



Meeting of the Board of Trustees

May 14, 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

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.

*Public comments must be submitted electronically by emailing snikac@sbccd.edu Submissions must be received **prior to 2:00pm** on the day 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.

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 #576256
 - Workers Comp Claim #565447
- 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 Torres
 - 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 Properties.
 - Real property located at 114 & 124 Del Rosa Drive, San Bernardino, CA 92408 (Property)
 - Negotiating Parties: San Bernardino Community College District (Lessor), and Constance Schwindt, Atkinson, Andelson, Loya, Rudd & Romo (District Counsel); and California Preparatory College (CPC) (Potential Lessee)
 - Purpose: Instructions to negotiators will concern price and terms of payment for the lease of the identified Property.

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

*Public comments must be submitted electronically by emailing snikac@sbccd.edu Submissions must be received **prior to 2:00pm** on the day of the meeting.*

4. CONVENE CLOSED SESSION

5. RECONVENE PUBLIC MEETING

6. REPORT OF ACTION IN CLOSED SESSION

7. PUBLIC COMMENTS ON AGENDA ITEMS

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8. PRESENTATIONS

- 8.1. Public Agency Retirement Services (PARS) and Vanguard Presentation (p6)
Presented by: Maureen Toal, PARS and Brian Binkley, Vanguard

9. REPORTS

- 9.1. Board Committee Reports (p44)
9.2. Chancellor's Report (p46)
9.3. Key Performance Indicators (p47)
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 31, 2020 (p57)
10.2. April 7, 2020 (p59)
10.3. April 9, 2020 (p61)

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 Donation – CHC (p74)
11.2 Approval of Curriculum – CHC (p75)
11.3 Approval of Curriculum – SBVC (p92)

Human Resources

- 11.4 Adjunct and Substitute Academic Employees (p101)
- 11.5 Non-Instructional Pay (p103)
- 11.6 Contracts for Tenure Track Academic Employees (p112)
- 11.7 Payment of Stipends (p114)
- 11.8 Appointment of District Employees (p116)
- 11.9 Reclassification of Employees (p118)
- 11.10 Appointment of Interim Managers (p120)
- 11.11 Management Job Descriptions, Classification and Placement on Salary Schedule (p122)

Business & Fiscal Services

- 11.12 Contracts at or Above \$95,200 (p144)
- 11.13 Surplus Property and Authorize Donation to Rim of the World High School (p146)
- 11.14 Surplus Property and Authorize Private Sale (p147)
- 11.15 Vacation Payout (p149)
- 11.16 Resolution Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications (p150)
- 11.17 Revised Authorized Signature List (p153)
- 11.18 District & College Expenses (p156)
- 11.19 Individual Memberships (p158)
- 11.20 Award RFP 2020-02 and Contract for Print and Copier Services to Advanced Imaging Solutions, Inc. of Corona, CA (p160)
- 11.21 Salary Advancement for Academic Employees (p161)

Facilities

- 11.22 Amendment 02 to Contract with Nineteen-Six Architects (p163)
- 11.23 Award Bid #CC01-3610.02 - Package 1 and Contract to R&R Roofing (p164)
- 11.24 Award Bid #CC01-3610.02 - Package 2 and Contract to PGC Construction (p166)
- 11.25 Bond Construction Project List (p168)

12. ACTION AGENDA

- 12.1 Board Policies – First Reading (p171)
- 12.2 Board Policies – Second Reading (p230)
- 12.3 Resolution Recognizing the Contributions of Student Trustees (p246)
- 12.4 Resolution Affirming Unwavering Commitment to Student Success and Equity (p249)
- 12.5 Resolution Supporting AB 2910 (p253)
- 12.6 Student Trustee Privileges (p286)
- 12.7 Resolution to Finalize Reduction Implementing Academic Layoff (p287)
- 12.8 Resolution to Layoff Due to Lack of Work-Funds (p290)

13. INFORMATION ITEMS

- 13.1. Accreditation Timeline (p292)
- 13.2. Analysis of AB 705 Compliance, Implementation, Student Success, and Student Retention (p294)
- 13.3. Applause Cards (p303)
- 13.4. Board Master Planning Action Calendar (p306)
- 13.5. Budget Report (p309)
- 13.6. Chancellor Search Timeline (p312)
- 13.7. Clery Act Compliance Report (p317)
- 13.8. Construction Contracts, Change Orders and Amendments Below \$60,000 (p319)
- 13.9. Contracts Below \$95,200 (p321)
- 13.10. General Fund Cash Flow Analysis (p329)
- 13.11. MOUs between SBCCD and the CSEA (p331)
- 13.12. MOUs between SBCCD and the CTA (p345)
- 13.13. Professional Expert, Short-Term, and Substitute Employees (p355)
- 13.14. Purchase Orders (p357)
- 13.15. Quarterly Investment & Deposit Report (p364)
- 13.16. Resignations and Retirements (p366)
- 13.17. Update on SBCCD's Actions to Slow Spread of COVID-19 (p368)

14. PUBLIC COMMENT ON NON-AGENDA ITEMS

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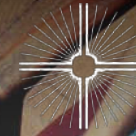
15. ADJOURN

The next meetings of the Board: Zoom Conference <https://cccconfer.zoom.us/j/549366869>
SBCCD Preliminary Budget Strategy Session, May 28, 2020 at 12pm

PUBLIC
AGENCY
RETIREMENT
SERVICES

PARS

TRUSTED SOLUTIONS. LASTING RESULTS.



COMMUNITY COLLEGE
LEAGUE OF CALIFORNIA



SBCCD BOARD OF TRUSTEES/FINANCE COMMITTEE

Pension Rate Stabilization Program (PRSP) Trust Client Review

May 14, 2020

PARS TRUST TEAM

Program Sponsor:



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Trust Administrator & Consultant



- Recordkeeping/reporting
- Coordinates all District services
- Monitors plan compliance
- Processes contributions/disbursements
- Hands-on, dedicated support teams

36

Years of Experience
(1984-2020)

1,500+

Plans under
Administration

1,000+

Public Agency
Clients

500 K+

Plan Participants

\$4.3B

Assets under
Administration

Trustee



- 5th largest commercial bank and one of the nation's largest trustees for Section 115 trusts.
- Safeguard plan assets, oversight protection
- Plan fiduciary
- Custodian of assets

157

Years of Experience
(1863-2020)

\$5.0T

Assets under
Administration



Vanguard

- Independent low-cost investment leader
- Specially designed pools for program
- Portfolios comprised of institutional class, index funds with low expense ratios
- Fees decrease by economies of scale as assets in all Vanguard pools grow

45

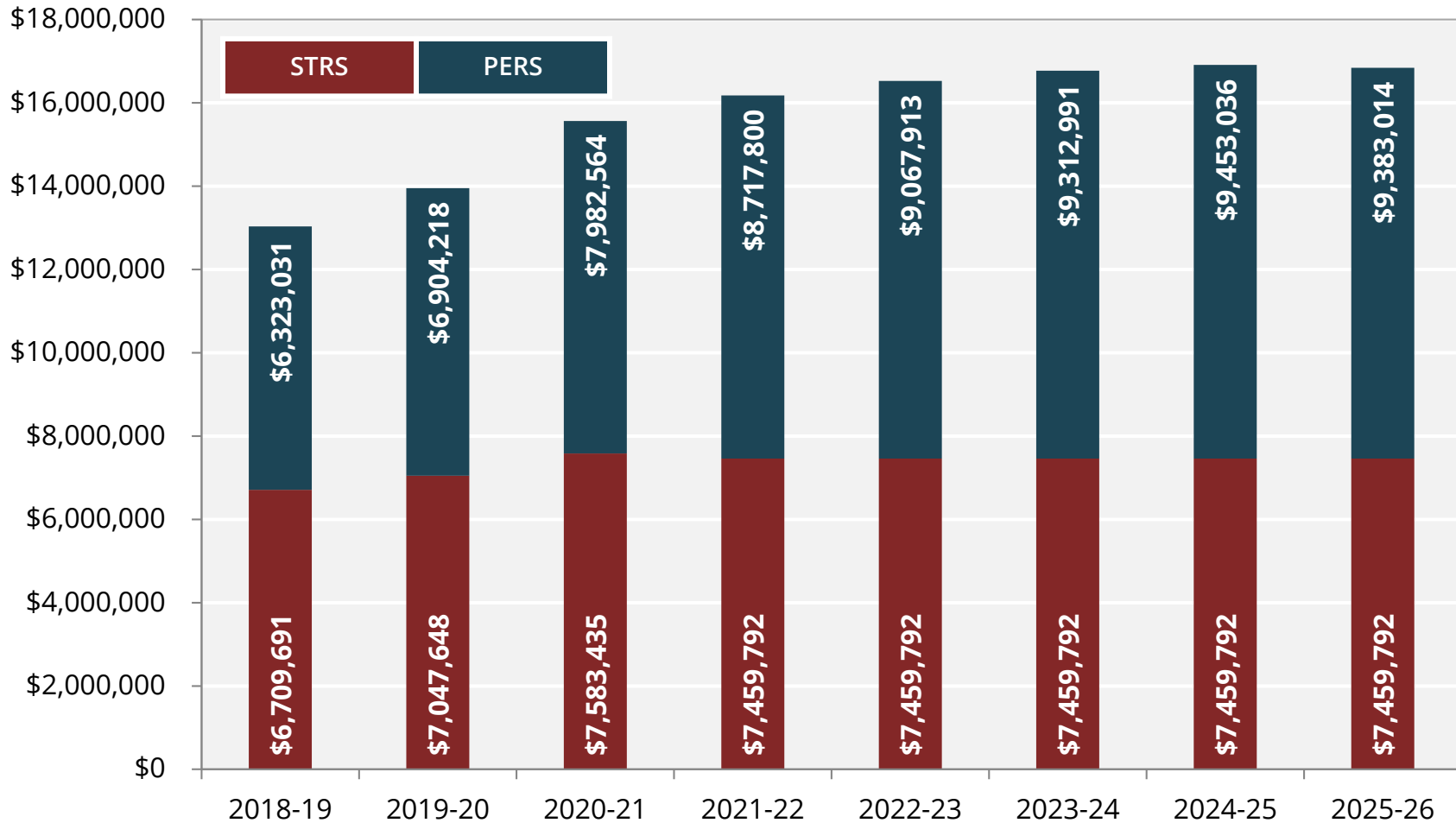
Years of Experience
(1975-2020)

\$5.5T

Assets under
Management

HOW DO RATE INCREASES AFFECT YOUR DISTRICT?

Annual pension costs increase from \$13.0 million to \$16.8 million in 2025-26



STRS and PERS contributions for 2018-19 are taken from the 2018-2019 Annual Financial Report; STRS and PERS contributions for 2019-20 and thereafter assume consistent STRS/PERS covered payroll amounts from the 2018-2019 Annual Financial Report (increases are only based on increased STRS/PERS contribution rates)

SUMMARY OF DISTRICT'S PLAN*

Plan Type:	IRC Section 115 Irrevocable Exclusive Benefit Trust
Investment Manager:	Vanguard
Plan Effective Date:	November 10, 2016
Plan Administrator:	Executive Vice Chancellor
Current Investment Strategies:	Vanguard Conservative Strategy Vanguard Fixed Income (Mirrored Account)

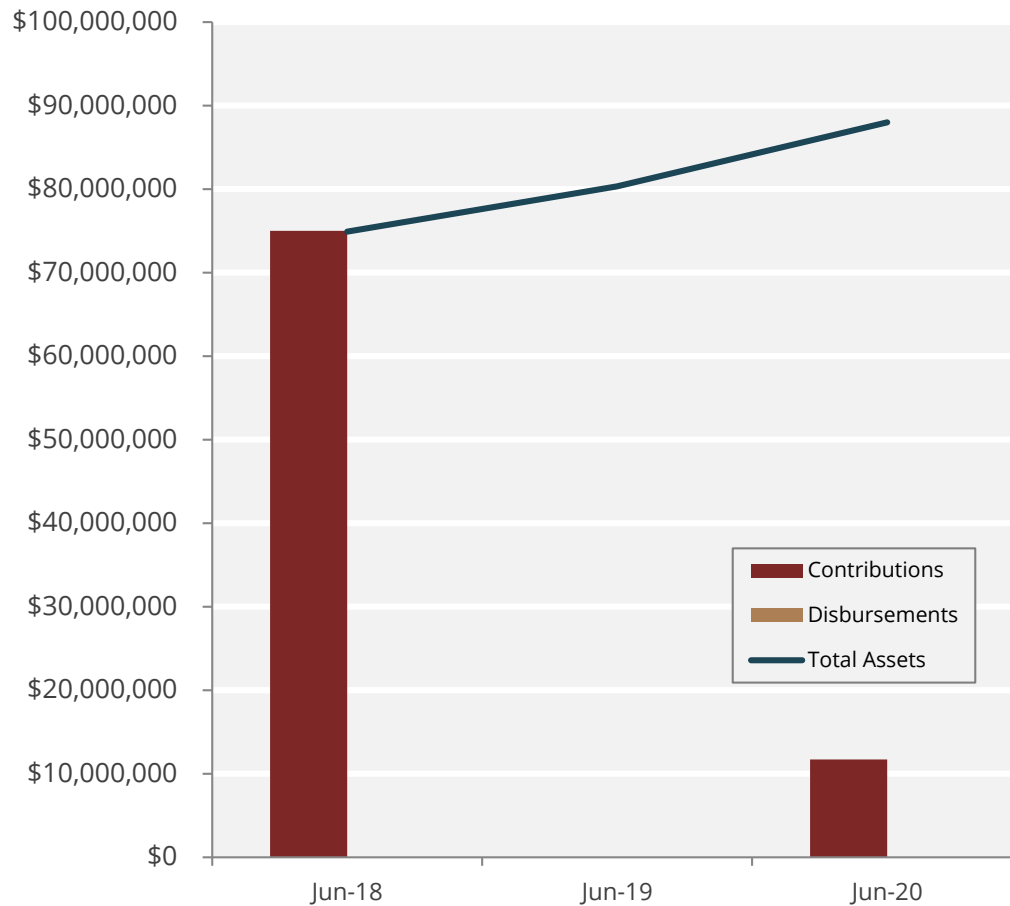
AS OF MARCH 31, 2020:

Initial Contribution:	July 2017: \$5,000,000
Additional Contributions:	\$81,700,000
Total Contributions:	\$86,700,00
Disbursements:	\$0
Net Investment Earnings:	\$1,517,202
Account Balance:	\$87,982,386

**District's account is made up of 12 individual sub-accounts.*

SUMMARY OF DISTRICT'S PLAN

CONTRIBUTIONS, DISTRIBUTIONS, AND TOTAL ASSETS AS OF MARCH 31, 2020:



Year	Contributions	Disbursements	Total Assets
Jun-18*	\$75,000,000	\$0	\$74,912,028
Jun-19	\$0	\$0	\$80,318,459
Jun-20**	\$11,700,000	\$0	\$87,982,386

Plan Year Ending

*Plan Year Ending June 2020 is based on 9 months of activity.

SUMMARY OF AGENCY'S SUB-ACCOUNT PENSION PLAN

PENSION – General Fund

Total Contributions:	\$24,000,000
Transfer In: (May 2019)	\$25,875,283
Total Investment Earnings:	\$488,739
Account Balance:	\$48,216,856

PENSION - CHC

Total Contributions:	\$2,700,000
Total Investment Earnings:	(\$185,281)
Account Balance:	\$2,513,448

PENSION – KVCR

Total Contributions:	\$21,000,000
Transfer Out: (August 2019)	\$9,000,000
Total Investment Earnings:	\$1,121,041
Account Balance:	\$13,072,112

PENSION – General Fund (Fixed Income)

Transfer In: (March 2020)	\$2,050,000
Total Investment Earnings:	(\$15,993)
Account Balance:	\$2,034,007

PENSION - SBVC

Total Contributions:	\$5,000,000
Total Investment Earnings:	\$153,785
Account Balance:	\$5,140,340

PENSION - MAE

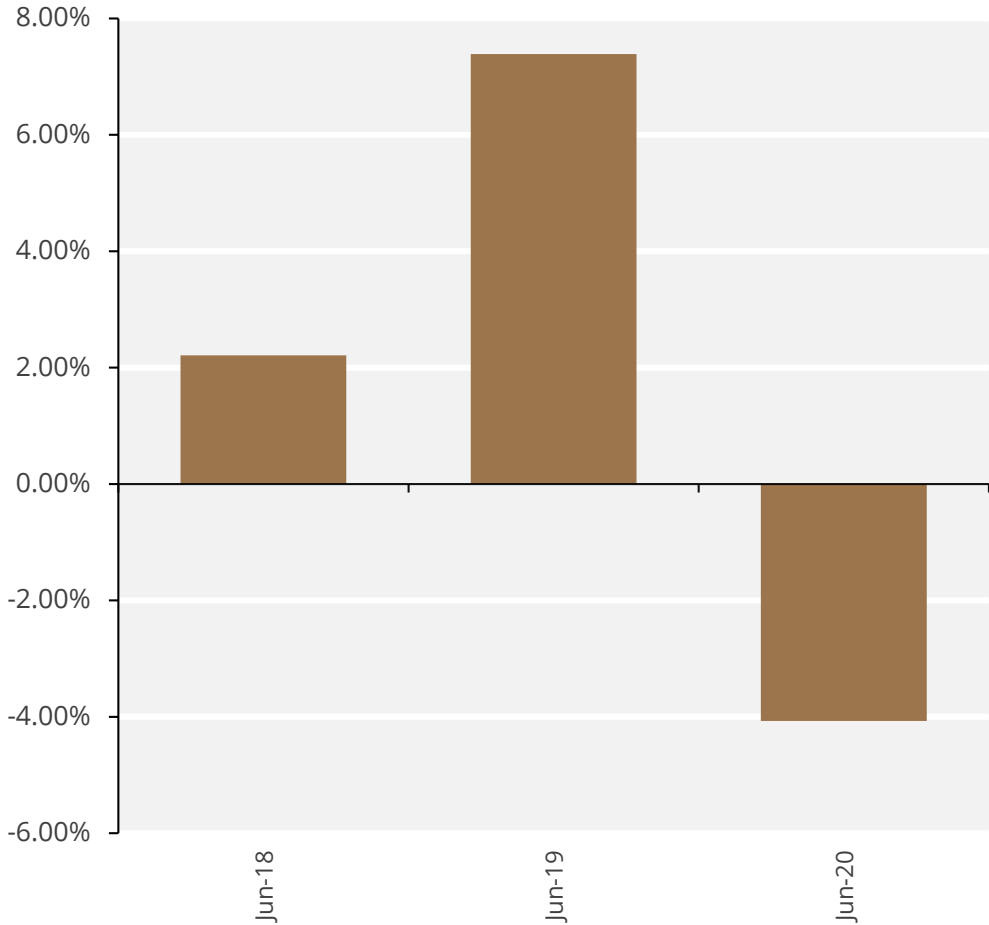
Total Contributions:	\$9,000,000
Total Investment Earnings:	(\$506,303)
Account Balance:	\$8,487,274

PENSION – FNX

Transfer In: (August 2019)	\$9,000,000
Total Investment Earnings:	(\$475,205)
Account Balance:	\$8,518,349

PLAN TOTAL RETURNS

AS OF MARCH 31, 2020



Year	Gross Returns	Net Returns
Jun-18	2.21%	2.01%
Jun-19	7.39%	7.21%
Jun-20*	-4.07%	-4.17%

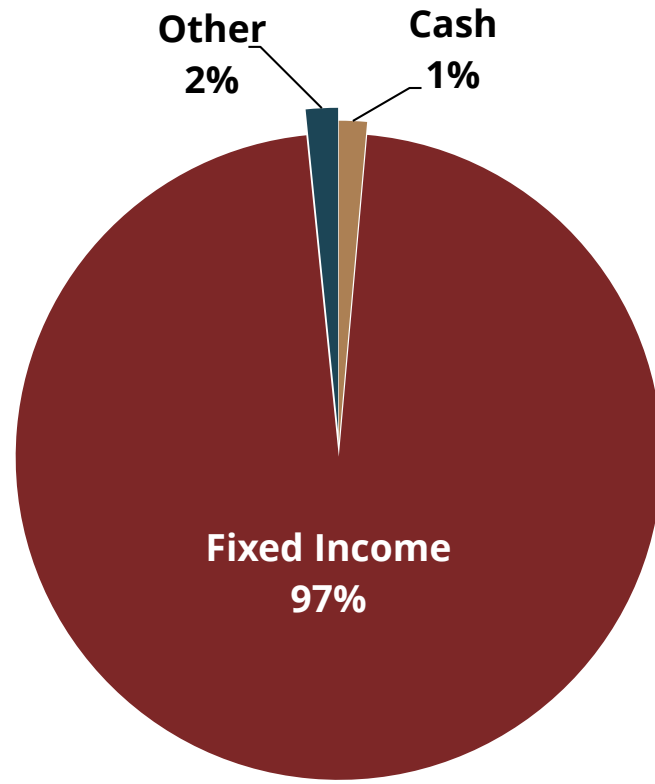
Plan Year Ending

*Plan Year Ending June 2020 is based on 9 months of activity.

VANGUARD ASSET ALLOCATION

As of March 31, 2020

Asset Class	Allocation (%)
U.S. Bond	62.30%
Non-U.S. Bond	34.60%
Cash	1.40%
Other	1.60%
TOTAL	100.00%

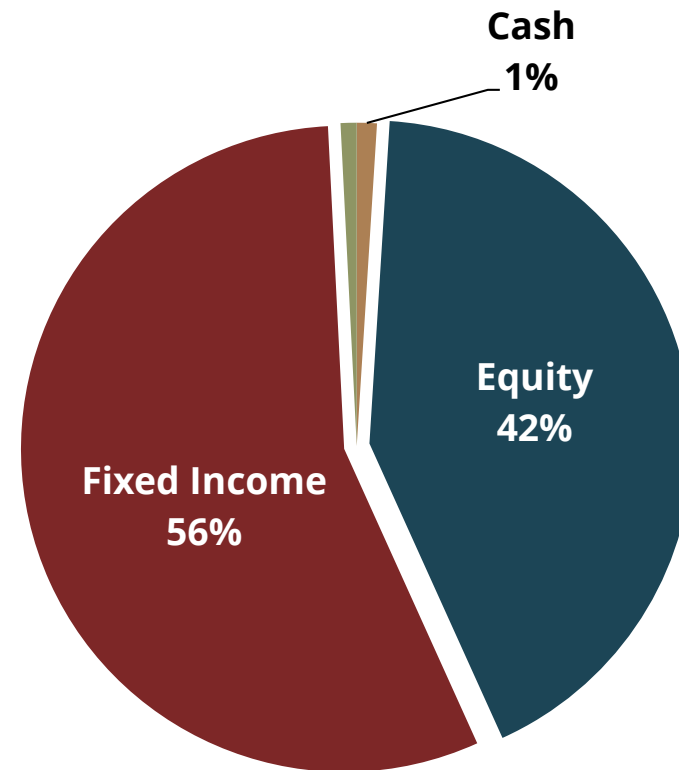


Fixed Income Portfolio

VANGUARD ASSET ALLOCATION

As of March 31, 2020

Asset Class	Allocation (%)
U.S. Equity	31.80%
Non U.S. Equity	10.40%
U.S. Bond	50.10%
Non-U.S. Bond	5.80%
Cash	1.00%
Other	0.80%
TOTAL	100.00%



Conservative Portfolio

VANGUARD INVESTMENT RETURNS

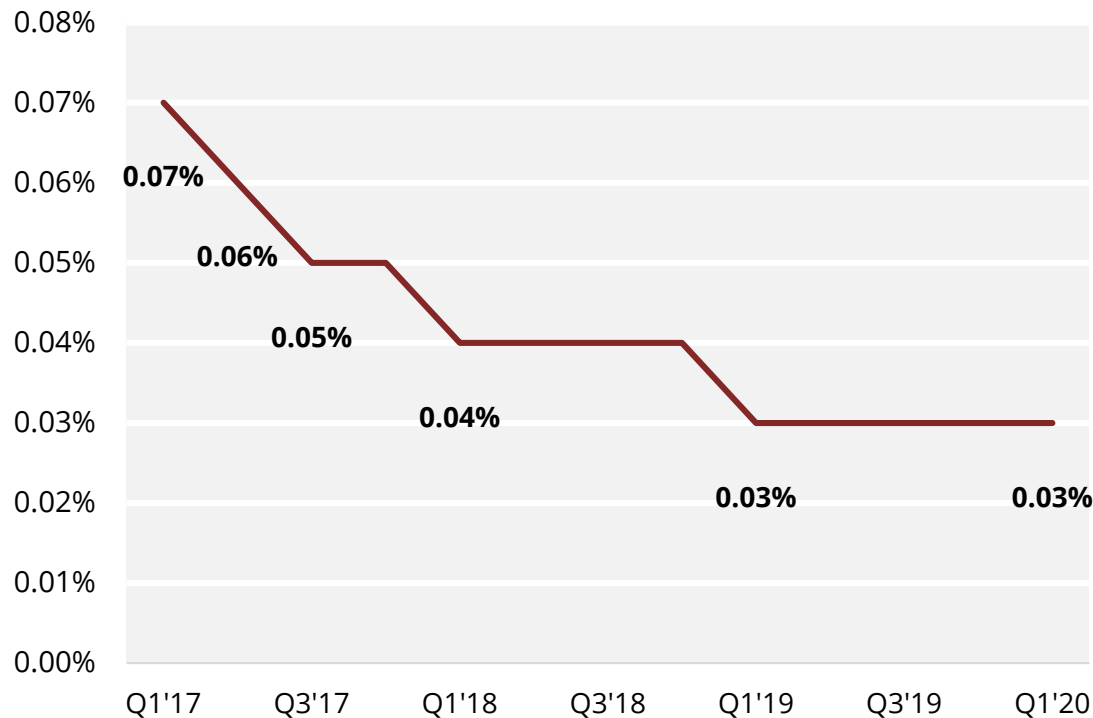
As of March 31, 2020

Strategy	Equity (%)	1 Year	3 Years	5 Years	10 Years
Growth	75.90%	-7.62%	2.43%	3.57%	7.04%
Balanced	60.10%	-4.70%	2.75%	3.47%	6.44%
Conservative	42.20%	-1.46%	3.11%	3.32%	5.72%
Fixed Income	0.00%	5.13%	3.70%	2.91%	3.66%

Past performance does not guarantee future results; Returns are net of the fund expenses, and gross of advisory fees; PARS is not licensed to provide and does not offer investment advice or recommendations of any kind; All investment decisions in the PARS Section 115 Trust Programs are made at the sole discretion of the District, with or without the assistance of the District's selected investment advisors and/or managers.

INVESTMENT MANAGEMENT FEES

- Vanguard’s investment management fees are based on total assets of all participants in the four portfolio options.
- **As of March 31, 2020, the investment management fee for Vanguard investment program members is 0.030% of assets (3 basis points).**



Vanguard Fee Schedule

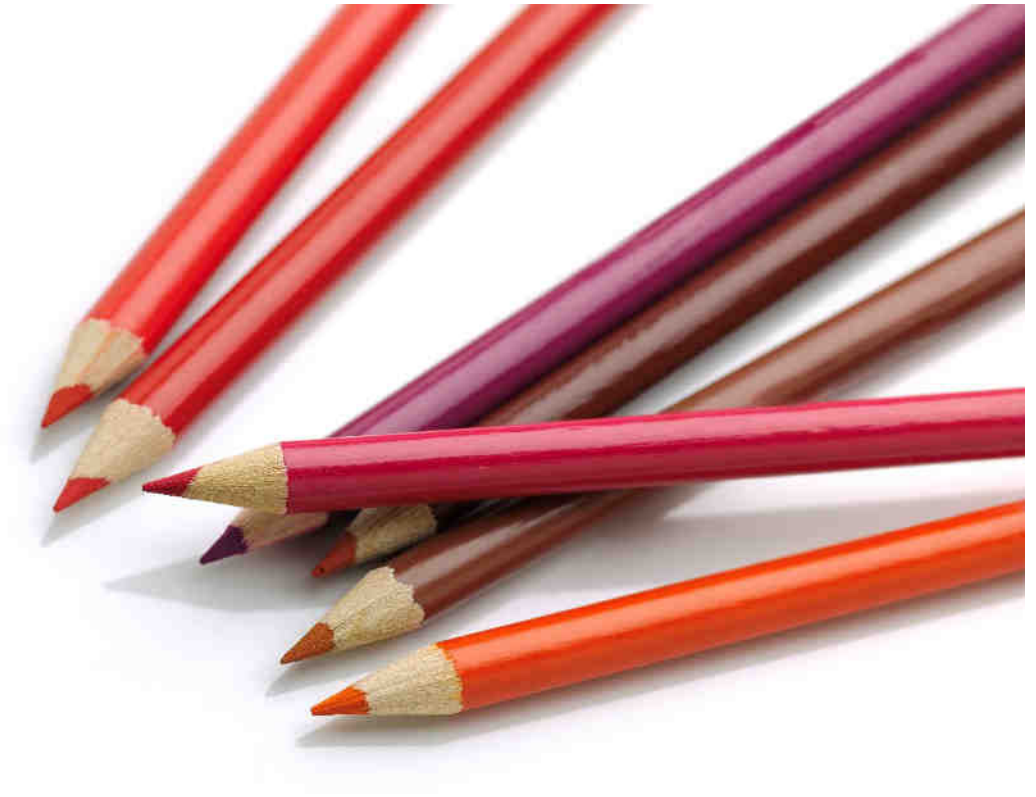
- 0.07%** for assets \$0-50 million
- 0.04%** for assets \$50-150 million
- 0.03%** for assets \$150-250 million
- 0.01%** for assets \$250-500 million
- 0.005%** for assets over \$500 million

Prepared for

PARS / San Bernardino Community College District

May 14, 2020

Brian Binkley, CFA
Senior Investment Consultant
Vanguard Institutional Advisory Services

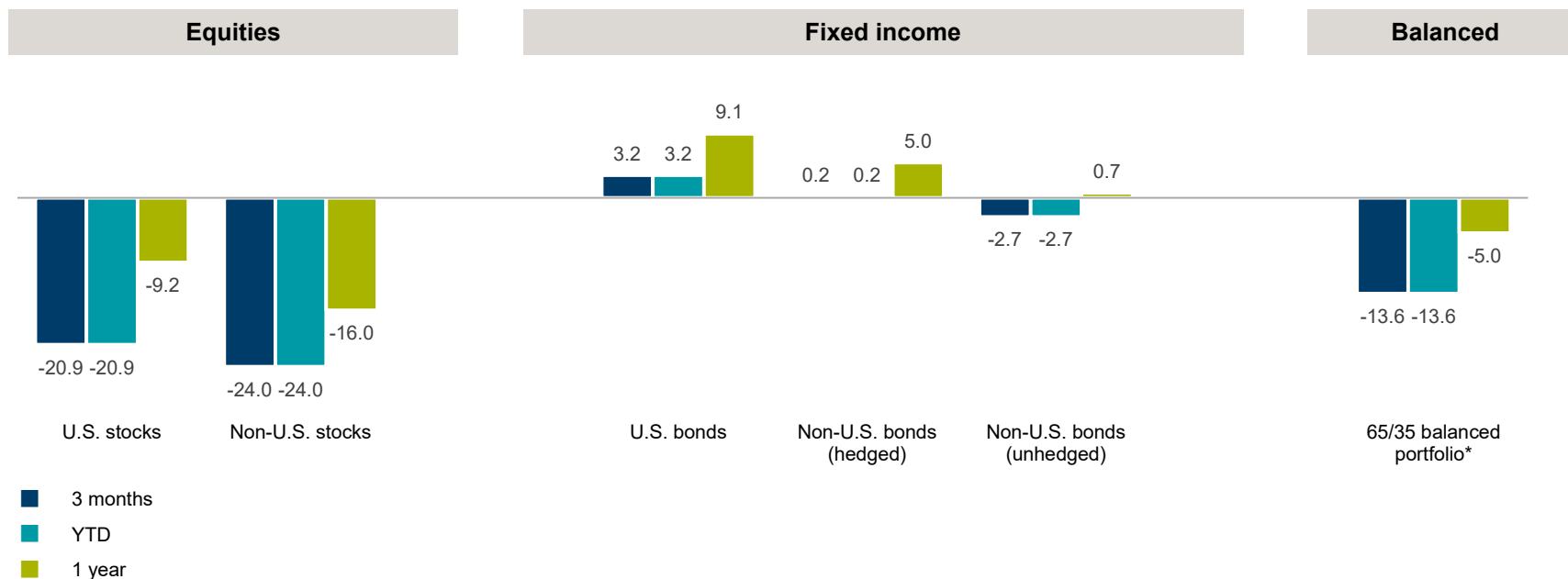


Vanguard

Global markets hit with widespread volatility

- Coronavirus disrupted the markets as the outbreak spread rapidly around the world
- Global equities sold off sharply during the first quarter, driving markets into bear market territory very shortly after achieving all-time highs
- Fixed income delivered positive returns as Treasury yields reached record lows and credit bonds weathered the impact of the uncertainty

Global market returns as of March 31, 2020 (%)



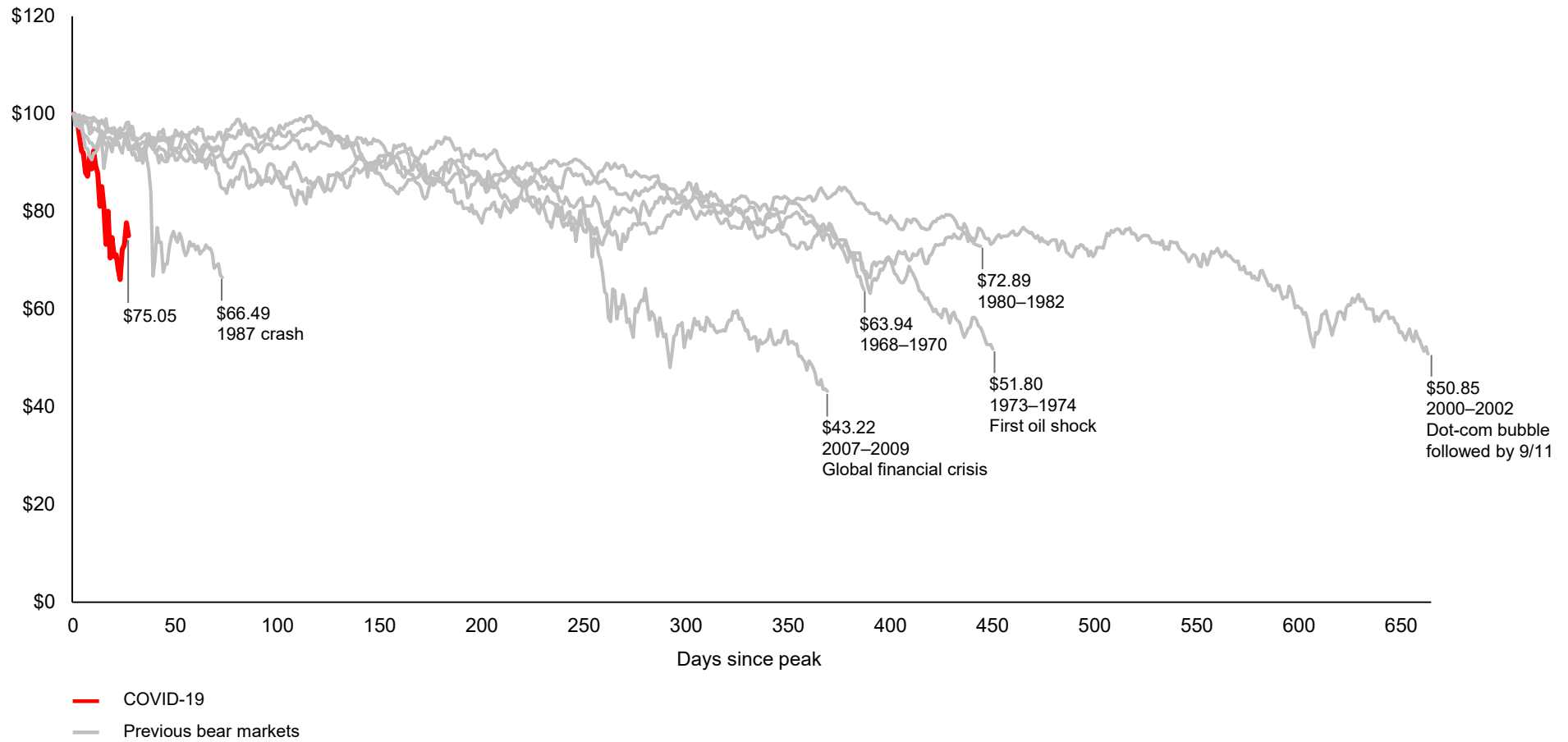
Past performance is no guarantee of future returns. The performance of an index is not an exact representation of any particular investment, as you cannot invest directly in an index.

Sources: Bloomberg Barclays, CRSP, and FTSE.

U.S. stocks (CRSP U.S. Total Market Index), non-U.S. stocks (FTSE Global All-Cap ex-US Index), U.S. bonds (Bloomberg Barclays U.S. Aggregate Float Adjusted Index), non-U.S. bonds hedged (Bloomberg Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Index hedged), non-U.S. bonds unhedged (Bloomberg Barclays Global Aggregate Index ex USD).

* 65/35 balanced portfolio Static Composite (39% U.S. stocks, 26% international stocks, and 24.5% investment-grade U.S. bonds, 10.5% investment-grade international bonds).

Length and magnitude of previous bear markets



S&P 500 returns from peak to trough, indexed at \$100.
Source: Factset.

Past bear markets and the 12 months that followed the bottom

Event	S&P 500 price decline	Duration	12 months after
First oil shock	-48.20%	1/11/1973-10/3/1974	37.87%
1987 crash	-33.51%	8/25/1987-12/4/1987	22.78%
Asian currency crisis	-9.80%	10/1/1997-10/27/1997	21.79%
Dot-com 9/11	-49.14%	3/23/2000-10/9/2002	29.12%
Global financial crisis	-56.80%	10/9/2007-3/9/2009	68.57%
Euro (PIIG) crisis 1	-18.80%	7/7/2011-10/3/2011	32.00%
2018 fed shock	-19.60%	10/3/2018-12/24/2018	37.10%
COVID-19	-23.60%	2/10/2020-TBD	—
Average*	-33.69%		35.61%

S&P 500 daily price returns. Source: Factset.

* Does not include COVID-19. COVID-19 returns from February 10, 2020 through March 27, 2020.

Vanguard portfolio options

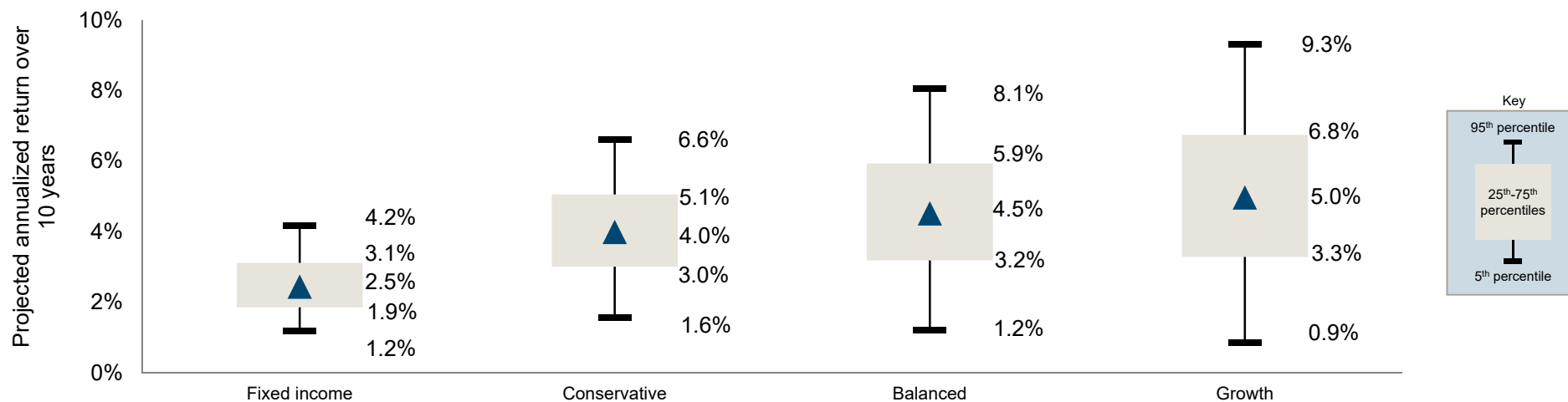
Investment Equity/Fixed Income	Fixed Income Portfolio (0/100)	Conservative Portfolio (43/57)	Balanced Portfolio (61/39)	Growth Portfolio (77/23)
Total Equity	0.0%	35.0%	53.0%	69.0%
• Total Stock Market Index	0.0%	24.5%	37.1%	48.3%
• Total Int'l Stock Market Index	0.0%	10.5%	15.9%	20.7%
Total Fixed Income	100.0%	57.0%	39.0%	23.0%
• Total Bond Market Index	24.0%	21.0%	12.0%	9.0%
• Total Int'l Bond Market Index	24.0%	0.0%	0.0%	0.0%
• Intermediate-Term Investment Grade	20.0%	12.6%	7.2%	5.4%
• Short-Term Investment Grade	28.0%	8.4%	4.8%	3.6%
• Short-Term Inflation-Protected Securities	4.0%	0.0%	0.0%	0.0%
• Inflation-Protected Securities	0.0%	15.0%	15.0%	5.0%
Total Real Estate	0.0%	8.0%	8.0%	8.0%
• Real Estate Index	0.0%	8.0%	8.0%	8.0%
Portfolio weighted average expense ratio	0.09%	0.08%	0.07%	0.07%
Advisory fee	0.03%	0.03%	0.03%	0.03%
All-in fee	0.12%	0.11%	0.11%	0.10%



Asset allocation analysis: 10-year outlook

Asset classes	Fixed income	Conservative	Balanced	Growth
U.S. Equity	-	24.5%	37.1%	48.3%
Non U.S. Equity	-	10.5%	15.9%	20.7%
REITs	-	8%	8%	8%
U.S. Aggregate Bonds	24%	21%	12%	9%
Non U.S. Bonds	24%	-	-	-
Intermediate-Term Credit	20%	12.6%	7.2%	5.4%
Short-Term Credit	28%	8.4%	4.8%	3.6%
Short-Term Inflation-Protected	4%	-	-	-
Inflation-Protected	-	15%	15%	5%
Median expected outcomes				
Returns	2.5%	4.0%	4.5%	5.0%
Volatility	3.3%	6.8%	9.2%	11.8%
Sharpe ratio	0.12	0.27	0.25	0.24
EQ/FI/REITS (%)	0/100/0	35/57/8	53/39/8	69/23/8

Portfolio nominal return distributions (10-year horizon)



IMPORTANT: The projections or other information generated by the Vanguard Capital Markets Model®(VCMM) regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. Distribution of return outcomes from VCMM derived from 10,000 simulations for U.S. equity returns and fixed income returns. Simulations as of December 31, 2019. Results from the model may vary with each use and over time. For more information on VCMM, see the Important Information slide.

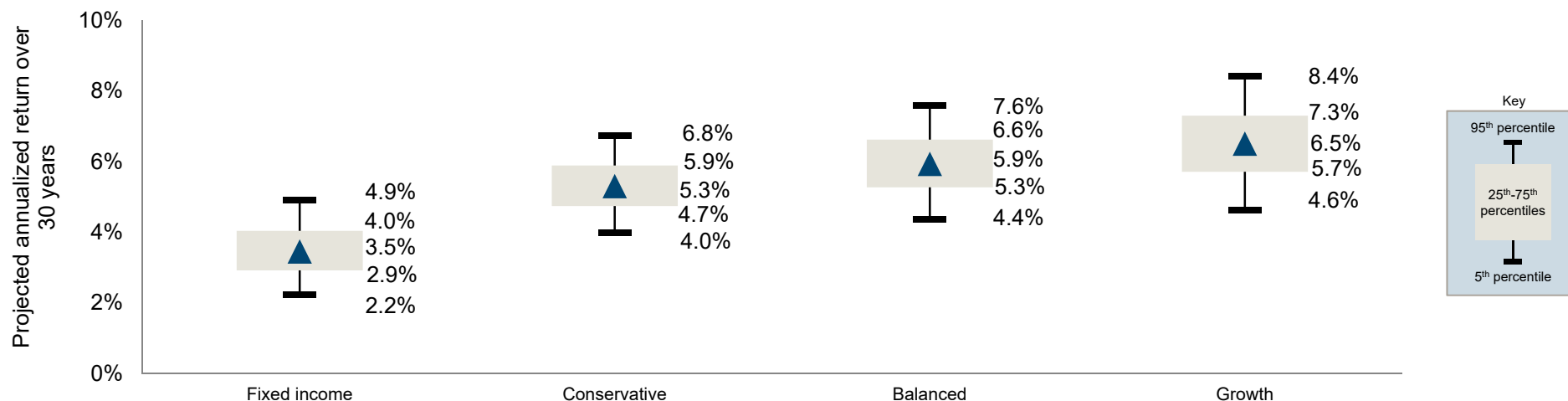
Note: Returns, real returns, and Sharpe ratio listed above represent the median value for 10,000 scenarios. The Sharpe ratio calculates return (or reward) per unit of risk; $(R_x - r_f) / \sigma(x - r)$; R_f = cash. The risk-free rate is based on VCMM's projections for cash.

Source: Vanguard, Investment Strategy Group.

Asset allocation analysis: 30-year outlook

Asset classes	Fixed income	Conservative	Balanced	Growth
U.S. Equity	-	24.5%	37.1%	48.3%
Non U.S. Equity	-	10.5%	15.9%	20.7%
REITs	-	8%	8%	8%
U.S. Aggregate Bonds	24%	21%	12%	9%
Non U.S. Bonds	24%	-	-	-
Intermediate-Term Credit	20%	12.6%	7.2%	5.4%
Short-Term Credit	28%	8.4%	4.8%	3.6%
Short-Term Inflation-Protected	4%	-	-	-
Inflation-Protected	-	15%	15%	5%
Median expected outcomes				
Returns	3.5%	5.3%	5.9%	6.5%
Volatility	3.9%	7.2%	9.7%	12.3%
Sharpe ratio	0.20	0.35	0.32	0.30
EQ/FI/REITS (%)	0/100/0	35/57/8	53/39/8	69/23/8

Portfolio nominal return distributions (30-year horizon)



IMPORTANT: The projections or other information generated by the Vanguard Capital Markets Model®(VCMM) regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. Distribution of return outcomes from VCMM derived from 10,000 simulations for U.S. equity returns and fixed income returns. Simulations as of December 31, 2019. Results from the model may vary with each use and over time. For more information on VCMM, see the Important Information slide.

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Source: Vanguard, Investment Strategy Group.

Economic and market overview

Global growth

Historic fall in output as a result of containment measures; longer term hinges on health care developments

Policy and interest rates

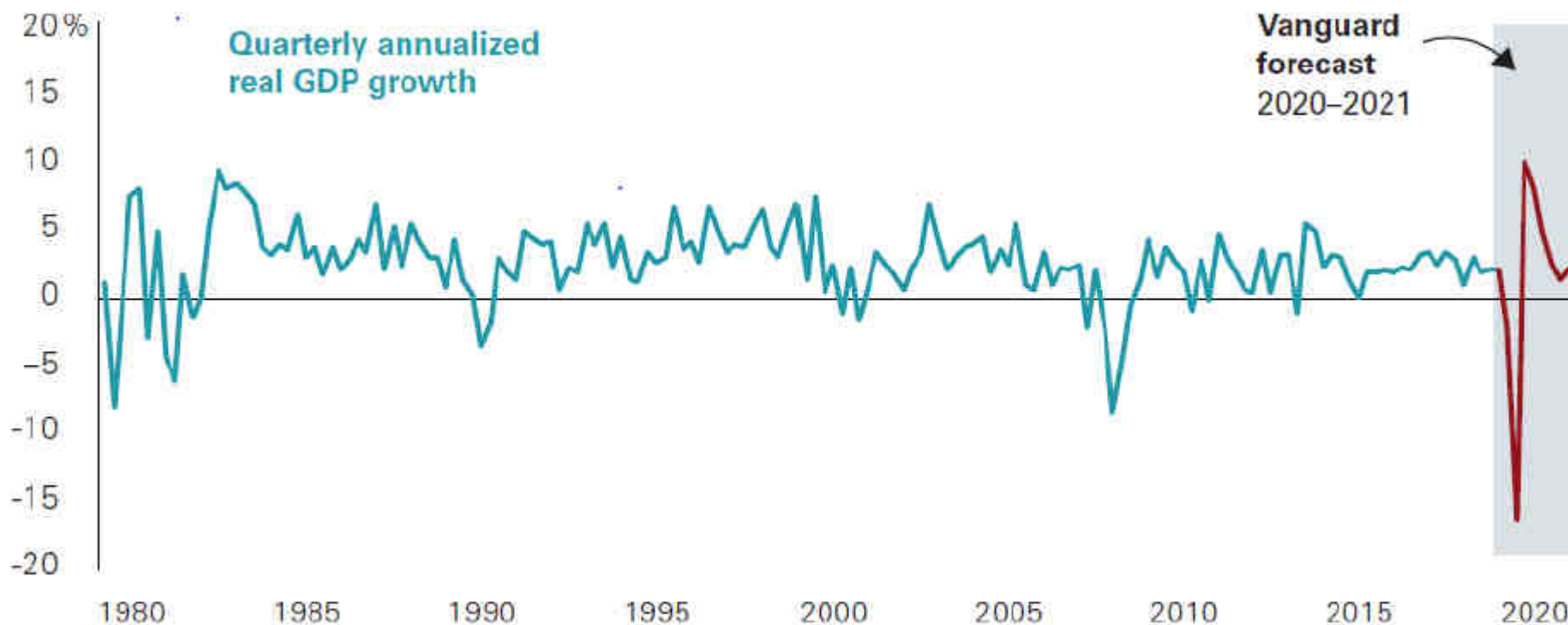
Expect policies to remain in unprecedented territory for the foreseeable future

Global asset returns

Recent market performance has moderately raised portfolio expected returns

A sharp but short contraction

A sharp but short contraction



IMPORTANT: The projections and other information generated by the VCMM regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. Distribution of return outcomes from VCMM are derived from 10,000 simulations for each modeled asset class. Simulations as of December 31, 2019, and March 12, 2020. Results from the model may vary with each use and over time. For more information, please see the important information slide.

