Amber	SBVC	FYE/Promise Program	02/13/20	06/30/20
Blanco, Sylvia	SBVC	FYE/Promise Program	02/13/20	06/30/20
Bocanegra, Michelle	SBVC	FYE/Promise Program	02/13/20	06/30/20
Bravo, Jose	SBVC	FYE/Promise Program	02/13/20	06/30/20
Brown, Bethany	SBVC	FYE/Promise Program	02/13/20	06/30/20
Butron, Jorge	SBVC	FYE/Promise Program	02/13/20	06/30/20
Carson, Anthony	SBVC	Health Services	02/14/20	06/30/20
DeLaCruz, Jorge	SBVC	FYE/Promise Program	02/13/20	06/30/20
DelaRosa, Daisy	SBVC	FYE/Promise Program	02/13/20	06/30/20
Flores, Daniel	SBVC	Criminal Justice	04/10/20	06/30/20
Flores, Susie	SBVC	Criminal Justice	04/10/20	06/30/20
Jimenez, Zuleyma	SBVC	FYE/Promise Program	02/13/20	06/30/20
Mercado, Dabne	SBVC	FYE/Promise Program	02/13/20	06/30/20
Ortiz, Anayl	SBVC	FYE/Promise Program	02/13/20	06/30/20
Pinota, DeAnne	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rayas, Andrea	SBVC	FYE/Promise Program	02/13/20	06/30/20
Rouse, Jessie	SBVC	FYE/Promise Program	02/13/20	06/30/20
Sanchez, Oscar	SBVC	Criminal Justice	04/10/20	06/30/20
Vinalay, Maria	SBVC	Criminal Justice	04/10/20	06/30/20
Zhao, Lily	SBVC	Criminal Justice	04/10/20	06/30/20