Source: U.S. Bureau of Economic Analysis historical data, Vanguard calculations. Updated as of March 27, 2020.

Economic and market overview



1

Will stimulus measures be sufficient?

The measures enacted have been unprecedented. The key question remains if they will be enough to bind employees to their jobs and keep solvency measures for households and businesses high.

Expect rolling reopen of the global economy.

We expect a gradual and rolling reopening of global supply commencing in the May time frame as regions move beyond peak infections.



2



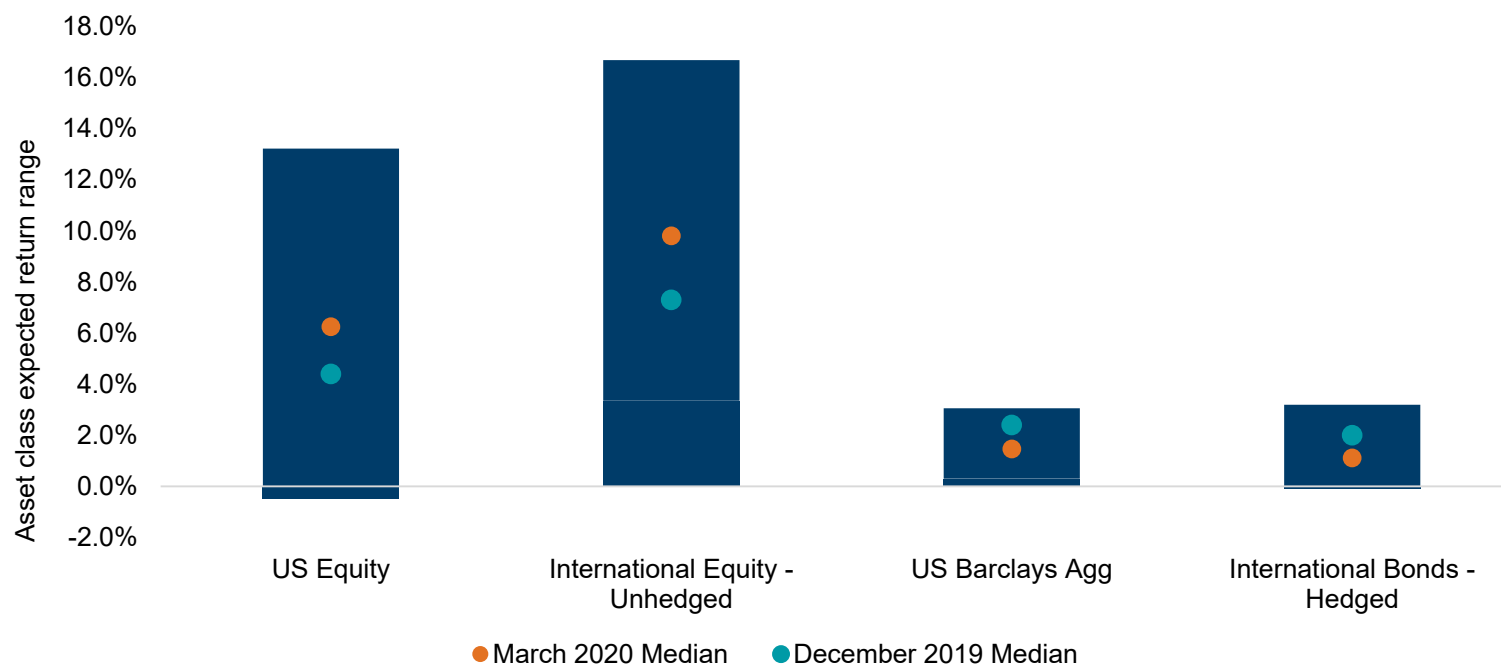
3

Health care solution is ultimately paramount.

The speed and shape of a demand rebound is critically tied to the degree of confidence consumers and governments find in future health care solutions.

Recent stock declines have raised our expected future returns

Vanguard Capital Markets Model® is suggesting higher average ten-year returns for equities, but lower returns for Fixed Income





IMPORTANT: The projections and other information generated by the VCMM regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. Distribution of return outcomes from VCMM are derived from 10,000 simulations for each modeled asset class. Simulations as of December 31, 2019, and March 12, 2020. Results from the model may vary with each use and over time. For more information, please see the important information slide.

Source: Vanguard Capital Markets Model® (VCMM) as of 12/31/2019 and 3/12/2020.

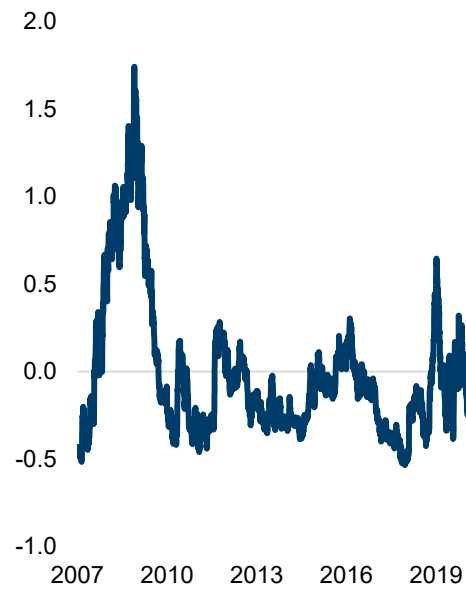
Global policy response has been unprecedented



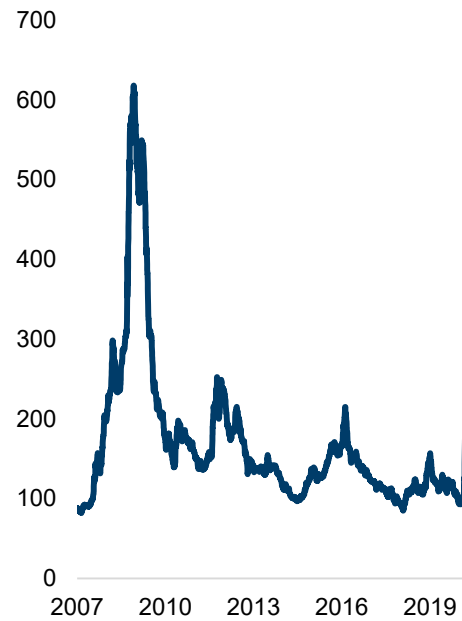
 Monetary	Cash rate down 150bps QE: Treasuries + MBS + Corporate bonds Lending Facilities: CPFF, PDCF, TALF, MMLF, PMCCF, SMCCF	QE increased by EUR 970bn New TLTROS	Cash rate down 50bps YCC QE targeting 3Y yield Term-lending facility	OMO liquidity injections + rate cuts (MLF + repo rate)	Increase ETF and J-REITs upper limit purchase to ¥12trn and ¥180bn Increase the upper limit of CP and corporate bond purchase by ¥2trn
 Fiscal	“Phase 1” fiscal package of USD 8.3bn “Phase 2” fiscal package of USD 110bn “Phase 3” fiscal package of USD 2 trn Total = ~10.5% of GDP	EC committed EUR1bn as a guarantee to the European Investment Fund and another EUR37bn to the “Coronavirus Response Investment Initiative”	“Phase 1” fiscal package of AUD 18bn “Phase 2” fiscal package of AUD 66bn “Phase 3” fiscal package of AUD 150bn Total = ~10% of GDP	1.2% of GDP worth of fiscal stimulus targeting health care infrastructure, tax waivers and subsidies ~4% of GDP worth of infrastructure investment announced by 10 provinces	“Phase 1” fiscal package of \$4.6bn package in February “Phase 2” fiscal package of \$15bn in March “Phase 3” fiscal package of \$503bn (proposed) Total = ~12% of GDP

Market volatility has been on par with global financial crisis

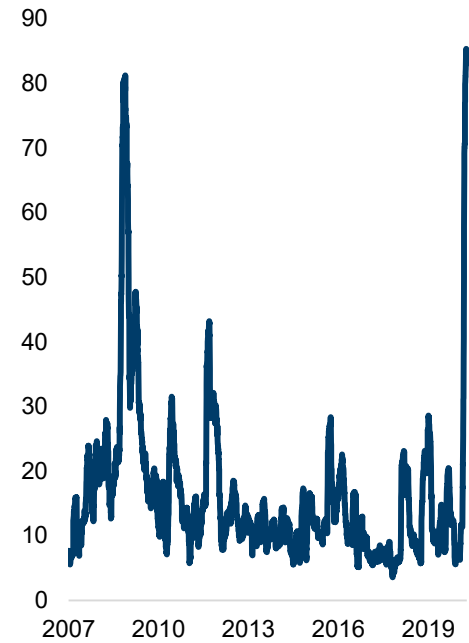
Vanguard Financial Conditions Index



Investment-Grade Corporate OAS



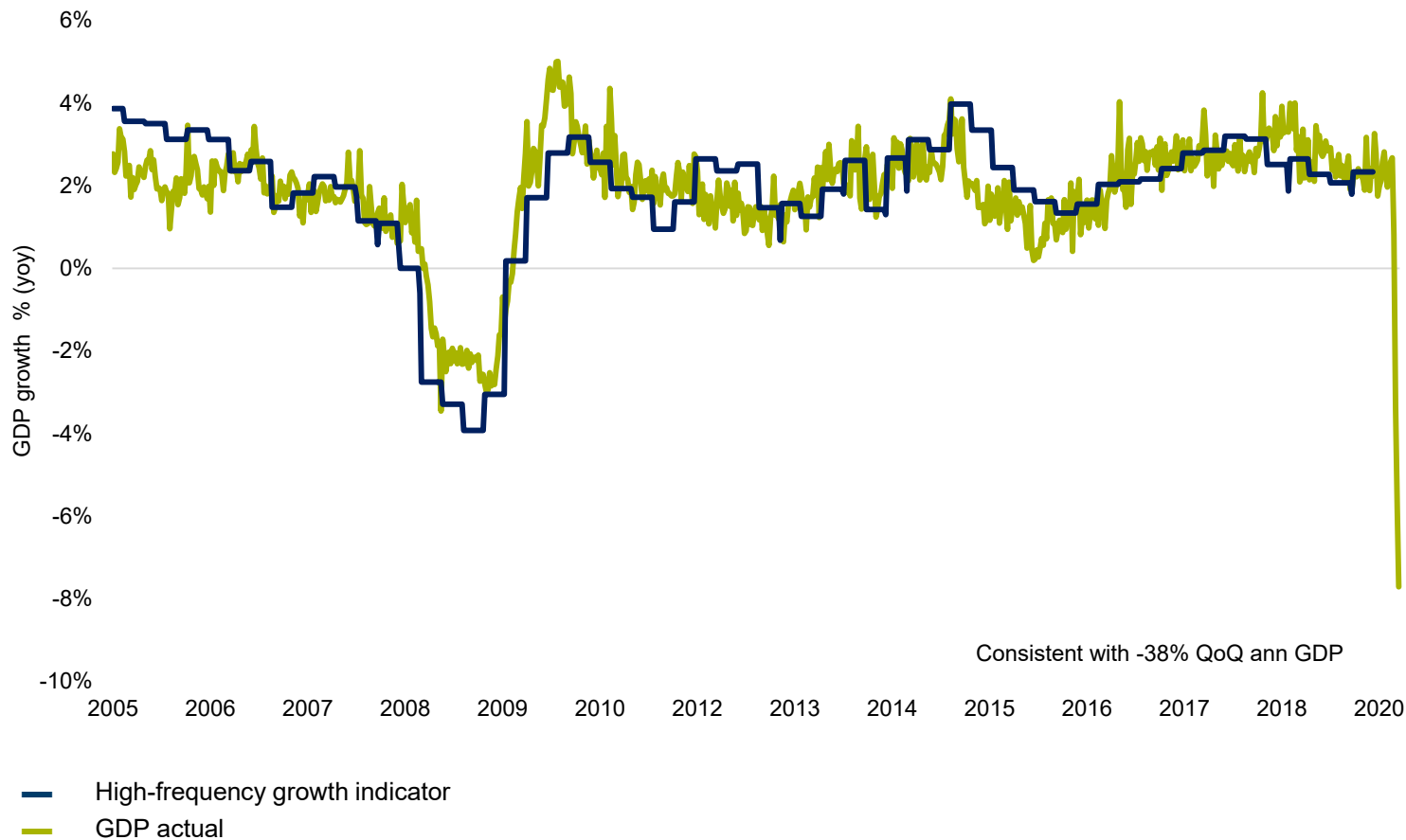
S&P 500 volatility



Sources: Vanguard, Refinitiv. Chart depicts daily values. S&P 500 volatility is 30 annualized, rolling standard deviation of daily price change.

Economic activity has plummeted as a result of containment measures

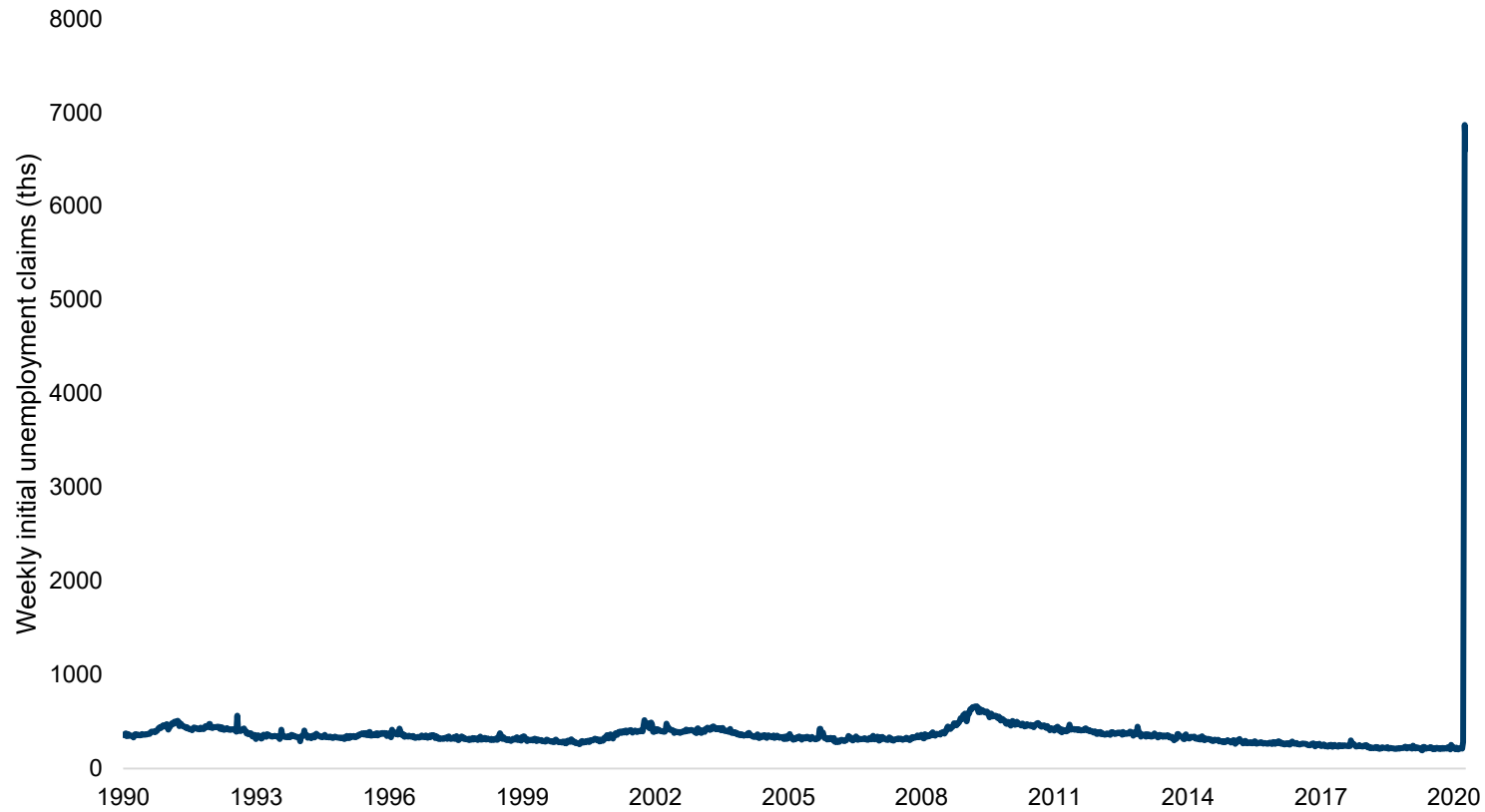
High-frequency data estimate of current activity



Sources: Vanguard, Refinitiv.

Notes: High frequency activity indicator uses weekly data to estimate current activity on a more timely basis than traditional economic releases. Series included: Weekly raw steel production, weekly energy consumption (motor vehicle, jet fuel, diesel), weekly unemployment claims, weekly retail sales, and biweekly consumer sentiment.

The labor market has seen a historic spike in unemployment



Important information

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The VCMM projections are based on a statistical analysis of historical data. Future returns may behave differently from the historical patterns captured in the VCMM. More importantly, the VCMM may be underestimating extreme negative scenarios unobserved in the historical period on which the model estimation is based.

The Vanguard Capital Markets Model® is a proprietary financial simulation tool developed and maintained by Vanguard's primary investment research and advice teams. The model forecasts distributions of future returns for a wide array of broad asset classes. Those asset classes include U.S. and international equity markets, several maturities of the U.S. Treasury and corporate fixed income markets, international fixed income markets, U.S. money markets, commodities, and certain alternative investment strategies. The theoretical and empirical foundation for the Vanguard Capital Markets Model is that the returns of various asset classes reflect the compensation investors require for bearing different types of systematic risk (beta). At the core of the model are estimates of the dynamic statistical relationship between risk factors and asset returns, obtained from statistical analysis based on available monthly financial and economic data from as early as 1960. Using a system of estimated equations, the model then applies a Monte Carlo simulation method to project the estimated interrelationships among risk factors and asset classes as well as uncertainty and randomness over time. The model generates a large set of simulated outcomes for each asset class over several time horizons. Forecasts are obtained by computing measures of central tendency in these simulations. Results produced by the tool will vary with each use and over time.

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Investments in bond funds are subject to the risk that an issuer will fail to make payments on time, and that bond prices will decline because of rising interest rates or negative perceptions of an issuer's ability to make payments. Diversification does not ensure a profit or protect against a loss.

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Total Portfolio returns represent client-specific time-weighted returns (TWR) are presented gross of any applicable service fees with the exception of mutual fund expense ratios and other security-level expenses.

Internal rates of return (IRR) are net of any applicable service fees, include account-specific cash flows, and are not directly comparable to a benchmark, since benchmarks do not include cash flows.

Client performance inception date is generally the first month-end after initial funding. Mutual funds and all investments are subject to risk, including the possible loss of the money you invest. Diversification does not ensure a profit or protect against a loss.

Performance figures assume the reinvestment of dividends and capital gains distributions. The fund performance percentages are based on fund total return data, adjusted for expenses, obtained from Lipper, a Thomson Reuters Company. The total return data was not adjusted for fees and loads.

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Vanguard ETF[®] Shares are not redeemable with the issuing fund other than in very large aggregations worth millions of dollars. Instead, investors must buy or sell Vanguard ETF Shares in the secondary market and hold those shares in a brokerage account. In doing so, the investor may incur brokerage commissions and may pay more than net asset value when buying and receive less than net asset value when selling.

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ADMINISTRATIVE REVIEW

- 1 Future anticipated contributions
- 2 Future anticipated disbursement requests/options
- 3 Funding policy
- 4 SOC 1-Type 2
- 5 Audit of 115 Trust
- 6 Ongoing Plan/Investment Review frequency
- 7 Client feedback: discussion of any administrative questions or concerns

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Overview

The PARS Investment Partnership relates to a relationship between Vanguard and PARS where Vanguard manages four trusts (Fixed Income, Conservative, Balanced, and Growth) in which individual clients can invest their assets according to their appropriate investment objective.

Investment objective

The Fixed Income Portfolio seeks to provide capital preservation and current income consistent with its current allocation.

Investment strategy

The Fixed Income Portfolio invests in Vanguard mutual funds using an asset allocation strategy designed for investors seeking a reasonable level of income and long-term capital preservation. The underlying funds are: Vanguard Total Bond Market Index Fund, Vanguard Total International Bond Index Fund, Vanguard Intermediate-Term Investment-Grade Fund, Vanguard Short-Term Investment-Grade Fund, and Vanguard Short-Term Inflation-Protected Securities Fund.

The Portfolio's indirect bond holdings are a diversified mix of short-, intermediate-, and long-term U.S. government, U.S. agency, and investment-grade U.S. corporate bonds; mortgage-backed and asset-backed securities; and government, agency, and corporate bonds. The Portfolio also holds currency-hedged international bonds.

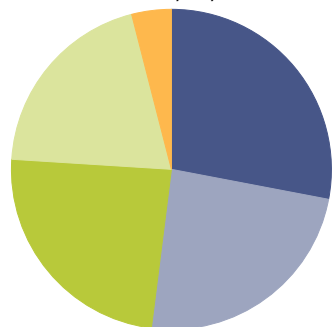
Fees

The fees for managing the portfolio consists of the expense ratios of the individual funds and the advisor fee. Both of these fees are dependent on the assets under management. Currently the average expense ratio is **0.09%** which consists of averaging the expense ratio of the individual funds which are outlined above. The average advisory fee is **0.03%** based on the current assets under management.

PARS Investment Partnership - Fixed Income Portfolio

Portfolio holdings

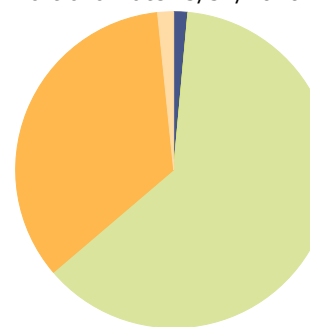
Portfolio Date: 3/31/2020



	%
Vanguard Short-Term Investment-Grade Adm	28.0
Vanguard Total Bond Market Index Adm	24.0
Vanguard Total Intl Bd Idx Admiral™	24.0
Vanguard Interm-Term Investment-Grde Adm	20.0
Vanguard Shrt-Term Infl-Prot Sec Idx Adm	4.0
Total	100.0

Asset allocation

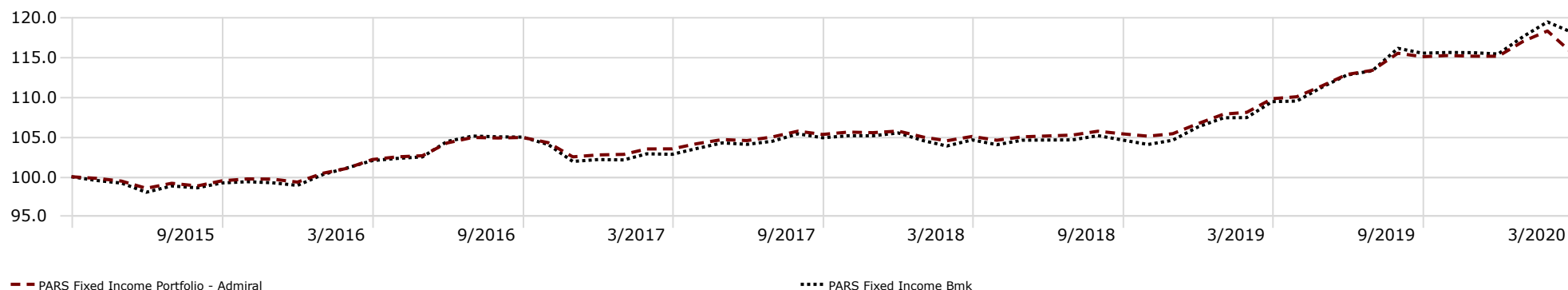
Portfolio Date: 3/31/2020



	%
Cash	1.4
US Equity	0.0
Non-US Equity	0.0
US Bond	62.3
Non-US Bond	34.6
Other	1.6
Total	100.0

Investment growth

Time Period: 4/1/2015 to 3/31/2020

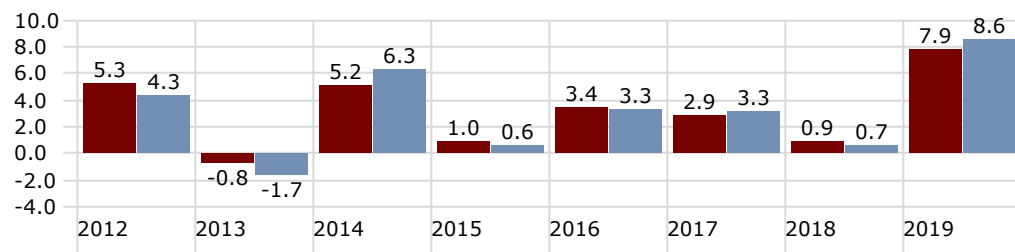


Trailing Returns - Annualized after one year

As of Date: 3/31/2020

	YTD	One Year	Three Years	Five Years	Eight Years	Ten Years
PARS Fixed Income Portfolio - Admiral	0.27	5.13	3.70	2.91	3.09	3.66
PARS Fixed Income Bmk	2.30	7.89	4.71	3.37	3.40	4.00

Annual returns



Portfolio

52% Total Bond Market Index Admiral, 20% Intermediate-Term Investment Grade Admiral, 28% Short-Term Investment Grade Admiral through October 16, 2012/ 48% Total Bond Market Index Admiral, 20% Intermediate-Term Investment Grade Admiral, 28% Short-Term Investment Grade Admiral, 4% Short-Term Inflation-Protected Securities Index Admiral through May 31, 2013/ 24% Total Bond Market Index Admiral, 24% Total International Bond Index Admiral, 20% Intermediate-Term Investment Grade Admiral, 28% Short-Term Investment Grade Admiral, 4% Short-Term Inflation-Protected Securities Index Admiral thereafter.

Benchmark

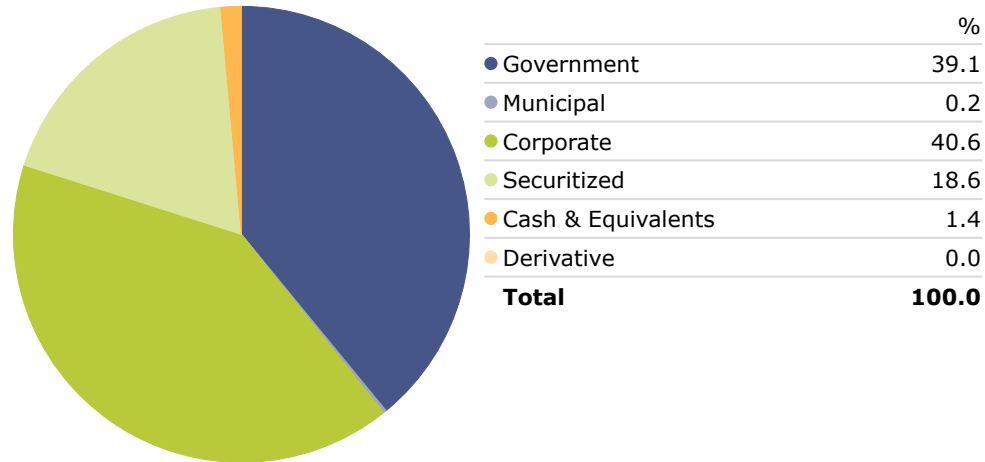
100% Spliced Barclays US Aggregate Float-Adjusted Bond Index through October 16, 2012/ 96% Spliced Barclays US Aggregate Float-Adjusted Bond Index, 4% Barclays US 0-5 Year TIPS Index through May 31, 2013/ 72% Spliced Barclays US Aggregate Float-Adjusted Bond Index, 24% Barclays ex-USD Flood Adjusted Index Hedged, 4% Barclays US 0-5 Year TIPS Index thereafter.

The performance data shown represent past performance, which is not a guarantee of future results. Investment returns and principal value will fluctuate, so investors' shares, when sold, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data cited. Returns are net of the fund expense ratio, gross of advisory fees. Returns represent the historical performance for a Vanguard composite based on the portfolio holdings listed above.

PARS Investment Partnership - Fixed Income Portfolio

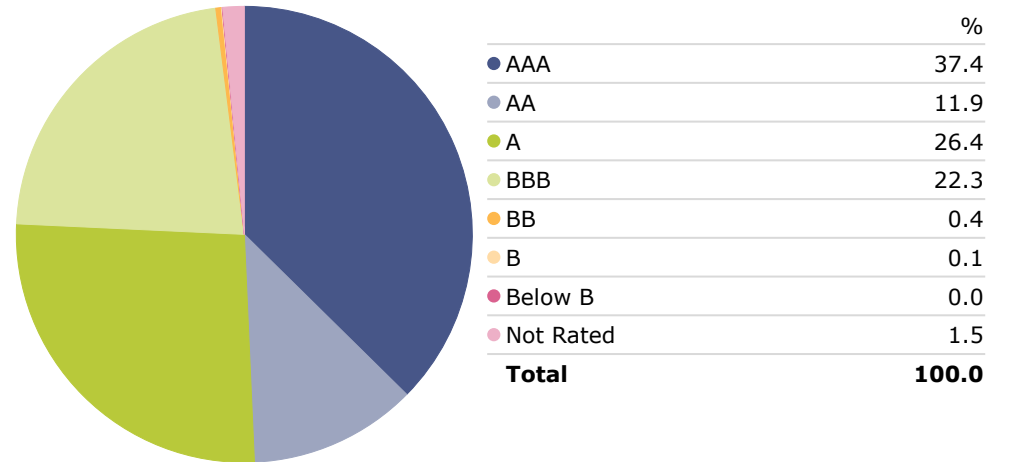
Fixed income sectors

Portfolio Date: 3/31/2020



Fixed income credit quality

Portfolio Date: 3/31/2020



Overview

The PARS Investment Partnership relates to a relationship between Vanguard and PARS where Vanguard manages four trusts (Conservative, Balanced, Growth, and Fixed Income) in which individual clients can invest their assets according to their appropriate investment objective.

Investment objective

The Conservative Portfolio seeks to provide current income and low to moderate capital appreciation consistent with its current allocation.

Investment strategy

The Conservative Portfolio invests in Vanguard mutual funds using an asset allocation strategy designed for investors seeking both current income and low to moderate capital appreciation. The underlying funds are: Vanguard Total Stock Market Index Fund, Vanguard Total International Stock Index Fund, Vanguard Total Bond Market Index Fund, Vanguard Intermediate-Term Investment-Grade Fund, Vanguard Short-Term Investment-Grade Fund, Vanguard Inflation-Protected Securities Fund, and Vanguard Real Estate Index Fund.

The Portfolio's indirect stock holdings are a diversified mix of U.S. and foreign large-, mid-, and small-capitalization stocks. The Portfolio's indirect bond holdings are a diversified mix of short-, intermediate-, and long-term U.S. government, U.S. agency, and investment-grade U.S. corporate bonds; mortgage backed and asset-backed securities; and government, agency, and corporate bonds.

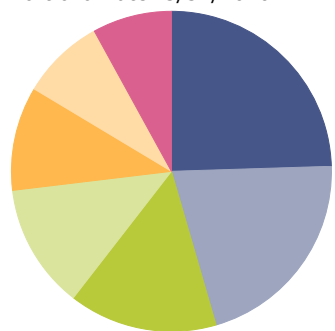
Fees

The fees for managing the portfolio consists of the expense ratios of the individual funds and the advisor fee. Both of these fees are dependent on the assets under management. Currently the average expense ratio is **0.08%** which consists of averaging the expense ratio of the individual funds which are outlined above. The average advisory fee is **0.03%** based on the current assets under management.

PARS Investment Partnership - Conservative Portfolio

Portfolio holdings

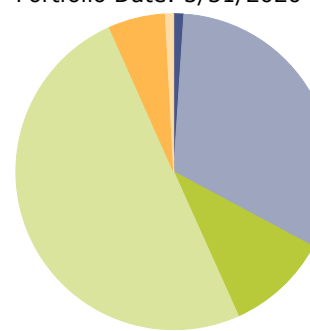
Portfolio Date: 3/31/2020



	%
• Vanguard Total Stock Mkt Idx Adm	24.5
• Vanguard Total Bond Market Index Adm	21.0
• Vanguard Inflation-Protected Secs Adm	15.0
• Vanguard Interm-Term Investment-Grde Adm	12.6
• Vanguard Total Intl Stock Index Inv	10.5
• Vanguard Short-Term Investment-Grade Adm	8.4
• Vanguard Real Estate Index Admiral	8.0
Total	100.0

Asset allocation

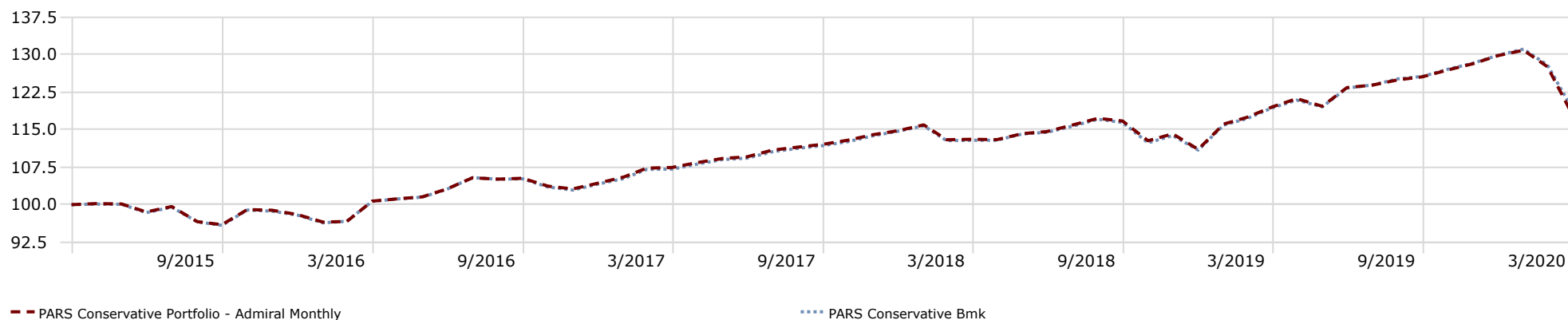
Portfolio Date: 3/31/2020



	%
• Cash	1.0
• US Equity	31.8
• Non-US Equity	10.4
• US Bond	50.1
• Non-US Bond	5.8
• Other	0.8
Total	100.0

Investment growth

Time Period: 4/1/2015 to 3/31/2020

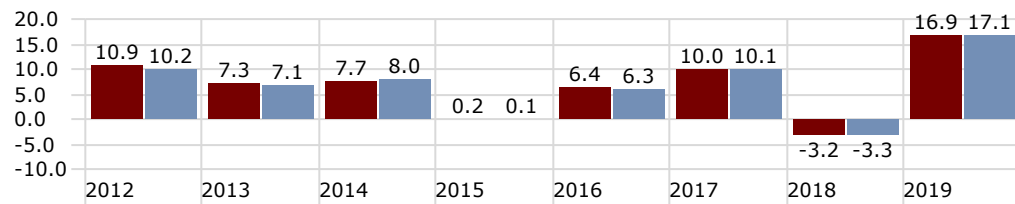


Trailing Returns - Annualized after one year

As of Date: 3/31/2020

	YTD	One Year	Three Years	Five Years	Eight Years	Ten Years
PARS Conservative Portfolio - Admiral Monthly	-9.25	-1.46	3.11	3.32	4.82	5.72
PARS Conservative Bmk	-8.45	-0.38	3.53	3.52	4.93	5.81

Annual returns



Benchmark

24.5% Spliced Total Stock Mkt Index (equal to CRSP US Total Market Index as of 6/2/13, MSCI US Broad Market Index through 4/22/05, prior DJ Wilshire 5000 Index)/ 10.5% Spliced Total International Composite Index (Consists of the Total International Composite Index through August 31, 2006; the MSCI EAFE + Emerging Markets Index through December 15, 2010; the MSCI ACWI ex USA IMI Index through 6/2/13; and the FTSE Global All Cap ex US Index thereafter) / 42% Spliced Barclays US Aggregate Float-Adjusted Bond Index/ 15% Barclays US Treasury Inflation-Protected Securities Index / 8% US REIT Spliced Index (equal to MSCI US REIT Index adjusted for a 2% cash position though 4/30/2009; MSCI US REIT Index thereafter).

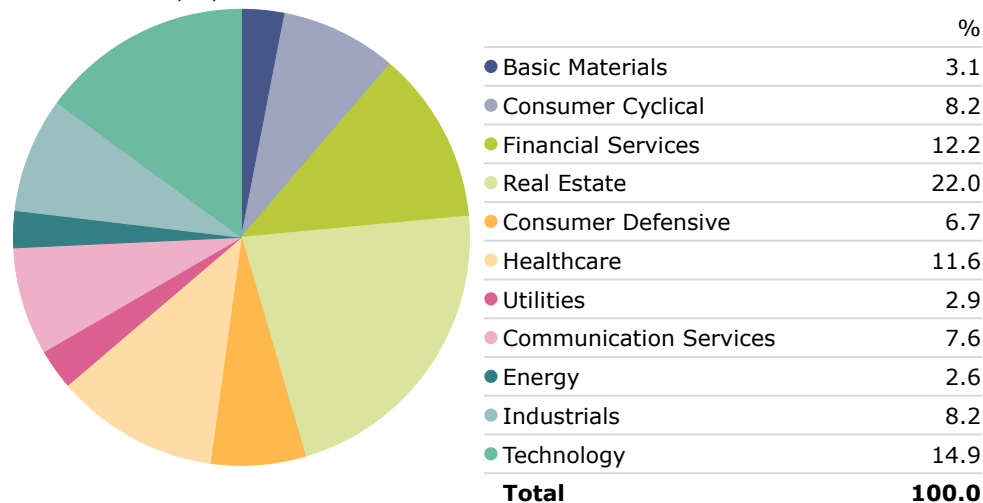
The performance data shown represent past performance, which is not a guarantee of future results. Investment returns and principal value will fluctuate, so investors' shares, when sold, may be worth more or less than their original cost. Current performance may be lower or higher than the performance data cited. Returns are net of the fund expense ratio, gross of advisory fees. Returns represent the historical performance for a Vanguard composite based on the portfolio holdings listed above.

Source: Morningstar Direct

PARS Investment Partnership - Conservative Portfolio

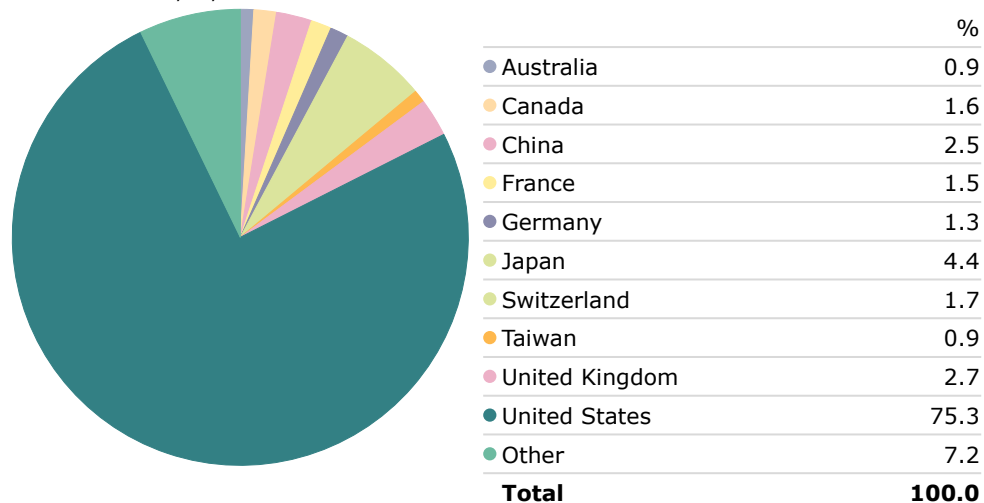
Equity sectors

Portfolio Date: 3/31/2020



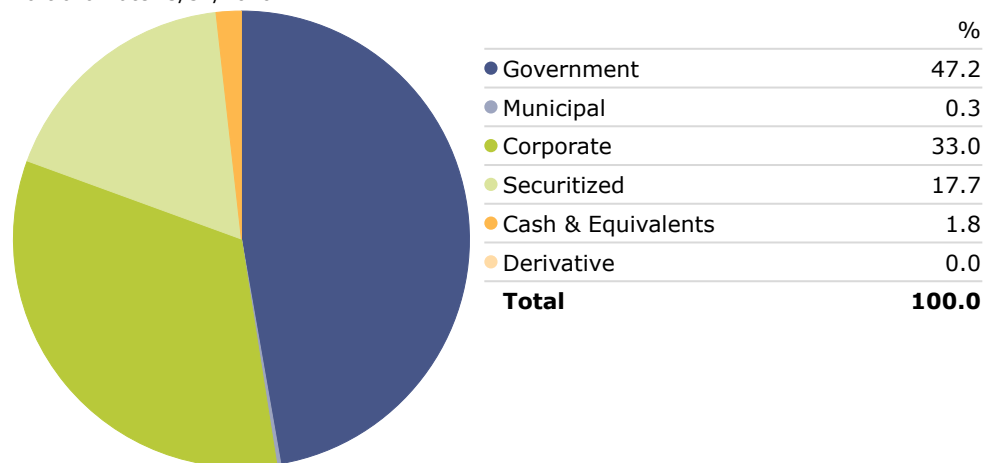
Equity country exposure

Portfolio Date: 3/31/2020



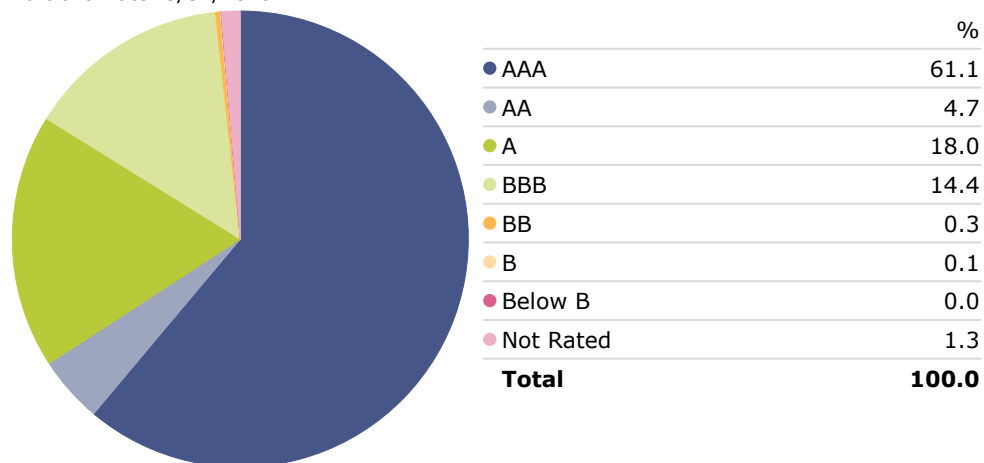
Fixed income sectors

Portfolio Date: 3/31/2020



Fixed income credit quality

Portfolio Date: 3/31/2020



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: May 14, 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

May 2020 Edition



Crafton Hills College | San Bernardino Valley College | Empire KVCR

SBCCD ANNOUNCES 2020 COMMENCEMENT TO BE HELD VIRTUALLY FOR CRAFTON HILLS COLLEGE AND SAN BERNARDINO VALLEY COLLEGE

Dear SBCCD Community:

There is no more meaningful occasion at our colleges than Commencement, and we have heard from so many of you asking how we will celebrate the Class of 2020 this May. We have heard from students, faculty, staff, and public health officials and we agree that there is nothing more important than your health and well-being. Physical distancing is helping slow the spread of COVID-19, and we must continue to do our part.

In that spirit, this year's Commencement at Crafton Hills College and San Bernardino Valley College will meet this historic moment by bringing together our graduates, their loved ones, and our campus community in a virtual ceremony on May 22.

To our Class of 2020, we hope to bring you a meaningful and interactive celebration that honors your hard work, sacrifices, and perseverance under extraordinary circumstances. Our planning for this year's Commencement is underway, and we will be in touch with you soon with more details. As we prepare to celebrate together from our own corner of the world, please remember that education is the one thing that no one can take from you. In the meantime, take pride in what you've accomplished. We look forward to joining you virtually on May 22.

Congratulations Class of 2020!

Take care, be kind to others, and stay healthy,

Jose F. Torres, Interim Chancellor, SBCCD
Dr. Kevin Horan, President, Crafton Hills College
Diana Z. Rodriguez, President, San Bernardino Valley College

SBCCD AND EMPIRE | KVCR HAVE CREATED INLAND EDITION

Inland Edition is a half-hour radio show program designed to inform the Inland Empire about current conditions related to the coronavirus pandemic, and the many resources and services available in San Bernardino and Riverside Counties. It features interviews with community leaders, educators, officials, and experts on health, education, housing, nutrition, economics, and more.

Tune in to learn more. Shows are available over the air on Tuesday and Wednesday at 2:00 p.m. and 5:30 p.m. on radio station 91.9 FM. In addition, they are also available on www.kvcrnews.org, Spotify, Google Play Podcasts, and Apple Podcasts.



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: May 14, 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

The KPI Dashboard has been revised and renumbered. The complete dashboard is included for reference. In addition, to provide the Board with a monthly update, the following KPIs have also been included. These contain 2018-19 data as 2019-20 data will not become available until November 2020.

- KPI I.A (Percent of Students with a Student Education Plan)
- KPI I.B (Fall to Spring Retention)
- KPI I.C (Number of Degree and Certificates Awarded Each Year)
- KPI I.D (Number of Students Completing Transfer-level Math and English in the First Year)

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.



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

Goal I – Student Success

KPI I.A – Percent of Students with a Student Education Plan (SEP)

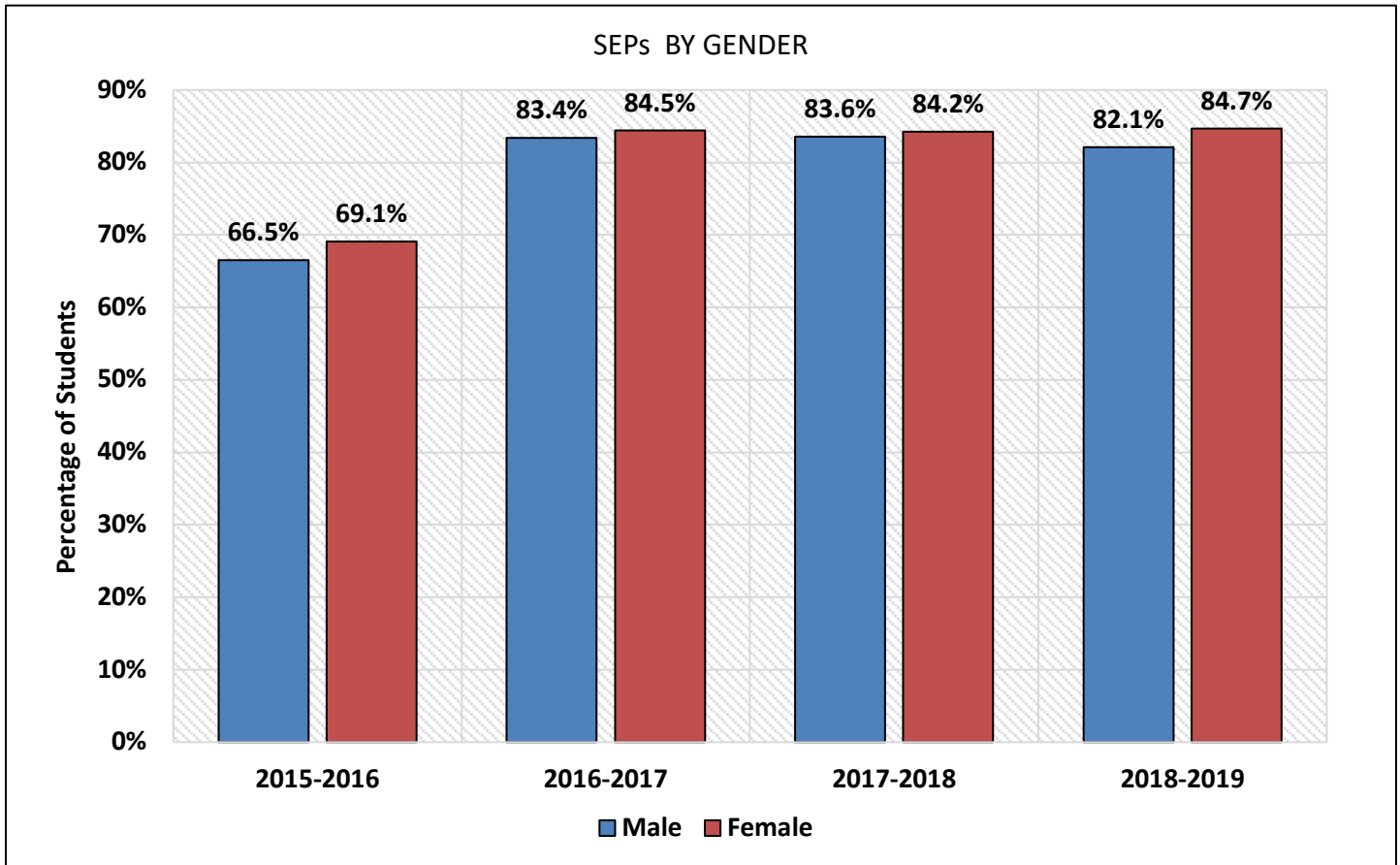
Objective: Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

Definition: The total number of students that have (1) met with a counselor to plan their courses for any number of semesters, (2) had the educational goal of earning a degree/transferring to a 4 year college, and (3) declared a major divided by the total number of enrolled students who were not exempted from completing a student educational plan.

Measurement Frequency: Annual

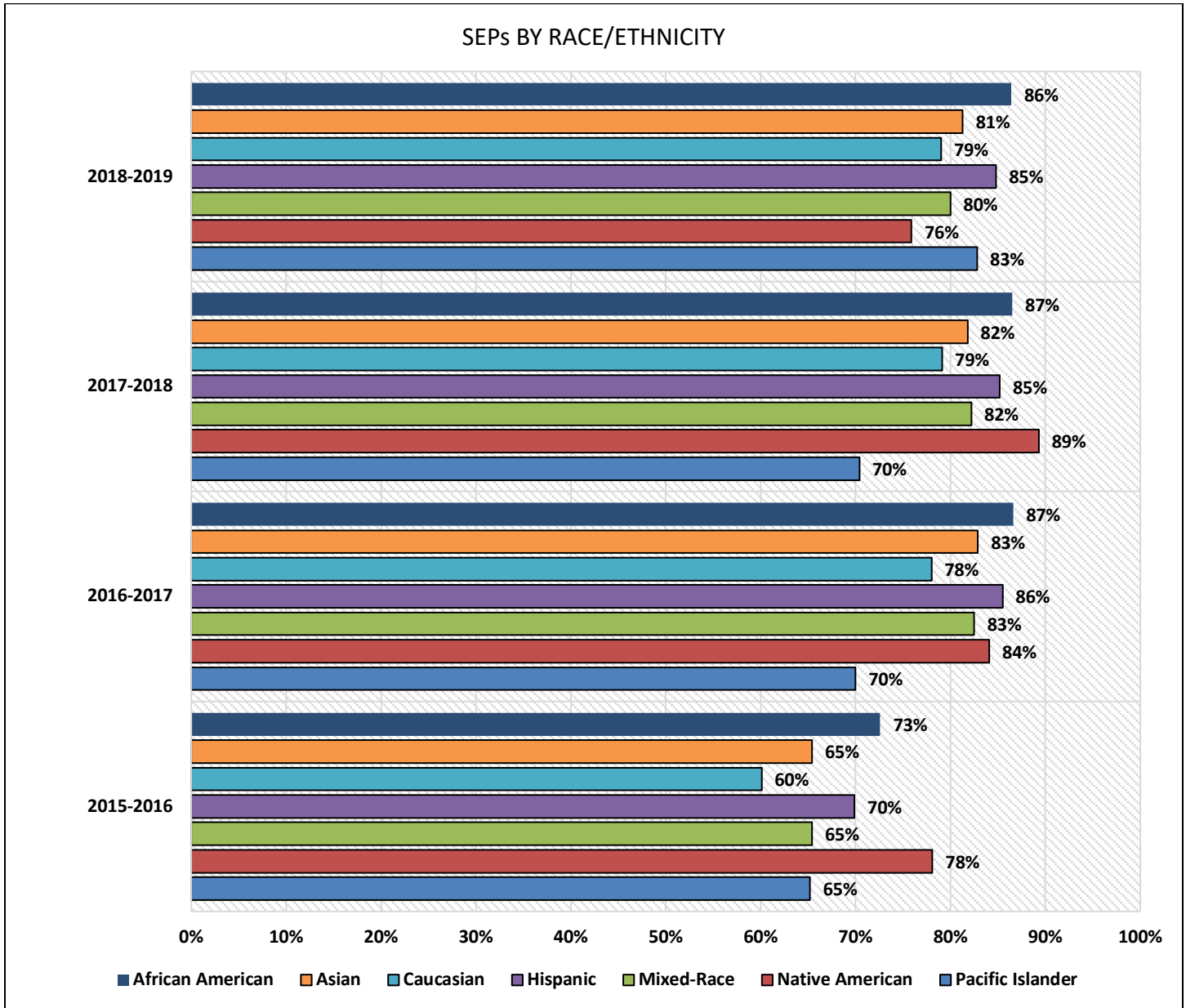
KPI I.A: Percentage of Students with SEP	2015-2016	2016-2017	2017-2018	2018-2019
Crafton Hills College (CHC)	55.28%	77.73%	77.09%	77.66%
San Bernardino Valley College (SBVC)	73.05%	86.57%	86.77%	86.19%
SBCCD (Total)	68.02%	84.01%	83.96%	83.64%

EQUITY ANALYSIS:





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



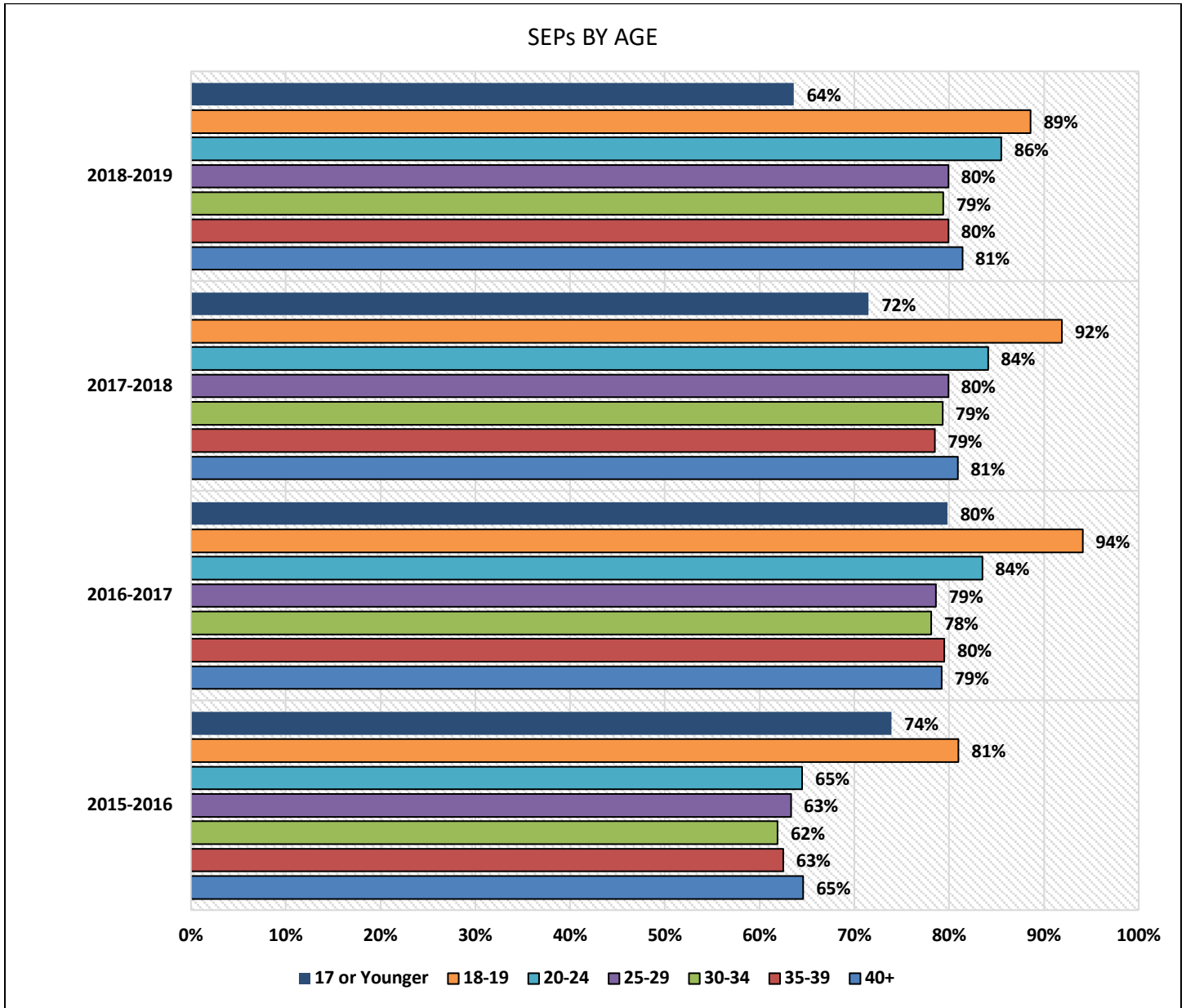
SUMMARY OF DATA:

Percentage of SEPs (Overall): The number of students with an SEP showed a net increase of 15.62% since the 2015-2016 academic year. This amounts to an average of 80.0% of SBCCD students that have an SEP over this 4-year period. The SEP percentage has remained stable over the last three years (~84%).

Percentage of SEPs (Equity): On average, a greater percentage of females completed a SEP than males over this four-year period (80.8% vs. 79.0%, respectively). On average, African Americans obtained the highest SEP percentage over this four-year period (83.0%). The next highest was Native Americans (82.3%), Hispanics (81.5%), Asians (78.0%), Mixed-Race (77.7%), Caucasians (74.0%), and Pacific Islanders (69.0%).



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



Percentage of SEPs (Age): On average, over this four-year period, the 18-19 age group had the highest SEP percentage (88.9%), followed by the 20-24, 40 or older, 25-29, 35-39, and 30-34 age groups (79.3% and 76.3% and 75.9% and 75.1%, respectively). The lowest SEP percentage was seen in the 17 or younger age group (72.2%).



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

Goal I – Student Success

KPI I.B – Fall to Spring Retention (Persistence)

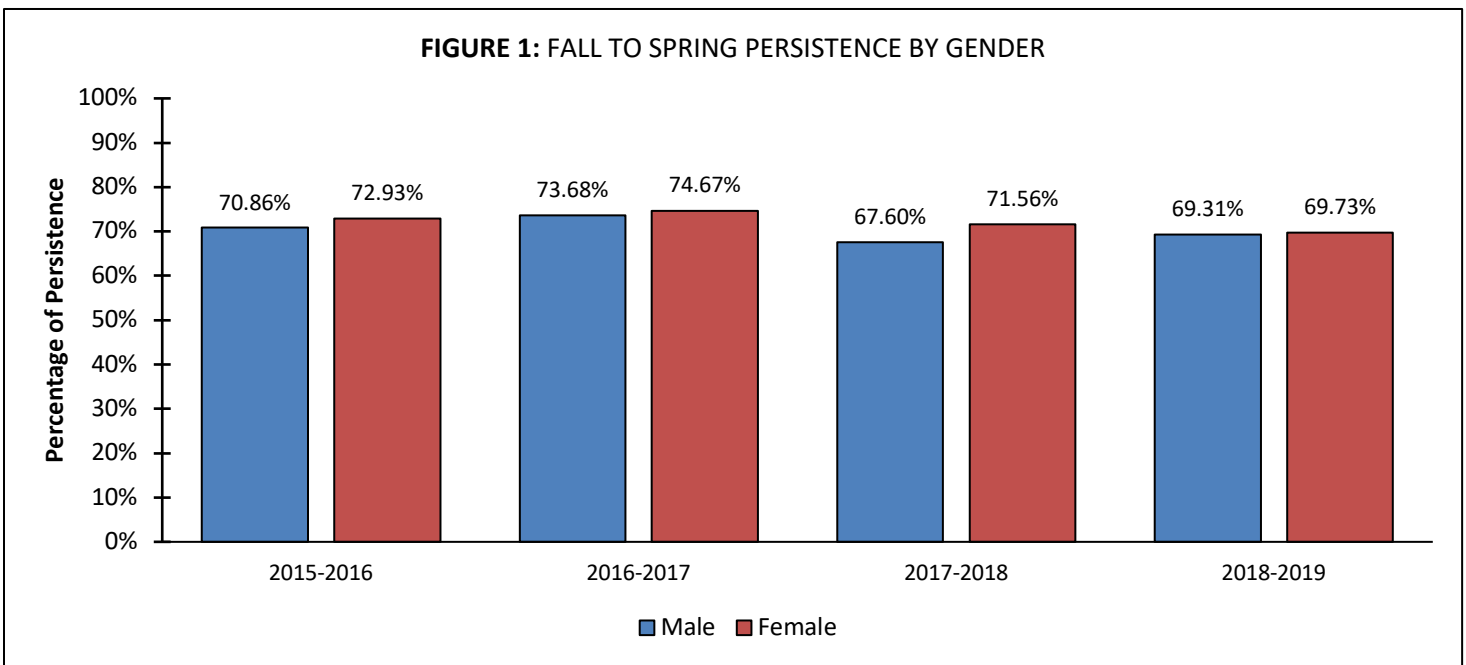
Objective: Increase student success while preserving access, enhancing quality, and reducing attainment gaps associated with income, race, ethnicity, age, and gender.

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

Measurement Frequency: Annual

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

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

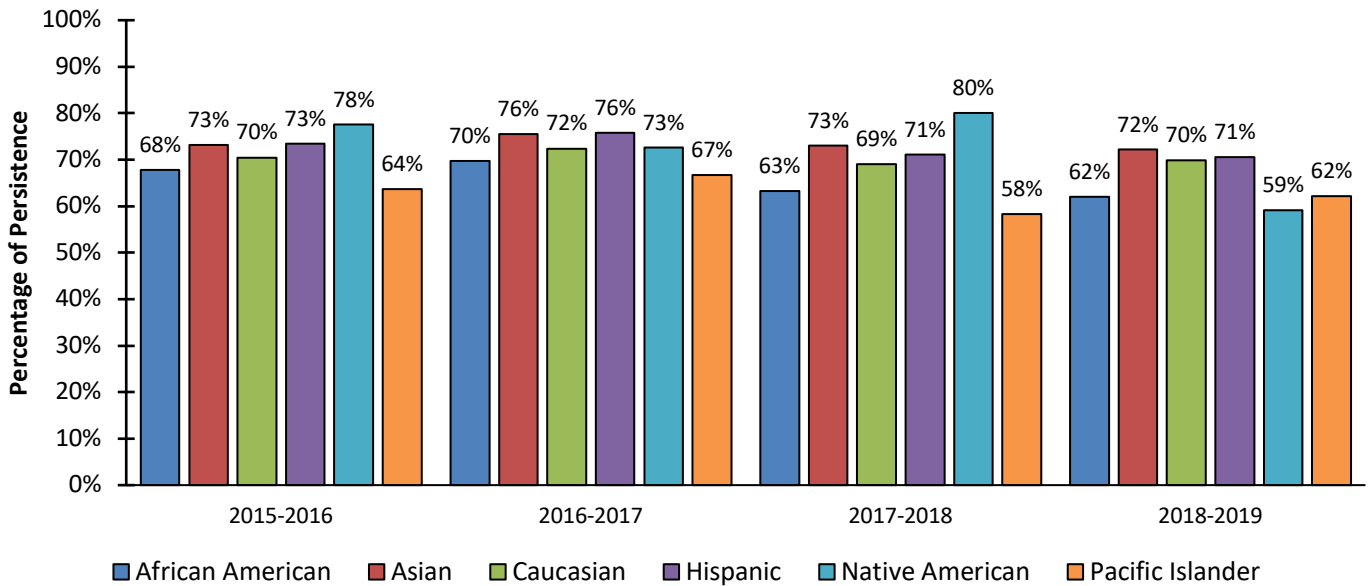


Analysis - Overall and by Gender: 69.55% of students in the District persisted from Fall 2018 to Spring 2019, compared with 69.8% from Fall 2017 to Spring 2018, 74.2% from Fall 2016 to Spring 2017 and 72.0% from Fall 2015 to Spring 2016. Over this four-year period, the persistence rate declined by 2.46%, with a four-year average of 71.3%. On average, females had a higher persistence rate than males over this four-year period (72.16% and 70.30%, respectively).



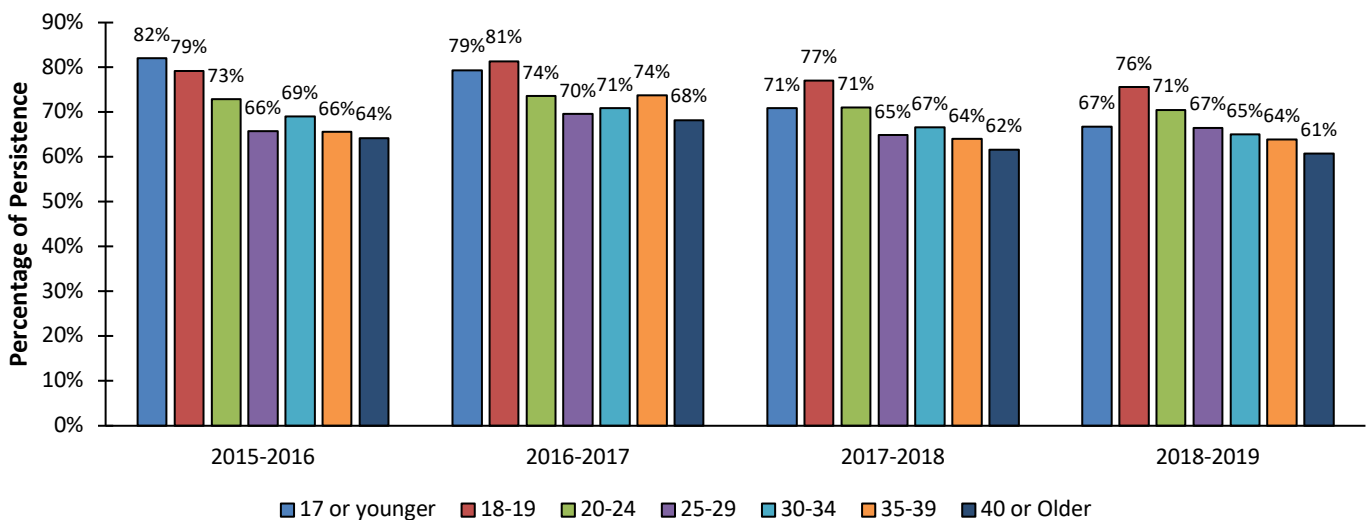
Office of Research, Planning & Institutional Effectiveness
Key Performance Indicator (KPI) Dashboard

FIGURE 2: FALL TO SPRING PERSISTENCE BY RACE/ETHNICITY



Analysis: On average, over the same four-year period, Asians (73.4%) have the highest persistence rate, followed by Hispanics (72.6%), Native Americans (72.5%), Caucasians (70.4%), African Americans (65.6%), and Pacific Islanders (62.5%).

FIGURE 3: FALL TO SPRING PERSISTENCE BY AGE



Analysis: On average, over this four-year period, the 18-19 age group had the highest persistence rate (78.2%), followed by the 17 or younger and 20-24 age groups (73.7% and 72.1%, respectively). The lowest course success rate was seen in the 40 or older group, 35-39, 25-29, and 30-34 age groups (63.6%, 66.5%, 66.6%, and 67.8%, respectively).



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

Goal I – Student Success

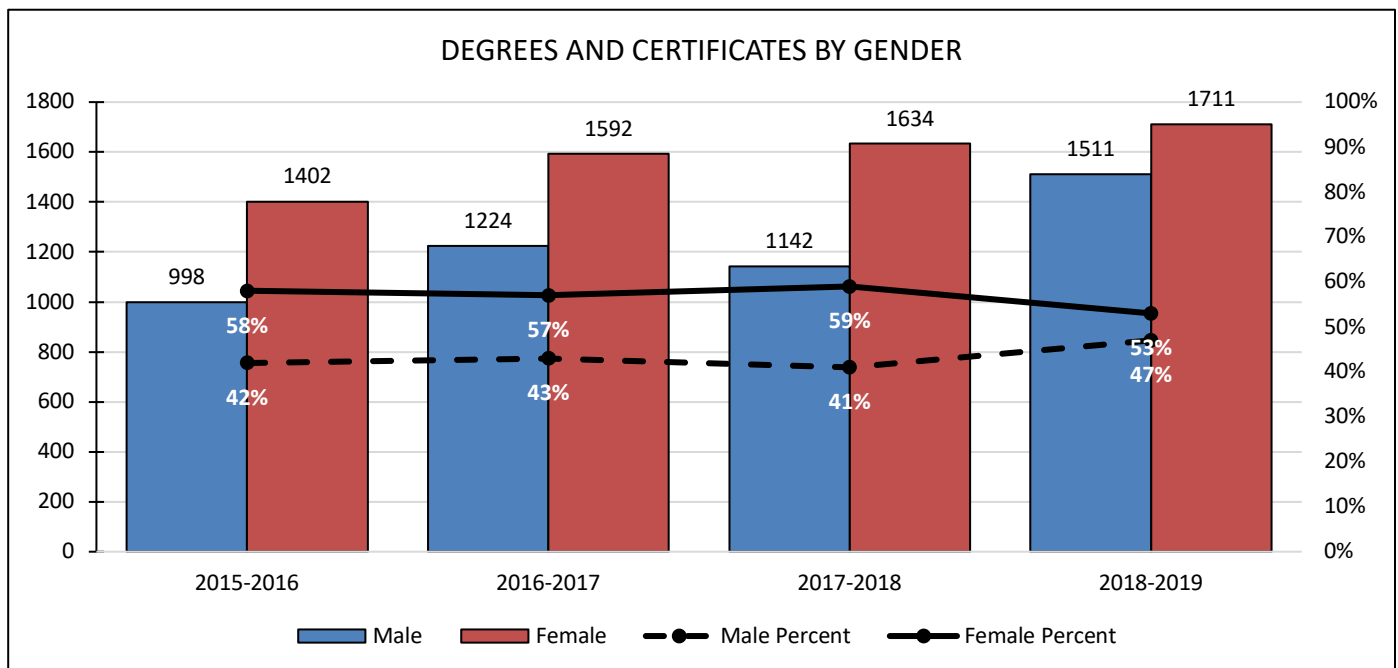
KPI I.C – Number of Degree and Certificates Awarded Each Year

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

Definition: Total number of degrees and certificates earned for the academic year. For this calculation, the academic year goes from summer of the previous year to spring of the subsequent year (e.g. Summer 2018 – Spring 2019 is the calendar for the 2018-2019 academic year).

Measurement Frequency: Annual

KPI I.3: # of Degrees and Certificates Awarded	2015-2016	2016-2017	2017-2018	2018-2019
Crafton Hills College (CHC)	961	1,072	1,131	1,336
San Bernardino Valley College (SBVC)	1,443	1,754	1,649	1,895
SBCCD (Total)	2,404	2,826	2,780	3,231

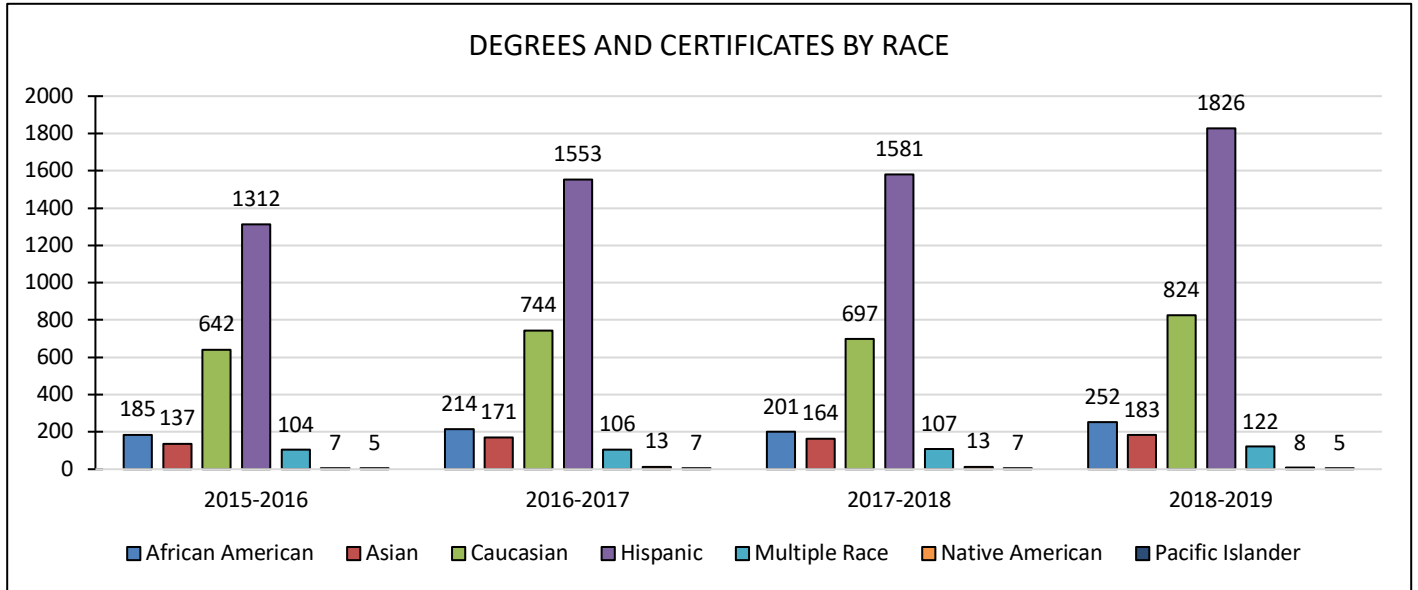


Note: Unknown gender students (27) were excluded from the bar graph but were included in SBCCD total in Table above.

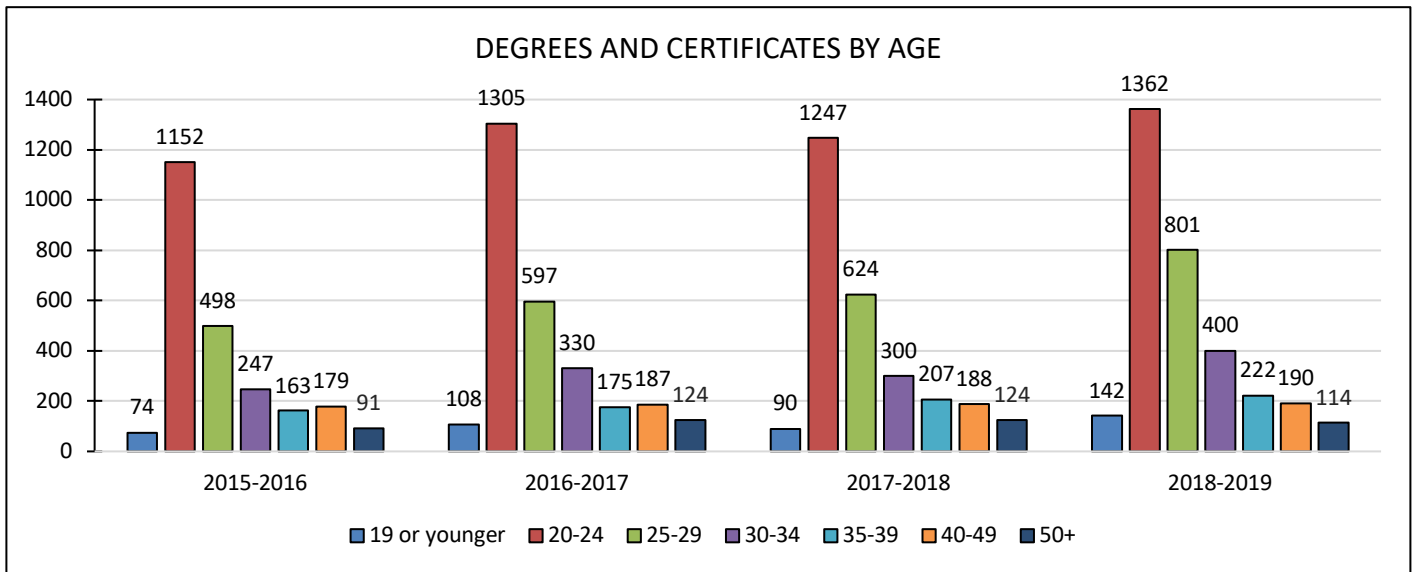
Graduation Analysis - Overall and by Gender: The overall number of graduates has steadily increased over the last four years (slight decline in 2017-2018). The district has experienced an average increase of 276 graduates per year since the 2015-2016 baseline year. Females consistently represented a higher percentage of SBCCD graduates than males over this four-year period (average of 56.5% vs. 43.5%, respectively).



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



Analysis: On average, over this four-year period, Hispanics comprised approximately 56% (1568 per year) of all SBCCD graduates. The second highest were Caucasians with 26% (727 per year). The lowest were Pacific Islanders and Native Americans (6 per year and 10 per year, respectively). Only Hispanics and Multiple Race saw a consistent increase in graduates over this four-year period (13% per year and 5.8% per year, respectively).



Analysis: On average, over this four-year period, the 20-24 age group comprised approximately 45% (1267 graduates per year) of all SBCCD graduates. The second highest was the 25-29 age group with 22% (630 graduates per year) of all SBCCD graduates. The lowest was the 19 or younger age group with 3.7% (104 per year) of all SBCCD graduates.



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

Goal I – Student Success

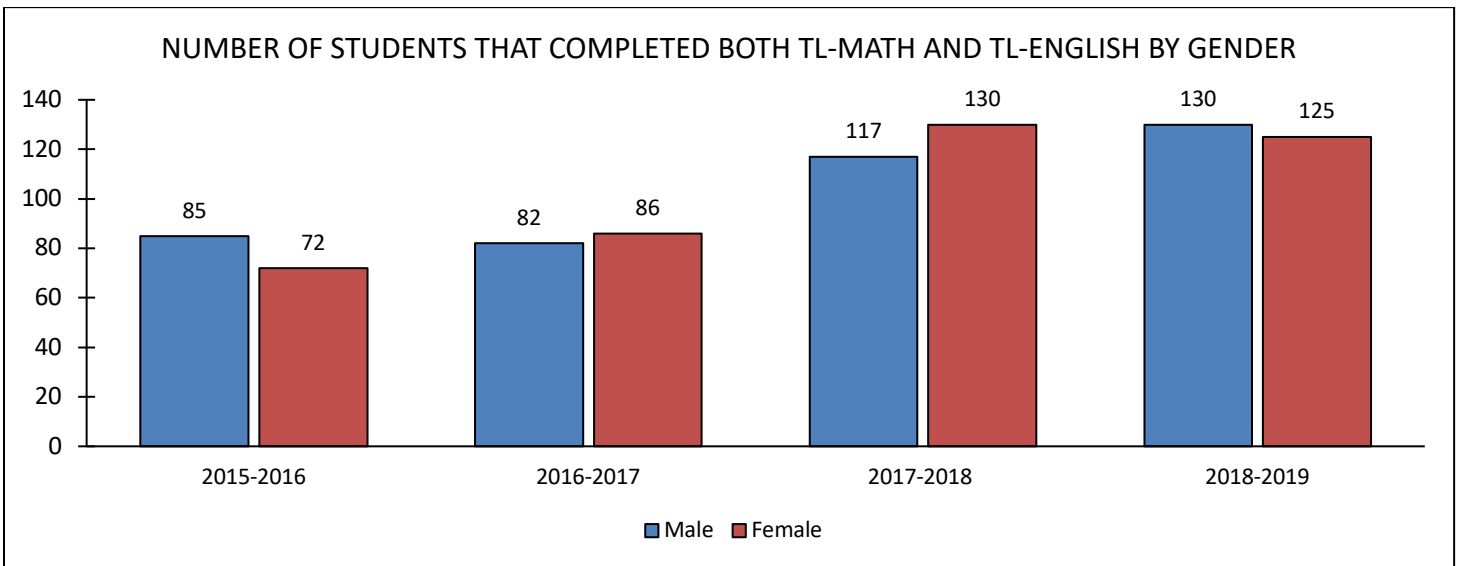
KPI I.D – Number of Students Completing Transfer-level Math and English in the First Year

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

Definition: The total number of students who complete both transfer-level Math and English within the District in their first year.

Measurement Frequency: Annual

KPI I.D: # of Students Completing TL Math and English	2015-2016	2016-2017	2017-2018	2018-2019
Transfer Level English	641	666	759	785
Transfer Level Math	353	304	464	489
Transfer Level Math and English	157	171	248	256

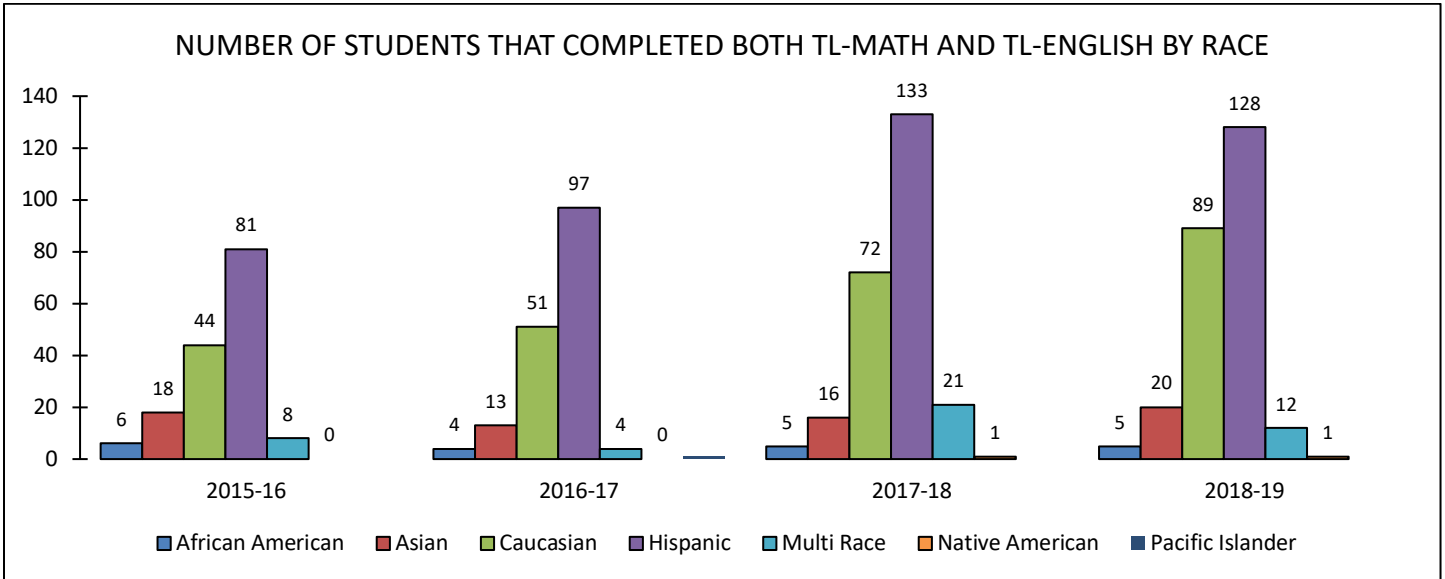


Note: Unknown gender students (5) were excluded from the bar graph but were included in SBCCD total in Table above.

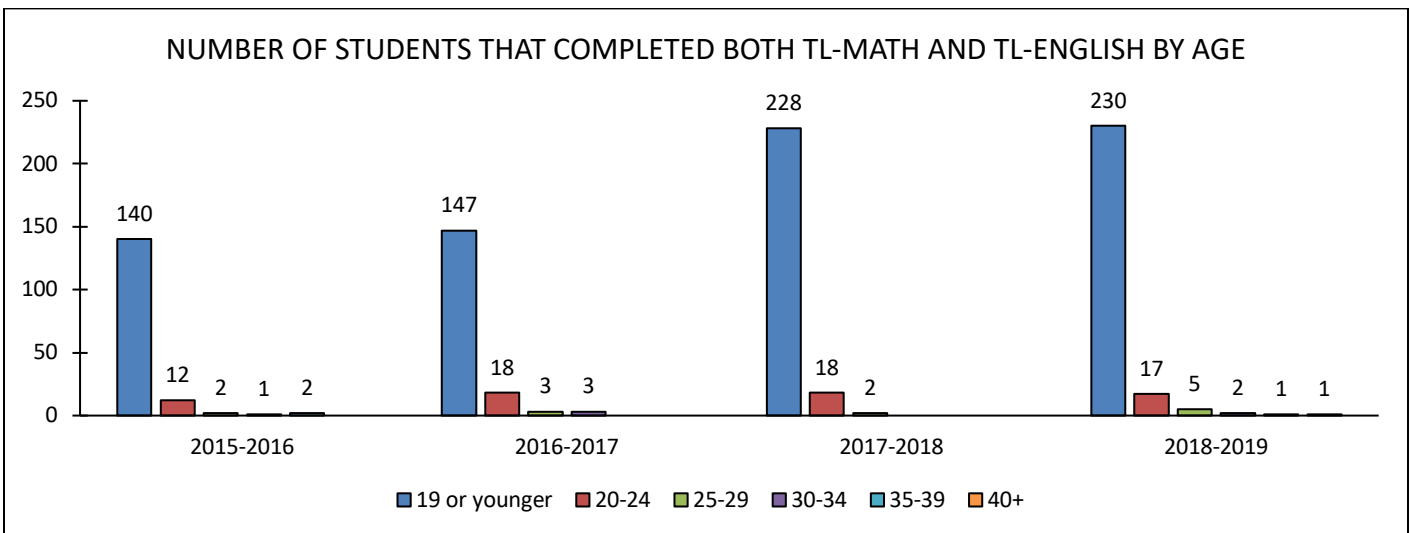
Analysis - Overall and By Gender: The number of students who completed both transfer-level Math and English in their first year within the District increased by 63.1%, from 157 in 2015-16 to 256 in 2018-19, with a four-year average of 208. On average, a slightly more males completed TL-Math and English than females (four-year average of 104 and 103, respectively). The number of females and males completing transfer math and English in the first year increased by 73.6% and 52.9%, respectively.



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



Analysis: On average, over this four-year period, Hispanics had the highest number of students completing both transfer-level Math and English in their first year (110 per year). The next highest was Caucasians (64), followed by Asians (17), Multi Race (11), African Americans (5), Native Americans (0.5), and Pacific Islander (0.3). Caucasians saw a consistent increase in number of students who completed TL-Math/English in their First Year over this four-year period (34% per year).



Analysis: On average, over this four-year period, the 19 or younger age group comprised approximately 89.5% (186 students per year) of all students who completed transfer Math and English. The next highest was the 20-24 age group (16), followed by the 25-29 age group (3), the 30-34 age group (2), the 35-39 age group (0.8), and the age 40 or older group (0.3).



Special Meeting and Zoom Training of the Board of Trustees
March 31, 2020
8:30 a.m.
Zoom Conference Call: <https://cccconfer.zoom.us/j/815649239>
Dial: (669) 900-6833 or (346) 248-7799 - Meeting ID: 815 649 239

MINUTES

MEMBERS PRESENT VIA TELECONFERENCE

Dr. Anne L. Viricel, Chair
Dr. Stephanie Houston, Vice Chair
Gloria Macias Harrison, Clerk
John Longville, Trustee
Frank Reyes, Trustee
Dr. Donald L. Singer, Trustee
Joseph Williams, Trustee
Maritza Mariscal-Medina, SBVC Student Trustee
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 8:30am and explained the purpose of the mock board meeting and zoom training.
2. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**
Announced the mock closed session agenda items.
3. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**
None.
4. **CONVENE CLOSED SESSION**
Trustees rehearsed switchover from open meeting to closed session.
5. **RECONVENE PUBLIC MEETING**
Trustees rehearsed switchover from closed session to open session.
6. **REPORT OF ACTION IN CLOSED SESSION**
None.
7. **PUBLIC COMMENTS ON AGENDA ITEMS**
None.
8. **PRESENTATIONS**
None.

9. **REPORTS**

Interim Chancellor explained how the written and oral reports will be provided via Zoom meeting.

10. **APPROVAL OF MINUTES**

Minutes are approved

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

Human Resources

Business & Fiscal Services

Facilities

12. **ACTION AGENDA**

13. **INFORMATION ITEMS**

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

None.

15. **ADJOURN**

The next meeting of the Board: Zoom Conference <https://cccconfer.zoom.us/j/549366869>
Business Meeting, April 9, 2020 at 4pm.
Chair Viricel adjourned the meeting at 10:37am.

Gloria Macias Harrison, Clerk
SBCCD Board of Trustees



Special Meeting and Zoom Training of the Board of Trustees #2

April 7, 2020

1:30 p.m.

LOCATION: Zoom Conference: <https://cccconfer.zoom.us/j/803564242>

Dial: (669) 900-6833 or (346) 248-7799 - Meeting ID: 803 564 242

MINUTES

MEMBERS PRESENT VIA TELECONFERENCE

Dr. Anne L. Viricel, Chair
Gloria Macias Harrison, Clerk
Dr. Donald L. Singer, Trustee

ABSENT

Dr. Stephanie Houston, Vice Chair
John Longville, Trustee
Frank Reyes, Trustee
Joseph Williams, Trustee
Maritza Mariscal-Medina, SBVC Student Trustee
Elijah Gerard, CHC Student Trustee

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

Chair Viricel called the meeting to order at 1:35pm and rehearsed the entire agenda below.

2. ANNOUNCEMENT OF CLOSED SESSION ITEMS

Chair reads closed session items.

3. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

It was clarified Chair Viricel will ask staff for public comment on Closed Session Items. Staff will read public comments received electronically and announce if any oral public comment requests have been made for the board to hear.

4. CONVENE CLOSED SESSION

Chair Viricel asked trustees to hang up, log off of zoom for the Public Meeting, and log into zoom for Closed Session.

5. RECONVENE PUBLIC MEETING

Trustees returned to the public meeting.

6. REPORT OF ACTION IN CLOSED SESSION

Vice Chair Harrison will read out any action taken in closed session.

7. PUBLIC COMMENTS ON AGENDA ITEMS

Chair Viricel will ask staff for public comment on Agenda Items. Staff will read public comments received electronically and announce if any oral public comment requests have been made for the board to hear.

8. PRESENTATIONS

Chair Viricel will call presenter for presentation.

9. **REPORTS**

Chair Viricel to call on Constituent Group leaders for their report. Staff to unmute person. Staff will read written reports received electronically.

10. **APPROVAL OF MINUTES**

Chair Viricel will call for a motion and second to approve the minutes and will take vote by roll call.

11. **CONSENT AGENDA**

Chair Viricel will read consent agenda language and call for items to be pulled from the consent agenda. Chair Viricel calls for a motion and second to approve the consent agenda with the exception of any items pulled and takes vote by roll call. The Chair calls for discussion on pulled items and takes vote by roll call.

12. **ACTION AGENDA**

Chair Viricel calls for a motion and second PRIOR TO discussion of any items and takes vote by roll call.

13. **INFORMATION ITEMS**

Chair Viricel calls for Applause Cards. Chair Viricel to ask if there are any other items for discussion.

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

Chair Viricel asks staff for public comment on Non-Agenda Items. Staff will read public comments received electronically and announce if any oral public comment requests have been made for the board to hear.

15. **ADJOURN**

Chair announces the next meeting date and adjourns.
Chair Viricel adjourned the meeting at 2:28pm.

Gloria Macias Harrison, Clerk
SBCCD Board of Trustees



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**

MINUTES

MEMBERS PRESENT VIA TELECONFERENCE

Dr. Anne L. Viricel, Chair

Dr. Stephanie Houston, Vice Chair

Gloria Macías Harrison, Clerk

John Longville, Trustee

Frank Reyes, Trustee

Dr. Donald L. Singer, Trustee (departed the meeting at 6:23pm)

Joseph Williams, Trustee (departed the meeting at 5:21pm, returned to meeting at 6:29pm)

Maritza Mariscal-Medina, SBVC Student Trustee

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

The following text was read and all votes were taken by roll call.

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

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 #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

None.

4. CONVENE CLOSED SESSION

Closed session convened at 4:15pm.

5. RECONVENE PUBLIC MEETING

Public meeting reconvened at 5:21pm.

6. REPORT OF ACTION IN CLOSED SESSION

- On April 9, 2020, the Board unanimously took action to approve settlement of Workers Comp Claim #497464 with employee #9746
- On April 9, 2020, the Board unanimously took action to approve settlement of Workers Comp Claim #566429 with employee #28290.

- On April 9, 2020, the Board unanimously took action to approve the release of probationary employee #29738 from the position of Custodian effective April 10, 2020.

7. **PUBLIC COMMENTS ON AGENDA ITEMS**

Agenda Item 12.3 – Board Policies First Reading

Submitted by: Frances Rodriguez

Board policies need to allow student representatives to have a channel to present the resolutions because the current board has been ignoring resolutions and not allowing them to be added to the agenda. The main point is to address student representation. Why is our resolution from the students being ignored and not included in the agenda? The student's voice must not be oppressed, not ever-especially when students are the only consumers in this educational environment. The blatant violation of First Amendment protections severely reflect an egrerious "leadership" when this is an educational institution and yet the student voices are being silenced. The time is now to be heard because without students there is no district. What is our voice if we the representatives for the students are not heard at District Board Meetings? What is the purpose of our student senates if our resolutions are being passed over?

Agenda Item 13.3 Analysis of AB 705

Submitted by: Sara Mooney

Hello, this is Sara Mooney from the Campaign for College Opportunity.

Thank you for your leadership, tireless efforts, adjustment and innovation during this unprecedented time. Students are struggling to access technology, food, and housing, so we appreciate the work you are doing to get those resources into their hands.

I am very appreciative that the Board is discussing AB 705 today, and that the Chancellor's team have disaggregated data by race. This kind of analysis of any policy is so important. I also appreciate the recognition that more students are taking transfer level courses and will have the opportunity to move quickly towards a degree--this is a success!

The sharp enrollment increases for Black and Latinx students show how long standing policies caused campuses to previously under-place these students; the implementation of AB 705 and the increased numbers of successful students highlights that Black and Latinx students have been capable all along, and that campuses were short-changing them. Another win: the expansion of corequisites, communities of practice, and discussions around data are so important and must continue.

In addition to these wins, I want to highlight the historical and current success rate of Black students. Although they are a smaller population than some of other students, there are clearly large gaps in services for Black students. Why are our faculty and administrators unable to serve Black students the way that white and Asian students are being served?

We have known for some time that Black students are not afforded the same opportunity as their white and Asian counterparts. AB 705 has not changed this fact, but it has simply made it more clear.

Campuses across the state are seeing these disparities. They deserve urgent attention and investments. Investments in the following programs and practices are a good place to start:

- *additional supports outside of the classroom for Black students;*
- *implicit bias training for faculty, because we know that Black students do not feel welcomed in these classes;*
- *cultural competency in curriculum;*
- *recruitment and retention of Black faculty.*

For the next meeting, we ask the following be discussed:

- *A root cause analysis of these massive opportunity gaps.*
- *Success data broken out by campus.*
- *Success rates of students in remedial courses versus transfer level courses*
- *Success rates of students who enrolled in corequisite courses vs. those that did not.*

As the COVID context develops, Black and Latinx students will be most heavily impacted--do not let these gaps widen, now is not the time to be complacent. We are hopeful this data will only inform, empower, and inspire more concerted action. Thank you!

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)
Interim Chancellor Torres thanked all staff for their efforts and patience during the uncertain times and provided an update on how we are working proactively to assist our staff, students, and community during the COVID 19 pandemic. SBCCD continues to move forward delivering prosperity to our communities.
9.3. Key Performance Indicators (p13)
9.4. San Bernardino Valley College Academic Senate
Celia Huston gave a report for SBVC Academic Senate
9.5. San Bernardino Valley College Classified Senate
Judy Rodriguez provided a brief report for SBVC Classified Senate
9.6. San Bernardino Valley College Associated Students
Sofiya Herrera provided a brief report for SBVC Associated Students
9.7. Crafton Hills College Academic Senate
CHC Academic Senate
Submitted by: Mark McConnell
Our Senate has transitioned to online meetings, is on schedule and meeting, and is reviewing the first draft of our accreditation report at our next meeting.
9.8. Crafton Hills College Classified Senate
9.9. Crafton Hills College Associated Students
Jessica Lopez gave a report for CHC Associated Students.
9.10. CSEA
Kevin Palkki reported for CSEA.
9.11. CTA
Meridyth McLaren provided a report for CTA.
9.12. San Bernardino Valley College President
President Rodriguez gave an update on SBVC.
9.13. Crafton Hills College President
President Horan reported an update on CHC.

10. APPROVAL OF MINUTES

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

Trustee Houston moved to approve the minutes of 3/12/20 as amended and 3/17/20 as presented. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Williams

ABSTENSIONS: Gerard, Mariscal-Medina

11. CONSENT AGENDA

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)

Trustee Longville moved approval of the consent agenda as presented. Trustee Harrison seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes

NOES: None

ABSENT: Williams, Singer

ABSTENSIONS: Gerard, Mariscal-Medina

12. ACTION AGENDA

- 12.1 Public Hearing and Acknowledgement of Initial Proposals to Negotiate Successor Agreement Between SBCCD and CSEA Chapter 291(p131)

Board Chair Viricel opened a hearing for public comment on the initial proposals to negotiate successor agreement 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 Harrison moved to acknowledge these proposals and the parties commence negotiations. Trustee Longville seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes

NOES: None

ABSENT: Williams, Singer

ABSTENSIONS: Gerard, Mariscal-Medina

12.2 Updated Chancellor Search Timeline (p134)

Trustee Harrison moved approval of the Chancellor Search Timeline. Trustee Houston seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes

NOES: None

ABSENT: Williams, Singer

ABSTENSIONS: Gerard, Mariscal-Medina

12.3 Board Policies – First Reading (p136)
AP/BP 3710 Securing Copyright
AP/BP 5015 Residence Determination
AP 5017 Responding to Inquiries of Immigration Status

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

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

NOES: None

ABSENT: Singer

ABSTENSIONS: Gerard, Mariscal-Medina

12.4 Board Policies – Second Reading (p152)
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 approval of the Board Policies for second reading and final approval. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Singer

ABSTENSIONS: Gerard, Mariscal-Medina

12.5 BOT Ad Hoc Strategic Planning Committee (p186)

Trustee Houston moved approval to nominate and elect Trustees Williams, Harrison, and Viricel to serve on the SBCCD BOT Ad Hoc Committee for Strategic Planning. Trustee Reyes seconded the motion.

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

NOES: None

ABSENT: Singer

ABSTENSIONS: Gerard, Mariscal-Medina

12.6 2020 CCCT Board of Directors (p187)

Trustee Williams moved approval to vote for Adrienne Grey (West Valley-Mission CCD), Andra Hoffman (Los Angeles CCD), Pam Haynes (Los Rios CCD), Barbara Dunsheath (North Orange County CCD), Barbara Jean Calhoun (Compton CCD), and Marisa Perez (Cerritos CCD) from the seats up for re-election and authorize staff to forward the e-ballot to the League Office before the deadline. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Singer

ABSTENSIONS: Gerard, Mariscal-Medina

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

Non-Agenda Item

Submitted by: Alexis Zaragoza

San Bernardino Community College District, Trustees, and Chancellor, I write to you in hopes that we can agree on fundamental values within our community college system. As a student member of the California Community Colleges Board of Governors, while I am not speaking on behalf of the board and solely as an individual statewide student leader in the California Community Colleges, I hope my insight serves you well.

The primary value of our system, as stated in every governing document in the largest public university system in the world, is that we base everything we do on the needs of the students. We do this because, without students, there would be no university. Without students, we would not have a purpose.

It is with great confusion that across our state in the hearts of our community colleges, students are pushed to the backend of conversations. This is not rare, it is normal, which makes it all the more frustrating. It is with this confusion and frustration I question why this seems to be happening within your own district, and why the trustee board is preventing the uplifting of student voices within our colleges.

As a trustee, you are not bound to have previously been a community college student, but I hope if electors put you in this position it is because they know you are best in crafting decisions for our colleges. It should be absolutely apparent that your intentions are built around student needs and ideas. These two concepts; needs and ideas, work hand in hand. This is because student needs are defined by the students, since they are the ones dealing with these problems on a day to day basis, and their ideas for what they need are necessary when implementing policy to ensure their needs are properly met. Ideally, when student leaders speak up, they do so in hopes of being heard. This structure is what positions such as student trustees are made for.

This is to ensure every single meeting you all are hearing from us, and are unable to avoid making decisions based on what we need, not what you all only think we need.

No matter what your personal opinions are on resolutions put forward by student leaders, it is fundamentally against our values as a system to ignore ideas put forward entirely. Avoiding resolutions put forward by student leaders is not only wrong but is a direct threat to the policies within shared governance that we stand by as a state.

As a student leader in a position like mine, if this situation were mirrored at the statewide level there would be a public outcry about the inequalities that lie in our system and the people at the top that are preventing students from being able to speak up for what they believe in. As a student leader with a voice and a vote, I have been able to make real changes that have affected all the community college districts in the state of California in positive ways. The belief that ideas created by students do not deserve the same respect as other trustees is something my colleagues of the system, based on the respect that they have given me and other students, would heartfully disagree with. The students are the experts in what it means to be a student, and their voices should be heard accordingly.

No matter what the final decision would be, every resolution and idea put forward merits a discussion. I hope that you will do what is right by your electors and by your schools and ensure the rights of students and all groups within shared governance, including classified staff and faculty, are honored moving forward.

Non-Agenda Item

Submitted by: Hannah Stiff

Hello board members. My name is Hannah Stiff and I am speaking to you all as a member of Crafton's student senate. I would like to address some issues and concerns I, and others of my senate, have regarding student pay as well as student votes.

I am relatively new to the senate and to experiencing the workings of the San Bernardino Community College District, and I have to admit, I am disappointed with the lack of concern this board seems to have with students' opinions and needs. In nearly all of our student senate meetings I have attended, the issue of student compensation is part of our agenda. Our hardworking president, Tyrone Ross', as well as our student trustee, Elijah Gerard's, work seems to have been disregarded and pushed aside as unimportant. I have witnessed first-hand the time and effort these students have put forth into making our campus, and other community college campuses, better for all students. Yet, this board seems to think of their valuable contributions as not worthy of monetary compensation. The time and energy they put into our school could be used to for their own personal activities, but they selflessly apply it to creating a better community college experience.

Additionally, this board ignores a resolution written by our student trustee that would grant student trustees a right to a full vote. This seems to me, a blatant dismissal of the concerns by our students that our trustee would represent. The SBC CD's mission statement says that you "transform lives through the education of our students," but you seem to be indifferent to the very same students you claim to "serve." This is only my second semester at Crafton, and although I have greatly enjoyed my time here because of faculty and fellow students, I am disheartened by this district's lack of appreciation of the students who are responsible for your employment. I hope my, and other's, statements today bring to light the urgency and importance of listening to student voices. Thank you for your time.

Non-Agenda Item

Submitted by: Alex Ramos

Dear Sirs and Madams,

We, the student body, are at the epicenter of the academic and administrative changes. So far, our ideas and concerns have not been recognized through equal representation. The student voice is meant to be part of this district board as it is part of the community you serve. How do we know if our ideas carry weight? How do we know if our goals and needs are being prioritized? So far, we are constituents only in name.

Since there is an issue of proper representation, I want to take this opportunity to demand fair acknowledgement of these three propositions.

1. **Grading Policy** - The idea of a Pass/No Pass Term has been floating around. After talking with students, I propose an alternative. The grades that students had before Spring Break will be their minimum grades for that respective class. Grades will only move up, not down.

For many of our students, Pass/No Pass is not an option in their STEM career tracks. Are they to be left behind to worry about grades as the crisis looms overhead? Repeating a class is also not an option as they are bound by term specific courses. The proposed system is of benefit to every student as it alleviates stress and allows them to focus on their needs first and foremost. As of right now, there is a danger of students withdrawing or failing classes. We cannot stand idly by as this crisis affects their academic endeavors.

2. **Reimbursements** - As of this moment, COVID-19 has created an economic downturn in our country. We have students whose household income has been affected. We have students who have lost their jobs. Reimbursements for parking permits, art supplies, and other campus services will help alleviate their financial worries.
3. **Giving Our Student Trustee a Vote** - Our government is meant to be a representative one. If our selected student leader's vote does not count, then we are being disregarded. A vote is the voice of our community. That is what this nation was built upon.

As the Board of Trustees, it is your duty to facilitate student success. It is your duty to allow us to speak for ourselves about the changes we demand. In order for us to succeed, our concerns must carry weight. Right now is the time that our voice be valued on equal footing. Grant us a vote on this board.

Non-Agenda Item

Submitted by: Valerie Johnson

To the SBCCD Board of Trustees,

My name is Valerie Johnson, I am the former student body president at Crafton Hills College and a current UC Berkeley student. I'm writing to you today not because I'm eager to maintain involvement at an institution that I am no longer enrolled in, but because I feel obligated to protect and empower student work that was done when I was in leadership and I feel that the board is failing to do it's due diligence in heeding student input.

Put simply: you have failed students by not taking action on items of importance brought to your attention. You have praised student leaders like myself and your current student trustee, Elijah, for our efforts and "above and beyond" work, and yet when it's your turn to use your power to bring our work to the finish line, you fail to take action.

During Spring of 2019, students passed a resolution in support of equitable pay for student committee volunteers. Many trustees took the opportunity to share that they also supported such financial support, students being paid for their time just as administrators and faculty are paid. Despite your supposed support, you have failed to establish a process for students to receive payments like this. You ask students for their time and work, and you fail to show them that they are worth the work you are asking for. For months now, student leaders have expressed how inequitable it is to have a student trustee that does not have proper voting rights. What is the point of having such representation if it is simply ceremonial? Students deserve better than pseudo-representation. We deserve dignified representation that includes voting power. If the board wants to claim to truly value student input then it cannot simultaneously claim that students are not informed enough to have input. By taking a stance in support of students on this issue, you can demonstrate through actions the value you claim to place on student representation. Students look forward to action of this nature.

Establish a process to pay student representatives on hiring and other committees and formalize your support for student trustees to have full voting power so that you can continue to praise the work of student leaders by using your positions to uplift students.

Non-Agenda Item

Submitted by: Anthony Orabuena

I wanted to bring to your attention that students who attend committees are not paid or treated fairly. There are students who attend these meetings a lot and they are not even paid. Faculty who attend these committees are paid 52 dollars while students are not even paid. This is not fair to the students who attend the committees. I ask that you make these issues a bigger one because the school is not doing that. They seem to say they will take care of that, but that is just an excuse to make us stop talking about. Me and a student even had to make a petition to make this issue more important than it is to the school of Crafton Hills College. I mean the communication from student Senate and students is obviously poor. I mean I do think you are listening to us to make the experience better for students. I believe you need to do a better job, because in my petition we are only asking 17 dollars, instead of 52. We are being very reasonable for the pay, I do not believe this amount is unreasonable to you or the board. I feel like you the board are making it hard yourself. Please change yourself for the betterment of the students. This is important to us as students and we ask you to make this change now. Not 3-5 years from now, not two, not one. It can be done now no more excuses. This what we want and we ask you listen and stop ignoring us, and the next generation of future students.

Non-Agenda Item

Submitted by: Frances Rodriguez

Student reimbursements for activities that have not been finalized, as the students are still awaiting payments. (Related also to 11.5). I came to the meeting months ago, and it is disappointing to disregard the contributions by the students. When will students be given what has been promised to them? I was convinced when I attended the meeting that my voice was heard loud and clear about this and yet here we are months later, and the story is still the same, lack of respect for our students displayed by the disregard for our request to be reimbursed. Restaurants typically give you 30 days when an order is put in to the bill getting reimbursed. What is the delay? The students need resources today!

Call for compassion. As the Outreach Coordinator, I see the stress from many students including myself and my College Promise daughter. Transition from High School was not easy for her due to her disabilities, and that is not including my personal battle that started against cancer last year. I would like to remind the board that we are here to help our communities and I ask for empathy and patience during these difficult times for all the students, faculty, staff, and society in general. Crafton Hills College has a lot to offer, yet I find myself convinced that there are no current resources to support the students who lack the technical requirements for a class such as CIS 101 and I am forced to drop out from. I am a Calworks student and they will let me borrow the book, I am DSPS but the Ipad is not what I need for the technical requirements per the instructor and the chromebook is not enough either. I have no access to transportation and live 50 miles away, so the computer lab is not an option even if they were open, which the Library is but they have no pc available for me. I am the Outreach Coordinator and as of last week thought I could complete the course, now I have to drop it soon because I have not been able to get access to resources that apply to the CIS 101 course. How are we going to support the new Cyber Security students in the future? Our campus lacks the technical support for students and now we are offering an associate degree. This epidemic has shown me the needs for students and we need to do more to help them at this time. What happened to the 10 million dollar homeless grant offered a few months ago to the Community Colleges? Please feel free to contact me f.rodriguez1007@student.sbccd.edu and together we can find solutions to these overwhelming student crisis issues. Can we access that money to provide technical support and also one more question-Why did the County choose our school campus as a Covid testing site when we have food distribution on Monday. How will students like me feel safe accessing food and the library knowing that the campus was overrun 2 days prior with possible Coronavirus patients? The emergency grants administered by the Mission Asset Fund were a disaster as they were about who knew about them instead of the awards being granted equally or as much evenly as possible across college campuses. I am still on the waiting list and this grant would have helped me purchase a pc. I have sent emails from faculty, DSPS, and the Library to the foundation managing the funds and after 3 days no response. This is sad and discouraging, the Vice President of Student Affairs Delmy, told me to not drop the CIS 101 course during our student senate meeting on zoom last Friday, but what options do I have?

Non-Agenda Item

Submitted by: Dewey Kellygray

Thank you for providing an opportunity for me to submit my public comment to the SBCCD Board meeting on 9 April 2020. Specifically, I request the SBCCD to send an announcement to all SBCCD Students, Staff, and Faculty of the San Bernardino County Health Officer Order (7 April 2020) or an accurate version of the

order. The San Bernardino County Health Officer Order could not be attached therefore San Bernardino County website announcements are included for reading as my 5 minute public comment.

In an effort to protect the public from further spread of COVID-19, the County's Acting Health Officer has formally ordered everyone in San Bernardino County to wear a face covering when leaving home.

Face coverings may include coverings that secure to the ears or back of the head and encompass the mouth and nose. Homemade cloth ear loop covers, bandannas and handkerchiefs, and neck gaiters may be used to reduce the spread of COVID-19 particularly among asymptomatic people. Surgical masks and N95 masks must be preserved for healthcare workers and emergency responders.

"Staying home, practicing social distancing and frequent handwashing are far more effective ways to combat the spread of COVID-19, and face coverings are not a substitute for those practices," said Dr. Erin Gustafson, the County's Acting Public Health Officer.

Tuesday's order also says faith-based services must be electronic only through streaming or online technology. People may not leave their homes for driving parades or drive-up services or to pick up non-essential items such as pre-packaged Easter eggs or bags filled with candy and toys at a drive-thru location.

"We understand that this is an important time for Christians around the world and it is natural to want to worship and celebrate with our families. Right now, however, is a critical time for our country and our community – we can still celebrate this time from the safety of our individual homes while we help flatten the curve and save lives," said Board of Supervisors Chairman Curt Hagman. "When we stay home we help our healthcare workers and our emergency responders and vulnerable populations beat COVID-19."

Many churches and houses of worship are hosting "virtual" services, streamed online. The County encourages single-family, home-based worshiping and activities, including Easter egg hunts among household members inside the house or in residential back yards.

As of today, San Bernardino County has 530 confirmed cases of COVID-19 and the deaths of 16 county residents have been associated with the disease.

The Acting Health Officer's order may be viewed at <http://sbcounty.gov/dph/wp-con>. Violation of the order is a crime punishable by up to a \$1,000 fine or imprisonment up to 90 days, or both...

Arrowhead Regional Medical Center (ARMC) will conduct Drive-Through testing for coronavirus (COVID-19) beginning April 9. The COVID-19 testing will be available for the public by appointment only. For appointments, call 1-855-422-8029. Instructions are available at this link: <https://www.arrowheadregional.org/covid-19-updates/>

The following dates are available for scheduling an appointment, as space allows:

- *Thursday, April 9, 8 a.m. – 5 p.m.*
- *Friday, April 10, 8 a.m. – 5 p.m.*
- *Tuesday, April 14, 8 a.m. – 5 p.m.*
- *Wednesday, April 15, 8 a.m. – 5 p.m.*
- *Thursday, April 16, 8 a.m. – 5 p.m.*

The Drive-Through testing will be conducted at the outpatient building entrance on the ARMC campus. The entrance will be on Meridian Avenue at the back of the ARMC campus. Once entering the campus from Meridian, signage will be displayed for the COVID-19 Drive-Through testing. Additional testing dates will be announced at a later date. Here is a map of the testing site.

"We have been treating COVID-19 patients with all of the latest best practices in our fight against this disease," said Dr. Sharon Wang, infection disease specialist at ARMC. "We would like to provide our expertise to help test members of the community."

The San Bernardino County Health Officer declared a local health emergency to help ensure county government and the public are prepared. ARMC is working with other county departments and in partnership with cities, schools, and the business and nonprofit communities to ensure an effective response....

The need has arisen for clarification of a Public Health Order and subsequent guidance issued Tuesday regarding religious services and face coverings.

The County acknowledges the manner in which the order and guidance were created and disseminated created unintended consequences and hardships. The County has taken steps to ensure appropriate notice and coordination will occur in the future as we address the complicated and fast-moving crisis faced by our community and the entire world.

"We recognize the need to act quickly to slow the spread of COVID-19 throughout San Bernardino County," said Board of Supervisors Chairman Curt Hagman. "But we also recognize that we must take into consideration the myriad of impacts that can be felt in a large and diverse county, and be willing to provide clarification and make adjustments while keeping our communities safe and healthy."

The specific references to drive-in religious services so close to major religious observances taking place during the next four days, for which organizations had already conducted considerable planning and incurred expenses, are clarified as follows: Organizations that have planned such services for the coming weekend should proceed with those services if they choose to do so and make every effort to prevent contact between congregants.

Regarding the use of face-coverings while driving, there is no need for drivers traveling alone or with members of their households to wear face coverings unless they must lower their windows to interact with first responders, food service workers, or others who are not members of their households.

Other clarifying guidance will be forthcoming.

On the subject of enforcement, the public is advised that although violation of a health order is a violation of the California Health and Safety Code, the County does not expect law enforcement to broadly impose citations on violators. The expectation is that law enforcement will rely upon community members to use good judgment, common sense, and act in the best interests of their own health and the health of their loved ones and the community at large. The imposition of penalties on members of the public who willfully and grossly disregard public health orders by putting others at risk of exposure to this infectious disease is meant as a tool for law enforcement to use as a deterrent....

Non-Agenda Item

Submitted by: Crystal Williams

My name is Crystal Williams, and I'm the Regional Affairs Director of Region IX of the Student Senate of California Community Colleges.

I received word that you are denying the Student Trustee Elijah Gerard's request to have his resolution added on to the agenda, due to "he's not a trustee, therefore the board can deny his request".

He is, in fact, the STUDENT TRUSTEE. He was elected by the STUDENTS, unlike you all, to sit on this board, and advocate on their behalf. He is a trustee.

Are you insinuating that a student can't propose resolutions? If so, you all need to get with the times.

Have you not heard of the General Assembly put on by the Student Senate of California Community Colleges?? All 115 community Colleges are invited to come together and vote on resolutions that are written by students. STUDENTS.

I have heard about Elijah since last year, on how dedicated and amazing he is, due to his work advocating on behalf of the students, all throughout the state, and I don't even attend this college!! And you're denying him the right that was given to him, by the students who elected him to represent them, to do his job? Ridiculous. Do NOT underestimate the power of the students. You will be in a RUDE awakening, if you

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
Chair Viricel adjourned the meeting at 7:36 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, Crafton Hills College
PREPARED BY: Michelle Riggs, Director, Institutional Advancement, Crafton Hills College
DATE: May 14, 2020
SUBJECT: Consideration of Approval of Donation – Crafton Hills College

RECOMMENDATION:

It is recommended that the Board of Trustees accept the following donation to support the Fire Academy at Crafton Hills College.

OVERVIEW:

A donation of two 1998 KME Fire Engines is being made to the CHC Fire Academy.

<u>Item</u>	<u>Source</u>
1998 KME Fire Engine – VIN1K9AF4287WN058753	CHC Foundation
1998 KME Fire Engine – VIN1K9AF4287WN058754	CHC Foundation

ANALYSIS:

A donation of two (2) fire engines is being made to the CHC Fire Academy for instructional and training purposes.

BOARD IMPERATIVE:

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None.

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: May 14, 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
May 14, 2020

NEW COURSE

Discipline:	Computer Science
Department:	Multimedia and Information Technology
Course ID:	CSCI 112
Course Title:	Programming Fundamentals: Python
Units:	3
Minimum Semester Hours:	
Lecture:	48
Prerequisite:	MATH 102 or higher
Corequisite:	None
Departmental Recommendation:	Successful completion of CIS 101
Catalog Description:	This course covers programming fundamentals using the Python programming language. Python is interpreted, interactive, and object-oriented. Recommended for general-purpose programming, system administration, or web programming. Topics include classes, objects, inheritance, polymorphism, design and implementation of abstract data types, dictionaries, lists, list comprehensions, files, modules, and mutable and immutable types
Schedule Description:	This course covers programming fundamentals using the Python programming language. Topics include classes, objects, inheritance, polymorphism, design and implementation of abstract data types, dictionaries, lists, list comprehensions, files, modules, and mutable and immutable types.
Rationale:	The Python programming language has now become one of the top ten popular programming languages rivaling the Java and C++ programming languages. Not only do many universities now teach introduction to programming fundamentals in Python but the programming language has many attractive features making it the primary language in fields such as cyber security and data science.
Equate:	Course is not currently offered at SBVC
Effective:	Fall 2021

NEW COURSE

Discipline:	Earth Science (Geology)
Department:	Physical and Biological Sciences
Course ID:	GEOL 195
Course Title:	Geology of the Western Transverse Ranges
Units:	1
Minimum Semester Hours:	
Lecture:	2
Lab:	42
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	Eligibility for MATH 095 and ENGL 101

Catalog Description:	Discussion and observation of the physical and historical geology and natural history of the Western Transverse Mountains with emphasis in the coastline near Santa Barbara area. Lecture prior to the field trip and geologic tools will be utilized to observe, explore, and understand the geology of the region of study. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.
Schedule Description:	Discussion and observation of the physical and historical geology and natural history of the Western Transverse Ranges with emphasis in the Santa Barbara area. Student must attend the field trip or complete an approved alternative assignment to successfully complete the course.
Rationale:	GEOL 195 is a field trip course including lecture and laboratory experiences for students of physical geology and natural history. In this course, students will apply lecture material to field observations and study.
Equate:	Course is not currently offered at SBVC
Effective:	Fall 2021

NEW COURSE

Discipline:	Radiologic Technology
Department:	Allied Health Services
Course ID:	RADIOL 217
Course Title:	Computed Tomography
Units:	3
Minimum Semester Hours:	
Lecture:	48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Study of technical and procedural aspects of computed tomography. Examines patient assessment and preparation, provide radiation safety and dose, image formation, image evaluation and archiving, and different types of procedures.
Schedule Description:	Study of technical and procedural aspects of computed tomography. Analyzes the principles of computed tomography which includes patient care, safety, data acquisition, image reproduction, image display system, image recording system, image storage system and basic concepts on spiral/helical scanning. Includes cross sectional anatomy and pathology and procedures.
Rationale:	This course is a stand-alone course that aligns with the college's mission of advancing career success through engagement and learning. The course is offered to the Radiologic Technology students who desire to obtain National and State Computed Tomography certification. Completion of this course meets the American Registry of Radiologic Technologist (ARRT) requirements for structured education in Computed Tomography. This course is not required to graduate from the Radiologic Technology Program at Crafton.
Equate:	Course is not offered at SBVC
Effective:	Fall 2021

MODIFY COURSE

COURSE ID	COURSE TITLE
ASL 101	American Sign Language I

Departmental Recommendation:	Eligibility for ENGL 101. Concurrent enrollment in ASL 115
Catalog Description:	Introduction to American Sign Language as used by the Deaf community in the United States. Study of a basic vocabulary of approximately 400 signs, typical ASL sentence structures and social conventions involved in ASL. Discussion of the history of d/Deaf education and the Deaf community up to the end of the nineteenth century. NOTE: This course may require attendance to Deaf community events.
Schedule Description:	Introduction to American Sign Language as used by the Deaf community in the United States. NOTE: This course may require attendance to Deaf community events.
Rationale:	Six-year revision; adding DE component
Equate:	ASL 109 at SBVC
Effective:	Fall 2021

MODIFY COURSE

COURSE ID	COURSE TITLE
BUSAD 039	Foundations for Successful Employment

Course Title:	Introduction to a Business Career
Catalog Description:	The purpose of this course is to provide students with a foundation in your personal academic and career planning process within business. The course will assist students in developing an understanding and ability to articulate beginning college students and becoming business professionals through personal assessment activities. The focus will be on providing students with tools and strategies for reflection, planning, and goal-setting for a career in business
Schedule Description:	The purpose of this course is to provide students with a foundation in your personal academic and career planning process within business. The course will assist students in developing an understanding and ability to articulate beginning college students and becoming business professionals through personal assessment activities. The focus will be on providing students with tools and strategies for reflection, planning, and goal-setting for a career in business.
Rationale:	Six-year revision
Equate:	BUSAD 039 at SBVC
Effective:	Fall 2021

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
GEOG 120	World Regional Geography

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

MODIFY COURSE

COURSE ID	COURSE TITLE
GEOG 126	Geography of California

Rationale: Six-year revision
Equate: GEOG 126 at SBVC
Effective: Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
GEOL 160	Geology Laboratory

Rationale: Six-year revision
Equate: GEOL 160 at SBVC
Effective: Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
MUSIC 120	Appreciation of Musical Literature

Rationale: Six-year revision; adding DE component
Equate: MUSIC 121 at SBVC
Effective: Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
MUSIC 120H	Appreciation of Musical Literature – Honors

Rationale: Six-year revision; adding DE component
Equate: MUSIC 121H at SBVC
Effective: Fall 2020

MODIFY COURSE

COURSE ID	COURSE TITLE
MUSIC 134	Jazz History

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

COURSE DELETION

COURSE ID	COURSE TITLE
SPAN 157	Spanish for Spanish Speakers

Rationale: There are no plans to offer the course due to low enrollment.
Equate: SPAN 157 at SBVC
Effective: Fall 2020

DISTRIBUTED EDUCATION

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

DISTRIBUTED EDUCATION

Course ID:	CSCI 112	Hybrid and 100% Online
Course Title:	Programming Fundamentals: Python	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

DISTRIBUTED EDUCATION

Course ID:	KIN/F 106ABCD	100% Online
Course Title:	Total Body Fitness	
Rationale:	Increase DE Offerings	
Effective:	Fall 2020	

DISTRIBUTED EDUCATION

Course ID:	MUSIC 120	100% Online
Course Title:	Appreciation of Musical Literature	
Rationale:	Increase DE Offerings	
Effective:	Fall 2020	

DISTRIBUTED EDUCATION

Course ID:	MUSIC 120H	100% Online
Course Title:	Appreciation of Musical Literature – Honors	
Rationale:	Increase DE Offerings	
Effective:	Fall 2020	

DISTRIBUTED EDUCATION

Course ID:	MUSIC 134	100% Online
Course Title:	Jazz History	
Rationale:	Increase DE Offerings	
Effective:	Fall 2020	

NEW PROGRAM**Associates of Science Computer Information Systems: Network Administration**

The Associate of Science Degree in Network Administration at Crafton Hills College will provide students necessary knowledge and skills to succeed as a network administrator, including, installing and configuring switches and routers in multi-protocol networking, providing Level 1 troubleshooting service, and improving network performance and security.

REQUIRED COURSES:

		Units
CIS 095	Employability Skills for Technical Careers	2
CIS 101	Introduction to Computer and Information Technology	3
CIS 130	Hardware and Information Technology Essentials	3
CIS 140	Introduction to Networks (Cisco CCNA 1)	4

Students must complete at least fifteen additional units from the following:

		Units
CIS 109	Operating Systems and Environments	3
CIS 132	Systems and Network Administration	3
CIS 134	Introduction to Information Systems Security	3
CIS 135	Certified Ethical Hacker	3
CIS 141	Basic Routing and Switching (Cisco CCNA 2)	4
CIS 142	Advanced Routing and Switching (Cisco CCNA 3)	4
CIS 143	WAN Technologies and Network Services (Cisco CCNA 4)	4

Total Units: **27**

Rationale:	The networking expertise students learn is coveted by network engineers and employers all over the world. Intimately understanding network infrastructure and protocols and how they work together will not only help students succeed today, but also help them stay current as technologies continue to evolve.
Effective:	Fall 2021

NEW PROGRAM

Associate of Science Computer Information Systems: Programming

The Associate of Science Degree in Programming at Crafton Hills College will provide students with the knowledge and skills necessary for employment in entry-level positions in the field of computer programming or to continue to pursue a four-year degree in Computer Information Systems or Computer Science. Completion of this program indicates the student has acquired knowledge of computer programming including basic language structures, syntax, debugging, and application development.

REQUIRED COURSES:		Units
CIS 095	Employability Skills for Technical Careers	2
CIS 101	Introduction to Computer and Information Technology	3
CIS 130	Hardware and Information Technology Essentials	3

Students must complete at least fifteen additional units from the following:		Units
CIS 105	Database Concepts and Design	3
CIS 111	Web Page Programming and Design	3
CSCI 112	Programming Fundamentals: Python	3
CSCI 113	Programming Fundamentals: Java	3
or		
CIS 113	Java Programming	3
CSCI 110	Introduction to Computer Science I (C++)	3
or		
CIS 114	C++ Programming I	3
CSCI 120	Introduction to Computer Science II (C++)	3
or		
CIS 116	C++ Programming II	3
CIS 117	Web Page Scripting	3
CIS 121	Android Application Development	3
CIS 125	Introduction to C#.NET Programming	3
CIS 190D	Software Development Work Experience	1 - 3
CSCI 110G	Introduction to Computer Science I (Game Programming I)	3
CSCI 105	Introduction to Unix/Linux	1

Total Units:	23
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Rationale:	With the accessibility of cheap computing systems and readily available material, students no longer require a BS degree in computer science to succeed but will benefit from focused and short programs such as this program. Furthermore, this program is in support of the college mission as it supports transfer preparation to four-year institutions offering BS degrees in industrial technology and computer science. Many four-year institutions offering BS degrees in industrial technology and computer science offer an emphasis in CIS which demands a broad knowledge of programming languages.
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Effective: Fall 2021

NEW PROGRAM

Associate of Science Computer Information Systems: Web Development

The Associate of Science Degree in Computer Information Systems: Web Development at Crafton Hills College combines web-based program with illustration, art, and design tools to provide students with the necessary skills for developing web-based content. Students who complete this program will have learned required skills to utilize web-based languages to organize and display digital content and be prepared for positions in web and mobile design, advertising, and interactive media publishing.

REQUIRED COURSES:		Units
CIS 095	Employability Skills for Technical Careers	2
CIS 101	Introduction to Computer and Information Technology	3
CIS 111	Web Page Programming and Design	3
CIS 117	Web Page Scripting	3
CIS 130	Hardware and Information Technology Essentials	3
or		
CIS 140	Introduction to Networks (Cisco CCNA 1)	4

Students must complete at least twelve units from the following courses:		Units
MULTI 111	Adobe Photoshop I	3
or		
MULTI 130	Digital Illustration with Adobe Illustrator I	3
MULTI 170	Website Design with Adobe Dreamweaver	3
MULTI 171	Adobe Animate	3
CIS 190A	Web Design Work Experience	1 - 3
CIS 211	Web Design and Development II	3
CSCI 112	Programming Fundamentals: Python	3
CSCI 105	Introduction to Unix/Linux	1
Total Units:		26 - 27

Rationale: The Bureau of Labor Statistics predicts that job opportunities in the web development field (Web programmers, Web designers, and Webmasters) are expected to increase 13% through 2028. AA degrees are the typical entry level degree in the web design and web development fields. The program is also appropriate to the college mission in that it is part of transfer preparation to four-year institutions offering BS degrees in web technologies and related CIS majors.

Effective: Fall 2021

NEW PROGRAM

Digital Illustration Certificate of Achievement

The Digital Illustration Certificate Program combines the study of illustration, art and design with digital tools and techniques to create communicative imagery that is disseminated through all forms of visual media. This certificate prepares students for freelance illustration positions in print and interactive media publishing, web and mobile design, advertising, animation, and gaming.

REQUIRED COURSES:

		Units
ART 124	Drawing I	3
ART 120	Foundations of Two-Dimensional Design	3
MULTI 100	Multimedia Foundations	3
MULTI 130	Digital Illustration with Adobe Illustrator I	3
MULTI 230	Digital Illustration with Adobe Illustrator II	3
MULTI 111	Adobe Photoshop I	3
MULTI 214	Digital Media Portfolio	1 - 3
ART 132	Life Drawing I	3

Recommended Courses:

		Units
MULTI 212	Digital Media Careers	3
MULTI 211	Adobe Photoshop II	3

Total Units		22 - 24
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Rationale: Digital Illustration has become a highly demanded skill, especially in the gig economy. A certificate in this program will prepare students to either enter freelance illustration as a career, or an opportunity for an additional source of income for other digital media professionals (such as graphic and media designers). The majority of courses in this certificate are transferable to CSU and students who pursue a 4-year degree will be able to transfer the courses.

Effective: Fall 2021

CORRECTION

MODIFY COURSE

COURSE ID	COURSE TITLE
GEOG 175	Introduction to Information Mapping

Course Title: Introduction to Geographic Information Systems

Minimum Semester

Hours:

Lecture: 48

Rationale: Six-year revision; approved at the March 12, 2020 Board meeting. The hours of the course are being changed to align with SBVC.

Equate: GIS 130 at SBVC

Effective: Fall 2020

CORRECTION
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. Graded on a Pass or No Pass basis only. Open entry, open exit course.
Rationale:	Six-year revision; approved at the April 9, 2020 Board meeting, added to the schedule description: Graded on a Pass or No Pass basis only.
Equate:	Course is not currently offered at SBVC
Effective:	Fall 2020

INFORMATION ONLY

ASSOCIATE IN ARTS IN ANTHROPOLOGY FOR TRANSFER

The Associate in Arts-Transfer (AA-T) degree in Anthropology at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in anthropology or a related field of study. Students earning this degree will be able to utilize anthropological theories and research methods to make the unfamiliar familiar and make the familiar unfamiliar; apply archeological and anthropological research methods and explain which would be appropriate in this investigation; identify the components of culture and explain their application to the interpersonal and organizational experience of a given case study; and define ethnocentrism and appraise its role in maintaining social solidarity and its impact on tolerance, pluralism and diversity.

REQUIRED CORE COURSES:	Units
ANTHRO 102 Cultural Anthropology	3
or	
ANTHRO 102H Cultural Anthropology – Honors	3
ANTHRO 106 Biological Anthropology	3
or	
ANTHRO 106H Biological Anthropology – Honors	3
ANTHRO 100 Introduction to Archaeology	3
REQUIRED LIST A COURSE:	Units
MATH 110 Introduction to Probability and Statistics	4
or	
MATH 110H Introduction to Probability and Statistics – Honors	4
or	

PSYCH 120	Statistics for the Social and Behavioral Sciences	4
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REQUIRED LIST B COURSES

Students must complete at least three units from the following list: **Units**

GEOL 100 1	Physical Geology	4
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or

GEOL 100H 2	Physical Geology – Honors	4
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PSYCH 101	Research Methods	3
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REQUIRED LIST C COURSE

Students must complete at least three additional units from the following list: **Units**

ANTHRO 110	Tribal and Ethnic Religions	3
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or

RELIG 110	Tribal and Ethnic Religions	3
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ANTHRO 107	The United States and the North American Indians	3
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or

HIST 107	The United States and the North American Indians	3
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COMMST 174	Communication in a Diverse World	3
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GEOG 102	Cultural Geography	3
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or

GEOG 102H	Cultural Geography – Honors	3
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GEOG 120	World Regional Geography	3
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RELIG 101	Introduction to World Religions	3
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or

RELIG 101H	Introduction to World Religions – Honors	3
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SOC 100	Introduction to Sociology	3
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or

SOC 100H	Introduction to Sociology – Honors	3
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SOC 141	Race, Ethnicity and Diversity	3
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or

SOC 141H	Race, Ethnicity and Diversity – Honors	3
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Total Units:		19 – 20
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1Students may substitute GEOL 101 and GEOL 160 in lieu of GEOL 100. See a counselor for details.

2Students may substitute GEOL 101H and GEOL 160 in lieu of GEOL 100H. See a counselor for details.

Rationale: Chancellor's Office Approved

Effective: Fall 2020

INFORMATION ONLY**ASSOCIATE IN ARTS IN ECONOMICS FOR TRANSFER**

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

REQUIRED CORE COURSES:

		Units
ECON 200	Principles of Macroeconomics	3
or		
ECON 200H	Principles of Macroeconomics – Honors	3
ECON 201	Principles of Microeconomics	3
or		
ECON 201H	Principles of Microeconomics – Honors	3
MATH 110	Introduction to Probability and Statistics	4
or		
MATH 110H	Introduction to Probability and Statistics – Honors	4
or		
MATH 250	Single Variable Calculus I	4
or		
MATH 141	Calculus for Business	4

REQUIRED LIST A COURSES

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

		Units
MATH 102 1	College Algebra	5
MATH 160	Precalculus	4
MATH 251	Single Variable Calculus II	4
ACCT 208	Introduction to Financial Accounting	4
ACCT 209	Introduction to Managerial Accounting	4
CIS 101	Introduction to Computer and Information Technology	3
BUSAD 145	Business Communication	4
or		
COMMST 145	Business Communication	4
MATH 110	Introduction to Probability and Statistics	4
or		
MATH 110H	Introduction to Probability and Statistics – Honors	4

REQUIRED LIST B COURSES

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

Any LIST A course not already used

		Units
MATH 252	Multivariable Calculus	5
MATH 265	Linear Algebra	4

Total Units: **21 – 24**

1Course was 4 units prior to Fall 2018

Rationale: Chancellor's Office Approved
Effective: Fall 2020

INFORMATION ONLY**ASSOCIATE IN ARTS IN ELEMENTARY TEACHER EDUCATION FOR TRANSFER**

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: This program is now approved with IGETC as an option to CSUGE.
Effective: Fall 2020

INFORMATION ONLY

ASSOCIATE IN ARTS IN GEOGRAPHY FOR TRANSFER

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

REQUIRED CORE COURSES:		Units
GEOG 102	Cultural Geography	3
or		
GEOG 102H	Cultural Geography – Honors	3
or		
GEOG 120	World Regional Geography	3
GEOG 110	Physical Geography	3
or		
GEOG 110H	Physical Geography – Honors	3
GEOG 111	Physical Geography Laboratory	1
or		
GEOG 111H	Physical Geography Laboratory – Honors	1

REQUIRED LIST A COURSES

Students must complete at least six (6) units from the following courses:

		Units
GEOG 114	Investigations in Weather and Climate	4
or		
GEOG 115	Elements of Weather and Climate	3
GEOG 126	Geography of California	3

REQUIRED LIST B COURSES

Students must complete six (6) additional units from the following courses:

Any LIST A course not already used

		Units
GEOG 102	Cultural Geography	3
or		
GEOG 102H	Cultural Geography – Honors	3
or		
GEOG 120	World Regional Geography	3

GEOL 100	Physical Geology	4
or		
GEOL 100H	Physical Geology – Honors	4
or		
GEOL 101H	Introduction to Geology – Honors	3
or		
GEOL 101	Introduction to Geology	3
GIS 175	Introduction to Information Mapping	3
ANTHRO 102	Cultural Anthropology	3
or		
ANTHRO 102H	Cultural Anthropology – Honors	3
Total Units:		19 - 21

Field experiences including GEOL 170, GEOL 175, GEOL 177, GEOL 180, GEOL 181, GEOL 190, and GEOL 270 are not required to earn the degree but are recommended for students preparing to major in geography at a four-year institution.

Rationale: Chancellor’s Office Approved
Effective: Fall 2020

INFORMATION ONLY

ASSOCIATE IN ARTS IN PHILOSOPHY FOR TRANSFER

Changed to:
Total Units: 19 - 20

Rationale: Chancellor’s Office Approved
Effective: Fall 2020

INFORMATION ONLY

ASSOCIATE IN ARTS IN SOCIOLOGY FOR TRANSFER

Add to LIST A:

SOC 141H
 Race, Ethnicity and Diversity – Honors
 3 Units

Rationale: Chancellor’s Office Approved
Effective: Fall 2020

INFORMATION ONLY**ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER**

The Associate in Science-Transfer (AS-T) degree in Business Administration at Crafton Hills College is designed to meet the needs of students transferring to a California State University who intend to major in accounting, finance, international business, management, marketing or other business-related field of study.

REQUIRED CORE COURSES:		Units
ACCT 208	Introduction to Financial Accounting	4
ACCT 209	Introduction to Managerial Accounting	4
BUSAD 210	Business Law	3
ECON 200	Principles of Macroeconomics	3
or		
ECON 200H	Principles of Macroeconomics – Honors	3
ECON 201	Principles of Microeconomics	3
or		
ECON 201H	Principles of Microeconomics – Honors	3

REQUIRED LIST A COURSES

Students must complete at least four units from the following courses:		Units
MATH 110	Introduction to Probability and Statistics	4
or		
MATH 110H	Introduction to Probability and Statistics – Honors	4
or		
PSYCH 120	Statistics for the Social and Behavioral Sciences	4
MATH 141	Calculus for Business	4

REQUIRED LIST B COURSES

Students must complete at least six additional units from the following courses:

Any LIST A course not already used

		Units
CIS101	Introduction to Computer and Information Technology	3
or		
BUSAD 100	Introduction to Business	3
or		
BUSAD 145	Business Communication	4
or		
COMMST145	Business Communication	4

Total Units: **27 - 28**

Rationale: Chancellor's Office Approved
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: May 14, 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
May 14, 2020

NEW COURSE

Addition to the 2021-2022 College Catalog

Course ID:	HIST 141
Course Title:	Asian American History
Units:	3
Lecture:	3 contact hour(s) per week 48 - 54 contact hours per semester
Outside of Class Hours:	6 hour(s) per week
Prerequisite:	None
Departmental Advisory:	ENGL 101 or ENGL 101H
Catalog Description:	This course provides a survey of United States history from the Asian American perspective, with an emphasis on the 1840s to the 21st century.
Schedule Description:	This course provides a survey of United States history from the Asian American perspective, with an emphasis on the 1840s to the 21st century.
TOP Code:	2205.00
Equate:	Course not offered at CHC.
Rationale:	This course will be added to the new History transfer degree. It will help students who wish to transfer to a 4-year university seeking a degree in Ethnic Studies.
Effective:	Fall 2021

NEW COURSE

Addition to the 2021-2022 College Catalog

Course ID:	HIST 185
Course Title:	Women in United States History
Units:	3
Lecture:	3 contact hour(s) per week 48 - 54 contact hours per semester
Outside of Class Hours:	6 hour(s) per week
Prerequisite:	None
Departmental Advisory:	ENGL 101 or ENGL 101H
Catalog Description:	This course provides a general survey of the role of women in United States history, with an emphasis on relevant political, economic, and social factors. There will be an emphasis on how women challenged traditional roles and expectations, as well as their vast contributions to war efforts, reform movements, and the fight for social justice.
Schedule Description:	This course provides a general survey of the role of women in United States history, with an emphasis on relevant political, economic, and social factors. There will be an emphasis on how women challenged traditional roles and expectations, as well as their vast contributions to war efforts, reform movements, and the fight for social justice.
TOP Code:	2205.00
Equate:	Course not offered at CHC.
Rationale:	This course will be added to the new History transfer degree. It will help students who wish to transfer to a 4-year university seeking a degree in Ethnic and/or Women's Studies.
Effective:	Fall 2021

NEW COURSE

Addition to the 2020-2021 College Catalog

Course ID:	NURS 600
Course Title:	Nursing Assistant Training Program
Hours:	204
Lecture:	60 contact hour(s) per semester
Laboratory:	144 contact hour(s) per semester
Prerequisite:	None
Limitation on Enrollment:	<ol style="list-style-type: none">1. At least 17 years of age2. Have a San Bernardino Valley College (SBVC) Application on file3. Are eligible to attend SBVC4. Have graduated from an accredited high school or equivalent (G.E.D., High School Proficiency Examination)5. Have a CPR certification by American Heart Association
Catalog Description:	Students completing the Nursing Assistant Training Program (NATP, NURS 600) course will be prepared to assist the professional nurse in direct client care, undertaking those tasks which are supportive to the care of the stable clients. This course meets the California Department of Public Health (CDPH) eligibility requirements to take the Certified Nursing Assistants'(CNA) clinical skills competency exam and the written knowledge exam.
Schedule Description:	At the end of this noncredit course, students will be eligible to take CNA competency exam by state of California. After successful completion of the California CNA competency exam, students will be able to obtain their official CNA certificate from CDPH, contingent upon criminal screening clearance. This certificate allows students to secure employment at acute and long-term health care facilities while providing care to patients with medical, developmental and psychiatric disabilities.
TOP Code:	1230.30
Equate:	Course not offered at CHC.
Rationale:	Certified nursing assistants (CNAs) play an instrumental role in the care of residents in nursing homes and patients in acute care settings. As the demand for CNAs increases, there are not enough educational institutions offering CNA training to meet the increasing need. Commencement of Certified Nursing Assistant Program will serve as a great opportunity to meet increasing demands of CNAs in the community. Nursing Assistant Training Program (NATP) will also provide a great preparatory platform for pre- nursing students and students interested in allied health professions
Effective:	Fall 2020

COURSE MODIFICATION

Changes to the 2021-2022 College Catalog

COURSE ID	COURSE TITLE
CHEM 150	GENERAL CHEMISTRY I

Prerequisite:	CHEM 101 or CHEM 105 and ENGL 101 or ENGL 101H and MATH 102
Corequisite:	ENGL 101 or ENGL 101H and MATH 102
Catalog Description:	General Chemistry I is first-semester college-level chemistry with an emphasis on the mole concept, thermochemistry, atomic and molecular structure, the relationships of intramolecular and intermolecular forces to chemical and physical properties, the periodic table, organic chemistry, and solids, liquids and gases.
Schedule Description:	General Chemistry I is first-semester college-level chemistry with an emphasis on the mole concept, thermochemistry, atomic and molecular structure, the relationships of intramolecular and intermolecular forces to chemical and physical properties, the periodic table, organic chemistry, and solids, liquids and gases.
Equate:	CHEM 150 at CHC.
Rationale:	Updating requisites, to align with revised requisites of CHEM 101 and CHEM 105.
Effective:	Fall 2021

COURSE ID	COURSE TITLE
ENGL 015	PREPARATION FOR COLLEGE WRITING

Prerequisite:	None
Catalog Description:	This is a writing course designed to prepare students for writing at the college level. The primary focus is on the development of the paragraph and short essay. The course includes a review of grammar, sentence structure, and punctuation.
Schedule Description:	This is a writing course designed to prepare students for writing at the college level. The primary focus is on the development of the paragraph and short essay. The course includes a review of grammar, sentence structure, and punctuation.
Equate:	ENGL 010 at CHC.
Rationale:	Content review, removing ENGL 914 prerequisite.
Effective:	Fall 2021

COURSE ID	COURSE TITLE
ENGL 224	INDEPENDENT STUDY IN ENGLISH: PRODUCTION

Units:	1
Directed Study:	3 hour(s) per week 48 - 54 hours per semester
Equate:	Course not offered at CHC.
Rationale:	Content review.
Effective:	Fall 2021

COURSE ID	COURSE TITLE
POLIT 222	SPECIAL PROBLEMS IN POLITICAL SCIENCE

Course Title: Independent Study in Political Science
Units: 1-3
Directed Study: 9 hour(s) per week
144 - 162 hours per semester
Catalog Description: Students with previous course work in Political Science may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Political Science and related fields. Student work may include but not be limited to readings, research, projects, intern assignments and conferences. Prior to registration, a contract must be prepared jointly by the instructor and the student.
Schedule Description: Students with previous course work in Political Science may do assigned projects involving research and analysis of selected topics. This independent study is for students who are interested in furthering their knowledge of Political Science and related fields. Student work may include but not be limited to readings, research, projects, intern assignments and conferences. Prior to registration, a contract must be prepared jointly by the instructor and the student.
Equate: Course not offered at CHC.
Rationale: Special Topics is being modified to Independent Study.
Effective: Fall 2020

COURSE DELETION

BUSAD 081 CD 231 CD 232 POLIT 223

Rationale: Courses no longer offered.
Effective: Fall 2020

DISTANCE EDUCATION

BIOL 141 ENGL 015 ENGL 224 HIST 141
HIST 185 MATH 601 READ 620

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

DEGREE CORRECTION

GEOLOGY ASSOCIATE OF SCIENCE DEGREE

The Geology Associate of Science Degree equips students with a comprehensive understanding of the Earth's history, structure, economic resources, climate, and environment. This degree program meets student needs for: (1) transfer into a geological, environmental, or Earth sciences program at a four-year institution, (2) preparing for a career within the geological sciences or related fields, including energy exploration and development, environmental protection and remediation, hydrology, meteorology, hazard analysis and mitigation, and secondary and higher education, (3) fulfilling the undergraduate general education science requirement, and (4) a better understanding of the integration of natural systems with human-environment interactions within and upon the Earth.

Students who wish to pursue a degree in geology should take GEOL 101 and 111 before enrolling in additional geology courses. GEOL 101 is a prerequisite for most geology courses offered at San Bernardino Valley College and GEOL 111 will give students a more hands-on, in-depth exposure to the geological and Earth sciences. To graduate with a specialization in geology, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units)

Required Courses:		Units
CHEM 150	General Chemistry I	5
CHEM 151	General Chemistry II	5
GEOL 101	Introduction to Physical Geology	3
GEOL 111	Introduction to Physical Geology Laboratory	1
GEOL 112	Historical Geology	4
MATH 250	Single Variable Calculus I	4
MATH 251	Single Variable Calculus II	4
Choose two courses from the following:		Units
GEOL 122	Environmental Geology	3
GEOL 170	Geological History of the Great Basin Province	1
GEOL 201	Mineralogy	4
GEOL 250	Geology of California	3
GEOL 251	Geology of National Parks and Monuments	3
GEOL 260	Introduction to Field Geology	3
GEOL 270	Geology of the Eastern Sierra Nevada	1
Recommended Courses:		Units
BIOL 100	General Biology	4
	or	
BIOL 109	History of Life	4
	or	
BIOL 109H	History of Life - Honors	4
CS 110	Fundamentals of Computer Science	3
CS 190	Programming in C++	4
GEOG 110	Physical Geography	3
GIS 130	Introduction to Geographic Information Systems (GIS)	3
PHYSIC 151	General Physics for the Life Sciences I	4
	and	
PHYSIC 152	General Physics for the Life Sciences II	4
	or	
PHYSIC 202	Physics I	4

PHYSIC 203	and Physics II	4
PHYSIC 204	and Physics III	4
Total Units		28 - 33

Rationale: Updating PHYSIC course sequence.
Previous Board Approval: February 13, 2020
Effective: Fall 2020

DEGREE CORRECTION

HEAVY/MEDIUM DUTY DIESEL TRUCK TECHNOLOGY ASSOCIATE OF SCIENCE DEGREE

Updated Program Title: Heavy/Medium Duty Truck Technology Associate of Science Degree
Rationale: Updating program title to remove the word Diesel
Previous Board Approval: January 9, 2020
Effective: Fall 2020

DEGREE CORRECTION

HUMAN SERVICES CERTIFICATE OF ACHIEVEMENT

This certificate is designed to prepare students for entry-level employment in human services with a knowledge of intervention methodologies at the individual, group, and community levels.

REQUIRED COURSES: (18 units)	Units
HUMSV 167 Crisis Intervention	3
HUMSV 170 Introduction to Human Services	3
HUMSV 172 Group and Family Dynamics	3
HUMSV 173 Helping and Interpersonal Skills	3
HUMSV 179 Law and Ethics	3
SOC 110 Social Problems	3
or	
SOC 141 Race and Ethnic Relations	3
CHOOSE TWO COURSES FROM:(6 units)	Units
HUMSV 130 Introduction to Addiction Studies	3
HUMSV 131 Co-Occur Disorders	3
HUMSV 132 Diverse Populations	3
HUMSV 134 Family Dynamics of Addiction	3
HUMSV 135 Prevention, Intervention and Recovery	3
HUMSV 140 Case Management in Public Service	3
HUMSV 147 Career Specialist	3

REQUIRED FIELD WORK COURSES:
A minimum of four Human Services courses are required from: HUMSV 167, 170, 172, 173, and 179. Courses must be completed with a grade of C or better prior to field work courses.

THE FOLLOWING TWO COURSES ARE TO BE TAKEN CONCURRENTLY: (3 units)		
HUMSV 195A	Human Services: Intern Seminar I	1
HUMSV 198C	Human Services Field Work I	2

THE FOLLOWING TWO COURSES ARE TO BE TAKEN CONCURRENTLY: (3 units)		Units
HUMSV 195B	Human Services: Intern Seminar II	1
HUMSV 198D	Human Services Field Work II	2
CHOOSE ONE COURSE FROM THE LIST BELOW: (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
Total Units		33

Rationale: Updating number of units from 39 to 33 and adding HUMSV 195B.
Previous Board Approval: June 20, 2019
Effective: Fall 2020

DEGREE CORRECTION

MUSIC ASSOCIATE OF ARTS DEGREE

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

Required Theory Courses: (16 Units)		Units
MUS 101	Music Theory I: Fundamentals	3
MUS 101L	Musicianship I	1
MUS 102	Music Theory II: Scales and Modes	3
MUS 102L	Musicianship II	1
MUS 201	Music Theory III: Basic Harmony	3
MUS 201L	Musicianship III	1
MUS 202	Music Theory IV: Harmony	3
MUS 202L	Musicianship IV	1
Required Applied Courses: (4 Semesters totaling 2 units)		Units
MUS 141X2	Applied Music I	0.5
	and	
MUS 241x2	Applied Music II	0.5
Required Ensemble Courses: (4 semesters with a minimum of 4 units selected from the following)		Units
MUS 150X4	Mixed Chorus	1
MUS 152X4	Chamber Singers	2
MUS 154X4	College Singers	2
MUS 156X4	Concert Choir	2
MUS 158X4	Gospel Choir	1
MUS 162x4	Wind Ensemble	1
MUS 166x4	Concert Band	1

Recommended Courses:		Units
MUS 100	Music Appreciation	3
MUS 108	History of Hip Hop Music	3
MUS 121	Music History and Literature-Middle Ages through Baroque	3
	or	
MUS 121H	Music History and Literature - Middle Ages through Baroque - Honors	3
MUS 122	Music History and Literature - Classic through Contemporary	3
	or	
MUS 122H	Music History and Literature - Classic through Contemporary - Honors	3
MUS 123	Electronic Music I	3
MUS 124	Electronic Music II	3
MUS 133	Elementary Piano	1
MUS 170x2	Jazz Improvisation and Theory I	1
MUS 171x2	Jazz Improvisation and Theory II	1
MUS 180	Instrumental Chamber Music	1
Total Units		22 - 26

Rationale: Updating units from 22 to 22-26.
Previous Board Approval: June 20, 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: May 14, 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 May 14, 2020

[v.4.23.2020.p.1|1]

San Bernardino Valley College – Academic Year 2019-20

	Course Subject	Discipline per Minimum Qualifications
Cervantes, Bunnie	Pharmacy Technology	Pharmacy Technology
Gale, Duncan	Philosophy/Religion	Philosophy/Religion
Mills, Amy Kathryn	English	English
Moitoso, Jaclyn	Nursing	Nursing
Siazon, Donna	Nursing	Nursing

San Bernardino Valley College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
Bernardo, Yecica	Student Development	Counseling
Centeno, Claudia	Student Development	Counseling
Chiem, Vinh	Student Development	Counseling
Fierro, Marie	Student Development	Counseling
Glover, Earline	Student Development	Counseling
Gomez, Laura	Student Development	Counseling
Hall, Courtney	Student Development	Counseling
Jauregui, Janeth	Student Development	Counseling
Laguna, Tania	Student Development	Counseling
Lochard, Armone	Student Development	Counseling
Martin, Desiree	Student Development	Counseling
Palmer, Edward	Student Development	Counseling
Perez, Alecia	Student Development	Counseling
Smith, Joyce	Student Development	Counseling
Solorio, Carlos	Student Development	Counseling
Urell, Mary Kathryn	Student Development	Counseling
Valdez-Flynn, Veronica	Student Development	Counseling
Villanueva, Romana	Student Development	Counseling
Wallace, Christopher	Student Development	Counseling

Crafton Hills College – Academic Year 2020-21

	Course Subject	Discipline per Minimum Qualifications
Parker, Andrew	Fire Technology	Fire Technology

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: May 14, 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 May 14, 2020

[v.4.23.2020.p.1|8]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Bernardo, Yecica Counseling and Matriculation General Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling
Bernardo, Yecica Counseling and Matriculation General Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling
Centeno, Claudia Counseling and Matriculation General Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling
Centeno, Claudia Counseling and Matriculation General Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling
Burns-Peters, Davina Office of Instruction General Fund	12/23/19	06/30/20	\$52.00	50	\$2,600.00	Dept Chair duties - These hours allow for non-instructional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Due to an oversight, Davena Burns-Peters was not submitted during the submission of all department chair duties Board approval in July 19, 2019 for her department chair hours.</i>
Chiem, Vinh Promise Program Categorial Fund	07/01/20	08/14/20	\$56.00	161	\$9,016.00	Adjunct Counseling
Chiem, Vinh Promise Program Categorial Fund	08/17/20	12/31/20	\$56.00	288	\$16,128.00	Adjunct Counseling
Fierro, Marie Promise Program Categorial Fund	05/25/20	06/30/20	\$54.00	12	\$648.00	Adjunct Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 14, 2020

[v.4.27.2020.p.2]8]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Fierro, Marie Promise Program Categorical Fund	07/01/20	08/14/20	\$54.00	14	\$756.00	Adjunct Counseling
Fierro, Marie Promise Program Categorical Fund	08/17/20	12/31/20	\$54.00	36	\$1,944.00	Adjunct Counseling
Glover, Earline Counseling and Matriculation General Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling
Glover, Earline Counseling and Matriculation General Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling
Gomez, Laura Counseling and Matriculation General Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling
Gomez, Laura Counseling and Matriculation General Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling
Hall, Courtney Promise Program Categorical Fund	07/01/20	08/14/20	\$54.00	161	\$8,694.00	Adjunct Counseling
Hall, Courtney Promise Program Categorical Fund	08/17/20	12/31/20	\$54.00	288	\$15,552.00	Adjunct Counseling
Hamdy, Rania Human Resources General Fund	05/23/20	08/10/20	\$52.00	60	\$3,120.00	Professional Development & Cornerstone



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 14, 2020

[v.4.23.2020.p.3]8

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Hector, Leticia Office of Instruction General Fund	07/01/19	12/30/19	\$52.00	50	\$2,600.00	Dept Chair duties - These hours allow for non-instructional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Amendment: Original submission was approved at the July 11, 2019 Board for 100 hours. Leticia was selected to be interim Dean for the Spring 2020 semester until position is filled. Susan Mattson will take her place.</i>
Jauregui, Janeth Promise Program Categorial Fund	07/01/20	08/14/20	\$56.00	161	\$9,016.00	Adjunct Counseling
Jauregui, Janeth Promise Program Categorial Fund	08/17/20	12/31/20	\$56.00	288	\$16,128.00	Adjunct Counseling
Jones, Patricia Guided Pathways Grant Fund	03/13/20	05/23/20	\$52.00	60	\$3,120.00	Guided Pathways <i>Ratification: Due to an oversight we forgot to include Counselor Patricia Jones; She should have been added to the Guided Pathways Mapping, she should have started March 13, 2020.</i>
Laguna, Tania Promise Program Categorial Fund	07/01/20	08/14/20	\$56.00	161	\$9,016.00	Adjunct Counseling
Laguna, Tania Promise Program Categorial Fund	08/17/20	12/31/20	\$56.00	288	\$16,128.00	Adjunct Counseling
Lochard, Armone Counseling and Matriculation General Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 14, 2020

[v.4.23.2020.p.4|8]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Lochard, Armone Counseling and Matriculation General Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling
Martin, Desiree Counseling and Matriculation General Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling
Martin, Desiree Counseling and Matriculation General Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling
Mattson, Susan Office of Instruction General Fund	01/13/20	06/30/20	\$52.00	50	\$2,600.00	Dept Chair duties - These hours allow for non-instructional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Original approval for these hours was in the July 11, 2019 board for Leticia Hector (100 hours). Susan Mattson will be using the other half (50 hours) of the department chair hours as she has replaced Leticia Hector as department chair until position is filled.</i>
Palmer, Edward Counseling and Matriculation General Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling
Palmer, Edward Counseling and Matriculation General Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 14, 2020

[v.4.23.2020.p.5]8]

San Bernardino Valley College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Perez, Alecia Promise Program Categorical Fund	05/25/20	06/30/20	\$54.00	54	\$2,916.00	Adjunct Counseling
Perez, Alecia Promise Program Categorical Fund	07/01/20	08/14/20	\$54.00	63	\$3,402.00	Adjunct Counseling
Perez, Alecia Promise Program Categorical Fund	08/17/20	12/31/20	\$54.00	162	\$8,748.00	Adjunct Counseling
Smith, Joyce Counseling and Matriculation General Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling
Smith, Joyce Counseling and Matriculation General Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling
Solorio, Carlos Counseling and Matriculation General Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling
Solorio, Carlos Counseling and Matriculation General Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling
Urell, Mary Kathryns Counseling and Matriculation General Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling
Urell, Mary Kathryns Counseling and Matriculation General Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling
Valdez-Flynn, Veronica Counseling and Matriculation General Fund	07/01/20	08/14/20	\$58.00	70	\$4,060.00	Adjunct Counseling



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 14, 2020

[v.4.23.2020.p.6]8]

San Bernardino Valley College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
Valdez-Flynn, Veronica Counseling and Matriculation General Fund	08/17/20	12/31/20	\$58.00	420	\$24,360.00	Adjunct Counseling
Villanueva, Romana Promise Program Categorial Fund	07/01/20	08/14/20	\$56.00	161	\$9,016.00	Adjunct Counseling
Villanueva, Romana Promise Program Categorial Fund	08/17/20	12/31/20	\$56.00	288	\$16,128.00	Adjunct Counseling
Wallace, Christopher Promise Program Categorial Fund	07/01/20	08/14/20	\$56.00	161	\$9,016.00	Adjunct Counseling
Wallace, Christopher Promise Program Categorial Fund	08/17/20	12/31/20	\$56.00	288	\$16,128.00	Adjunct Counseling
White, Charles Office of Instruction General Fund	07/01/20	06/30/21	\$52.00	119	\$6,188.00	Art Gallery Faculty Lead

Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
Batarseh, Fadi Office of Instruction General Fund	05/15/20	05/15/20	\$52.00	2.5	\$130.00	Six-year revision for ENGR 101
Ferrari, Edward AVID Grant	01/24/19 01/24/20	01/24/19 01/24/20	\$52.00	6	\$312.00	AVID Reading Workshop <i>Ratification: Approved at the March 12, 2020 Board meeting. The start and end date is being corrected to January 24, 2020.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 14, 2020

[v.4.23.2020.p.7|8]

Crafton Hills College

	From	To	Rate	Not to Exceed		Project
				Hours	Amount	
Hamlett, Cynthia Student Equity and Office of Instruction General Fund	01/13/20	05/31/20	\$52.00	315 414	\$16,380.00 \$21,528.00	Faculty Lead, Distance Education <i>Ratification: Approved at the June 20, 2019 Board meeting. The contract increased from .500 load to .670 load for Spring 2020 semester; Ms. Hamlett will receive an additional 99 hours.</i>
Harris, Matti AVID Grant	01/24/19 01/24/20	01/24/19 01/24/20	\$52.00	6	\$312.00	AVID Reading Workshop <i>Ratification: Approved at the March 12, 2020 Board meeting. The start and end date is being corrected to January 24, 2020.</i>
Johansen, Jacquelyn Office of Instruction General Fund	04/01/20	05/20/20	\$52.00	10	\$52.00	Labster Training and Slideshow <i>Ratification: Due to the emergent move to online instruction the need to facilitate an addition of Jabster into Canvas as well as training was needed.</i>
Khalaj-Le Corre, Monica AVID Grant	01/24/19 01/24/20	01/24/19 01/24/20	\$52.00	6	\$312.00	AVID Reading Workshop <i>Ratification: Approved at the March 12, 2020 Board meeting. The start and end date is being corrected to January 24, 2020.</i>
Monteil-Doucette, Liliana AVID Grant	01/24/19 01/24/20	01/24/19 01/24/20	\$52.00	6	\$312.00	AVID Reading Workshop <i>Ratification: Approved at the March 12, 2020 Board meeting. The start and end date is being corrected to January 24, 2020.</i>
Montejano, Jordan AVID Grant	01/24/19 01/24/20	01/24/19 01/24/20	\$52.00	6	\$312.00	AVID Reading Workshop <i>Ratification: Approved at the March 12, 2020 Board meeting. The start and end date is being corrected to January 24, 2020.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 14, 2020

[v.4.23.2020.p.8]8]

Crafton Hills College

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
Polson, Elizabeth AVID Grant	01/24/19 01/24/20	01/24/19 01/24/20	\$52.00	6	\$312.00	AVID Reading Workshop <i>Ratification: Approved at the March 12, 2020 Board meeting. The start and end date is being corrected to January 24, 2020.</i>

District Support Operations

	Not to Exceed					Project
	From	To	Rate	Hours	Amount	
Reichert, Nicholas Human Resources General Fund	03/19/20	03/19/20	\$52.00	7	\$364.00	CTA Negotiations <i>Did not receive notification this was a non-service day until after board items were due.</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose Torres, Interim Chancellor

REVIEWED BY: Jose Torres, Interim Chancellor

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

DATE: May 14, 2020

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

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure track contracts for the recommended faculty members. This item was Board approved March 12, 2020 and is being resubmitted with a correction.

OVERVIEW

The following employees on the attached list have been recommended by their division chair/manager to enter into one-year and two-year contracts. This is a corrected list from the previous submission for the March board.

ANALYSIS

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

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Contracts for Tenure Track Academic Employees

Submitted for Board Approval May 14, 2020

[v.4.23.2020.p.2|2]

Second Year Probationary Status

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

	Site	Division
Khan, Naveen	SBVC	Science
<i>Revision: This item revises March 12, 2020 approval for second-year probationary status. This employee should not have been included on the tenure track approval list.</i>		
Ward, Amanda	CHC	Career Education & Human Development, EMS
<i>Revision: This item revises March 12, 2020 approval from second year probationary to three-four year probationary as indicated below.</i>		

Two-Year Probationary Contract for Years Three & Four

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

	Site	Division
Ward, Amanda	CHC	Career Education & Human Development, EMS
<i>Revision: This item revises March 12, 2020 approval for a two-year probationary contract for years three and four. This employee was a full-time, temporary faculty member 08/16/18-12/31/18 immediately preceding being hired permanently on 01/10/19. With the change in the interpretation of Ed Code, this year should be counted toward her tenure.</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: May 14, 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 May 14, 2020

[v.4.22.2020.p.1|1]

Other Stipend

	Site & Department	Stipend*
Strong, Teri (04/06/20 – 05/03/20)	SBVC Math	\$2,000.00
<i>Ratification: It was learned recently that she had participated in the completion of the Peer Online Course Review Training.</i>		
Torres, Michael (04/06/20 – 05/03/20)	SBVC Chemistry	\$2,000.00
<i>Ratification: It was learned recently that he had participated in the completion of the Peer Online Course Review Training.</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: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: May 14, 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 May 14, 2020

[v.4.22.2020.p.1|1]

	Start Date	Salary Schedule, Range & Step	Rate	New or Replacing	Fund	Live Scan Clearance
Liabeuf, Brian Campus Project Manager DSO Facilities, Planning & Construction	05/18/20	Management 16A	\$104,243.00 per year	Ernie Loera	Facilities, Planning & Construction	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 Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: May 14, 2020
SUBJECT: Consideration of Approval of Reclassification of Employees

RECOMMENDATION

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

OVERVIEW

In accordance with Section 16 of the Collective Bargaining Agreement, either the CSEA or SBCCD may propose a reclassification for any position.

ANALYSIS

The reclassifications on the attached list are mutually agreed upon by both parties.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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



Reclassifications

Submitted for Board Approval May 14, 2020

[v.4.23.2020.p.1|1]

CSEA Bargaining Unit Member	Effective Date	Current Position	Proposed Reclassification
Aguilar, Lupita SBVC Office of Instruction	11/08/19	Secretary II Classified Schedule Range 33, Step B, \$23.68 per hour	Schedule Catalog Data Specialist Classified Schedule Range 42, Step A, \$28.21 per hour
Barra, Victoria CHC Admissions & Records	11/26/19	Administrative Secretary Classified Schedule Range 37, Step E, \$30.28 per hour	Administrative Assistant I Classified Schedule Range 41, Step D, \$31.85 per hour
Bender, Mary CHC Occupational Education	11/22/19	Administrative Secretary Classified Schedule Range 37, Step E, \$30.28 per hour	Administrative Assistant I Classified Schedule Range 41, Step D, \$31.85 per hour
Sanchez, Phylcia SBVC Resource Development	12/01/19	Administrative Secretary Classified Schedule Range 37, Step C, \$27.46 per hour	Development Coordinator Classified Schedule Range 45, Step A, \$30.37 per hour
Simpson, Floyd CHC Admissions & Records	11/26/19	Admissions & Records Technician Classified Schedule Range 32, Step E, \$26.78 per hour	Admission & Records Coordinator Classified Schedule Range 42, Step A, \$28.21 per hour
Ulloa, Julie SBVC Admissions and Records	11/27/19	Admissions and Records Evaluator Classified Schedule Range 42, Step E, \$34.28 per hour	Admissions & Records Lead Evaluator Classified Schedule Range 47, Step D, \$36.95 per hour

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: May 14, 2020
SUBJECT: Consideration of Approval to Appoint Interim Managers

RECOMMENDATION

It is recommended that the Board of Trustees approve the appointment of, and ratify the employment contracts for, the employees on the attached list.

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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



Appointment of Interim Managers

Submitted for Board Approval May 14, 2020

[v.4.22.2020.p.1|1]

	Effective Dates	Range & Step	Salary	New or Replacing	Fund	Live Scan Clearance
Cruz, Alfredo Interim Associate General Manager, Director of Operations, Production & Technology KVCR KVCR	04/13/20 to 06/30/20	21H	\$164,513.00 per year	New	KVCR	03/18/20
Torres, Jose Interim Chancellor DSO Chancellor's Office	07/01/20 to 12/31/20	n/a	\$312,000.00 per year	Bruce Baron	Chancellor General	01/01/13

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: May 14, 2020
SUBJECT: Consideration of Approval to Accept the New and Revised Management Job Descriptions, Classification and Placement on Salary Schedule

RECOMMENDATION

It is recommended that the Board of Trustees accept final approval of the following new and revised management job descriptions and approve the revised classifications and placement of impacted managers on the salary schedule as attached.

1. New Job Description:
 - a. District Director of Research, Planning & Institutional Effectiveness
2. Revised Job Descriptions:
 - a. Associate Director, Environmental Health, Emergency Planning & Safety Administration
 - b. Director, Facilities Planning, Emergency Management & Construction
 - c. Emergency Manager
3. Revised Management Salary Schedule
4. Revised Classification and Placement of Impacted Managers

Name/Department	Current Placement	Proposed Placement
Farzaneh, Farideh (Farrah) District, Facilities Planning	Management Schedule Range 19, Step B	Management Schedule Range 21, Step A
Nguyen, Michael District, Facilities Planning	Management Schedule Range 12, Step C	Management Schedule Range 16, Step A

OVERVIEW

In order to meet district and state level requirements, an analysis and revision of duties has been completed for the impacted positions. Job descriptions were revised to reflect the appropriate title, the appropriate administrator, the representative duties and responsibilities, and the appropriate minimum qualifications according to our classification process.

ANALYSIS

All job descriptions have been reviewed to ensure they meet internal and external alignment of duties and provide clear expectation of duties. The effective date of these changes for incumbents is March 1, 2020.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



District Director of Research, Planning & Institutional Effectiveness

Management Range: 2 I

Board Approved: 5/14/2020

P. 14

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

SUMMARY DESCRIPTION

Under the general direction of the appropriate administrator, the District Director of Research, Planning & Institutional Effectiveness, is responsible for the development and implementation of the research agenda of the District and providing support for strategic planning and institutional effectiveness to the District and college leadership.

The core responsibility is to establish effective working relationships with all District and College departments, divisions and leadership, which will enable the District and the Colleges to maintain adherence to state and federal reporting regulations and have access to high-quality data and research that can be used to improve the effectiveness in meeting the educational needs of its students.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Identifies, coordinates, facilitates, and supports research, planning, and information needs for the District and colleges; coordinates with college Research, Planning, and Institutional Effectiveness departments, District and college programs, and internal and external entities.
2. Organizes and directs operations and activities involved in the review, analysis, and reporting of a variety of data and research used to support the District and college leadership with planning, accreditation, decision-making, program review, student learning outcomes, and determining implications of District and college practices, policies, measures and procedures.
3. Implements District and State policies regarding accountability reporting to ensure that the information submitted is of the highest possible quality and meets the evidence-based needs of the District and College decision-makers.
4. Develops and manages the implementation of a District-wide research agenda; coordinates priorities with District and College administrators; develops and maintains a system to track, evaluate, assign, and document annual and ad hoc requests and projects.
5. Oversees District-wide predictions and verification of the Student-Centered Funding Formula Success Metrics and Base-Allocation of FTES to be used in the District Resource Allocation Model (RAM).
6. Oversees timely completion of federal, state, and local data submissions, including but not limited to, the State 320 Apportionment Report, The Faculty Obligation Number (FON), State Management Information System (State MIS), the Integrated Postsecondary Education Data System (IPEDS), and Gainful Employment.
7. Oversees the District-wide data integrity initiative using continuous quality improvement techniques and coordinates the collection of data for statutory reporting requirements; assists in the development appropriate models of outcome measures, and prepares comprehensive reports for documenting progress toward District, state, and federal accountability standards.
8. Facilitates and leads the effort to collect and report reliable Human Resources data.



District Director of Research, Planning & Institutional Effectiveness

Management Range: 21

Board Approved: 5/14/2020

P. 2|4

9. Oversees the development, distribution and analysis of the District-wide climate survey, manger evaluations, chair evaluations and committee evaluations.
10. Assists with the implementation of improvement initiatives by providing evidence and training on how to use evidence.
11. Maintains accessibility and strong lines of communication and serves as a technical research consultant to District-wide senior administration, District staff, District-wide governance committees, and external parties.
12. Works closely with District Technology and Educational Support Services to develop and maintain data sources to facilitate a broad range of internal and external reporting needs.
13. Provides data and research to assist the District and colleges in understanding and improving student outcomes and success and provides decision support for continuous improvement and institutional effectiveness.
14. Develops comprehensive information regarding key performance indicators (e.g. student success), characteristics of students, employees, and the community, as well as current trends in education to be utilized in the District's decision-making processes.
15. Develops and generates statistical reports, provide data analysis and interpretation of findings in terms of practical implications, and implements accountability procedures and systems, including the development and maintenance of the District data warehouse and a comprehensive data element dictionary.
16. Serves as a member of appropriate District committees in the development and administration of long-range strategic and educational plans.
17. Provides data and research support in major planning efforts and coordinate the research and analysis of planning alternatives.
18. Provides planning assistance to District and college leadership, including special studies, projects and analyses related to program evaluation, master planning activities and outcome measures.
19. Integrates statistical and planning software, processes and models including data warehousing and client server database procedures with academic master planning. Develops and maintain computerized databases; retrieves information from the District database; verifies and interprets results from both internal and external sources for use in a variety of on-line and printed reports.
20. Collaborates with the campus researchers to develop web-based dashboards that supports evidence-based decision-making, program review, planning, and institutional effectiveness.
21. Oversees the maintenance of research web based data warehouse system with an indexed archive of screens, dashboards, reports, and templates suitable for viewing information, facilitating evidence-based decision making, and responding to federal, state and local surveys, questionnaires, or to comply with federal, state and local data collection or accountability requirements.
22. Promotes creativity and innovation in the development of research projects and services within the Institutional Effectiveness, Research, and Planning Office and throughout the District.
23. Represents the District in relationships with associations with other agencies and institutions regarding data-sharing and other collaborative activities and services including evaluation and development of projects that further the mission and goals of the District.
24. Monitors budget and authorizes budget expenditures.
25. Represents the perspectives of the District when attending College or community meetings and shares information obtained with District personnel.



District Director of Research, Planning & Institutional Effectiveness

Management Range: 2 I

Board Approved: 5/14/2020

P. 3|4

26. Provides supervision and administrative function for the District Office of Research, Planning, and Institutional Effectiveness.

27. Performs other related duties as assigned.

QUALIFICATIONS

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

Knowledge of

- Principles, practices, and theories of higher education; and the philosophy, objectives, and functions of California community college instructional programs.
- Applicable state reporting systems and procedures.
- Principles of supervision, training, and performance management.
- Research methods and statistical skills
- Knowledge of California Community Colleges MIS data elements
- Appropriate understanding of computer software associated with research, such as spreadsheet, statistical software, data warehousing, databases, inter/intranet, operating systems and networks

Ability to

- Plan, organize, and coordinate multiple activities; design, create, and implement use of resources.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Ability to perform policy analysis to decipher the requirements for the institution
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and provide recommendations.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Prioritize and execute a wide range of projects simultaneously.
- Work independently, assume responsibility, and take initiative in carrying out assignments.
- Ability to communicate effectively in English both orally and in writing; represent the department professionally and effectively with other California Community Colleges and other professional organizations.
- Establish and maintain cooperative relationships between the District, Colleges, and key individuals, and with all persons contacted in the course of work.
- Communicate in a non-technical language and use data to tell a compelling story
- Use statistical software and manage databases

Education and Experience Guidelines

Required Education and Experience:

1. A Master's degree or above from an accredited institution, preferably in social/behavioral sciences, statistics, economics, or a related discipline OR the equivalent.



District Director of Research, Planning & Institutional Effectiveness

Management Range: 2 I

Board Approved: 5/14/2020

P. 4|4

2. Three (3) years of progressively responsible experience in projects requiring program evaluation, research and reporting, and statistical/analytical work.
3. Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel, including those with physical and/or learning disabilities.

Desired Experience:

1. A Ph.D. from an accredited institution, preferably in social/behavioral sciences, statistics, economics, or a related discipline OR the equivalent.
2. At least two (2) years of experience performing complex data manipulation and analysis using SPSS, R, or Excel
3. Significant experience with BI tools (e.g., Tableau or Power BI), statistical analysis and data manipulation software (SPSS, R, SAS, or Excel), Student Information Systems (Colleague or Banner), data extraction tools (e.g., Informer, SQL) and survey software (e.g. Qualtrics).
4. Experience working in the California Community College system

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office/classroom setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



Associate Director, Environmental Health, Emergency Planning & Safety Administrator Administration

Management Range: ~~1216~~

Board Approved: ~~4/18/2018~~ 5/14/2020 P. 1 | 4

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

SUMMARY DESCRIPTION

Under the general supervision of the ~~appropriate administrator~~ Director of Facilities Planning & Construction, the Associate Director, Environmental Health, Emergency Planning & Safety Administrator Administration plans, organizes, oversees, manages, coordinates and administers the environmental and occupational health, emergency planning, safety and loss control management programs and activities of the San Bernardino Community College District. ~~This position provides technical expertise necessary to develop, implement, coordinate, promote, and evaluate the District's environmental, occupational health, safety and loss control management programs. The Environmental Health, Emergency Planning & Safety Administrator is responsible for ensuring that assigned health and safety training and programs are operating within the budgetary guidelines and in compliance with the District, Federal, State and local environmental and occupational health, safety and loss control management laws and regulations.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Oversees, manages, coordinates, and administers comprehensive environmental and occupational health, safety, emergency management and loss control management programs.
2. Develops, implements, promotes, evaluates and manages the District's environmental and occupational health, safety, emergency management and loss control management programs.
3. Evaluates working conditions and operational practices and inspects District facilities and equipment to identify environmental, occupational health and safety hazards and other violations. Provides follow-up with location administrators regarding the timely correction of noted violations.
- ~~4.~~ Performs, coordinates, facilitates and conducts all environmental and occupational health, safety, and related trainings.
- ~~4.5.~~ Oversees the development and implementation of the District's emergency preparedness and response program.
- ~~5.6.~~ Develops educational, technical and promotional materials, posters, brochures, newsletters, etc. to create and increase the District's environmental, health, safety awareness.
- ~~7.~~ Performs investigations of all accidents and incidents independently and in coordination with other regulatory agencies as required. Oversees the assessment of all disaster equipment and supplies; oversees the implementation of a system that maintains adequate inventory of equipment and supplies.
- ~~6.8.~~ Serves as co-chair on District's Safety Committee; participates in campus safety committee meetings as needed.
- ~~7.9.~~ Monitors and evaluates the District's environmental and occupational health, safety management programs to ensure compliance with CAL OSHA and related regulations.
- ~~8.10.~~ Identifies, reports and provides solutions to management regarding employee environmental and occupational health, safety, and loss control programs and regulatory compliances.



Associate Director, Environmental Health, Emergency Planning & Safety Administrator Administration

Management Range: ~~1216~~

Board Approved: ~~1/18/2018~~ 5/14/2020 P. 2|4

- ~~9-11.~~ In coordination with the ~~appropriate manager~~ Director of Facilities Planning & Construction, prepares, recommends and implements budgets for safety-related equipment; advises on the development of specifications for the purchase of safety materials and safety-related equipment, periodically checks the operation and use of equipment to ensure performance and conformance with District standards.
- ~~10-12.~~ Assists managers in conducting job hazard analysis and works with managers and employees to correct safety violations and hazards.
- ~~11-13.~~ Administers a hazardous materials program including waste minimization procedures; reviews chemicals used by the District; in conjunction with campus, administrative services, District facilities and District Police, coordinates the first responder clean-up for hazardous waste spills/incidents; provides technical guidance in the clean-up and removal of hazardous materials/waste.
- ~~12-14.~~ Advises management on technical and administrative matters related to environmental and occupational health, safety and risk/loss management programs.
- ~~15.~~ Oversees District safety training and mandated training programs in compliance with local, state and federal laws.
- ~~13-16.~~ Oversees the development, updates and implementation of the District's business continuity plan.
- ~~14-17.~~ Responds to, investigates, and identifies all employee environmental, occupational health and safety complaints and anonymous hazard reporting.
- ~~15-18.~~ Collaborates with ~~Director of Facilities Planning & Construction~~ appropriate manager to review accidents, hazard complaints, incidents reports, injuries and new misses and investigates causes; identifies areas of high injury and accident rated and develops safety programs to address them. Reports safety issues to Human Resources. Develops web-based communications systems for dissemination of environmental health and safety information. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
- ~~16-19.~~ Ensures that hazardous waste and surplus chemicals are disposed of in compliance with local and state regulations; prepares waste regulatory reports.
- ~~17-20.~~ In coordination with the ~~Director of Facilities Planning & Construction~~ appropriate manager oversees and manages loss control/safety, incident management system (IMS)/ learning management system (LMS) software, safety data sheet (SDS) and safety training database vendors, reconciles invoices and initiates payments for contacted services rendered.
- ~~18.~~ Serves on the District's Safety Committee. Participates as needed in campus Safety Committee meetings. In coordination with campus Administrative Services and Police departments, develops and revises the District Emergency Operations plan as required.
- ~~19-21.~~ In conjunction with Facilities Planning & Construction's team, participates in agency-wide department and project meetings and construction meetings to review designs and activities associated with District facilities and projects. Attends conferences, trainings and seminars to keep abreast of industry practices, trends, health, safety, loss control legislative and regulatory changes; evaluates implications for District policies, programs and operations and recommends changes to ensure compliance.
- ~~20-22.~~ Serves as the liaison with governmental and regulatory agencies.
- ~~21-23.~~ Maintains the District's Environmental, Health and Safety website.
- ~~22-24.~~ Performs related duties as required.



Associate Director, Environmental Health, Emergency Planning & Safety Administrator Administration

Management Range: ~~1216~~

Board Approved: ~~1/18/2018~~ 5/14/2020 P. 3|4

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of an environmental and occupational health, safety and loss control management program.
- Principles and practices of environmental, occupational health, safety, and loss control management.
- Principles, practices, methods and techniques of training.
- Methods and techniques of accident reporting and investigations.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation
- Pertinent federal, state and local laws, codes and regulations relating to environmental, occupational health, safety, and loss control management.

Ability to:

- Oversee and participate in the management of a comprehensive environmental, occupational health, safety, and loss control management program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal state, and local policies, laws and regulations related to environmental, occupational health, safety, and loss control management.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they related to environmental, occupational health, safety, loss control management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree from an accredited college or university ~~or completion of sixty (60) units from an accredited college or university and at least four (4) years of experience in environmental, occupational health, emergency preparedness or safety can be used in the absence of a bachelor's degree.~~



Associate Director, Environmental Health, Emergency Planning & Safety Administrator Administration

Management Range: ~~1216~~

Board Approved: ~~4/18/2018~~ 5/14/2020 P. 4|4

- Ninety (90) units from an accredited college or university with major coursework in environmental science, occupational health, emergency preparedness, safety and/or emergency management and Six (6) years of experience working in environmental sciences, occupational health, safety and/or risk/loss control management or related field, can be substituted for the bachelor's degree.

Required Experience:

- ~~Three (3)~~ Four (4) years of experience in environmental, occupational health, safety, and risk/loss control management.

License and Certification:

- Current and valid California driver's license and ability to maintain insurability under the District's vehicle insurance policy proof of a good driving record.

Preferred Experience:

- A Master's degree from an accredited college or university in environmental, occupational health or safety, ~~business, public administration,~~ science, engineering or related field.
- Possession of HAZWOPER certification, OSHA outreach trainer/10 & 30 hour certification in general industries or construction, Associate/Certified Safety Professional (ASP/CSP), Certified Risk/Loss Control Manager (CRM), Certified Asbestos, Site Surveillance Technician (CSST), Certified Asbestos Consultant (CAC), EPA Lead-Paint Renovator, Department of Public Health State Certified Lead-Paint Certifications and/or equivalent certifications or registrations.
- Experience in the California Community College environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting. Occasional exposure to risks controlled by safety precautions.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to occasionally lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



Director, Facilities Planning, Emergency Management & Construction

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

Board Approved: ~~06/20/195~~ 14/2020

P. 1|5

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

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator, the Director, Facilities Planning, Emergency Management & Construction manages all District functions associated with facilities planning and construction; local bond, capital outlay and deferred maintenance programs and projects; hazardous materials; environmental health; safety; and energy conservation. Develops related funding strategies and requests. The Director, Facilities Planning & Construction is responsible for formulating and administering District policy associated with each function and providing contract administration and support to the colleges. Activities include, but are not limited to planning, organizing, staffing, directing, and controlling personnel and resources.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Formulates and administers policies and procedures related to facilities planning and construction.
2. Manages and conducts research, development, and implementation of annual goals and objectives in support of the District's objective and strategic planning priorities, including plans for future facilities development.
3. Works with administration and appropriate committees to identify facility's needs; oversees construction projects; prepares and manages the Five-Year Construction Plans and other documents required by the State Chancellor's Office.
4. Directs and oversees the District's energy conservation, environmental and occupational health, safety, emergency management and loss control management programs.
- 4.5. Coordinates the District's local bond program in cooperation with the College Presidents, Vice Presidents and other administrators, bond program consultants, attorneys, and other professionals.
- 5.6. ~~Responsible~~ Assumes responsibility for legal, insurance, financial and other services, as assigned, related to facilities planning and construction. Coordinates all leasing activities for the District's real estate portfolio with brokers, leasing agents and property managers.
7. Pursues and oversees tenant approval process for leasing office/building space.
8. Directs the development and implementation of the Districtwide Security Plan, Sustainability Plan, and Environmental Health and Safety Plans. Oversees and evaluates the effectiveness of the District's emergency preparedness and response program.
- 6.9. Develops and implements strategies for acquiring State funding for capital outlay and campus development projects.



Director, Facilities Planning, Emergency Management & Construction

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

Board Approved: ~~06/20/195~~ 1/4/2020

P. 2|5

- ~~7-10.~~ Works with architects to develop specific building projects. Submits State Capital Outlay Budget Change Proposals each year; works with facilities specialists in the State Chancellor's Office and DSA to monitor the progress of proposals.
- ~~8-11.~~ Prepares annual Space Inventory lists for the campuses and all District facilities in compliance with the State Chancellor's Office reporting requirements.
- ~~9-12.~~ Updates the State FUSION system, as necessary, to ensure the accuracy of District projects and facilities.
- 13.** Manages design, bid, and construction phases for approved projects, including coordination of projects with and between contractors, architects, engineers, equipment, vendors, and facilities staff. Maintains blue prints, build plans, and other construction records. Directs, understands and negotiates lease agreements and contracts.
- ~~10-14.~~ Manages and monitors project schedules, budget and change orders; collects related data and prepares reports and analyses; ensures project scopes and schedules are in accordance with Public Contract Codes, Campus, and District policy and procedures.
- ~~11-15.~~ Manages the State Scheduled Maintenance Program, from application through implementation.
- ~~12-16.~~ Manages other facilities-related projects such as, but not limited to, hazardous materials removal; Department of Energy and other energy conservation projects; developments of specifications, bids and contracts; and submission of reimbursement claims to the State.
- ~~13-17.~~ Serves as liaison with the State Chancellor's Office and other governmental agencies, architects, engineers, etc., regarding construction planning and management, construction and facilities management.
- ~~14-18.~~ Assumes responsibility for District compliance with Federal, State and local governmental requirements regarding facilities, environmental health and safety, energy conservation, Federal and State building and fire codes, health, safety and other facilities-related regulations pertaining to the maintenance of District and college facilities. Prepares and maintains records, reports and applications as required by governmental agencies and the State Chancellor's Office.
- ~~15- Responsible for the District's energy conservation, environmental health, and safety programs.~~
- ~~16-19.~~ Manages maintenance and operations for District Office facilities; develops and administers related departmental budgets.
- ~~17-20.~~ Manages, supervises and evaluates assigned personnel; participates in the selection process of personnel in the Facilities Planning & Construction Department.
- ~~18- Ensures project scopes and schedules are in accordance with Public Contract Codes, Campus and San Bernardino Community College District policy and procedures.~~
- ~~19-21.~~ Interfaces with contractors or other professional consultants to resolve disputes through proper communication, negotiation and contract conformance review.
- ~~20-22.~~ Establishes and evaluates District standards for materials, equipment, system, and other items as deemed appropriate and necessary.



Director, Facilities Planning, Emergency Management & Construction

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

Board Approved: ~~06/20/195~~ **14/2020**

P. 3|5

- ~~21-23.~~ 21-23. Develops long range and strategic plans for facilities and operations.
- ~~22-24.~~ 22-24. Works collaboratively with college campuses and other facilities/sites to evaluate and assess condition needs and develop appropriate budgets, scope of work, and recommendations for delivery to ensure work is complete in a timely and cost efficient manner.
- ~~23-25.~~ 23-25. Provides operational leadership to the District and college staff and consultants in the areas of facilities planning, construction, maintenance, grounds keeping and custodial services.
- ~~24-26.~~ 24-26. Oversees the district-wide sustainability and zero-net energy initiatives with the State Chancellor's Office, college administration, and leasing agents in the acquisition, planning, permitting, construction, and operation of District owned investment properties.
- ~~25-27.~~ 25-27. Assumes additional managerial duties as appropriate to the position; performs other duties as assigned.

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of facilities planning and construction programs.
- Principles, practices, method and procedures of facilities planning and construction project management; capital improvement; facilities bond programs and financing; and public contracting.
- State capital planning standards.
- Building technologies, complex building design and construction standards and issues.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to construction, health, fire codes, safety energy conservation, hazardous materials, the American Disabilities Act (ADA) and other related facilities issues.
- Public works bidding process and applicable laws.
- Building codes; construction delivery methods; building methods and materials;
- Principles, practices and procedures of Division of State Architect (DSA) requirements.

Ability to:

- Oversee and participate in the management of a comprehensive facilities planning & construction management program and activities.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.



Director, Facilities Planning, Emergency Management & Construction

Management Range: ~~19 21~~

Board Approved: ~~06/20/195/14/2020~~

P. 4|5

- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Utilize CADD systems, drawings and plans in the California State Chancellor's Office facility database maintenance stems.
- Interpret building specifications and blueprints.

- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to facilities planning and construction management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Master's Degree in Construction Management, Business, Engineering or a related field from an accredited college or university ~~or equivalent experience.~~
- ~~OR~~
- A Bachelor's degree in Engineering, Architecture, Construction, Construction Management, Business from an accredited college or university or a related field and seven (7) years of experience can be substituted for the Master's Degree.

Required Experience:

- Five (5) years of experience in supervision.

License Requirement:

- Possession of a valid California driver's license.

Preferred Experience:

- Experience in the California Community College facilities planning, construction management and capital improvement or facilities bond and financing experience.
- California registered Architect or Engineer.



Director, Facilities Planning, Emergency Management & Construction

Management Range: 19 21

Board Approved: 06/20/195/14/2020

P. 515

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed both indoor and outdoor environments and may be exposed to occasional hazards of construction sites and extreme weather conditions. Travel between sites is required.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 lbs.; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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



Emergency Manager

Management Range: 10

Board Approved: ~~04/27/17~~ 05/14/20

P. 1|4

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

SUMMARY DESCRIPTION

Under the direction of the appropriate administrator the Emergency Manager oversees, coordinates, develops, implements, promotes, evaluates and manages the District's disaster, emergency preparedness and response program and activities. The Emergency Manager provides leadership, expertise and professional consultation to the District in all phases of emergency management, which includes mitigation, preparedness, business continuity, response and recovery.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Develops, implements, promotes, evaluates and manages the District's emergency preparedness and response program and activities to comply with federal, state, and local regulations.
2. Develops, coordinates, facilitates and conducts all disaster, emergency preparedness and response related trainings and workshops/seminars for staff, faculty and students.
3. Develops educational, technical and promotional materials, posters, brochures, newsletters etc. to create and increase the District's emergency preparedness awareness.
4. Advises management on technical and administrative matters related to disaster, emergency preparedness and response management programs.
5. Conducts assessments of all disaster equipment and supplies; and implement a system to maintain adequate inventory of equipment and supplies.
6. Recommends resource allocations and prepare budget proposals for funding, staffing, and supplies.
7. Identifies availability of state and federal funds; research, prepare and write grant proposals and reports.
8. Coordinates all emergency planning efforts with medical, health, and public safety agencies throughout the city, county, state, and federal governments.
9. Participates in the assignment of campus/District Office Community Emergency Response Training (CERT) teams and building captains for each site; coordinates and facilitates training and exercises.
10. Responds to and assists in the management of events leading up to and including Emergency Operations Center (EOC) activations, and when needed, serves as EOC Coordinator in an advisory capacity providing technical assistance and support for the Chancellor or designee during emergency and EOC operations.



Emergency Manager

Management Range: 10

Board Approved: ~~04/27/17~~ 05/14/20

P. 2|4

11. Serves on the District's Safety Committee; participates as needed in campus Safety Committee meetings; and assists in safety planning and preparation.
12. Serves as the District's liaison with governmental and regulatory agencies; participates in county, regional and state disaster, emergency preparedness and responses.
13. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
14. Develops, updates, promotes and facilitates implementation of the District, business continuity plan, working collaboratively with internal and external stakeholders.
15. Identifies external disaster/emergency preparedness resources and builds relationships with external stakeholders and advocates for those resources for the District.
16. Performs related duties as required.

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of a disaster, emergency preparedness and response program, including Incident Command System (ICS), Statewide Emergency Management System (SEM), and National Incident Management System (NIMS).
- Principles and practices of disaster and emergency management.
- Methods, techniques and practices of emergency response master plans required for public safety.
- Principles, procedures and practices relating to building and campus safety and security.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to public safety, disaster, and emergency preparedness and response.
- Reporting protocols and deadlines associated with the California Office of Emergency Services (OES) and Federal Emergency Management Agency (FEMA).

Ability to:

- Oversee and participate in the management of a comprehensive public safety, disaster, and emergency preparedness and response program.
- Oversee, direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives, and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.



Emergency Manager

Management Range: 10

Board Approved: ~~04/27/17~~ 05/14/20

P. 3|4

- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, Occupation Safety and Health Administration (OSHA) federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to disaster, emergency preparedness and response functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree in emergency/disaster preparedness management, business, engineering or related field from an accredited college or university, ~~or any combination of education/training and/or experience in emergency preparedness/disaster management or business continuity management.~~
- Sixty (60) units emergency/disaster preparedness management, business, engineering or related field from an accredited college or university with five (5) years of experience may be substituted for the Bachelor's degree.

Required Experience:

- ~~A combination of~~ Three (3) years of emergency/disaster preparedness and business continuity.

License Requirement:

1. A valid California Driver's License and ability to maintain insurability under the District's vehicle insurance policy ~~proof of a good driving record upon appointment.~~



Emergency Manager

Management Range: 10

Board Approved: ~~04/27/17~~ 05/14/20

P. 4|4

Preferred Experience:

- ~~Bachelor's~~ Master's degree in emergency/disaster preparedness management, business, engineering or related field ~~or any combination of education/training and/or experience in emergency preparedness/disaster management or business continuity management.~~
- A valid First Aid and CPR Certification issued by the American Heart Association, American Red Cross or the National Safety Council.
- Experience in the Cal-State, UC University or California Community College environment.
- 40 Hour Hazardous Waste Operation and Emergency Response (HAZWOPER) certification.
- Experience in emergency/disaster management or business continuity.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed primarily in a standard office setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull up to 25 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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

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

Management Salary Schedule
Board Approved 05/14/20

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1	▪ Tool Room Supervisor	\$ 50,143	\$ 51,694	\$ 53,292	\$ 54,941	\$ 56,640	\$ 58,391	\$ 60,197	\$ 62,003	\$ 65,103	\$ 68,359
2		\$ 52,650	\$ 54,278	\$ 55,957	\$ 57,688	\$ 59,472	\$ 61,311	\$ 63,207	\$ 65,103	\$ 68,359	\$ 71,777
3		\$ 55,282	\$ 56,992	\$ 58,755	\$ 60,572	\$ 62,445	\$ 64,377	\$ 66,368	\$ 68,359	\$ 71,777	\$ 75,365
4	▪ Assistant Manager, Workforce Development	\$ 58,046	\$ 59,842	\$ 61,692	\$ 63,601	\$ 65,568	\$ 67,595	\$ 69,686	\$ 71,777	\$ 75,365	\$ 79,134
5	▪ Circulation Supervisor	\$ 60,949	\$ 62,834	\$ 64,777	\$ 66,781	\$ 68,846	\$ 70,975	\$ 73,170	\$ 75,365	\$ 79,134	\$ 83,090
6	▪ Food Services Supervisor ▪ Custodial Supervisor	\$ 63,996	\$ 65,975	\$ 68,016	\$ 70,120	\$ 72,288	\$ 74,524	\$ 76,829	\$ 79,134	\$ 83,090	\$ 87,245
7		\$ 67,196	\$ 69,274	\$ 71,417	\$ 73,626	\$ 75,903	\$ 78,250	\$ 80,670	\$ 83,090	\$ 87,245	\$ 91,607
8	▪ Printing & Graphic Services Supervisor	\$ 70,556	\$ 72,738	\$ 74,988	\$ 77,307	\$ 79,698	\$ 82,163	\$ 84,704	\$ 87,245	\$ 91,607	\$ 96,187
9	▪ Aquatics Director ▪ Braille Program Manager ▪ Maintenance & Grounds Supervisor	\$ 74,084	\$ 76,375	\$ 78,737	\$ 81,172	\$ 83,683	\$ 86,271	\$ 88,939	\$ 91,607	\$ 96,187	\$ 100,997
10	▪ Emergency Manager ▪ Manager, Workforce Development	\$ 77,788	\$ 80,194	\$ 82,674	\$ 85,231	\$ 87,867	\$ 90,584	\$ 93,386	\$ 96,187	\$ 100,997	\$ 106,047
11	▪ Project Administrator, Career Education	\$ 81,677	\$ 84,203	\$ 86,808	\$ 89,492	\$ 92,260	\$ 95,113	\$ 98,055	\$ 100,997	\$ 106,047	\$ 111,349
12	▪ Assistant Director of Resource Development ▪ Environmental, Health & Safety Administrator ▪ Police Sergeant	\$ 85,761	\$ 88,413	\$ 91,148	\$ 93,967	\$ 96,873	\$ 99,869	\$ 102,958	\$ 106,047	\$ 111,349	\$ 116,916
13	▪ Accounting Services Manager ▪ Business Systems Administrator ▪ Director, Child Development Center ▪ Director, Workforce Development ▪ Payroll Manager ▪ Manager, CalWORKs & Workforce Development	\$ 90,049	\$ 92,834	\$ 95,705	\$ 98,665	\$ 101,717	\$ 104,863	\$ 108,106	\$ 111,349	\$ 116,916	\$ 122,762
14	▪ Facilities Project Manager ▪ Director, Marketing & Public Relations ▪ Manager, Production	\$ 94,552	\$ 97,476	\$ 100,491	\$ 103,599	\$ 106,803	\$ 110,106	\$ 113,511	\$ 116,916	\$ 122,762	\$ 128,900

Management Salary Schedule
Board Approved 05/14/20

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
15	<ul style="list-style-type: none"> ▪ Director of Athletics ▪ Director, Adult Education Block Grant (AEBG) ▪ Police Lieutenant ▪ Sustainability & Energy Manager 	\$ 99,279	\$ 102,350	\$ 105,515	\$ 108,778	\$ 112,143	\$ 115,611	\$ 119,187	\$ 122,762	\$ 128,900	\$ 135,345
16	<ul style="list-style-type: none"> ▪ Associate Director, Fiscal Services ▪ Associate Director, Human Resources ▪ Campus Project Manager - Measure CC ▪ Director, Administrative Application Systems ▪ Director, Admissions & Records ▪ Director, Internal Audit & Advisory Services ▪ Director, Facilities, Maintenance & Operations ▪ Director, Financial Aid ▪ Director, Grants Development & Administration ▪ Director, Library and Learning Support Services ▪ Director, Student Life ▪ Director, Technology Services ▪ Director, Television ▪ Associate Director, Environmental Health, Emergency Planning & Safety Administration ▪ Human Resources Manager ▪ Manager, Programming – KVCR TV/FM ▪ Local Business Outreach Administrator - Measure CC 	\$ 104,243	\$ 107,467	\$ 110,791	\$ 114,217	\$ 117,750	\$ 121,392	\$ 125,146	\$ 128,900	\$ 135,345	\$ 142,113
17	<ul style="list-style-type: none"> ▪ Director, Police Academy ▪ Director, Workforce Development DSN ICT ▪ Director, Economic Development Corporate Training ▪ Director, Alternative Text Production Center ▪ Campus Director of Marketing, Creative Services & Public Affairs 	\$ 109,455	\$ 112,840	\$ 116,330	\$ 119,928	\$ 123,637	\$ 127,461	\$ 131,403	\$ 135,345	\$ 142,113	\$ 149,218

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
18	<ul style="list-style-type: none"> ▪ Development Director ▪ Director, DSP&S ▪ Director, EOPS, CARE & CalWorks, CHC ▪ Director, EOPS & CARE, SBVC ▪ Director First Year Experience FKCE and College Promise, SBVC ▪ Director, Outreach & Educational Partnerships 	\$ 114,928	\$ 118,482	\$ 122,147	\$ 125,925	\$ 129,819	\$ 133,834	\$ 137,973	\$ 142,113	\$ 149,218	\$ 156,679
19	<ul style="list-style-type: none"> ▪ Associate Dean, Health Services and Director of Nursing ▪ Director, Corporate & Strategic Relations - KVCR ▪ Director, Development & Community Relations ▪ Director, Facilities, Planning & Construction ▪ Director, Human Resources, EEO, Legal Services and Labor Relations ▪ Director of Institutional Advancement ▪ Director, KVCR Broadcast Media Systems ▪ General Manager, KVCR TV/FM 	\$ 120,674	\$ 124,407	\$ 128,254	\$ 132,221	\$ 136,310	\$ 140,526	\$ 144,872	\$ 149,218	\$ 156,679	\$ 164,513
20	<ul style="list-style-type: none"> ▪ Chief of Police ▪ Assistant General Manager, Director of First Nation's Experience (FNX) Channel ▪ Assistant General Manager, News Director 	\$ 126,708	\$ 130,627	\$ 134,667	\$ 138,832	\$ 143,126	\$ 147,552	\$ 152,116	\$ 156,679	\$ 164,513	\$ 172,739
21	<ul style="list-style-type: none"> ▪ Associate General Manager, Director of Operations, Production & Technology ▪ Business Manager ▪ Director, Facilities, Planning, Emergency Management & Construction ▪ Director, Fiscal Services ▪ District Director of Research, Planning & Institutional Effectiveness ▪ Division Dean (Instructional) ▪ Division Dean (Non-Instructional) ▪ Senior District Director of Marketing, Public Relations & Legislative Affairs 	\$ 133,044	\$ 137,158	\$ 141,400	\$ 145,774	\$ 150,282	\$ 154,930	\$ 159,722	\$ 164,513	\$ 172,739	\$ 181,376

Management Salary Schedule
Board Approved 05/14/20

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
22	<ul style="list-style-type: none"> ▪ Dean of Academic Success, Grants and Learning Services (SBVC) ▪ Dean of Student Equity and Success (SBVC) 	\$ 139,696	\$ 144,016	\$ 148,470	\$ 153,062	\$ 157,796	\$ 162,676	\$ 167,708	\$ 172,739	\$ 181,376	\$ 190,445
23	<ul style="list-style-type: none"> ▪ Chief Technology Officer ▪ Executive Director, Economic Development & Corporate Training 	\$ 146,681	\$ 151,217	\$ 155,894	\$ 160,715	\$ 165,686	\$ 170,810	\$ 176,093	\$ 181,376	\$ 190,445	\$ 199,967
24	<ul style="list-style-type: none"> ▪ Vice President, Administrative Services ▪ Vice President, Instruction ▪ Vice President, Student Services ▪ Executive Director, Research Planning Institutional Effectiveness ▪ Executive Director, Human Resources 	\$ 154,015	\$ 158,778	\$ 163,689	\$ 168,751	\$ 173,970	\$ 179,351	\$ 184,898	\$ 190,445	\$ 199,967	\$ 209,965

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: May 14, 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 05/14/2020

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
19440	Eide Bailly LLP	Professional Services	Fiscal Services/SBCCD	\$123,300.00	
Auditing Services for SBCCD General Audit			Term 04/01/2020 to 12/31/2020		
19338	Ellucian Company LP	Software	TESS/SBCCD	\$553,814.00	
Software - "Ellucian Colleague" student information system			Term 07/01/2020 to 06/30/2021		
19469	Garland Company Inc, The	CMAS	Business Services/SBCCD	\$500,000.00	
CMAS - Roofing and Flooring materials; SBCCD sets maximum order limit to \$500,000; cost to be covered by departmental/area budgets			Term 04/15/2019 to 12/31/2024		

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 Sutorus, Business Manager

DATE: May 14, 2020

SUBJECT: Consideration of Approval of Surplus Property and Authorize Donation to Rim of the World Unified School District

RECOMMENDATION

It is recommended that the Board of Trustees approve the surplus and donation of 29 microscopes to Rim of the World Unified School District.

OVERVIEW

SBVC's Biology Department wishes to surplus the microscopes which are no longer used by the District. Education Code 81450.5 provides that a community college district may donate property to another college or public entity. The estimated value of the donation is \$13,000.

ANALYSIS

The SBVC Biology Department no longer uses the items and they are non-essential to ongoing operations. Rim of the World Unified School District has examined the property and is willing to accept the donation for use in supporting their mission.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

No cost to the District.

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: May 14, 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
May 14, 2020

Asset #	Date Retired	Description	Initial Value	Current Value
17891	4/1/2020	Pediatric HAL	\$25,315.56	\$0.00
17892	4/1/2020	HAL Mobile EMS	\$28,880.22	\$0.00
17897	4/1/2020	Laptop Computer	\$2,013.30	\$0.00
17898	4/1/2020	HAL Mobile EMS	\$28,880.22	\$0.00
37357	4/1/2020	OptiPlex 9020	\$975.44	\$0.00
37364	4/1/2020	OptiPlex 9030	\$1,066.14	\$0.00
37439	4/1/2020	OptiPlex 9020	\$1,520.21	\$0.00
37841	4/1/2020	Dell Optiplex 3030	\$745.37	\$0.00

Non-Fixed Assets Surplus Report
May 14, 2020

Description	Quantity
Vaddio Desktop Racks	2 ea
Equipment Cart	1 ea
Under Desk CPU Mount	1 ea
Rack Servers	5 ea
Polemounts	6 ea
TV Mount Security	1 ea
Small/Large Boom Mic Stands	4 ea
Large Boom Mic Stands	2 ea
Acrylic Doors	3 ea
Monitor Mount	1 ea
Keyboards	2 ea
Brother Printer/Scanner	1 ea
Speakers	4 ea
Motion Computing Tablet	1 ea
Panasonic Toughbook	5 ea
HP Laserjet 3600 Printer	1 ea
Dell 9030 Computer	1 ea
Toner for printer surplused	10 boxes
Mice	1 ea
Netgear NAS	1 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: May 14, 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
Merjil, Mark Director, Child Development Programs SBVC	19	\$ 456.35	\$ 8,670.65
Muskavitch, John Director of Financial Aid CHC	10	\$ 528.28	\$ 5,282.80
Opris, Iosif Director Human Resources, EEO, Legal Services and Labor Relations	20	\$ 541.89	\$ 10,837.80
Angel Rodriguez Senior District Director of Marketing, Public Relations & Legislative Affairs	8	\$ 562.12	\$ 4,496.96

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: Lawrence P. Strong, Director, Fiscal Services

DATE: May 14, 2020

SUBJECT: Consideration of Approval to Adopt Resolution #2020-05-14-FS01
Approving Transfers from the Reserve for Contingencies to Various
Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2020-05-14-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 #2020-05-14-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.4.23.2020.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 May 14, 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 #2020-05-14-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.4.23.2020.p.2]2]

Fund 110 General Fund, Unrestricted			26,421,765	2019-20 Audited Initial Fund Balance	
			(172,689)	Net Change from Previously Approved Transfers	
			26,249,076	Fund Balance Before Transfer(s)	
			23.3%		
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
5/14/2020	3/13/2020	200867	(976,099)	7000 Other Outgo	Transfer of funds to Fund 390 KVCR and Fund 825 FNX to pay invoices
			(976,099)	Total Approved at this Board Meeting	
			25,272,977	Fund Balance After Transfer(s)	
			22.4%		

Fund 410 Capital Outlay			4,097,150	2019-20 Audited Initial Fund Balance	
			(232,250)	Net Change from Previously Approved Transfers	
			3,864,900	Fund Balance Before Transfer(s)	
Board Approved	Date	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
5/14/2020	4/1/2020	200932	(140,000)	6000 Capital Outlay	To fund KVCR Signage project
			(180,000)	6000 Capital Outlay	To fund Edom Hills Transmitter project
			(320,000)	Total Approved at this Board Meeting	
			3,544,900	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 of Fiscal Services
DATE: May 14, 2020
SUBJECT: Consideration of Approval of Revised Authorized Signature List

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Revised Authorized Signature List for Fiscal Year 2019-20.

OVERVIEW

In accordance with California legal code, the Board of Trustees may, via annual Board action, delegate its authority to named agents. Only the Board and/or those agents are authorized to commit the District to contracts, expenditure of funds, employment of personnel, and other legal actions.

ANALYSIS

The Authorized Signature List for Fiscal Year 2019-20 was approved by the Board of Trustees on June 20, 2019. The attached, revised list reflects the addition of Joe Opris, Director, Human Resources.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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



Authorized Signature List for Fiscal Year 2019-20 (Revised)

Submitted for Board Approval May 14, 2020

[v.4.23.2020.p.1|2]

Contracts, Agreements, and Memos of Understanding

- ♦ *Vacant, Chancellor*
- ♦ *Jose Torres, Executive Vice Chancellor*
- ♦ *Larry Strong, Director of Fiscal Services*
- ♦ *Steven J. Sutorus, Business Manager*
- ♦ *(Employment Only) Kristina Hannon, Vice Chancellor, Human Resources*

Revenue Clearing Bank Accounts, SBCCD Commercial Property Bank Account & Lockbox

- ♦ *Vacant, Chancellor*
- ♦ *Jose Torres, Executive Vice Chancellor*
- ♦ *Larry Strong, Director of Fiscal Services*
- ♦ *Steven J. Sutorus, Business Manager*
- ♦ *Tenille Alexander, Associate Director, Fiscal Services*
- ♦ *Jorge Andrade, Accounting Services Manager*

Revolving Cash Bank Account

- ♦ *Custodian: Jose Torres, Executive Vice Chancellor*
- ♦ *Larry Strong, Director of Fiscal Services*
- ♦ *Steven J. Sutorus, Business Manager*
- ♦ *Tenille Alexander, Associate Director, Fiscal Services*
- ♦ *Jorge Andrade, Accounting Services Manager*

KVCR Educational Foundation Bank Account

- ♦ *Vacant, Chancellor*
- ♦ *Jose Torres, Executive Vice Chancellor*
- ♦ *Larry Strong, Director of Fiscal Services*
- ♦ *Steven J. Sutorus, Business Manager*

Safe Deposit Box

- ♦ *Jose Torres, Executive Vice Chancellor*
- ♦ *Larry Strong, Director of Fiscal Services*
- ♦ *Steven J. Sutorus, Business Manager*

Cafeteria, Associated Students, Clubs & Trusts, and Scholarship & Loan Bank Accounts

- ♦ *Jose Torres, Executive Vice Chancellor*
- ♦ *Larry Strong, Director of Fiscal Services*
- ♦ *Steven J. Sutorus, Business Manager*
- ♦ *Tenille Alexander, Associate Director, Fiscal Services*
- ♦ *Jorge Andrade, Accounting Services Manager*

Financial Aid Bank Accounts

- ♦ *Vacant, Chancellor*
- ♦ *Jose Torres, Executive Vice Chancellor*
- ♦ *Larry Strong, Director of Fiscal Services*
- ♦ *Steven J. Sutorus, Business Manager*
- ♦ *Tenille Alexander, Associate Director, Fiscal Services*
- ♦ *Jorge Andrade, Accounting Services Manager*

Commercial Warrants and Related Journal Entries

- ♦ *Vacant, Chancellor*
- ♦ *Jose Torres, Executive Vice Chancellor*

Payroll Orders and Related Journal Entries, and Voluntary Payroll Deductions (PAY620)

- ♦ *Vacant, Chancellor*
- ♦ *Larry Strong, Director of Fiscal Services*
- ♦ *Colleen Gamboa, Payroll Administrator*



Authorized Signature List for Fiscal Year 2019-20 (Revised)

Submitted for Board Approval May 14, 2020

[v.4.23.2020.p.2|2]

Notices of Employment for Certificated, Classified, and Student and Temporary Employees

- ♦ Vacant, Chancellor
- ♦ Jose Torres, Executive Vice Chancellor
- ♦ Kristina Hannon, Vice Chancellor, Human Resources
- ♦ **Joe Opris, Director, Human Resources**

Purchase Orders
(no monetary limit)

- ♦ Jose Torres, Executive Vice Chancellor
- ♦ Steven J. Sutorus, Business Manager

Journal Entries
(not authorized by District or Payroll Orders), Interfund Transactions, and Budget Transfers

- ♦ Jose Torres, Executive Vice Chancellor
- ♦ Larry Strong, Director of Fiscal Services
- ♦ Tenille Alexander, Associate Director, Fiscal Services
- ♦ Jorge Andrade, Accounting Services Manager

Certify/Attest to Board Action

- ♦ Jose Torres, Interim Chancellor
- ♦ Gloria Macías Harrison, Clerk of the Board

Access to San Bernardino County Schools Computer Consortium System with Secure I.D. Token

- ♦ Larry Strong, Director of Fiscal Services
- ♦ Steven J. Sutorus, Business Manager
- ♦ Tenille Alexander, Associate Director, Fiscal Services
- ♦ Jorge Andrade, Accounting Services Manager

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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: May 14, 2020
SUBJECT: District & College Expenses

RECOMMENDATION

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

OVERVIEW

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

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 prior Board approval.

Meetings or trainings 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 prior Board approval.

Any refreshments and/or meals for an event require Board approval prior to the event. Events are defined as activities in which non-employees and/or non-students will/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.

ANALYSIS

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

INSTITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

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



District & College Expenses

Submitted for Board Approval May 14, 2020

[v.4.23.2020.p.1|1]

Site: SBVC

Event: New Student Welcome Day (NSWD)

Date of Event: 8/12/2020

Total Estimated Cost: \$ 30,000

Funding Source: Student Equity Categorical Fund

Items Being Purchased: Refreshments, Rental Equipment, Games, and Giveaways. FYE is sponsoring NSWD to welcome and orient incoming students. The event will highlight academic and support services offered by SBVC. Anticipated attendance is 1,000 students, faculty, staff, and community members. Justine Plemons will serve as chaperone.

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: May 14, 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 May 14, 2020

Site: SBVC
Name: Raymond Carlos
Total Cost: \$111
Funding Source: Student Life Trust

Membership & Purpose: Association for Student Conduct Administration (ASCA), The ASCA annual membership is required to participate and/or attend conferences for the purpose of professional growth and development.

Site: SBVC
Name: Michael Layne
Total Cost: \$315
Funding Source: Development & Community Relations General Funds

Membership & Purpose: Association of Fundraising Professionals (AFP), AFP, an association of professionals throughout the world, advances philanthropy by enabling people and organizations to practice ethical and effective fundraising. The core activities through which AFP fulfills this missions include education, training, mentoring, research, credentialing and advocacy.

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: May 14, 2020

SUBJECT: Consideration of Approval to Award RFP 2020-02 and Contract for Print and Copier Services to Advanced Imaging Solutions, Inc. of Corona, CA

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposals (RFP) 2020-02 and contract for Managed Print and Copier Services to Advanced Imaging Solutions, Inc. of Corona, CA. The cost for this service is not to exceed \$750,000 during the five years of the contract.

OVERVIEW

The San Bernardino Community College District has reached the end of its contract with the current vendor. Therefore, a new competitive solicitation for Managed Print and Copier Services was performed.

ANALYSIS

The District received 11 responsive and responsible proposals. An evaluation committee ranked the top 4 proposals as follows:

<u>Vendor</u>	<u>Ranking</u>
Advanced Imaging Solutions, Inc., Corona, CA	1
CBE Office Solutions of Irvine, CA	2
MRC Smart Technology of Cypress, CA	3
Ricoh USA, Inc. of Exton, PA	4

Through an analysis of the proposals received and a committee based review process, rankings indicate Advanced Imaging Solutions, Inc. is the vendor that will best meet the needs of the District.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Included in the 2021 and subsequent budgets.

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: May 14, 2020
SUBJECT: Consideration of Approval of Salary Advancement for Academic Employees

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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



Salary Advancement for Academic Employees

Submitted for Board Approval on May 14, 2020

[v.4.23.2020.p.2]2

	From Column/ Step	To Column/ Step	Annual Salary	Days of Service	Effective Date
Luna, Evelyn Counselor SBVC Student Services	E6	F7	\$100,464.00	200	7/1/20
Moreno, Mariana Coordinator, Transfer Center CHC Counseling	D15	E16	\$126,297.08	221	7/1/20

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 and Construction

DATE: May 14, 2020

SUBJECT: Consideration of Approval of Amendment 02 to the Contract with Nineteen-Six Architects.

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 02 to the contract with Nineteen Six Architects for the CC03.3640.01 District Wide-Design Standards and Temporary Swing Space Analysis contract.

OVERVIEW

In October 2019, the Board of Trustees approved a contract with Nineteen-Six Architects to perform the development of District-Wide Standards and Temporary Swing Space Analysis. Additional efforts beyond the base scope to perform test fits and validation of the CHC Performing Arts Center (PAC) project are required before campus-wide Swing Space Analysis and procurement of a designer for the PAC project can occur. It was deemed prudent to include this scope as part of Nineteen-Six Architects' study.

ANALYSIS

Amendment 02 will increase the contract by \$59,650.00, for a total revised value of \$695,986.00. There will be no time extension to the contract.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this amendment will be included in the Fund 445, Measure CC 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: Farrah Farzaneh, Director, Facilities Planning & Construction

DATE: May 14, 2020

SUBJECT: Consideration of Approval to Award Bid #CC01-3610.02 – Package 1: Modified Bituminous Membrane Roofing and Contract to R & R Roofing & Waterproofing, Inc. of Lake Elsinore, CA

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #CC01-3610.02 – Package 1: Modified Bituminous Membrane Roofing, and contract, to R & R Roofing & Waterproofing, Inc. of Lake Elsinore, CA for the Library roof replacement at San Bernardino Valley College in the amount of \$253,709.50. This includes the contract amount of \$230,645.00 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

Due to leaks in the Library roofing system at San Bernardino Valley College, it is necessary to replace the bituminous membrane to protect the interior of the building and building structure. This work is included as SBVC Measure CC Infrastructure Project Package 1.

ANALYSIS

A public bid opening was conducted on April 9, 2020, and the District received six responsive and responsible bids. The lowest, most responsive three were:

Vendor	Total Bid
R & R Roofing & Waterproofing, Inc. of Lake Elsinore, CA	\$230,645.00
Danny Letner Inc, dba Letner Roofing Co. of Orange ,CA	\$408,000.00
Rite – Way Roof Corp. of Fontana, CA	\$409,939.00

An analysis of the bids received indicates that R & R Roofing & Waterproofing, Inc. of Lake Elsinore, CA is the lowest, most responsive bidder.

INSTITUTIONAL VALUES

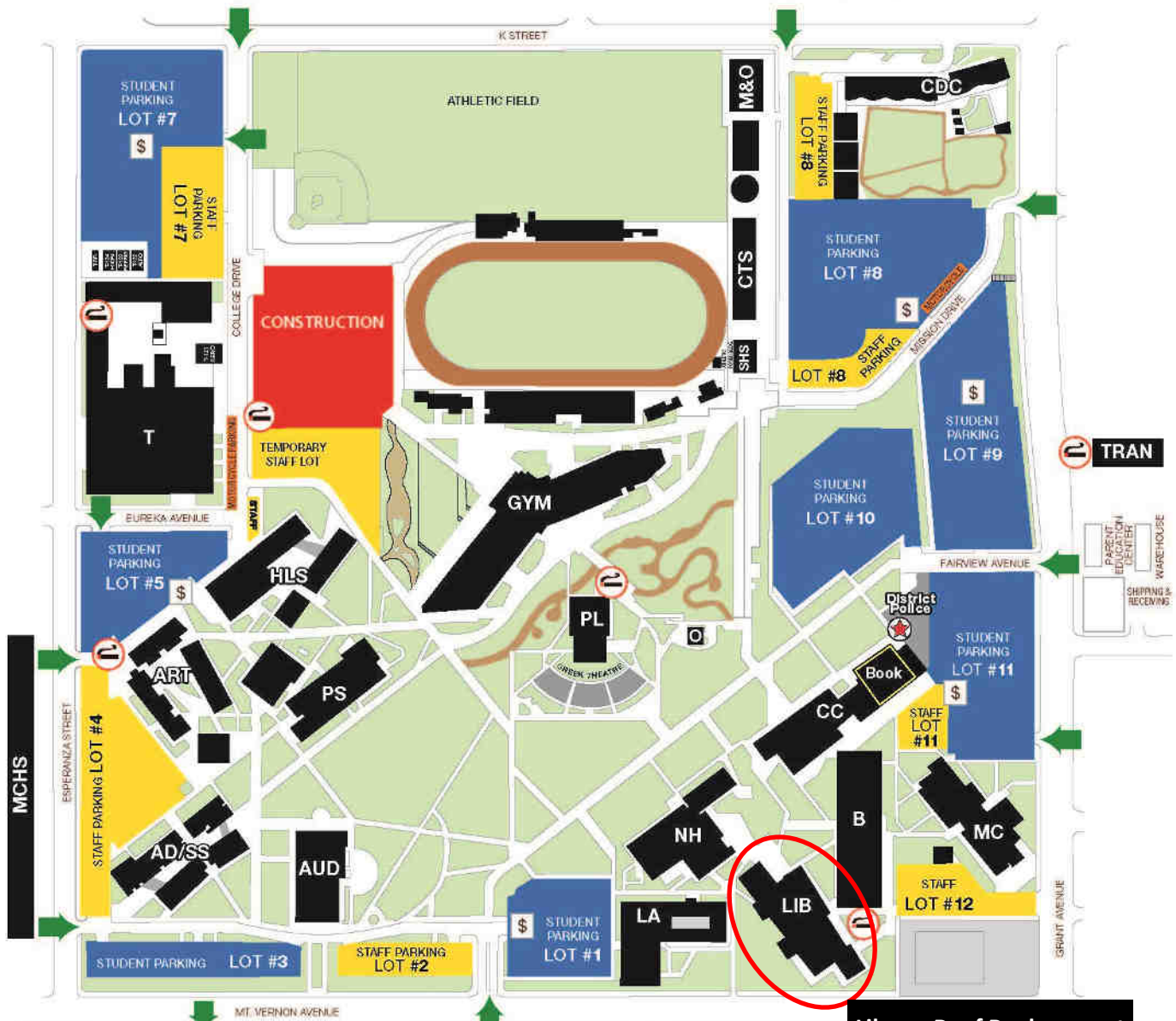
III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this project is included in the Fund 445 Measure CC budget as an SBVC Infrastructure Project.

San Bernardino Valley College

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



Library Roof Replacement

FREE PARKING
Pro Swap Meet

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

- INDICATES CONSTRUCTION AREAS
- ← ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES
- \$ INDICATES PARKING PERMIT DISPENSER
- P INDICATES APPROVED SMOKING AREAS (6)
This is a smoke-free campus - parking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #0570, Government Code #7597)

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

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

Parking permits/decals are required to park in all parking lots and on all college streets.
Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

Revised 8-15-17

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: May 14, 2020
SUBJECT: Consideration of Approval to Award Bid #CC01-3610.02 - Package 2: Metal Roof Panels and Contract to PGC Construction, Inc. of Temecula, CA

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #CC01-3610.02 - Package 2: Metal Roof Panels, and contract, to PGC Construction, Inc. of Temecula, CA for the Library roof replacement at San Bernardino Valley College in the amount of \$531,300.00. This includes the contract amount of \$483,000.00 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

The existing metal roof panels at the SBVC Library need to be replaced to solve the continuous water leaks and protect the building structure. This work is included as SBVC Measure CC Infrastructure Project Package 2.

ANALYSIS

A public bid opening was conducted on April 9, 2020, and the District received four responsive and responsible bids. The lowest, most responsive three were:

Vendor	Total Bid
PGC Construction, Inc. of Temecula, CA	\$483,000.00
United Contractors of San Bernardino, CA	\$529,000.00
Best Contracting Services, Inc. of Gardena, CA	\$646,000.00

An analysis of the bids received indicates that PGC Construction, Inc. of Temecula, CA is the lowest, most responsive bidder.

INSTITUTIONAL VALUES

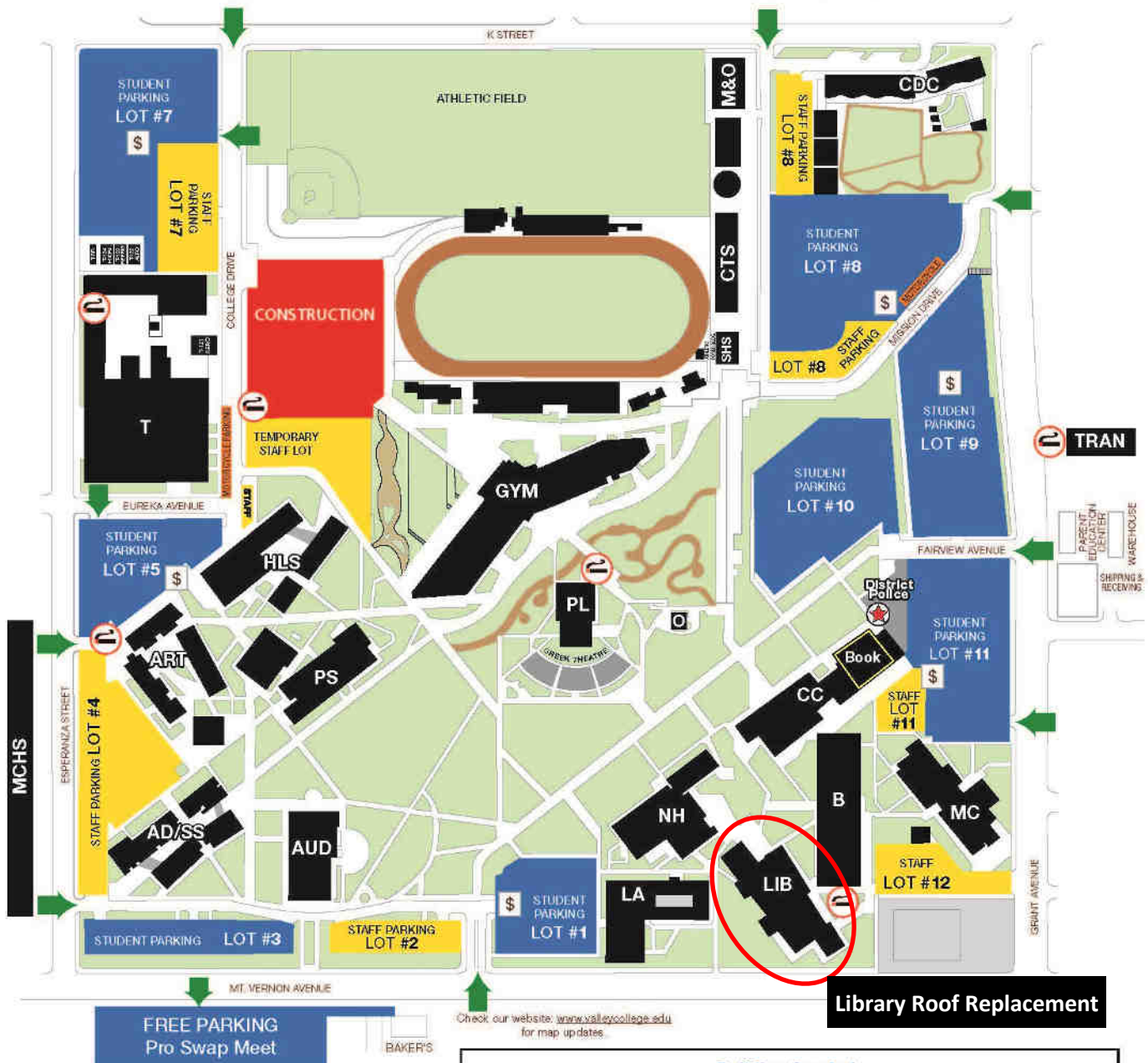
III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this project is included in the Fund 445 Measure CC budget as an SBVC Infrastructure Project.

San Bernardino Valley College

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



Library Roof Replacement

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

INDICATES CONSTRUCTION AREAS

ARROWS DESIGNATE STUDENT PARKING LOT ENTRANCES

INDICATES PARKING PERMIT DISPENSER

INDICATES APPROVED SMOKING AREAS (6)
This is a smoke-free campus - parking in non-designated areas or buildings may result in the issuance of a citation (Board Policy #0570, Government Code #7597)

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

Building Symbols

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

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

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.

Revised 8-15-17

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Gloria Macías Harrison, Board Finance Committee Chair

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: May 14, 2020

SUBJECT: Consideration of Approval of the Bond Construction Project List

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Bond Construction Project List.

OVERVIEW

In May of 2017, the Board of Trustees approved the Districtwide Facilities Master Plan Project List which was the result of a collaboration among the campuses and the Facilities Planning & Construction department, along with input from industry professionals. The list reflected SBCCD's mission and goals to serve students and address major health/life/safety issues associated with existing facilities.

That list has now been extensively evaluated in light of current Measure CC and remaining Measure M funding sources, as well as potential revenues from the State. After analyzing various scenarios presented by both college administrations and deliberated in Chancellor's Cabinet, the attached list of projects has been vetted by SBCCD's Facilities Planning team and bond program manager staff from AECOM.

ANALYSIS

As part of its charge to increase the efficiency of the Board of Trustees by performing time-consuming research on the Board's behalf regarding the implementation and operation of bond measures, the Board Finance Committee has reviewed and discussed the attached list and recommends approval of same.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

Approval of the attached Bond Construction Project List will enable SBCCD to proceed with scheduling of bond construction projects identified on the attached.

**Bond Construction Project List
Submitted for Board Approval May 14, 2020**

Original Priority	Project Title	Campus	Board Approved May 2017	Project List May 2020
1	Career Pathway 1 (New Construction) - Technical Building Replacement	SBVC	\$ 94,509,418	\$ 107,862,052
2	M&O Building Repurposing	SBVC	\$ 4,075,275	\$ 1,476,991
5	New Softball Field	SBVC	\$ 5,360,800	\$ 6,239,193
6	Student Services & Instructional Building (New Construction) - LA Replacement	SBVC	\$ 95,863,832	\$ 104,336,323
7	Admin Building and Campus Center Repurposing	SBVC	\$ 14,103,899	\$ 8,794,277
8	Crafton Hall Renovation (SSC)	CHC	\$ 6,250,465	\$ 4,118,816
10	Student Support Building Renovation (SSB)	CHC	\$ 3,589,587	\$ 2,198,933
11	Gymnasium Demolition	CHC	\$ 2,832,067	\$ 3,369,725
12	East Valley Public Safety Training Center (New Construction)	CHC	\$ 10,415,894	\$ 9,537,595
13	Career Pathways 2 (New Construction)	SBVC	\$ 60,200,322	\$ 89,055,227
14	Physical Science, Health Life & Safety building Secondary Effect	SBVC	\$ 4,485,265	\$ 4,425,388
22	East Instructional Building (New Construction)	CHC	\$ 41,288,427	\$ 54,140,454
24	Central Complex 2 Renovation (CHS)	CHC	\$ 11,788,829	\$ 17,252,583
25	Child Development Center Renovation (CDC)	CHC	\$ 5,767,218	\$ 3,784,297
28	SBVC campus wide Infrastructure	SBVC	\$ 48,173,314	\$ 32,849,198
29	CHC campus wide Infrastructure	CHC	\$ 16,974,070	\$ 11,974,070
*	Existing PAC Demo	CHC	\$ -	\$ 9,622,474
*	New PAC Building	CHC	\$ -	\$ 41,007,223
Total Projected Capital Costs				\$ 512,044,818
Subtotal for CHC				\$ 157,006,170
Subtotal for SBVC				\$ 355,038,648

* Not on May 2017 list.

ADDITIONAL COSTS

District Staffing	\$ 4,200,000
Student Information System	\$ 2,000,000
Community Benefits Agreement Administration	\$ 2,190,182
Land Acquisition SBVC	\$ 38,000,000
Land Acquisition CHC	\$ -
Program Contingency	\$ 20,000,000
TOTAL ADDITIONAL COSTS	\$ 66,390,182

TOTAL COSTS \$ 578,435,000

FUNDING SOURCES

Measure CC	\$ 470,000,000
Measure M Current	\$ 35,000,000
State Funding FPPs	\$ 33,435,000
Measure M Future	\$ 40,000,000

TOTAL FUNDS \$ 578,435,000

2017 Districtwide Facilities Master Plan Project List

<u>Priority</u>	<u>Project Title</u>	<u>Campus</u>	<u>Budget*</u>
1.	Career Pathway 1 (New Construction) – Technical Building Replacement	SBVC	\$94,509,418
2.	M&O Building Repurposing	SBVC	\$4,075,275
3.	Performing Arts Center (PAC) Renovation	CHC	\$42,072,719
4.	New Parking Structure	SBVC	\$89,681,976
5.	New Softball Field	SBVC	\$5,360,800
6.	Student Services & Instructional Building (New Construction) – Liberal Arts Replacement	SBVC	\$95,863,832
7.	Admin Building and Campus Center Repurposing	SBVC	\$14,103,899
8.	Crafton Hall Renovation (SSC)	CHC	\$6,250,465
9.	West Complex Renovation (CL)	CHC	\$11,922,962
10.	Student Support Building Renovation (SSB)	CHC	\$3,589,587
11.	Gymnasium Demolition	CHC	\$2,832,067
12.	East Valley Public Safety Training Center (New Construction)	CHC	\$10,415,894
13.	Career Pathways Phase 2 (New Construction)	SBVC	\$60,200,322
14.	Physical Science, Health Life & Safety building Secondary Effect	SBVC	\$4,485,265
15.	Warehouse Facilities (New Construction)	SBVC	\$25,109,309
16.	Library Repurposing	SBVC	\$4,798,991
17.	Joint-use Tennis Facilities (New Construction)	CHC	\$6,690,925
18.	Greek Theater & Planetarium Renovation	SBVC	\$6,301,181
19.	New Gymnasium Building	CHC	\$46,806,630
20.	Soccer Field & Outdoor Kinesiology Laboratories (New Construction)	CHC	\$9,796,942
21.	Maintenance and Operations Additions (New Construction)	CHC	\$6,598,494
22.	East Instructional Building (New Construction)	CHC	\$41,288,427
23.	Teaching Pool (New Construction)	CHC	\$5,714,346
24.	Central Complex 2 Renovation (CHS)	CHC	\$11,788,829
25.	Child Development Center Renovation (CDC)	CHC	\$5,767,218
26.	PAC Building (New Construction) <i>(future consideration only)</i>	SBVC	TBD
27.	District Office Expansion <i>(recommendation in Master Plan only)</i>	SBCCD	\$15,450,000
28.	SBVC campus wide infrastructure	SBVC	\$48,173,314
29.	CHC campus wide infrastructure	CHC	\$16,974,070
Total Projected Capital Costs*			\$696,623,158
Subtotal for CHC			\$228,509,576
Subtotal for SBVC			\$452,663,582
Subtotal for SBCCD			\$ 15,450,000
			\$696,623,158

*Projections include Escalation Allowance of 5% per annum through program midpoint of January 2023, totaling 28.75%.

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: May 14, 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.

BP 2015 Student Trustees
BP 2210 Officers
AP/BP 2305 Annual Organizational Meeting
BP 2310 Regular Meetings of the Board
AP/BP 2320 Special & Emergency Meetings
AP/BP 2435 Evaluation of the Chancellor
BP 2725 Board Member Compensation
AP/BP 2730 Board Member Health Benefits
AP/BP 2735 Board Member Travel
BP 2745 Board Self-Evaluation
AP/BP 3505 Emergency Response Plan
AP/BP 4103 Work Experience
AP/BP 4400 Community Services Programs
AP/BP 6320 Investments
AP/BP 6530 District Vehicles

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 April 7, 2020 and May 5, 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>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	<i>Legally Required</i>

BP 2015 Student Trustees

(Replaces current SBCCD BP 2060 and 2070)

The Board of Trustees shall include two (2) non-voting student members (one representing each college in the District). The term of office shall be one year commencing ~~at the first Board meeting in June~~ and terminating ~~on the last Board meeting in May of each academic year~~¹.

The student member shall, ~~during the term of service~~, be enrolled in and maintain a minimum of five (5) semester units in the District at the time of nomination and throughout the term of service. The student member is not required to give up employment with the District. The student shall maintain a 2.0 grade point average (GPA) during the term of office.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student member shall be entitled to any mileage allowance necessary to attend Board meetings to the same extent as publicly elected trustees.

~~The student trustees have the responsibility to be contributing and ethical members of the board.~~

The primary duties of the Student Trustees are to attend and participate in all open board meetings, other duties may include:

- Represent the District at community events
- Advocate for the colleges and students to the legislatures
- Attend ASO/ Associated Student Government meetings
- Meet regularly with senior administrators

Pursuant to Education Code Section 72023.5, on or before May 15 of each year, the Board of Trustees shall consider whether to afford the student trustees any of the following privileges:

- The privilege to receive compensation for meeting attendance at a level of ~~\$200~~²¹⁰ per month. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to attend closed sessions, other than closed sessions on personnel or collective bargaining matters, ~~at the discretion of the Board of Trustees.~~
- The privilege to ~~vote in~~^{cast} an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.
- The privilege to serve a term commencing on May 15.



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

BP 2210 Officers

(Replaces current SBCCD BP 2100)

At the annual organizational meeting (See BP 2305 titled Annual Organizational Meeting), the Board of Trustees shall elect officers from among its members. The terms of officers shall be for one year, beginning the following January 1 through December 31.

Duties of the ~~President~~Chair of the Board:

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the Chancellor on the Board meeting agendas;
4. Communicate with individual Board members about their responsibilities;
5. Participate in the orientation process for new Board members as outlined in the Board Orientation Handbook; The ~~President~~Chair is ultimately responsible for the orientation process of new board members and student trustees.
6. Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;
7. Represent the Board at official events or ensure Board representation.
8. The Board ~~President~~Chair may contact District legal counsel regarding business of the District as necessary and the Board ~~President~~Chair will provide a report to the Board and Chancellor.
9. The ~~President~~Chair has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)
10. The Board ~~President~~Chair shall establish ad hoc committees to comply with Board Policies and deadlines.
11. When applicable, the Board ~~President~~Chair will orient the incoming Board ~~President~~Chair in duties and responsibilities.
12. The Board ~~President~~Chair will attend a New Board Chair Workshop hosted by the California Community College League in January.

Duties of the Vice ~~President~~Chair of the Board:

1. To perform in the absence of the ~~President~~Chair, all the duties of the ~~President~~Chair;

2. To attest the signature of the **PresidentChair** or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the **PresidentChair** or other members of the Board on all other documents of the District when the attestation is a legal requirement.

Duties of the Clerk of the Board:

1. To perform in the absence of the **PresidentChair**, or the Vice **PresidentChair** all the duties of the **PresidentChair**;
2. To attest the signature of the **PresidentChair** or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the **PresidentChair** or other members of the Board on all other documents of the District when the attestation is a legal requirement;
4. To certify copies of records of the District as required.
5. Monitor calendar deadlines pertinent to the Board and report them to the Board **PresidentChair** and the Board.

Board Secretary

The Chancellor of the District shall serve as the Secretary to the Board.

Duties of the Secretary to the Board:

1. Notify members of the Board of regular, special, emergency, and adjourned meetings;
2. Prepare and post the Board meeting agendas;
3. Have prepared for adoption minutes of the Board meetings;
4. Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee;
5. Conduct the official correspondence of the Board;
6. Certify as legally required all Board actions;
7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

The Board does not have an official system of rotation or officers; it elects the officers each year from among all its members.

Reference:

Education Code Section 72000

Attachments

- [BP 2210 Officers - Comments](#)
- [BP 2210 Officers - Legal Citations](#)



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

AP 2305 Annual Organizational Meeting

~~New Administrative Procedure~~

- ~~A. Election of officers takes place at the Board's Annual Meeting

 - ~~a. The offices of president, vice president, and clerk will be elected by the board of trustees. The executive board is comprised of these officers.~~
 - ~~b. New officers will begin their term of service at the first meeting of the board in January of the next year~~~~
- ~~B. Prior to the first board meeting in January, the outgoing board president and the newly elected board president will meet together to discuss:

 - ~~a. Duties of the board officers, especially the president~~
 - ~~b. Board policy dates pertinent to the function of the board

 - ~~i. Evaluation of the Chancellor~~
 - ~~ii. Board self-evaluation~~
 - ~~iii. Any current ongoing discussions with the Chancellor~~~~~~

Recommend deleting AP 2305 as Officers of the Board and their duties are found in BP 2210.

Attachments

No Attachments



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

BP 2305 Annual Organizational Meeting

(Replaces current SBCCD BP 2100)

~~The Board shall hold an annual organizational meeting on a day within fifteen calendar days of the last Friday in November~~

The annual organizational meeting of the Board is held at the regular meeting during the first two weeks of December.

In a year in which a regular election for governing board members is conducted, the meeting shall be held on a day within a 15-day period that commences with the date upon which a governing board member elected at that election takes office. See BP 2100 Board Elections.

The purpose of the annual organizational meeting is to elect a ~~president~~chair, vice ~~president~~chair, and a clerk, and conduct any other business as required by law or determined by the Board. See BP 2200 Officers of the Board.

Reference:

Education Code ~~Section~~5017 and 72000(c)(2)(A)

Attachments

- [BP 2305 Annual Organizational Meeting - Comments](#)
- [BP 2305 Annual Organizational Meeting - Legal Citations](#)



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

BP 2310 Regular Meetings of the Board

(Replaces current SBCCD BP 2120)

All regular and special meetings of the Board of Trustees are open to the public, must be accessible to persons with disabilities, and comply with the Brown Act provisions, except as otherwise required or permitted by law.

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted prior to the meeting and shall remain posted until the day and time of the meeting, as required by law.

All regular meetings of the Board shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District. Meetings will be held in the SBCCD Boardroom, ~~414 S 550 E. Del Rosa Avenue~~ Hospitality Ln., Suite 200, San Bernardino, California, 92408, or as otherwise posted. Meetings will begin at 4:00 p.m. or as otherwise posted. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in AP 2340 titled Agendas and AP 2345 titled Public Participation at Board meetings.

Recessed Meetings

Meetings may be recessed by the ~~President~~ chair with the consent of the majority of the Board members present.

Study ~~Strategy~~ Sessions

The Board may hold strategy sessions open to the public for the study ~~sessions open to the public for the study~~ of general topics of interest to the Board or the community in the operation of the District Board procedures and programs.

Hearing on the Budget

A public hearing of the budget shall be held in conjunction with the September Board Meeting prior to adoption of the budget as provided by law.

Taking Action on Items not on the Agenda

The Board may only take action on items not posted on the agenda by a two-thirds vote or a unanimous vote when a simple majority exists under the following conditions (a) an emergency situation exists; (b) there is a need to take immediate action and that the need for action came to the attention of the local agency subsequent to the agenda being posted; and (c) the item was continued from a previous meeting to the meeting at which action is being taken.



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

AP 2320 Special and Emergency Meetings

Special Meetings

Whenever a special meeting of the Board of Trustees is called, the Chancellor shall cause the call and notice to be posted at least 24 hours prior to the meeting in a location freely accessible to the public. The Chancellor shall also ensure that the following notices of the meeting are delivered either personally or by other means:

- Written notice to each member of the Board, including the student trustees.
- Written notice to each local newspaper of general circulation, and each radio or television station that has previously requested in writing to be provided notice of special meetings.

The written notice must be received at least 24 hours before the time of the meeting as set out in the notice. The notice shall specify the time and place of the special meeting and the business to be transacted or discussed.

Emergency Meetings

Whenever an emergency meeting of the Board of Trustees is called, the Chancellor shall cause notice to be provided by telephone at least one hour prior to the meeting to each local newspaper of general circulation and each radio or television station that has requested notice of special meetings. If telephone services are not functioning, the Chancellor shall provide the newspapers, radio stations, and television stations with information regarding the purpose of the meeting and any action taken at the meeting as soon after the meeting as possible.

References:

Education Code Sections 72023.5 and 72129;
Government Code Sections 54956 and 54956.5

Attachments

- [AP 2320 Special and Emergency Meetings - Comments](#)
- [AP 2320 Special and Emergency Meetings - Legal Citations](#)



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

BP 2320 Special and Emergency Meetings

(Replaces current SBCCD BP 2120)

Special meetings may from time to time be called by the ~~President of the Board of Trustees~~[Chancellor](#) or by a majority of the members of the Board. Notice of such meetings shall be posted at least 24 hours before the time of the meeting, and shall be noticed in accordance with the Brown Act. No business other than that included in the notice may be transacted or discussed.

Emergency meetings may be called by the ~~President of the Board~~[Chancellor](#) when prompt action is needed because of actual or threatened disruption of public facilities under such circumstances as are permitted by the Brown Act, including work stoppage, crippling disasters, and other activity that severely impairs public health or safety.

No closed session shall be conducted during an emergency meeting, except as provided for in the Brown Act to discuss a dire emergency.

The Chancellor shall be responsible to ensure that notice of such meetings is provided to the local news media as required by law.

References:

Education Code Section 72129;
Government Code Sections 54956, 54956.5, and 54957

Attachments

- [BP 2320 Special and Emergency Meetings - Comments](#)
- [BP 2320 Special and Emergency Meetings - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	<i>Good Practice/Optional</i>

AP 2435 Evaluation of the Chancellor

(Replaces current SBCCD AP 2175)

A. Frequency of Evaluation

The Chancellor will be evaluated at least annually in accordance with BP 2435 titled Evaluation of the Chancellor.

B. Evaluation Committee

~~By October 1~~ If necessary, each year, the Board and the Chancellor will meet and mutually agree upon the formation of a Board Evaluation Ad-Hoc Committee.

The Board ~~of Trustees~~ Evaluation Ad-Hoc Committee and/or consultant agreed upon by the Board will seek written feedback from every manager, academic and classified senate presidents, CTA and CSEA presidents, permanent employees, and community representatives as agreed upon by the Chancellor and the Board.

~~Additionally, written feedback will be requested from all permanent employees.~~

~~A minimum of three (3) weeks will be given to return the written feedback to the person designated by the Board.~~

~~The form(s) will be formulated by the Board of Trustees Evaluation Committee and will be approved by the Board.~~

~~Each member of the Board will complete an evaluation of the Chancellor using a form agreed upon by the Board.~~

~~A consolidated evaluation summary will be prepared by the Board of Trustees Evaluation Committee and/or consultant within six (6) weeks of the start of the evaluation process.~~

Evaluation instruments, if used, will be approved by the Board and distributed a month prior to the session, and completed separately by each voting board member.

The final evaluation will be a composite of the evaluations by individual board members and shall be furnished in advance to the Chancellor. The Board, as a whole, will meet with the CEO to discuss the final evaluation.

The evaluation shall be signed by all members of the Board. The Chancellor shall receive a copy of the evaluation report, and will have 60 an opportunity to attach a written response within fifteen working days to give the Chancellor the official. This response may offer clarification, additional information, or a rebuttal. There will be only three copies of a completed evaluation. The evaluation shall be signed by all members of the Board. The One copy will remain in the possession of the Chancellor shall receive a one copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. This

~~response may offer clarification, additional information, or a rebuttal. There will be only three copies of a completed evaluation. One copy will remain in the possession of the Chancellor one copy will remain with the Board's attorney, and the original will become a part of the official file in the Human Resources Office.~~

~~As part of the evaluation meeting, the Board and the Chancellor will set new short and long term goals and objectives.~~

Mutually agreed-upon goals, priorities, tasks, and/or objectives for the following year will be identified at the close of the annual evaluation process.

Reference:

ACCJC Accreditation Standard IV.C.3 (formerly IV.A)

Attachments

[AP 2435 Evaluation of the Chancellor - Comments](#)

[AP 2435 Evaluation of the Chancellor - Legal Citations](#)



Current Status: Active

PolicyStat ID: 4085731



Origination: 05/2013
Last Approved: 05/2018
Last Revised: 01/2017
Next Review: 05/2024
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References: *Legally Required*

BP 2435 Evaluation of the Chancellor

(Replaces current SBCCD BP 2175)

The Board of Trustees shall conduct an evaluation of the Chancellor at least annually. Such evaluation shall comply with any requirements set forth in the contract of employment with the Chancellor as well as this policy.

The Board shall evaluate the Chancellor using an evaluation process developed and jointly agreed to by the Board and the Chancellor.

The criteria for evaluation shall be based on Board policy, the Chancellor job description, and performance goals and objectives developed in accordance with BP 2430 titled Delegation of Authority to the Chancellor.

Reference:

ACCJC Accreditation Standard IV.C.3 (formerly IV.B.1)

Attachments

- [BP 2435 Evaluation of the Chancellor - Comments](#)
- [BP 2435 Evaluation of the Chancellor - Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd reading	BOT Board of Trustees: [SN]	06/2018
Board of Trustees 1st reading	Board Board: [SN]	01/2018
District Assembly Recommendation	District Assembly District Assembly: [SN]	11/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	11/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	10/2017
Chapter owners are notified	Board Board: [SN]	10/2017



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	<i>Good Practice/Optional</i>

BP 2725 Board Member Compensation

(Replaces current SBCCD BP 2230)

Members of the Board of Trustees who attend all Board meetings shall receive \$~~400~~420 per month and the student trustee(s), \$~~200~~210 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

The Board may, on an annual basis, increase the compensation of Board members beyond the statutory formula, in an amount not to exceed five (5) percent based on the present monthly rate of compensation. Any increase is subject to rejection in a referendum by a majority of the voters in the District and shall be in accordance with the procedures set forth in Education Code Section 72024.

Reference:

Education Code Section 72024

Attachments

- [BP 2725 Board Member Compensation - Comments](#)
- [BP 2725 Board Member Compensation - Legal Citations](#)



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

AP 2730 Board Member Health Benefits

(Replaces current SBCCD AP 2240)

~~Board of Trustees members may be provided health and welfare benefits in accordance with Education Code Section 72425 and Government Code Section 53201. Pursuant to the Government Code, former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.~~

~~The following benefits are available:~~

Members of the Board of Trustees may be provided health and welfare benefits in accordance with Government Code Sections 53201 and 53208.5. The following benefits are available:

A. Medical

Each member of the Board may be covered under the District's medical/hospitalization plan.

B. Dental

Each member of the Board may be covered under the District's dental plan.

C. Life Insurance

Each member of the Board may be covered under the District's life insurance plan.

D. PERS Retirement

Board members that were elected prior to January 1, 1991 that have elected to contribute to PERS are eligible to apply for retirement benefits in accordance with the PERS retirement plan.

Reference:

Government Code Section 53201 and 53208.5



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

BP 2730 Board Member Health Benefits

(Replaces current SBCCD BP 2240)

Members of the Board of Trustees shall be permitted to participate in ~~the District's health benefit programs. The benefits of members of the Board through~~ the District's health benefit programs. The benefits of members of the Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District. ~~Board members are afforded the opportunity to opt out of receiving health benefits from the District and be reimbursed under the same terms and conditions as other employees of the District.~~

~~Former members of the Board may continue to participate in the District's health benefits programs upon leaving the Board if the following criteria are met: the member must have begun service on the Board after January 1, 1981; the member must have been first elected to the Board before January 1, 1995; and the member must have served at least 12 years. All other former Board members may continue to participate in the District's health benefits programs on a self-pay basis.~~

References:

References:

Government Code Sections 53201 and 53208.5

Attachments

- [BP 2730 Board Member Health Benefits - Comments](#)
- [BP 2730 Board Member Health Benefits - Legal Citations](#)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>BOT Board of Trustees:</i>
Policy Area:	<i>Chapter 2 Board of Trustees</i>
References:	<i>Good Practice/Optional</i>

AP 2735 Board Member Travel

~~(Replaces current SBCCD AP 2250)~~

A. Definition

~~Travel includes attendance at workshops, seminars, conventions, or other meetings of interest to the District.~~

B. Approval

~~Any travel, which involves reimbursable expenses in excess of \$1,000, and all travel outside of California shall be approved by the Board prior to the onset of the travel. The Board President or other Board member as designated must approve travel within the state with reimbursable expenses less than \$1,000. The Board President or designee shall sign all travel requests. The Board must ratify any exception.~~

C. Travel for Student Trustees

~~Student Trustees are encouraged to attend conferences locally and nationally. Conferences are limited to those with specific components for Student Trustees.~~

D. General Reimbursement

~~Board members shall be reimbursed for actual and necessary expenses incurred in attending meetings and conferences, and while performing services approved by or directed by the Board. The allocation for Board travel will be determined during the budget planning process and will be approved in the annual budget.~~

E. Meals and Incidentals

~~Maximum reimbursement shall be based upon flat rate daily per diem rates for the Los Angeles Orange County area as established by the U.S. General Services Administration (www.gsa.gov/perdiem). The applicable GSA daily per diem rates shall apply for full days of travel. For first and last days of travel, 75% of the applicable GSA daily per diem rates will apply. The rates shall be updated in accordance with GSA per diem adjustments, which normally occur annually. Reimbursement shall be based upon actual and necessary meal costs, including tax and gratuity. A maximum acceptable gratuity is 20% of allowable meal expenses and taxes. Itemized receipts are required.~~

F. Lodging

~~Lodging shall be reimbursed for authorized overnight travel. Reimbursement shall not exceed the rate for single occupancy lodging. Reimbursable lodging expense include room rental charges, fees and taxes; internet access fees; fax fees and business related phone usage.~~

G. Transportation

~~Private or other mode of transportation shall not exceed the lowest of air transportation to the same destination. Streetcar, ferry, taxi and bus fares, bridge and road tolls, or parking charges incurred while on~~

~~approved travel may be claimed for reimbursement when properly itemized on claim forms.~~

H. Registration

~~Registration fees are authorized.~~

I. Conference Fees

~~Conference fees for specific events shall be reimbursed, except cost of conference sponsored or unsponsored activities, which are essentially entertainment, or non business shall not be reimbursed.~~

J. Travel Claims

- ~~1. Whenever travel is properly authorized and costs are incurred, a claim may be filed using a standard Purchase Requisition and Travel Claim Form, which shows in detail all expenditures, incurred. Invoices or proof of payment (receipts) shall be attached to the claim for all expenditures except mileage.~~
- ~~2. The claimant shall certify by signature that all amounts claimed were actual and necessary. The Chancellor, or his/her designee, shall be required to review and approve each travel claim. Claims shall be filed within thirty (30) days after return from travel.~~

K. Travel Advances

- ~~1. A travel advance must be requested on the Travel Claim Form and requires approval by the Chancellor or his/her designee. A travel advance shall not exceed 80% of the anticipated expense unless conference literature, travel reservations, and hotel brochures are submitted which indicate actual cost, in which case a request for 100% will be considered.~~
- ~~2. All advances must be followed by a resubmission of the Travel Claim Form within thirty (30) days after completion of travel whether or not the claim exceeds the advance. An advance made shall be deducted from the subsequent travel claim. If an advance exceeds actual cost, the claimant shall reimburse the District for the excess amount within the thirty (30) days prescribed above.~~

L. Portage

~~Reasonable portage or baggage handling costs is allowed.~~

M. Out-of-State Travel

~~All out-of-state travel shall receive prior authorization by the Board. The request shall be accompanied by a complete explanation of the college business purpose to be served.~~

Per Board Policy 2735, Board member travel requests shall be made in accordance with the District's travel request and approval processes. Please reference AP 7400 regarding those processes.

Reference:

Education Code Section 72423; Government Code Section 11139.8

Attachments

- [AP 2735 Board Member Travel - Comments](#)
- [AP 2735 Board Member Travel - Legal Citations](#)
- [AP 7400 Travel.docx](#)
- [SBCCD - Overview for Legal Update 31 Final Version.docx](#)



Current Status: Active

PolicyStat ID: 3958054



Origination: 01/2001
Last Approved: 05/2018
Last Revised: 05/2018
Next Review: 05/2024
Owner: *BOT Board of Trustees:*
Policy Area: *Chapter 2 Board of Trustees*
References: *Legally Required*

BP 2735 Board Member Travel

(Replaces current SBCCD BP 2250)

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Board member travel requests shall be made in accordance with the District's travel request and approval processes.

Also see BP/AP 7400 titled Travel

Reference:

Education Code Section 72423; Government Code Section 11139.8.

Attachments

- [BP 2735 Board Member Travel - Comments](#)
- [BP 2735 Board Member Travel - Legal Citations](#)
- [BP 7400 Travel.docx](#)
- [Overview for Legal Update 31 Final Version.docx](#)

Approval Signatures

Step Description	Approver	Date
Board of Trustees 2nd reading	Board Board: [SN]	11/2017
Board of Trustees 1st reading	Board Board: [SN]	11/2017
District Assembly 2nd reading	District Assembly District Assembly: [SN]	10/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	09/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	08/2017



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

BP 2745 Board Self-Evaluation

(Replaces current SBCCD BP 2020)

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its effectiveness.

To this end the Board has established the following processes for evaluation:

An ad hoc committee of the Board shall be appointed in April to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in these Board policies regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

The process for evaluation shall be recommended to and approved by the Board.

If an instrument is used, all Board members will be asked to complete the evaluation instrument and submit them to the Office of the Chancellor and/or consultant.

A summary of the evaluations will be presented and discussed at an annual Board retreat scheduled for that purpose. The results will be used to identify accomplishments in the past year and goals for the following year.

- ~~1. The Board and the Chancellor shall establish Goals and Objectives to be accomplished each fiscal year.~~
- ~~2. A report will be completed by the Chancellor to report on the accomplishments of the Board Goals and Objectives at the end of the fiscal year.~~
- ~~3. The Board shall develop an evaluation instrument jointly with the assistance of the Chancellor and/or designee that will address functions and responsibilities of the Board.~~
- ~~4. Each Board member will complete the self-evaluation instrument and submit it to the Chancellor.~~
- ~~5. The Chancellor shall synthesize the annual report and the self-evaluation and the information shall be shared with the Board.~~
- ~~6. The Board shall meet in open session to complete a final review and assessment of the Board.~~

Reference:

ACCJC Accreditation Standard IV.C.10 (formerly IV.B.1.e & g)



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	Chancellor's Cabinet
	Chancellor's Cabinet:
Policy Area:	Chapter 3 General Institution
References:	Legally Required

AP 3505 Emergency Response Procedures

(Replaces current SBCCD AP 3740)

EMERGENCY ~~RESPONSE AND EVACUATION~~ COMMUNICATION PROCEDURES

~~General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available www.sbccd.org/District_Police/Clery_Act.~~

All members of the campus community are notified on an annual basis that they are required to notify the San Bernardino Community College District Police Department (SBCCD PD) of any incident on campus that involves a significant emergency or dangerous situation that may involve an immediate or ongoing threat to the health and safety of students and employees ~~on~~ in the District. The SBCCD PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, SBCCD PD has a responsibility to respond to such incidents to determine if the situation does, in fact, pose a threat to the campus. ~~The SBCCD PD has the responsibility of responding to, and summoning the necessary resources, to mitigate, investigate, and document any situation that may cause a significant emergency or dangerous situation. In addition, the SBCCD PD personnel have responsibility to respond to such incidents to determine if the situation does in fact, pose a threat to the~~ community. If so, federal law requires that the institution immediately notify the campus community or the appropriate segments of the community that may be affected by the situation.

Upon confirmation or verification by the SBCCD PD that a legitimate emergency or dangerous situation involving an immediate threat to the health or safety of students or employees is occurring in the District or on campus, the SBCCD PD will, without delay, take into account the safety of the community, initiate emergency procedures, determine the content of any notifications, and deploy the ~~District will, without delay, take into account the safety of the community and determine the content of notifications and initiate the District's~~ Emergency Notification System (ENS) unless issuing a notification will, in the judgment of the first responders (including, but not limited to SBCCD PD ~~personnel~~), compromise the efforts to assist a victim, or to contain, respond to, or otherwise mitigate the emergency. ~~District, SBCCD PD and Campus Personnel will determine the content of messaging and will use some or all of the systems described below to communicate the threat to the campus community or to the appropriate segment of the community, if the threat is limited to a particular building or segment of the population.~~

~~In the event of a serious incident that poses an immediate threat to members of the campus community, the District ENS has various systems in place for communicating information quickly. Some or all of these methods of communication may be activated in the event of an immediate threat to the campus community. These methods of communication include network e-mails, emergency text messages that can be sent to a~~

~~mobile phone or other digital device (individuals can sign up for this service on the District website), the public address system, phone calling trees, the district website and scrolling emergency messages on District connected computers. The SBCCD PD will post updates during a critical incident on the District website at www.sbccd.org. Individuals can call the District's recorded information telephone line at (909) 382-4002 for updates.~~

~~The District's ENS has the ability to send text messages to the personal mobile phones of faculty, staff and students who opt in to the system via our website.~~

When reasonable, a consultation group will be responsible for initiating emergency procedures and/or issuing an ENS message. The consultation group consists of some or all of the following: the Chief of Police or designee, the Chancellor or designee, the involved Campus President or designee, the involved campus and/or District Public Information Officer, and other stakeholders when needed. They shall work in consultation to initiate emergency procedures and/or issue an ENS message if reasonable and possible. While efforts are made to confer with the consultation group prior to initiating emergency procedures and/or issuing an ENS message, the Chief of Police or designee or the involved Campus President or designee has authority to initiate emergency procedures and/or issue an ENS message without consultation when necessary to ensure the safety of the campus community.

The District ENS is comprised of several components designed for rapidly communicating information to the entire District, a particular campus, or particular segments of the campus community.

In the event a serious incident poses an immediate threat to members of the campus community or segment of the campus community, the SBCCD PD will use some or all of the ENS components described below to communicate that threat to the campus community or to the appropriate segment of the community. These ENS communication components include:

- : Network e-mail
- : SMS text messages sent to mobile phones or other digital devices (requires individuals to "opt in" to receiving SMS messaging via WebAdvisor)
- : Live voice broadcasts through on-campus speakerphones
- : Public address systems
- : Posted information on District and/or College websites
- : Social media sites and applications
- : Scrolling emergency messages on District connected computers
- : Hand-held radios
- : Recorded voice messages: (909) 382-4002
- : Phone calling trees

During a critical incident, the SBCCD PD will ensure updated information is provided at established regular intervals using any or all of the ENS components.

General information about the emergency response and evacuation procedures for the District are publicized each year as part of the District's Clery Act compliance efforts and that information is available at www.sbccd.org/District_Police/Clery_Act.

The involved campus and/or District's ~~Director of Marketing~~ Public Information Officer will be responsible for the dissemination of emergency information to the larger community (including external community members and stakeholders) through press conferences, ~~Public Affairs & Governmental Relations will be responsible for the dissemination of emergency information to the larger community through~~ news releases, social media outlets, cell phone alerts, website announcements, radio, and TV alerts.

The following is a list of situations where one might expect an ENS message:

- : Active Shooter/Armed Intruder
- : Earthquake
- : Wildfire
- : Utility interruption
- : Terrorist incident
- : Bomb threat
- : Civil unrest or rioting
- : Explosion
- : Approaching extreme weather
- : Campus closure
- : Emergency preparedness drills
- : Other incident or situation requiring rapid communication of life safety information

The recipients of ENS messages are responsible for providing and updating their personal emergency contact information with the District. All members of the District community are encouraged to include their cellular phone number and "opt in" to receive ENS messages via text, which is the quickest form of communication.

TESTING EMERGENCY RESPONSE AND EVACUATION PROCEDURES

~~An evacuation drill is coordinated by the College Lead Safety Officers and the SBCCD PD two (2) times per year for all facilities on campus. During exercises, students, faculty and staff learn the locations of the emergency exits in campus building and are provided guidance about the direction they should travel when exiting each facility for a short term building evacuation.~~

A minimum of two (2) evacuation drills for all facilities at each District site are scheduled annually and coordinated by the Site Safety Officers and the SBCCD PD to test emergency response and evacuation procedures, as well as to assess and evaluate emergency evacuation plans and capabilities. During these exercises, students, faculty, and staff are provided guidance by trained staff members and learn the location of building emergency exits, building exit pathways, and exterior building evacuation locations.

Evacuation drills are monitored by the ~~College Lead~~Site Safety Officers and ~~the~~ SBCCD PD to evaluate egress and behavioral patterns. Exercise performance information is collected and After Action Reports (AAR) are prepared by participating departments which in order to assess and evaluate emergency plans and capabilities, provide recommendations for improvement as well as, and to identify deficient equipment so that repairs can be made immediately.

~~The District conducts announced and unannounced drills and exercises For each year and conducts follow-through activities designed for assessment and evaluation of emergency plans and capabilities. The SBCCD PD and College Lead Safety Officers coordinate announced evacuation drills two times per year, as described above, to test the emergency response and evacuation procedures, and to assess and evaluate the emergency evacuation plans and capabilities. For each test conducted, the Site Safety Officer and/or the SBCCD PD will document a description of the exercise, the date, time, and whether it was announced or unannounced. The District will publish a summary of its emergency response and evacuation procedures in conjunction with at least one drill or exercise each calendar year.~~

PURPOSE

The ~~Emergency Procedures~~emergency procedures are the District's planned responses to all hazards on or ~~affecting the~~effecting each campus ~~or, District facilities, or the~~ surrounding community. The ~~Emergency~~

~~Procedures~~emergency procedures will be activated by the ~~Chancellor (or their designated representative) or the SBCCD PD~~Chief of Police or designee, or Campus President or designee after consultation with the members of the consultation group as appropriate. The ~~Emergency Procedures~~emergency procedures detail actions and responsibilities for all employees of the District.

RESPONSIBILITY

Government Code Sections 3100-3101 state that all employees of the District are declared civil defense workers during emergencies, subject to such defense activities as may be assigned to them. Federal and state regulations ~~further state~~require that all employees of the District must be trained and qualified in specified Federal Emergency Management Agency (FEMA) courses depending on an employee's emergency response responsibilities.

EMERGENCY COMMAND POSTS (CIVILIAN AND LAW ENFORCEMENT)

~~The~~ Emergency Command Posts will be activated during emergency situations. ~~The~~After consultation with the members of the consultation group, the Chief of Police, Campus President, and/or the Chancellor, or their respective designee(ors), will activate their ~~designated representative) and the SBCCD PD Chief of Police (or their designated representative) will activate their respective~~local Emergency Command Posts and maintain effective communications between the ~~two~~ Command Posts. The Emergency Command Post staffs will direct the District's response to the emergency situation, coordination with each other, coordination with outside agencies, and requests for outside support. The Emergency Command Post staffs will be aided in their duties by District, college and SBCCD PD personnel.

The Command Posts shall jointly:

- ~~Declare a major emergency in the event of earthquake, explosion, flood, etc.~~
Declare a major emergency in the event of earthquake, explosion, flood, etc.
- ~~Assess the overall disaster based on reports from area managers.~~
Assess the overall disaster based on reports from area managers.
- ~~Initiate the emergency notification chain (call back of employees) if necessary.~~
Initiate the emergency notification chain (call back of employees) if necessary.
- ~~Mobilize any additional staff to heavily damaged areas.~~
Mobilize any additional staff to heavily damaged areas.
- ~~Determine the —"All-Clear" when the disaster is over.~~
Determine the —"All-Clear" when the disaster is over.

All press releases will be prepared by the ~~Director of~~involved campus and/or District Public ~~and Governmental Relations~~Information Officer. In the absence of this person, the ~~key~~lead administrator will designate an individual responsible for this function.

PREPAREDNESS

The District's preparedness is based on pre-staged supplies, training and awareness, and emergency drills. All employees of the District will receive training in responding to and managing emergency situations according to federal and state laws and regulations. The best response to emergency situations is preparedness.

EMERGENCY TELEPHONE LIST

Please see the Confidential Administrative Staff Directory (i.e., confidential telephone list) with administrative personnel (including Executive and Senior Administrative Assistants) home phone numbers, cell phone numbers, and office phone numbers. This list is in the possession of all ~~Administrative Staff~~administrative personnel and is not published in a public document.

~~EMERGENCY NUMBERS~~

- ~~• POLICE/FIRE/MEDICAL EMERGENCY:----- 911~~
- ~~• SBCCD POLICE:----- (909) 384-4491~~
- ~~• EMERGENCY MANAGEMENT OFFICE:----- (909) 382-4005~~
- ~~• FACILITIES / MAINTENANCE - SBVC:----- (909) 384-8906~~
- ~~• FACILITIES / MAINTENANCE - CHC:----- (909) 389-3384~~
- ~~• SAN BERNARDINO POLICE DEPARTMENT:----- (909) 383-5311~~
- ~~• SAN BERNARDINO CO. SHERIFF'S DEPT.----- (909) 918-2305~~
- ~~• AMERICAN RED CROSS:----- (909) 888-1484~~
- ~~• THE GAS COMPANY:----- (800) 427-2200~~
- ~~• POISON CONTROL CENTER:----- (800) 222-1222~~
- ~~• THE ELECTRIC COMPANY:----- (800) 611-1914~~

EMERGENCY ASSEMBLY AREAS

Emergency ~~Designated~~-Assembly areas have been determined and designated on each campus and at each District facility location, and are shown indicated on the Area location specific Evacuation MapMaps. Assembly areas will be subject to change during ~~the~~-construction periodperiods.

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

Legal responsibilities and duty assignments are listed in the District's Emergency Operations Plan (EOP).

EMERGENCY NUMBERS

- POLICE/FIRE/MEDICAL EMERGENCY:----- 911
- SBCCD POLICE DEPARTMENT:----- (909) 384-4491
- SBCCD OFFICE OF EMERGENCY SERVICES:----- (909) 382-4005
- FACILITIES/MAINTENANCE - SBVC:----- (909) 384-8965/8958
- FACILITIES/MAINTENANCE - CHC:----- (909) 389-3384/3217/3211
- SAN BERNARDINO POLICE DEPARTMENT (24/7 Non-Emergency Dispatch):----- (909) 383-5311
- YUCAIPA POLICE DEPARTMENT:----- (909) 918-2305
- SAN BERNARDINO CO. SHERIFF'S DEPT.(24/7 Non-Emergency Dispatch):----- (909) 790-3100
- AMERICAN RED CROSS - SAN BERNARDINO:

----- (909) 888-1481

- SOUTHERN CALIFORNIA EDISON:

----- (800) 611-1911

- SOUTHERN CALIFORNIA GAS COMPANY:

----- (800) 427-2200

- CALIFORNIA POISON CONTROL CENTER:

----- (800) 222-1222

ADDITIONAL RESOURCES

There are a number of additional resources that are available regarding crisis response. These include, but are not limited to, the following:

www.dhs.gov Department of Homeland Security

www.fema.gov Federal Emergency Management Agency

www.redcross.org American Red Cross

KVCR 91.9 FM San Bernardino, CA

KFRG 95.1 FM San Bernardino, CA

KOLA 99.9 FM San Bernardino, CA

KEZY 1240 AM San Bernardino, CA

KKDD 1290 AM San Bernardino, CA

KCAL 96.7 FM Redlands, CA

KLRD 90.1 FM Yucaipa, CA

KLYY 97.5 FM Riverside, CA

KGGI 99.1 FM Riverside, CA

KSPA 1510 AM Ontario, CA

KVFG 103.1 FM Victorville, CA

~~EMERGENCY PROCEDURES~~ **EMERGENCY PROCEDURES**

AIRPLANE or VEHICLE CRASH

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~Move staff, faculty, students and visitors away from immediate vicinity of the crash.~~

Move staff, faculty, students and visitors away from immediate vicinity of the crash.

- ~~If necessary, evacuate staff, faculty, students and visitors to a safe evacuation area away from the crash scene.~~

If necessary, evacuate staff, faculty, students and visitors to a safe evacuation area away from the crash scene.

- ~~Check to ensure that all staff, faculty, students and visitors have evacuated.~~

Check to ensure that all staff, faculty, students and visitors have evacuated.

- ~~Maintain control of staff, faculty, students and visitors to ensure a safe distance from the crash site.~~

Maintain control of staff, faculty, students and visitors to ensure a safe distance from the crash site.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

Document and report the names of individuals who are unaccounted for or absent.

- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

- ~~Remain in the evacuation area until further instructions are provided by SBCCD administration, district police, or other official emergency responders.~~

Remain in the evacuation area and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

ASSAULT/FIGHTING

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~Approach in a calm manner and direct combatants to stop fighting.~~

If safe to do so, verbally direct combatants to stop fighting.

- ~~DO NOT attempt to separate combatants during a physical altercation.~~

DO NOT attempt to separate combatants during a physical altercation.

- ~~Try to keep combatants isolated from others, if possible, until Police arrive.~~

Try to keep combatants isolated from others, if possible, until SBCCD PD arrive.

- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

CHEMICAL OR HAZ MAT SPILL

In the event of ANY spillage of a dangerous chemical or hazardous material:

- ~~Call or have someone call 911 immediately.~~

- ~~Evacuate the affected area at once, and if it is safe to do so, seal it off to prevent further contamination of other areas; stay upwind of any contamination.~~

- Evacuate the area as necessary for safety:

- Notify attending laboratory technician, faculty, staff, and/or supervisor of the spill

- If it is safe to do so, seal off the spill area to prevent further contamination of other areas; stay upwind of any contamination.

- Attending laboratory technician, faculty, staff, and/or supervisor consult to determine proper cleanup is not safe, then call 911 for emergency response.
- Follow Chemical Hygiene Plan Protocols for notifications, containment, and cleanup/disposal.

Anyone who may become contaminated as a result of being in the immediate area affected by the spill should:

- ~~Avoid physical contact with others as much as possible.~~
Avoid physical contact with others as much as possible.
- ~~Remain in the vicinity, and provide their names to first responders.~~
Remain in the vicinity, and provide their names to first responders.
- ~~To the best of your ability and without re-entering the affected area, assist first responders in determining that everyone has been evacuated safely.~~
To the best of your ability and without re-entering the affected area, assist first responders in determining that everyone has been evacuated safely.
- ~~DO NOT return to any affected area unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.~~
DO NOT return to any affected area unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.
- ~~Required first aid and clean-up by specialized authorities should begin as soon as possible.~~
Required first aid and clean-up by specialized authorities should begin as soon as possible.

FIRE

Upon discovery of an actual fire:

- ~~Pull a fire alarm if one is nearby.~~
- ~~Call or have someone else call 911 immediately and describe the location and size of the fire.~~

~~Evacuate the area if you are unable to put the fire out.~~

- Pull a fire alarm if one is nearby.
- Call or have someone else call 911 immediately and describe the location and size of the fire.
- Evacuate the area if you are unable to put the fire out.
- ~~Close all doors and windows to confine the fire and reduce oxygen—but DO NOT LOCK THEM.~~
Close all doors and windows to confine the fire and reduce oxygen—but DO NOT LOCK THEM.
- ~~EVACUATE when the sound of the fire alarm is heard.~~
EVACUATE when the sound of the fire alarm is heard.
- ~~DO NOT attempt to save possessions or collections at the risk of personal injury.~~
DO NOT attempt to save possessions or collections at the risk of personal injury.
- ~~DO NOT USE ELEVATORS to evacuate a building.~~
DO NOT USE ELEVATORS to evacuate a building.

- ~~Never allow the fire to come between you and the exit.~~
Never allow the fire to come between you and the exit.
- ~~Report to an evacuation site away from the fire.~~
Report to an evacuation site away from the fire.
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
Document and report the names of individuals who are unaccounted for or absent.
- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~
If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.
- ~~DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.~~
DO NOT return to any affected area, building or facility and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

BOMB THREAT

If you receive a direct bomb threat via phone:

- ~~Ask someone else to call 911 immediately and discreetly relay any information you obtain from the caller to the 911 operator.~~
Ask someone else to call 911 immediately and discreetly relay any information you obtain from the caller to the 911 operator.
- ~~Keep the caller on the phone as long as possible and ask the following questions:~~
Keep the caller on the phone as long as possible and ask the following questions:
 - ~~When and where is the bomb right now?~~
When and where is the bomb right now?
 - ~~When is the bomb going to explode?~~
When is the bomb going to explode?
 - ~~What kind of bomb is it?~~
What kind of bomb is it?
 - ~~What does it look like?~~
What does it look like?
 - ~~Why did you place the bomb?~~
Why did you place the bomb?

If a bomb threat alert is issued:

- ~~Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place.~~

Check your immediate area for any suspicious devices, abandoned backpacks, boxes, etc. that do not belong to anyone or seem to be out of place.

- ~~Limit usage of cell phones, radios or fire alarm system due to risk of activating a device.~~

Limit usage of cell phones, radios or fire alarm system due to risk of activating a device.

- ~~If a suspicious device or package is found ... DO NOT TOUCH.~~

If a suspicious device or package is found ... DO NOT TOUCH.

- ~~Clear the immediate area and call 911 immediately from a safe distance.~~

Clear the immediate area and call 911 immediately from a safe distance.

- ~~If directed by SBCCD administration, district police, or other official emergency responders, evacuate a safe distance away from buildings.~~

If directed by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, evacuate a safe distance away from buildings.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

Document and report the names of individuals who are unaccounted for or absent.

- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

EXPLOSION

- ~~Take cover under tables, desk, and similar places that will give protection against flying glass and debris.~~

Take cover under tables, desk, and similar places that will give protection against flying glass and debris.

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~If directed to do so by SBCCD administration, district police, or other official emergency responders, activate the fire alarm system and Evacuate from the building to a safe evacuation area.~~

If directed to do so by SBCCD PD, official emergency responders, SBCCD administration, or an ENS message, activate the fire alarm system and evacuate from the building to a safe evacuation area.

- ~~Beware of falling debris and electrical wires as you evacuate.~~

Beware of falling debris and electrical wires as you evacuate.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

Document and report the names of individuals who are unaccounted for or absent.

- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and~~

~~visitors.~~

If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

- ~~• DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.~~

DO NOT return to any affected area, building or facility unless it declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

ACTIVE SHOOTER / ARMED INTRUDER

IF AN ACTIVE SHOOTER, ARMED INTRUDER, OR WEAPONS ARE OBSERVED:

- ~~• Immediately call or direct someone to call 911~~

Immediately call or direct someone to call 911

- ~~• Take note of the assailant(s) description/behavior/weapons and report the details to the 911 operator~~

Take note of the assailant(s) description/behavior/weapons and report the details to the 911 operator

- ~~• To increase everyone's safety obey the verbal commands of any law enforcement personnel (i.e., freeze, halt, stop, raise your hands, etc.)~~

To increase everyone's safety obey the verbal commands of any law enforcement personnel (i.e., freeze, halt, stop, raise your hands, etc.)

There are three basic actions one should take in such a violent situation: Run, Hide, or Fight.

~~A. **Run**— Escape the area whenever possible and then notify authorities *only when it's safe to do so.*~~

~~B. **Hide**— Get to a securable location where you can hide away from the assailants(s). Turn off any lights, stay quiet, and notify authorities *only if it's safe to do so.*~~

~~*Note: If possible, you should remain in the secured location until law enforcement personnel have cleared the area and the police or SBCCD administration have given an all clear command to EVACUATE to a designated evacuation zone.*~~

~~A. **Fight**— This is the option of last resort. If you're unable to secure your hiding location, prepare to fight or use force against the shooter.~~

1. **Run** – Escape the area whenever possible and then notify authorities *only when it's safe to do so.*

2. **Hide** – Get to a securable location where you can hide away from the assailants(s). Turn off any lights, stay quiet, and notify authorities *only if it's safe to do so.*

◦ *Note: If possible, you should remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.*

3. **Fight** – This is the option of last resort. If you're unable to secure your hiding location, prepare to fight or use force against the shooter.

To report a crime, suspicious person, suspicious situation, or for non-emergency inquiries call the SBCCD ~~Police Department~~PD at (909) ~~382-4491~~384-4491.

LOCKDOWN

LOCKDOWN is a security measure used to prevent an armed violent ~~intruders~~intruder from entering occupied ~~areas of~~ buildings and facilities, or areas of buildings and facilities, and to isolate students, faculty, staff, ~~faculty, students~~ and visitors from danger while on campus or at any ~~district~~District facility.

~~The order to LOCKDOWN will be communicated via the SBCCD emergency notification system, announcements made by instructors or workplace supervisors, or announcements made by Building Captains.~~

The order to LOCKDOWN shall be communicated via the SBCCD Emergency Notification System (ENS) to ensure wide and rapid distribution of the order. The LOCKDOWN order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

~~Building Captains are designated individuals who are tasked with helping to respond appropriately to emergency situations.~~ In the event of an emergency, ~~Building Captains~~any District employee trained in emergency procedures will assist building occupants to respond ~~correctly~~appropriately to LOCKDOWN procedures.

~~If~~When a LOCKDOWN order is given, you should:

- ~~Immediately close and lock doors (if possible).~~
Immediately close and lock all doors (if possible and safe to do so).
- ~~Close window shades or blinds if it appears safe to do so.~~
Close all windows and lower/close all window shades or blinds (if possible and safe to do so).
- ~~Turn off the lights.~~
Turn off the lights.
- ~~Block any hallway windows (in doors) if it appears safe to do so.~~
Block any hallway in-door windows (if possible and safe to do so).
- ~~Move away from doors and windows, and get down on the floor to avoid discovery.~~
Move away from doors and windows, and get down on the floor to avoid discovery.
- Silence all mobile devices (phones, tablets, laptops, etc.).
- ~~Assist those needing any special assistance.~~
Assist those needing any special assistance.
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
Document and report the names of individuals who are unaccounted for or absent.
- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~
If the scene is safe, and you are trained to do so, initiate first aid for any injured staff, faculty, students and visitors.
- ~~Remain in the classroom, or secured area, and wait for further instructions from SBCCD administration, district police, or other official emergency responders.~~

Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

SHELTER-IN-PLACE

SHELTER-IN-PLACE is a short-term measure implemented when there is a need to isolate staff, faculty, students and visitors from ~~the any~~ outdoor ~~environment to prevent exposure to~~ hazard (extreme weather, airborne contaminants ~~or, chemical release, and~~ temporary hazards incident). This procedure includes closing all doors, windows, and vents to outside air.

~~This procedure includes closing all doors, windows and vents to outside air.~~

~~The order to SHELTER-IN-PLACE will be communicated via the SBCCD emergency notification system, announcements made by instructors or workplace supervisors, or announcements made by Building Captains.~~

The order to SHELTER-IN-PLACE shall be communicated via the District's ENS to ensure wide and rapid distribution of the order. In addition, the SHELTER-IN-PLACE order may be further announced or communicated by faculty, staff, students, and District or campus administrators.

~~Building Captains are designated individuals who are tasked with helping to respond appropriately to emergency situations.~~ In the event of an emergency, ~~Building Captains~~ any District employee trained in emergency procedures will assist building occupants to respond ~~correctly~~ appropriately to SHELTER-IN-PLACE procedures.

~~If~~ When a SHELTER-IN-PLACE order is given, you should:

- ~~Help to clear everyone from hallways.~~

Help to clear everyone from hallways.

~~Keep everyone in classrooms or offices until further instructions are received.~~

- Immediately close and lock all doors.
- Close and secure all windows.
- Move away from doors and windows.
- ~~Assist those needing any special assistance.~~

Assist those needing any special assistance.

~~Secure classrooms and offices by closing and locking doors and windows.~~

- Document and report the names of individuals who are unaccounted for or absent.
- If the scene is safe, and you are trained to do so, initiate first aid for any injured staff, faculty, students and visitors.
- ~~Remain in the classroom, or secured area, and wait for further instructions from SBCCD administration, district police, or other official emergency responders.~~

Remain in the classroom, or secured area, and wait for further instructions, contact from SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

POWER OUTAGE

Although our electrical power delivery system is considered reliable, occasionally system failures that impact

our campus community do occur. These impacts come with unpredictable variables: when and why they happen, what they impact, the duration of the impact, and more. The campus community must be aware of this possibility and know what to do should a power outage occurs. When a power outage occurs, information regarding the power outage (up to and including the possibility of campus closure) will be communicated via the Emergency Notification System (ENS).

The objective of this procedure is to plan for potential power interruptions and to mitigate loss of class time, college and/or District services. Faculty members and supervisors shall establish and announce a plan as to where to go (i.e., evacuation sites, parking lots, etc.) should a power outage occur. In the event of a power outage, please follow the guidelines listed below:

Daylight Power Outage

Faculty:

- If safe to do so, wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory section below).
- If power is not restored in 15 minutes, exit the building (if not already done so) to a safe location and await further instructions.
- Follow the instructions of administration throughout the outage.
- If there is no natural lighting in the classroom, proceed to a naturally lit area. If sufficient class time remains when the power is restored, return to the classroom when the event has ended and resume class.
- If less than 60 minutes of class time remains when the power is restored, the instructor has the option to continue or suspend the remainder of the class time.
- Should a power outage occur before a class session begins, students should wait outside the building until power is restored.
- Once the power outage has ended, faculty and students can enter the building and the class session can begin (for laboratories, refer to Laboratory section below).

Staff:

- If there is insufficient light in the work area, proceed to a naturally lit area.
- Staff should follow the instructions of their supervisor throughout the outage.
- If less than 60 minutes remain in the workday, supervisors have the option to release staff for the remainder of the workday at the direction of the President or designee.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.
- Multi-day power outage: Staff are required to follow directions received through emergency notifications.

After Dark Power Outage

Faculty/Staff:

- If safe to do so, please wait 15 minutes to see if power is restored (for laboratories, refer to Laboratory

section below). If power is not restored, follow the evacuation procedures as described below.

In Laboratory Settings (Daylight or After Dark):

- Stop or stabilize all experiments immediately.
- Secure all chemicals that are being used.
- Turn off all heat sources (gas or electric burners) to prevent fires.
- If you are using a fume hood, and fumes are present, shut the fume hood sashes to prevent fumes from escaping.
- If an evacuation notice has been given, if power is out, or if ventilation is down, calmly leave the building.
- Consideration shall be given to equipment requiring backup power. Supervisors and staff shall collaborate on such equipment and appropriate personnel shall remain on-site in a safe location until the alternative power needs are established.

When power is restored:

- Follow contingency plans regarding restarting the laboratory.
- Check for unusual odors. Could be the sign of a leak or spill.
- Check the temperatures in cold storage units. Reset alarms if needed.
- Reset or plug in all the equipment as needed and check to make sure they are functioning properly.
- Check fume hoods for proper flow before using.

Faculty/Staff Evacuation Guidelines

- REMAIN CALM
- Gather your personal belongings.
- Prior to leaving, turn off all light switches, computers, and electrical devices if safe to do so.
- Proceed to the nearest exit.
- Faculty and staff should assist with building evacuation and assist individuals with disabilities.
- DO NOT USE ELEVATORS to exit if they appear to be functioning.
- If on the 2nd floor or above, proceed to the nearest stairwell and exit to the ground level then proceed to the designated evacuation site for your building.
- If on the 2nd floor or above, individuals in wheelchairs should proceed to the nearest stairwell and wait for assistance to be evacuated.
- If directed to leave campus, drive in an orderly and safe manner and follow the directions of public and/or campus safety personnel.

MEDICAL EMERGENCY & FIRST AID

Is it an Emergency?

- ~~Respirations—difficulty or no breathing?~~

Respirations – difficulty or no breathing?

- ~~Pulse—weak or no heart rate?~~

Pulse – weak or no heart rate?

- ~~Responsive—not awake /not alert?~~

Responsive – not awake /not alert?

EMERGENCIES INCLUDE: Uncontrolled bleeding, head injury, broken bones, poisoning, overdose, seizure, allergic reaction, persistent chest pain or pressure, numbness or paralysis of arms or legs, sudden slurred speech, major burns, intense pain.

Calmly communicate the following information to the 911 operator:

- ~~What is the emergency situation?~~

What is the emergency situation?

- ~~What is the background of the emergency?~~

What is the background of the emergency?

- ~~What's your assessment?~~

What's your assessment?

- ~~What response do you expect?~~

What response do you expect?

- ~~Where is the location of the emergency?—SBVC or CHC, Building Name, Room Number, Phone Number~~

Where is the location of the emergency? – SBVC or CHC, building name, room number, phone number, etc.

Before help arrives, if you are trained and the scene is safe:

- ~~Bleeding—apply pressure.~~

Bleeding – apply pressure.

- ~~Fracture—don't move the person unless they must be moved to avoid further injury.~~

Fracture – don't move the person unless they must be moved to avoid further injury.

- ~~No Breathing or Pulse—begin CPR and send someone for AED.~~

No Breathing or Pulse – begin CPR and send someone for AED.

- ~~Seizure—help to the floor, protect head; do not try to restrain.~~

Seizure – help to the floor, protect head; do not try to restrain.

- ~~Choking—Back blows and abdominal thrusts.~~

Choking – Back blows and abdominal thrusts.

- ~~Emotional Upsets/Suicidal—stay with person until help arrives.~~

Emotional Upsets/Suicidal – stay with person until help arrives.

- ~~Impaled Object — don't remove the object, just support the object with bandages.~~
Impaled Object – don't remove the object, just support the object with bandages.
- ~~Vomiting — move person onto their side.~~
Vomiting – move person onto their side.
- ~~Stay with the victim providing reassurance that help is on the way and keep them comfortable.~~
Stay with the victim providing reassurance that help is on the way and keep them comfortable.
- ~~Stay at the scene until help arrives and clear “on-lookers” from the scene~~
Stay at the scene until help arrives and clear “on-lookers” from the scene

FOR MINOR INJURY OR ILLNESS:

- ~~Provide first aid using available campus medical supplies.~~
Provide first aid using available campus medical supplies.
- ~~After initial treatment, students should be referred to the Student Health Center.~~
After initial treatment, students should be referred to the Student Health Center.
- ~~Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).~~
Staff should contact their supervisor immediately for appropriate treatment (Workers Comp Program).

EMERGENCY EVACUATION PROCEDURES

Those assigned as Building Captains and Emergency Site Coordinators will be called upon to be leaders in any evacuation scenario. Building ~~Captain's~~Captains and Emergency Site Coordinators will be used not only in operational leadership roles, but their technical expertise will be invaluable in roles where that expertise is needed.

- ~~Each Building Captain is responsible for the direct supervision of ANY individual located in their assigned building and will do the following:~~

Each Building Captain and Emergency Site Coordinator is responsible for the direct evacuation in their assigned area and will do the following:

- ~~Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site Map).~~

Direct the evacuation of employees, students or visitors to designated Evacuation Sites (see Evacuation Site map).

- ~~Immediately shut down all hazardous operations (equipment in use, etc.).~~

If safe to do so, immediately shut down all potentially hazardous operations (equipment in use, etc.).

- ~~Take personal items you can safely carry with you (Building Captain Response Kit, phone, purse, briefcase).~~

If safe to do so, take personal items you can safely carry with you. If the emergency is potentially life-threatening, access emergency supplies (i.e. Building Captain response bags (CHC, Emergency Site Coordinator emergency supply boxes (SBVC)).

- ~~Shut all doors behind you as you go to slow the spread of fire, smoke, and water.~~
Shut all doors behind you to slow the spread of fire, smoke, and water.
- ~~Proceed as quickly as possible, but in an orderly manner.~~
Proceed as quickly as possible, but in an orderly manner.
- ~~Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.~~
Accompany and assist handicapped personnel, students and visitors who appear in need of direction or assistance.
- ~~Once outside, move away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.~~
Once outside, move everyone away from the structures and go to the designated Evacuation Site. Keep roadways free for emergency vehicles.
- ~~Document and report the names of individuals who are unaccounted for or absent.~~
Document and report the names of any known individuals who are unaccounted for or absent.
- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~
If trained, and the scene is safe, be prepared to initiate first aid.

Evacuation of Persons with Disabilities

- ~~Building Captains help individuals with disabilities evacuate by quickly assigning a “buddy” to lead them to the closest safe evacuation area.~~
Building Captains and Emergency Site Coordinators help individuals with disabilities evacuate by quickly assigning a “buddy” to lead them to the closest evacuation site or area of safe refuge.
- ~~Building Captains should be familiar with emergency alarms and signs showing the emergency exit routes. If an elevator is not available, or if it is unsafe to use, direct wheelchair users to the top of the nearest staircase where an Evac Chair is located or the nearest designated area of rescue assistance.~~
Building Captains and Emergency Site Coordinators should be familiar with emergency alarms and signs showing the emergency exit routes. If an elevator is not available or is unsafe to use, direct wheelchair users to the top of the nearest staircase where an Evac+Chair is located or the nearest area of safe refuge.
- ~~Only individuals trained in the use of an Evac Chair should attempt to transport someone using the chair.~~
Only individuals trained in the use of an Evac+Chair should attempt to transport someone using the chair.
- ~~If an individual is unable to be transported via an Evac Chair, or if an Evac Chair is not available, immediately notify a member of the Emergency Response Team of the individual’s location.~~
If an individual is unable to be transported via an Evac+Chair, or if an Evac+Chair is not available, immediately notify a member of the Emergency Response Team of the individual’s location.

EARTHQUAKE

If indoors:

- ~~When the earth begins shaking DROP, COVER and HOLD.~~

When the earth begins shaking DROP, COVER and HOLD ON. If in a Lab, move away from the lab bench, unsecured equipment, or exposed chemicals and DROP, COVER and HOLD ON.

- ~~If in a lab, when shaking stops and when safe to do so, turn off all heat sources (gas or electric burners) to prevent fires.~~

DO NOT evacuate immediately during the earthquake.

- ~~Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.~~

Keep away from overhead fixtures, glass windows, filing cabinets, shelves and bookcases.

- ~~Protect yourself at all times and be prepared for aftershocks.~~

Protect yourself at all times and be prepared for aftershocks.

- ~~Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

- ~~Assist any individuals with physical disabilities and find a safe place for them.~~

Assist any individuals with physical disabilities and find a safe place for them.

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~If the classroom, building or facility is heavily damaged, initiate immediate evacuation.~~

If the classroom, building or facility is heavily damaged, initiate immediate evacuation.

- ~~Proceed to the designated evacuation site.~~

Proceed to the designated evacuation site.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

Document and report the names of individuals who are unaccounted for or absent.

- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

If outdoors:

- ~~When the earth begins shaking DROP, COVER and HOLD.~~

When the earth begins shaking DROP, COVER and HOLD.

- ~~Move quickly away from buildings, utility poles, and other structures.~~

Move quickly away from buildings, utility poles, and other structures.

- ~~Be alert for gas leaks, live wires, flooding, etc.~~

Be alert for gas leaks, live wires, flooding, etc.

- ~~Protect yourself at all times and be prepared for aftershocks.~~

Protect yourself at all times and be prepared for aftershocks.

- ~~Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

Check for any injured, and if trained, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

- ~~Assist any individuals with physical disabilities and find a safe place for them.~~

Assist any individuals with physical disabilities and find a safe place for them.

- ~~Call or have someone else call 911 immediately.~~

Call or have someone else call 911 immediately.

- ~~Proceed to the designated evacuation site.~~

Proceed to the designated evacuation site.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

Document and report the names of individuals who are unaccounted for or absent.

- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

- ~~DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.~~

DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

DISASTER MANAGEMENT

Should an emergency or other major disaster strike a SBCCD particular campus or the entire District, the need for a coordinated response will be necessary. The SBCCD plan for a major disaster is contained in the District's emergency response Emergency Operations Plan. The plan for a major disaster is contained in the Emergency Operations Plan that is aligned with the State of California "Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS).

In an emergency, designated managers and supervisors will gather to implement the appropriate response.

These individuals will provide leadership, policy guidance, gather intelligence on the emergency and development specific plans of action to best address the emergency. ~~Our Campus Emergency Response Team (CERT) will act on the behalf of the College, providing necessary resources and support, timely situation~~

~~analysis and needs assessments. The CERT will report to a pre-determined Emergency Operations Center (EOC), which is properly equipped with communication capabilities to support emergency response operations and provide coordination with outside agencies.~~

~~SBCCD administration will provide for the staff and students in an emergency. Through the coordination of the EOC, the members of the college community will provide a skilled pool of professionals to deal with the myriad of technical, medical, logistical and human relations challenges that are certain to arise in a major disaster. It is to this end that these general emergency instructions are targeted.~~

FLOODING

If indoors:

- ~~• If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. SBCCD administrators will identify temporary shelters to house materials.~~

If notified that flooding is possible take preventative measures to minimize flood damage. Move objects off the ground and take small or light objects out of the affected area. SBCCD administrators will identify temporary shelters to house materials.

- ~~• Be prepared to move your vehicle if certain parking areas are at risk of being flooded.~~

Be prepared to move your vehicle if certain parking areas are at risk of being flooded.

- ~~• Be prepared to evacuate your location at a moment's notice if your building or facility lies in a known flood zone. If there is any possible danger or if given the order to do so, EVACUATE the building.~~

Be prepared to evacuate your location at a moment's notice if your building or facility lies in a known flood zone. If there is any possible danger or if given the order to do so, EVACUATE the building.

- ~~• If evacuation is directed, if safe, unplug all electrical equipment. If there are electrical appliances or electrical outlets in any flooded area do not proceed; there is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.~~

Unplug all electrical equipment. If there are electrical appliances or electrical outlets in any flooded area do not proceed; there is an extreme danger of electrical shock. Do not touch any electrical equipment if you are wet or standing in water. Secure vital records and take personal belongings with you.

- ~~• Report to an evacuation site away from the flooding. Document and report the names of individuals who are unaccounted for or absent.~~

Report to an evacuation site away from the flooding. Document and report the names of individuals who are unaccounted for or absent.

- ~~• DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.~~

DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

If outdoors:

- ~~Do not try to walk or drive through flooded areas; stay away from moving water. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water.~~

Do not try to walk or drive through flooded areas; stay away from moving water. The sheer force of just six inches of swiftly moving water can knock people off their feet. Cars are easily swept away in just two feet of water.

- ~~Stay away from flooded areas unless authorities ask for volunteers.~~

Stay away from flooded areas unless authorities ask for volunteers.

- ~~Stay away from downed power lines.~~

Stay away from downed power lines.

- ~~Be aware of areas where flood waters may have receded and may have weakened road surfaces.~~

Be aware of areas where flood waters may have receded and may have weakened road surfaces.

- ~~Wash your hands frequently with soap and water if you come in contact with flood waters.~~

Wash your hands frequently with soap and water if you come in contact with flood waters.

After the flood:

- ~~Only authorized district or campus personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble.~~

Only authorized district or campus personnel are allowed access to flood-damaged buildings and areas. Avoid flooded areas. Flood waters often undermine foundations, causing sinking; floors can crack or break, buildings can collapse, and roads can crumble.

- ~~Report broken utility lines to the appropriate authorities.~~

Report broken utility lines to the appropriate authorities.

- ~~Document and report the names of individuals who are unaccounted for or absent.~~

Document and report the names of individuals who are unaccounted for or absent.

- ~~If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.~~

If trained, and the scene is safe, be prepared to initiate first aid for any injured staff, faculty, students and visitors.

- ~~DO NOT return to any affected area, building or facility unless it has been declared safe to do so by SBCCD administration, district police, or other official emergency responders.~~

DO NOT return to any affected area, building or facility unless it has been declared safe by SBCCD PD, official emergency responders, SBCCD administration, or an "ALL CLEAR" message distributed via the ENS.

- ~~Do not throw away any flood-damaged items until an official inventory has been taken.~~

Do not throw away any flood-damaged items until an official inventory has been taken.

LEGAL RESPONSIBILITIES & DUTY ASSIGNMENTS

Legal Responsibilities of Public Employees During an Emergency

The Government Code of the State of California (Title 1, Division 4, Chapter 8, Section 3101) has defined the term “public employees” to include all persons employed by the state or any county, city, city and county, state agency or public district, excluding aliens legally employed. It also defines the term “disaster service worker” to include all public employees.

State of California, Government Code Title 1, Division 4, Chapter 8, Section 3100:

It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, man-made, or war-caused emergencies which result in conditions of disaster or in extreme peril of life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by superiors or by law.

CIVILIAN EMERGENCY COMMAND POST

The Civilian Emergency Command Post, from which the Chancellor ~~(or their designated representative)~~ or designee will direct operations, will be ~~dictated~~ activated by the Chancellor or designee, taking into account the safety considerations of the District, and necessitated by campus community, and the emergency situation.

LAW ENFORCEMENT COMMAND POST

The Law Enforcement Command Post, from which the Chief of Police or designee, SBCCD PD ~~Chief of Police (or their designated representative)~~, will direct public safety operations, will be ~~dictated by SBCCD PD~~ activated by the Chief of Police or designee, taking into account the safety considerations of the District, and necessitated by campus community, and the emergency situation.

ASSIGNMENT OF DUTIES

Every staff member has a responsibility for performing certain duties in times of emergency. Specific assignments are outlined and additional assignments may be given via the chain of command.

The Chancellor or designee is responsible for the control and welfare of ~~its~~ all students. The Chancellor ~~(or designee directs the college staff in the implementation of emergency procedures and the assignment of duties as outlined. The Chancellor, Campus President, or their designated representative) directs the college staff in the implementation of EMERGENCY PROCEDURES and the assignment of duties as outlined. The Chancellor (or respective designee is the overall commander of any and all operations on the campus during normal and emergency operations. After the people present on campus have been evacuated to an appropriate evacuation assembly area and their designated representative) safety is the overall commander of any and all operations~~ secured, the Chancellor or designee may instruct Campus Presidents or designee, Chief of Police or designee, and the involved campus and/or District Public Information Officer to meet at the Civilian Command Post where they will be briefed on the campus during normal and emergency operations. After the people present findings from personnel after which they will give direction for further activities. The Chancellor or designee will brief the Board of Trustees as necessary and to the extent possible on campus have been evacuated to an appropriate evacuation assembly area and their safety is secured, the Chancellor may instruct College Presidents, Chief of Police, and Director of Marketing, Public Affairs & Governmental Relations (Public Information Officer) to meet at the Civilian Command Post where they will be briefed by them on their findings

~~from their personnel after which they will give them direction for further activities. They Chancellor will brief the Board of Trustees as necessary and to the extent possible on~~ the state of affairs as the situation permits.

The administrator on duty will direct the college staff in the implementation of ~~Emergency Procedures~~emergency procedures and the assignment of duties as outlined until their respective ~~president (or their designated representative)~~Campus President or designee assumes control of the emergency situation. The administrator on duty will be contacted immediately and apprised of the emergency situation by SBCCD PD and will, in turn, report this information directly to the respective Campus President (or their designated representative) and to the Director of Marketing, or designee and the involved campus and/or District Public Affairs & Governmental Relations (Public Information Officer).

~~Presidents and~~The respective Campus ~~Lead~~President or designee and Site Safety ~~Officers~~Officer will proceed to the evacuation assembly areas designated for their personnel and confer with them to determine who may need rescue and the last known location(s) of the missing. The ~~Presidents and~~respective Campus ~~Lead~~President or designee and Site Safety ~~Officers~~Officer will assign their personnel further activities, which may include providing assistance to the injured, relocating groups of people, or responding to the Civilian Emergency Command Post to assist as necessary.

Faculty members, managers, and supervisors will ~~escort their~~guide students, personnel, and visitors to designated evacuation assembly areas and attempt to determine who did not arrive as well as seek medical attention for the injured and note any conditions/hazards in their ~~designated evacuation assembly areas and determine who did not arrive as well as seek~~area that would require facilities ~~medical attention for the injured and note,~~ or other response. They will report this information and the last known location of any ~~additional~~ people ~~who may be present in~~missing to their ~~evacuation assembly area~~respective Campus President or designee and Site Safety Officer. ~~They will report this information and the last known location of the missing to their Presidents and Campus Lead Safety Officers. They will also report to their Presidents and Campus Lead Safety Officers other information they deem important such as hazards noted in their areas during their egress.~~

Facilities ~~Department~~department personnel will be responsible for the use of emergency equipment, the handling of emergency supplies, and the safe use of available utilities. They will:

- ~~A. Survey the campus and report damage through their chain of command.~~
 - ~~B. Assist in rescue operations as directed (i.e., operate lifting equipment, cutting torches to free victims, etc.).~~
 - ~~C. Assist in disaster fire suppression activities if trained and directed to do so.~~
 - ~~D. Assist in controlling main shut-off valves for gas, water, and electricity.~~
 - ~~E. Disburse emergency equipment as needed.~~
1. Survey the campus and report damage through their chain of command.
 2. Assist in rescue operations as directed.
 3. Assist in disaster fire suppression activities if trained and directed to do so.
 4. Assist in controlling main shut-off valves for gas, water, and electricity.
 5. Disburse emergency equipment as needed.

Clerical staff will help provide for the safety of essential ~~school~~ records and documents, operate telephones, and act as messengers and couriers when directed.

Cafeteria staff will make food stock and water available to campus emergency service providers whenever

feeding becomes necessary during a disaster.

REPORTING EMERGENCIES NOT PREVIOUSLY COVERED:

- ~~The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone SBCCD PD for assistance. Dial extension 4491 from on-campus phones or dial (909) 384-4491 from a mobile phone or when off campus.~~

The quickest and easiest way to obtain professional help for any type of emergency not specifically covered by these procedures is to phone 911 or the SBCCD PD for assistance. Dial extension 4491 from on-campus phones or dial (909) 384-4491 from a mobile phone or when off campus.

- ~~When calling stay calm, and carefully explain the problem and location to the Dispatcher.~~

When calling stay calm, and carefully explain the problem and location to the Dispatcher.

~~Quickly notify your instructor or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.~~

Quickly notify your instructor or immediate supervisor of the emergency and begin to take the appropriate action warranted by the situation.

References:

Education Code Sections 32280 et seq. and 71095; Government Code Sections 3100 and 8607(a); Homeland Security Act of 2002; National Fire Protection Association 1600; Homeland Security Presidential Directive-5; Executive Order S-2-05; California Code of Regulations Title 19, Sections 2400-2450; 34 Code of Federal Regulations, Section 668.46(b)(13) and (g)

Attachments

- [AP 3505 Emergency Response Plan - Comments](#)
- [AP 3505 Emergency Response Plan - Legal Citations](#)



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

BP 3505 Emergency Response Procedures

(Replaces current SBCCD BP 3740)

The District shall have emergency response and evacuation and notifications procedures for communicating to the campus community in the event of a significant emergency or dangerous situation involving an immediate threat to the health or safety of students, faculty, staff and visitors occurring at District Facilities and/or College Campuses.

The **Chancellor** shall establish procedures that ensure that the District implements a plan to be activated in the event of an emergency or the occurrence of a natural disaster or hazardous condition. This plan must comply with the California's Standardized Emergency Management System (SEMS), the National Incident Management System (NIMS), and shall incorporate the functions and principles of the Incident Management System (ICS), the Master Mutual Aid Agreement (MMAA) and any other relevant programs. The plan must incorporate NIMS and SEMS to facilitate the coordination between and among various responding and assisting agencies in the event of an emergency or natural disaster. Additionally, the District must be compliant with NIMS and SEMS standards in order to receive federal or state funding.

Compliance with NIMS and SEMS mandates include but are not limited to:

- Establishing disaster preparedness procedures and an Emergency Operations Plan (EOP); And
- The completion of training by college personnel in compliance with NIMS and SEMS guidelines
- Training requirements vary based on job titles or assigned roles within the emergency plan

District and College personnel must be informed that as public employees, they are also disaster service workers during national, state and local emergencies. The District must ensure that its employees are in compliance with the disaster service worker oath requirements.

The **Chancellor** should ensure that a team is created to carry out compliance with NIMS and SEMS mandates. The responses to emergencies or natural disasters are organized by SEMS into five categories: field response, local government, operational areas, regions, and State.

The EOP shall contain information regarding response protocols, emergency operations activation procedures and chain of command responsibilities. Compliance with NIMS mandates requires addressing all phases of emergency management; Mitigation, Planning, Preparedness, Response, and Recovery. The District must ensure that its plan is updated regularly.



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: 04/2019
 Owner: Academic Senates Academic Senates
 Policy Area: Chapter 4 Academic Affairs
 References:

AP 4103 Work Experience

(Replaces current SBCCD AP 4106)

NOTE: ~~This procedure is legally required if the District permits work experience. Local practice may be inserted, but must involve:~~

The SBCCD has developed a Cooperative Work Experience plan which has been submitted to the State Chancellor's Office. The plan delineates::

~~A plan is developed and submitted to the State Chancellor's Office, which includes:~~

- ~~• The systematic design of a program whereby students gain realistic learning experiences through work;~~ The systematic design of the program so that students gain realistic learning experiences through work;
- ~~• A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;~~ The respective responsibilities of the college, the student, the employer and other cooperating agencies;
- ~~• Guidance services;~~ The guidance services offered to prospective and accepted students;
- ~~• A sufficient number of qualified academic personnel to direct the program;~~ The academic personnel who have been hired to manage and direct the program;
- ~~• Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described;~~ The process for documenting the students' on-the-job learning experiences is documented with written measurable learning objectives;
- ~~• The learning objective students are required to meet certain criteria and how the objectives are evaluated;~~
- ~~• The basis for awarding grades and credit;~~
- ~~• Adequate clerical and instructional services are provided~~ How adequate clerical and instructional services is being provided

NOTE: ~~In addition, procedures should address:~~

- ~~• the maintenance of records that include the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of performance, and that a work permit was issued.~~
- ~~• Supervising faculty must maintain records that show consultation with the employer and the student, evaluation of the student's achievement, and the final grade.~~
- ~~• From current SBCCD AP 4106 titled Work Experience~~

~~The colleges of the District shall provide sufficient services for maintaining the Work Experience program that~~

~~should include:~~

- ~~• The systematic design of a program whereby students gain realistic learning experiences through work;~~
- ~~• A specific description of the respective responsibilities of the college, the student, the employer, and other cooperating agencies;~~
- ~~• Guidance services;~~
- ~~• A sufficient number of qualified academic personnel to direct the program;~~
- ~~• Processes that assure students' on-the-job learning experiences are documented with written measurable learning objectives, students are required to meet certain criteria and are evaluated, and the basis for awarding grades and credit is described; and~~
- ~~• Adequate clerical and instructional services are provided;,-~~

~~Work experience records are maintained by the office responsible for work experience on each campus.~~

In addition, the plan procedures address the maintenance of records including the type and units of work experience in which student is enrolled, where employed, job held, basis for determining student qualifications, statement of student hours worked, evaluation of, and issuance of a work permit.

To enroll in a work experience class a student must:

- Be simultaneously enrolled in a class that relates to the Cooperative Work Experience
- Identify their Faculty Advisor in a related discipline and their Worksite Supervisor

Supervising faculty maintain records documenting consultation with the employer and the student, evaluation of the student's achievement, and basis upon which the final grade was awarded. Final grades will be determined by the work experience instructor who may consult with the employer.

The Cooperative Work Experience Plan is posted on the SBBCD website.

References:

Education Code Section 78249;
Title 5, Sections 55250 et seq.

Attachments

[AP 4103 Work Experience - Comments](#)
[AP 4103 Work Experience - Legal Citations](#)
[AP4103-OLD.pdf](#)



Current Status: *Draft*

PolicyStat ID: 5445622



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	04/2019
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	

BP 4103 Work Experience

(Replaces current SBCCD BP 4106)

The District allows students to receive credit for work experience. The Chancellor is responsible for regulations governing this program.

References:

Education Code Section 78249;
Title 5 Sections 55250 et seq.

Attachments

- [BP 4103 Work Experience - Comments](#)
- [BP 4103 Work Experience - Legal Citations](#)
- [BP4103-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)

Offerings are established and maintained in civic, vocational, literacy, health, ~~homemaking~~family and consumer sciences, 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 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.

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.

Terms and Conditions Governing Community Services Programs

1. Programs shall be 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.
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 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.



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Academic Senates Academic Senates</i>
Policy Area:	<i>Chapter 4 Academic Affairs</i>
References:	<i>Legally Required</i>

BP 4400 Community Services Programs

(Replaces current SBCCD BP 4400)

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~~family and consumer sciences, 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:

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:	<i>Business & Fiscal Services</i> <i>Business & Fiscal Services</i>
Policy Area:	<i>Chapter 6 General Institution</i>
References:	<i>Legally Required</i>

AP 6320 Investments

(Replaces current SBCCD AP 6320)

All funds of the San Bernardino Community College District (SBCCD) deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with Board Policy 6320, and under the direction of San Bernardino County’s investment Advisory Committee.

Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

Acceptable and Prohibited Investments

Funds invested by SBCCD shall be in the following instruments, under the parameters outlined in Government Code Sections 53635, 53601, and 53631.5:

- Negotiable Certificates of Deposit
- Money Market Funds
- Collateralized Bank Deposits
- Time Deposits
- County Pooled Investment Funds

Pursuant to Government Code Section 53601.6, funds of the San Bernardino Community College District shall not be invested in any of the following instruments:

- Inverse Floaters
- Range Notes
- Interest Only Strips
- Any Security That Could Result in ZERO INTEREST ACCRUAL

Authorized Personnel

The Chancellor, Executive Vice Chancellor ~~of Business & Fiscal Services~~, or designee shall request approval

from the Board to investment surplus funds.

Both the Chancellor or designee and the Executive Vice Chancellor ~~of Business & Fiscal Services~~ must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

All security transactions entered into by SBCCD shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the Chancellor and Executive Vice Chancellor ~~of Business & Fiscal Services~~ and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the San Bernardino Community College District as beneficiary.

Recording and Reconciliation

Investment statements shall be provided to Fiscal Services for review, recording of investment activity, and reconciliation. Journal entries to record investment activity and the reconciliation of the investment statement shall be prepared by an accountant or designee, and approved by the Director of Fiscal Services or designee.

References:

Government Code Sections 53600 et seq., 87200

Attachments

[AP 6320 Investments- Comments](#)

[AP 6320 Investments- Legal Citations](#)



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 6320 Investments

(Replaces current SBCCD BP 6320)

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including *Government Code* Sections 53600 which states:

“The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.”

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

This Policy applies to all funds of the District.

The authority to invest funds not deposited with the San Bernardino County Treasurer is granted to the Chancellor. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program, consistent with applicable law and this Policy, may be delegated at the discretion of the Chancellor.

District funds may be invested in any of the following:

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of *Government Code* Section 53651, namely:
 - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including

the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.

- b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
 - d. Registered warrants of California.
 - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
 - f. State of California notes.
 - g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
 3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to *Government Code* Section 53635.2.
 4. San Bernardino County Treasurer's Office, whenever required by law.

Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, and investment policy and exercising due diligence shall be relieved of personal responsibility of an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The Chancellor, pursuant to *Government Code* Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees. Said report shall detail:

- Investment types
- Names of issuers
- Maturity dates
- Par and dollar amounts invested in each security, investment, and money
- Weighted average maturity of investments

- Any funds being managed by contracted parties
- Market value as of date of report and source of valuation
- Description of compliance with investment policy
- Current market value of funds managed by a consultant

The primary objectives of the District's investment activities shall be:

1. SAFETY

Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.

2. LIQUIDITY

The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.

3. RETURN ON INVESTMENT

The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq.*, 53387 *et seq.*, 53600 *et seq.*, 53635.2, 53464, 53651, 53820

Attachments

No Attachments



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 Advised</i>

AP 6530 District Vehicles

(Replaces current SBCCD AP 6760)

All District vehicles and drivers must comply with the California Vehicle Code and Title 13 (Motor Carrier Safety).

All drivers of District-owned or leased vehicles both on and off campus must have a current license appropriate for the vehicle to be driven.

All drivers of District-owned or leased vehicles that carry fifteen or more persons including the driver must have a current Class B license, a current medical certificate and a current First Aid Certificate.

All District facilities maintaining vehicles defined as buses must keep records of driver's hours, vehicle maintenance, and vehicle inspection records. All of these records must be made available to the California Highway Patrol (CHP). The CHP is required to inspect the records at least once every 13 months.

All District vehicles with equipment for transporting the disabled must comply with all applicable laws and regulations regarding such vehicles.

The District shall not operate or lease a 15-passenger van unless the driver holds both a valid class B driver's license, and an endorsement for operating a passenger transportation vehicle issued by the Department of Motor Vehicles.

Vehicles made available to the District personnel are for use in the conduct and operation of District business.

Regular or occasional garaging of District-owned vehicles at any location other than the one assigned is permitted only with prior written approval. Home garaging shall meet any one of the criteria listed below:

- Employees whose duties require regular or frequent reporting to locations other than their regular headquarters before or after regular working hours.
- Employees who are regularly or frequently subject to call before or after regular working hours.
- Employees with assigned vehicles who are headquartered at locations lacking secured overnight garaging facilities.

The department manager of a location is responsible for controlling access to and use of all District vehicles assigned to that location.

The name, home address, employee number, California driver's license number and social security number of any employee to be authorized to drive District vehicles must be submitted to the department manager prior to final granting of authorization.

Use of Private Vehicles for College Business

A. Authorization

Any employee who drives his/her private vehicle on college business must be included on the Approved Drivers List. College business includes any authorized vehicle use in the "line of duty" while driving to conferences, meetings, or other business necessities. No employee shall transport any student in his/her private vehicle on college business.

B. Insurance

1. Employees who drive their private vehicle(s) on college business shall maintain in full force the required California minimum insurance on the vehicle in question.
2. In case of an accident, the employee's insurance provides primary coverage for both liability and property damage. District insurance provides secondary coverage only for liability or property damage caused by the employee. Repair or damage to the employee's vehicle is the sole responsibility of the employee or the employee's insurance company.
3. Employees who sustain an injury as a result of an accident while on authorized District business are covered by Workers' Compensation provisions.

References:

Insurance Code Section 11580.1(b);

[Public Contract Code Section 10326.1](#)

Title 13, California Code of Regulations, Division 1, Chapter 1

Attachments

[AP 6530 District Vehicles - Comments](#)

[AP 6530 District Vehicles - Legal Citations](#)



Current Status: Active

PolicyStat ID: 7877434



Origination:	08/2004
Last Approved:	04/2020
Last Revised:	08/2004
Next Review:	04/2030
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 6530 District Vehicles

(Replaces current SBCCD BP 6760)

NOTE: This policy is unique to the SBCCD.

- From current SBCCD BP 6760 titled Use of Private Vehicles for College Business

The Chancellor shall create procedures to ensure that each person required by their job description to drive a District-owned vehicle shall maintain a safe driving record. An employee's continuing compliance with such procedures shall be a condition of continued employment in any position requiring the driving of District vehicles.

Clearance to drive District-owned vehicles requires the driver/District employee to have in their possession an appropriate, valid California Drivers' License. Verification must be obtainable through the California Department of Motor Vehicles.

The District shall provide vehicles consisting of: vans, sedans, truck/vans, trucks, or other modes of transportation as deemed appropriate to the requirements of the particular job, and patrol cars for District police services.

In the event the District fleet is not adequate in either size or number, the Chancellor may authorize the use of charter buses from private companies in that business and/or the rental of vehicles from a recognized auto/truck rental firm.

Use of Private Vehicles for College Business

Any employee who drives his/her private vehicle on college business must be included on the approved Drivers List, in accordance with administrative regulations provided by the Chancellor.

No employee shall transport any student in his/her private vehicle on college business.

Also see BP/AP 4300 titled Field Trips and Excursions

References:

Insurance Code Section 11580.1(b);
Title 13, California Code of Regulations, Division 1, Chapter 1

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: May 14, 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 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 Board approved first reading on April 14, 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:	<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;
17 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:	<i>Academic Senates Academic Senates</i>
Policy Area:	<i>Chapter 5 Student Services</i>
References:	<i>Legally Required</i>

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 a~~the~~ 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: May 14, 2020

SUBJECT: Adopt Resolutions Recognizing the Contributions of Student Trustees

RECOMMENDATION

It is recommended that the Board of Trustees adopt resolutions 2020-05-14 BOT-3 and 2020-05-14 BOT-4 recognizing the contributions of Student Trustees to the San Bernardino Community College District.

OVERVIEW

The San Bernardino Community College District (SBCCD) appreciates the dedication and contributions of the Student Trustees representing Crafton Hills College and San Bernardino Valley College students on the SBCCD Board of Trustees.

ANALYSIS

Student trustees provide a direct line of communication between the Board of Trustees and the students on each campus as well as providing a teaching opportunity for those students interested in developing their leadership skills and their understanding of the complex work involved in public and education policy.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

**RESOLUTION NO. 2020-05-14 BOT-3
RECOGNIZING THE CONTRIBUTIONS OF
STUDENT TRUSTEE ELIJAH GERARD**

WHEREAS, The San Bernardino Community College District (SBCCD) recognizes and appreciates the dedication and contributions of the Student Trustee for Crafton Hills College, Elijah Gerard; and

WHEREAS, the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This is achieved through the District's two colleges and public broadcast system by providing high quality, effective and accountable instructional and training programs and services to the students and communities we serve; and

WHEREAS, Student Trustee Elijah Gerard has throughout the year of his service consistently represented Crafton Hills College and its student body with pride and professionalism, demonstrating his thorough knowledge of those he served and participating in numerous activities across the District; and

WHEREAS, Student Trustee Gerard was elected to the California Community College Trustees Board as the sole student member; and

WHEREAS, Student Trustee Gerard advocated in Washington DC and Sacramento for financial aid reform; and

WHEREAS, Student Trustee Elijah Gerard formed a statewide coalition of student trustees advocating for a full student trustee vote; and

WHEREAS, Student Trustee Gerard was instrumental in introducing AB 2910 and the resolution in support of the bill; and

WHEREAS, Student Trustee Gerard successfully spearheaded a resolution to pay students on all hiring committees; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize Student Trustee Elijah Gerard for his contributions to the successes of the students of the SBCCD and the California Community Colleges, thank him for his service, and wish him the very best personally and professionally.

ADOPTED this 14th day of May 2020

Jose F. Torres, Interim Chancellor

Dr. Anne Viricel, Chair

**RESOLUTION NO. 2020-05-14 BOT-4
RECOGNIZING THE CONTRIBUTIONS OF
STUDENT TRUSTEE MARITZA MARISCAL-MEDINA**

WHEREAS, The San Bernardino Community College District (SBCCD) recognizes and appreciates the dedication and contributions of the Student Trustee for San Bernardino Valley College, Maritza Mariscal-Medina; and

WHEREAS, the Mission of the SBCCD is to transform lives through the education of our students for the benefit of our diverse communities. This is achieved through the District's two colleges and public broadcast system by providing high quality, effective and accountable instructional and training programs and services to the students and communities we serve; and

WHEREAS, Student Trustee Maritza Mariscal-Medina has throughout her year of service consistently represented San Bernardino Valley College and its student body with pride and professionalism, demonstrating her thorough knowledge of those she served and participating in numerous activities across the District; and

WHEREAS, Student Trustee Mariscal-Medina advocated on behalf of students at local, regional, and national conferences; and

THEREFORE, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby recognize Student Trustee Maritza Mariscal-Medina for her contributions to the successes of the students of the SBCCD and the California Community Colleges, thank her for her service, and wish her the very best personally and professionally.

ADOPTED this 14th day of May 2020

Jose F. Torres, Interim Chancellor

Dr. Anne Viricel, Chair

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: May 14, 2020

SUBJECT: Adopt Resolution No. 2020-05-14 BOT-2 Affirming Unwavering Commitment to Student Success and Equity

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 2020-05-14 BOT-2 Affirming Unwavering Commitment to Student Success and Equity.

OVERVIEW

COVID-19 is an infectious disease caused by a new virus which causes respiratory illness with symptoms such as a cough, fever, and in more severe cases, difficulty breathing. The spread of COVID-19 has caused an unprecedented hardship for the residents of California due to loss of employment, increased food and housing insecurity, and an increased demand for health care which has exacerbated the already existing disparity in health care between wealth and poor residents, all of which have contributed to a greater risk of infection, acute illness and a higher mortality rate for the nation's vulnerable populations.

ANALYSIS

The resolution demonstrates SBCCD's commitment to remove barriers to diversity, equity and inclusion in our communities by working collaboratively with our governing board, the California community college system as well as local, state and federal governments, businesses and community-based organizations to provide resources to support our students in their academic programs through the provision of much needed resources in order to reduce the hardship imposed by the COVID-19 pandemic and any other such resources and support that the college(s) may deem necessary to support student success and equity.

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.

**RESOLUTION NO. 2020-05-14 BOT-2
AFFIRMING OUR UNWAVERING COMMITMENT TO STUDENT SUCCESS AND
EQUITY AS WE RESPOND TO AND RECOVER FROM THE COVID-19 PANDEMIC**

WHEREAS, on March 4, 2020, the Governor of the State of California Gavin Newsom declared a State of Emergency in California as a result of the threat of Coronavirus disease (COVID-19); and

WHEREAS, on March 19, 2020, Governor Newsom issued Executive Order N-33-20 ordering all individuals living in the State of California to stay home or at their place of residence, except as needed to maintain continuity of operation of the federal critical infrastructure sectors; and

WHEREAS, COVID-19 is an infectious disease caused by a new virus which causes respiratory illness with symptoms such as a cough, fever, and in more severe cases, difficulty breathing; and

WHEREAS, the spread of COVID-19 has caused an unprecedented hardship for the residents of California due to loss of employment, increased food and housing insecurity, and an increased demand for health care which has exacerbated the already existing disparity in health care between wealth and poor residents, all of which have contributed to a greater risk of infection, acute illness and a higher mortality rate for the nation's vulnerable populations; and

WHEREAS, The California community colleges represent and serve one of the most diverse populations in the world in terms of race, ethnicity, language, culture, national origin, socio-economic class, age, physical ability, sexual orientation, and religious beliefs;

WHEREAS, the COVID-19 pandemic is a destabilizing force that has resulted in a disproportionate impact on California's most vulnerable communities, which has contributed to a deterioration in the level of tolerance, civility and equity in our society, as evidenced by an increase in racially motivated attacks on people of Asian descent and higher mortality rates from COVID-19 illness among African Americans and Latinx persons, which are precipitated by historical inequities in access to preventative and emergency medical care, economic opportunity, social mobility and employment opportunities that allow some California residents to minimize their exposure and susceptibility to the virus; and

WHEREAS, the California community colleges' unwavering commitment to diversity and inclusion requires that we advocate and use our collective voice to identify and eliminate those barriers to equity and that we act deliberately to create a safe and inclusive environment where individual and group differences are valued and leveraged for our growth and understanding as an educational community.

NOW THEREFORE BE IT RESOLVED, that we the San Bernardino Community College District hereby reaffirms our commitment to remove barriers to diversity, equity and inclusion in our communities by working collaboratively with our governing boards, the California community college system as well as local, state and federal governments, businesses and community based organizations to provide resources to support our students in their academic programs through the provision of much needed resources in order to reduce the hardship imposed by the COVID-19 pandemic; and

BE IT FURTHER RESOLVED THAT the student basic needs resources provided by our colleges and partners may include, but not be limited to, the following:

- Access to food pantries that include fresh vegetables, hydration, toiletry products including toilet paper, baby products and provisions for cleaning and sanitizing clothes and kitchen items;
- Emergency funds and money gift cards to cover necessities related to housing, transportation, medical care, cleaning and sanitation, food and educational expenses;
- Access to internet connectivity and hot spots to enable students to participate in online/remote learning;
- Access to computer equipment and software to enable students to participate in online learning;
- Access to academic counseling;
- Access to mental health counseling;

Any other such resources and support that the college(s) may deem necessary to support student success and equity.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the San Bernardino Community College District on this 14th day of May, 2020, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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.

_____ Secretary of the Governing Board

Attested to:

Gloria Macias Harrison
Clerk, San Bernardino Community College District

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Jose F. Torres, Interim Chancellor

DATE: May 14, 2020

SUBJECT: Adopt Resolution No. 2020-05-14 BOT-1 in support of Assembly Bill 2910 Granting Statewide Rights to Student Board Members

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution No. 2020-05-14 BOT-1 in support of Assembly Bill 2910 Granting Statewide Rights to Student Board Members.

OVERVIEW

On February 14, 2020, the Associated Students of Crafton Hills College adopted a resolution requesting that the SBCCD Board of Trustees adopt a resolution in favor of a full Student Trustee vote.

On February 21, 2020, Assembly Member Weber introduced assembly bill 2910 (AB 2910). AB2910 would give each student member of the governing board of a community college district an advisory vote, as specified, or, if authorized by the governing board at its discretion, a full vote along with other amendments to Section 72023.5 of the Education Code, relating to postsecondary education.

Staff also conducted a survey to find out the level of support students receive across the State of California with other Community College Districts.

ANALYSIS

AB 2910 (Weber) is the fruit of a lot of hard work and collaboration between the Student Senate for California Community Colleges (SSCCC) and the Student Trustee Caucus (STC). It would guarantee statewide the right to:

- A guaranteed advisory vote that is heard first
- Make and second motions
- The same compensation regular trustees get
- Local board would be able to grant a full vote

The SSCCC is a sponsor of AB 2910 (Weber)

The SBCCD Board of Trustees have ensured over the past several years the student voices are represented in the decision-making process by granting Student Trustees the following representation:

Our Student Trustees:

- Have the opportunity to cast an advisory vote immediately before votes are cast by the regular members of the governing board
- Are entitled to mileage allowance to the same extent as a regular Board Member
- Are seated with the members of the governing board and are recognized as a full member of the board at the meetings, including receiving all materials presented to the board members and participating in the questioning of witnesses and the discussion of issues
- Are not be liable for any acts of the governing board
- Are authorized to make and second motions
- Receive compensation

Adoption of Resolution No. 2020-05-14 BOT-1 by the SBCCD Board of Trustees continues to supports the student voices continue to be represented in the decision-making process.

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.

**RESOLUTION NO. 2020-05-14 BOT-1
OF THE BOARD OF TRUSTEES OF
THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
IN SUPPORT OF ASSEMBLY BILL 2910 GRANTING STATEWIDE RIGHTS TO
STUDENT BOARD MEMBERS**

WHEREAS, existing law establishes the California Community Colleges under the administration of the Board of Governors of the California Community Colleges; and

WHEREAS, existing law requires the governing board of each community college district to order the inclusion within the membership of the governing board of one or more nonvoting students, who are enrolled in a community college of the district, and chosen by students enrolled in the community colleges of the district, in accordance with procedures prescribed by the governing board; and

WHEREAS, Assembly Bill 2910 would give each student member of the governing board of a community college district an advisory vote, as specified, or, if authorized by the governing board at its discretion, a full vote; and

WHEREAS, existing law authorizes a student member to make and second motions and to receive compensation like a regular board member, but only at the discretion of the governing board; and

WHEREAS, Assembly Bill 2910 would entitle each student member of the governing board to make and second motions and to receive the same compensation as a regular board member without further authorization of the governing board; and

WHEREAS, San Bernardino Community College District (SBCCD) recognizes that the student voice is an integral aspect of participatory governance and is essential to the decision-making process; and

WHEREAS, in accordance with Board Policy 2015, SBCCD Student Trustees are recognized as a full members of the Board at meetings, entitled to participate in discussion of issues and receive all materials presented to members of the Board of Trustees (except for closed session); and

WHEREAS, in accordance with Board Policy 2015, SBCCD Student Trustees are afforded the privilege to make and second motions, cast advisory votes, and receive compensation in accordance with Education Code Section 72023.5 and 72024; and

WHEREAS, SBCCD recognizes and values the student voice across the state, and supports a statewide measure mandating each community college district to give the

privilege to cast a student trustee advisory vote, the ability to make and amend motions, and to receive the same compensation as a regular board member without further authorization of the governing board.

THEREFORE, BE IT RESOLVED, that the SBCCD Board of Trustees supports Assembly Bill 2910 to ensure the student voice continues to be represented in the decision-making process.

APPROVED, PASSED AND ADOPTED by the Board of Trustees of the San Bernardino Community College District on this 14th day of May, 2020, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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.

_____ Secretary of the Governing Board

Attested to:

Gloria Macias Harrison
Clerk, San Bernardino Community College District

ASSEMBLY BILL

No. 2910

Introduced by Assembly Member Weber

February 21, 2020

An act to amend Section 72023.5 of the Education Code, relating to postsecondary education.

LEGISLATIVE COUNSEL'S DIGEST

AB 2910, as introduced, Weber. California Community Colleges: governing board membership: student members.

Existing law establishes the California Community Colleges under the administration of the Board of Governors of the California Community Colleges. Existing law requires the governing board of each community college district to order the inclusion within the membership of the governing board of one or more nonvoting students, who are enrolled in a community college of the district, and chosen by students enrolled in the community colleges of the district, in accordance with procedures prescribed by the governing board.

This bill would give each student member of the governing board of a community college district an advisory vote, as specified, or, if authorized by the governing board at its discretion, a full vote. This bill would also make conforming changes.

Existing law authorizes a student member to make and second motions and to receive compensation like a regular board member, but only at the discretion of the governing board.

This bill would entitle each student member of the governing board to make and second motions and to receive the same compensation as a regular board member without further authorization of the governing board.

By requiring community college districts to revise governing board procedures, this bill would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to the statutory provisions noted above.

Vote: majority. Appropriation: no. Fiscal committee: yes. State-mandated local program: yes.

The people of the State of California do enact as follows:

1 SECTION 1. Section 72023.5 of the Education Code is
2 amended to read:

3 72023.5. (a) (1) (A) The governing board of each community
4 college district shall order the inclusion within the membership of
5 the governing board, in addition to the number of members
6 otherwise prescribed, of one or more ~~nonvoting~~ students. These
7 students shall have the right to attend each and all meetings of the
8 governing board, except that student members shall not have the
9 right, or be afforded the opportunity, to attend executive sessions
10 of the governing board.

11 (B) *A student member shall have the opportunity to cast an*
12 *advisory vote immediately before votes are cast by the regular*
13 *members of the governing board.*

14 (C) *Notwithstanding subparagraph (B), the governing board,*
15 *in its discretion, may give a student member a full vote.*

16 (2) ~~The students~~ *A student* selected to serve on the governing
17 ~~board,~~ *board* shall be enrolled in a community college of the district
18 and shall be chosen, and shall be recalled, by the students enrolled
19 in the community colleges of the district in accordance with
20 procedures prescribed by the governing board. If the seat of a
21 student member becomes vacant during ~~his or her~~ *the student*
22 *member's* term, the governing board may authorize the officers of
23 student body associations established pursuant to Section 76060
24 at each community college in the district to appoint a student to
25 serve the remainder of the term in accordance with procedures
26 established by the governing board. A student member shall be

1 required throughout the term of ~~his or her~~ *the student member's*
 2 appointment to be enrolled in a community college of the district
 3 for at least five semester units, or its equivalent, and shall meet
 4 and maintain the minimum standards of scholarship for community
 5 college students prescribed by the community college district. The
 6 term of ~~the a student-members member~~ shall be one year
 7 commencing on June 1 of each year.

8 (3) ~~The nonvoting student members~~ *A student member* appointed
 9 pursuant to this section shall be entitled to mileage allowance to
 10 the same extent as *a regular member*, ~~but are not member, and is~~
 11 entitled to the compensation prescribed by Section 72024.

12 (4) ~~A nonvoting~~ student member shall be seated with the
 13 members of the governing board and shall be recognized as a full
 14 member of the board at the meetings, including receiving all
 15 materials presented to the board members and participating in the
 16 questioning of witnesses and the discussion of issues.

17 (5) ~~A nonvoting~~ student member *who does not have a full vote*
 18 *on the governing board* shall not be included in determining the
 19 vote required to carry any measure before the board.

20 (6) ~~A nonvoting~~ student member *who does not have a full vote*
 21 *on the governing board* shall not be liable for any acts of the
 22 governing board.

23 (b) Notwithstanding subdivision (a), ~~the nonvoting a student~~
 24 ~~member or members selected to serve on the governing board of~~
 25 ~~a community college district pursuant to subdivision (a)~~ may do
 26 any of the following:

27 (1) ~~Make and second motions at the discretion of the governing~~
 28 ~~board. motions.~~

29 (2) Attend closed sessions, other than closed sessions on
 30 personnel matters or collective bargaining matters, at the discretion
 31 of the governing board.

32 (3) ~~Receive compensation, at the discretion of the governing~~
 33 ~~board, up to the amount prescribed by Section 72024.~~

34 (4)

35 (3) Serve a term of one year commencing on May 15 of each
 36 year, at the discretion of the governing board.

37 (c) It is the intent of the Legislature that any decision or action,
 38 including any contract entered into pursuant thereto, upon the
 39 motion or second of a motion of a student member, shall be fully
 40 legal and enforceable against the district or any party thereto.

1 (d) The governing board of each community college district
 2 that affords ~~the a student member or members~~ of the board any of
 3 the *discretionary* privileges enumerated in subdivision (a) or (b)
 4 shall, by May 15 of each year, adopt rules and regulations
 5 implementing this section. These rules and regulations shall be
 6 effective until May 15 of the following year.

7 (e) If a state court finds this section is unlawful, the court may
 8 order, as equitable relief, that the administering entity that is the
 9 subject of the lawsuit terminate any waiver awarded under this
 10 statute or provision, but no money damages, tuition refund or
 11 waiver, or other retroactive relief may be awarded. In any action
 12 in which the court finds this section is unlawful, the California
 13 Community Colleges are immune from the imposition of any award
 14 of money damages, tuition refund or waiver, or other retroactive
 15 relief.

16 SEC. 2. If the Commission on State Mandates determines that
 17 this act contains costs mandated by the state, reimbursement to
 18 local agencies and school districts for those costs shall be made
 19 pursuant to Part 7 (commencing with Section 17500) of Division
 20 4 of Title 2 of the Government Code.

O

**RESOLUTION FOR THE BOARD OF TRUSTEES OF THE SAN BERNARDINO
COMMUNITY COLLEGE DISTRICT TO ADOPT A POSITION IN FAVOR OF EQUITABLE
REPRESENTATION OF STUDENT TRUSTEES IN THE STATE OF CALIFORNIA**

Authored by: Elijah Gerard

Sponsored by: The Crafton Hills College Student Senate

WHEREAS, the Student Trustee is elected by the student body with the specific goal of representing the voice of students in their district and is granted an advisory vote to bring student issues to the Board of Trustees and

WHEREAS, California Higher Education Code 72023.5 specifically prohibits a Student Trustee vote from ever counting toward the tally or in any way affecting the vote of the Board of Trustees and

WHEREAS, the Student Senate of California Community Colleges passed a Resolution at its 2019 Spring General Assembly in favor of a full vote for Student Trustees and

WHEREAS, Student trustees in the state of California are not guaranteed compensation to allow them to affectively advocate for their constituents and

WHEREAS, the right of a Student Trustee to have a full vote has been cleared by the California Legislative Counsel's Office as not violating any State or Federal voting law and

WHEREAS, the California State University Board of Trustees gives both of their student trustees full votes and the University of California Student Regent receives a full vote and

WHEREAS, Student trustees in New York, Virginia, Utah, and Washington are given full voting rights on their respective boards of Trustees

WHEREAS, the California Code of Regulations 51023.7 requires that, "The governing board of a community college district shall adopt policies and procedures that provide students the opportunity to participate effectively in district and college governance." and

WHEREAS, the San Bernardino Community College District Board of Trustees has, on more than one occasion, said that student trustees are the most effective tool in advocating for Community College needs and

WHEREAS, a student trustee cannot adequately advocate for students without being able to vote in those student's favor.

THEREFORE, BE IT RESOLVED ON FEBRUARY 14, 2020 THAT THE ASSOCIATED STUDENTS OF CRAFTON HILLS COLLEGE URGE THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT BOARD OF TRUSTEES TO ADOPT A POSITION IN FAVOR OF A FULL STUDENT TRUSTEE VOTE

RESOLVED, that the Associated Students of Crafton Hills College urge the San Bernardino Community College Board of Trustees to adopt full student trustee enfranchisement as a legislative priority.

RESOLVED, the Associated Students of Crafton Hills College urge the San Bernardino Community College District to commit to extending a full vote to their student trustees if and/or when the option becomes viable under state law.

District Name	Number of Student Trustees on your Board	Selection Process		
Response	Response	Student Body elects	Student Body Committee elects	Student Body President assumes Student Trustee position
Allan Hancock Joint CCD	One	Student Body elects		
Antelope Valley CCD	One	Student Body elects		
Barstow CCD	One	Student Body elects		
Butte-Glenn CCD	One	Student Body elects		
Cabrillo CCD	One	Student Body elects		
Cerritos CCD	One	Student Body elects		
Chabot-Las Positas CCD	Two	Student Body elects		
Chaffey CCD	One	Student Body elects		Student Body President assumes Student Trustee position
Citrus CCD	One	Student Body elects		
Coast CCD	One	Student Body elects		
Compton CCD	One		Student Body Committee elects	
Contra Costa CCD	One	Student Body elects		
Copper Mountain CCD	One	Student Body elects		
Desert CCD	One	Student Body elects		
El Camino CCD	One	Student Body elects		
Feather River CCD	One	Student Body elects		
Foothill-De Anza CCD	Two	Student Body elects		
Gavilan CCD	One	Student Body elects		
Glendale CCD	One	Student Body elects		
Grossmont-Cuyamaca CCD	Two	Student Body elects		
Hartnell CCD	One	Student Body elects		
Imperial CCD	One			Student Body President assumes Student Trustee position

District Name	Number of Student Trustees on your Board	Selection Process		
Response	Response	Student Body elects	Student Body Committee elects	Student Body President assumes Student Trustee position
Kern CCD	One	Student Body elects		
Lake Tahoe CCD	One	Student Body elects		
Lassen CCD	One	Student Body elects		
Long Beach CCD	One	Student Body elects		
Los Angeles CCD	One	Student Body elects		
Los Rios CCD	One	Student Body elects		
Marin CCD	One	Student Body elects		
Mendocino-Lake CCD	One	Student Body elects		
Merced CCD	One	Student Body elects		
Mira Costa CCD	One	Student Body elects		
Monterey Peninsula CCD	One	Student Body elects		
Mt. San Antonio CCD	One	Student Body elects		
Mt. San Jacinto CCD	One	Student Body elects		
Napa Valley CCD	One	Student Body elects		
North Orange County CCD	Two	Student Body elects		
Ohlone CCD	One	Student Body elects		
Palo Verde CCD	One	Student Body elects		
Palomar CCD	One			Student Body President assumes Student Trustee position

District Name	Number of Student Trustees on your Board	Selection Process		
Response	Response	Student Body elects	Student Body Committee elects	Student Body President assumes Student Trustee position
Pasadena Area CCD	One	Student Body elects		
Peralta CCD	Two	Student Body elects		
Rancho Santiago CCD	One	Student Body elects		
Redwoods CCD	One	Student Body elects		
Rio Hondo CCD	One	Student Body elects		
Riverside CCD	One	Student Body elects		
San Bernardino CCD	Two	Student Body elects		
San Diego CCD	One			Student Body President assumes Student Trustee position
San Francisco CCD	One	Student Body elects		
San Joaquin Delta CCD	One	Student Body elects		
San Jose-Evergreen CCD	Two	Student Body elects		
San Luis Obispo County CCD	One			Student Body President assumes Student Trustee position
San Mateo County CCD	One		Student Body Committee elects	
Santa Barbara CCD	One	Student Body elects		
Santa Clarita CCD	One	Student Body elects		
Santa Monica CCD	One	Student Body elects		
Sequoias CCD	One	Student Body elects		
Shasta-Tehama-Trinity CCD	One			Student Body President assumes Student Trustee position
Sierra Joint CCD	One	Student Body elects		
Siskiyou Joint CCD	One	Student Body elects		

District Name	Number of Student Trustees on your Board	Selection Process		
Response	Response	Student Body elects	Student Body Committee elects	Student Body President assumes Student Trustee position
Solano CCD	One	Student Body elects		
Sonoma County CCD	One	Student Body elects		
South Orange County CCD	One	Student Body elects		
Southwestern CCD	One	Student Body elects		
State Center CCD	More than two	Student Body elects		
Ventura County CCD	One	Student Body elects		
Victor Valley CCD	One	Student Body elects		
West Hills CCD	One	Student Body elects		
West Kern CCD	One	Student Body elects		
West Valley-Mission CCD	Two	Student Body elects		
Yosemite CCD	One	Student Body elects		
Yuba CCD	Two	Student Body elects		

District Name		Student Trustee is Associated Student Body President	Month Selected		Month Seated
Response	Other (please specify)	Response	Response	Other (please specify)	Response
Allan Hancock Joint CCD		No	April		June
Antelope Valley CCD		No	May		May
Barstow CCD		No	April		June
Butte-Glenn CCD		No	May		August
Cabrillo CCD		No	May		June
Cerritos CCD		No	May		June
Chabot-Las Positas CCD		No	May		August
Chaffey CCD		Yes	May		June
Citrus CCD		No	November		May
Coast CCD		No	May		June
Compton CCD		No	June		July
Contra Costa CCD		No	May		June
Copper Mountain CCD		No	April		May
Desert CCD		No	May		July
El Camino CCD		No	May		June
Feather River CCD		No	May		June
Foothill-De Anza CCD		No	May		June
Gavilan CCD		No	May		June
Glendale CCD		Yes	May		June
Grossmont-Cuyamaca CCD		No	May		June
Hartnell CCD		No	April		June
Imperial CCD		Yes	May		June

District Name		Student Trustee is Associated Student Body President	Month Selected		Month Seated
Response	Other (please specify)	Response	Response	Other (please specify)	Response
Kern CCD		No	May		July
Lake Tahoe CCD		No	June		June
Lassen CCD		No	May		June
Long Beach CCD		No	May		June
Los Angeles CCD		No	April		June
Los Rios CCD		No	April		June
Marin CCD		No	April		August
Mendocino-Lake CCD		No	Varies		June
Merced CCD		No	May		June
Mira Costa CCD		No	May		June
Monterey Peninsula CCD		No	May		June
Mt. San Antonio CCD		Yes	April		July
Mt. San Jacinto CCD		No	May		June
Napa Valley CCD		No	May		May
North Orange County CCD		No	March		June
Ohlone CCD		No	April		June
Palo Verde CCD		No	May		June
Palomar CCD		Yes	May		June

District Name		Student Trustee is Associated Student Body President	Month Selected		Month Seated
Response	Other (please specify)	Response	Response	Other (please specify)	Response
Pasadena Area CCD		No	May		June
Peralta CCD		No	Varies		June
Rancho Santiago CCD		No	May		June
Redwoods CCD		No	May		June
Rio Hondo CCD		No	April		June
Riverside CCD		No	June		August
San Bernardino CCD		No	April		May
San Diego CCD	One sitting trustee at each meeting, rotates among College Student Body Presidents (3)	Yes	May		June
San Francisco CCD		No	April		June
San Joaquin Delta CCD		No	May		May
San Jose-Evergreen CCD		No	May		June
San Luis Obispo County CCD		Yes	April		June
San Mateo County CCD		No	May		June
Santa Barbara CCD		No	May		June
Santa Clarita CCD		No	April		May
Santa Monica CCD		No	May		June
Sequoias CCD		No	May		August
Shasta-Tehama-Trinity CCD		Yes	April		June
Sierra Joint CCD		Yes	April		May
Siskiyou Joint CCD		No	May		June

District Name		Student Trustee is Associated Student Body President	Month Selected		Month Seated
Response	Other (please specify)	Response	Response	Other (please specify)	Response
Solano CCD		No	May		September
Sonoma County CCD		No	April		May
South Orange County CCD		No	April		May
Southwestern CCD		No	May		June
State Center CCD		No	April		Other (please specify)
Ventura County CCD		No	April		June
Victor Valley CCD		Yes	May		June
West Hills CCD	Usually the student trustee is the ASB President, but not always.	Yes	May		June
West Kern CCD		No	April		June
West Valley-Mission CCD		No	Other (please specify)	April or May	June
Yosemite CCD		No	April		May
Yuba CCD		No	Varies		June

District Name		Can Student Trustee make motions?		Can Student Trustee attend closed sessions (within legal limits)?	
Response	Other (please specify)	Response	Other (please specify)	Response	Other (please specify)
Allan Hancock Joint CCD		Yes		No	
Antelope Valley CCD		Yes		No	
Barstow CCD		Board Decision		Board Decision	
Butte-Glenn CCD		No		No	
Cabrillo CCD		Can Second		No	
Cerritos CCD		Yes		No	
Chabot-Las Positas CCD		No		No	
Chaffey CCD		Board Decision		Board Decision	
Citrus CCD		No		No	
Coast CCD		Yes		No	
Compton CCD		Yes		No	
Contra Costa CCD		No		No	
Copper Mountain CCD		Board Decision		No	
Desert CCD		Yes		No	
El Camino CCD		Yes		No	
Feather River CCD		Yes		No	
Foothill-De Anza CCD		Yes		No	
Gavilan CCD		Yes		No	
Glendale CCD		Yes		Board Decision	
Grossmont-Cuyamaca CCD		No		No	
Hartnell CCD		Yes		Board Decision	
Imperial CCD		No		No	

District Name		Can Student Trustee make motions?		Can Student Trustee attend closed sessions (within legal limits)?	
Response	Other (please specify)	Response	Other (please specify)	Response	Other (please specify)
Kern CCD		No		Board Decision	
Lake Tahoe CCD		Yes		Other (please specify)	for student discipline issues
Lassen CCD		Yes		No	
Long Beach CCD		No		No	
Los Angeles CCD		Board Decision		No	
Los Rios CCD		Can Second		No	
Marin CCD		Yes		No	
Mendocino-Lake CCD		Yes		No	
Merced CCD		Can Second		Yes	
Mira Costa CCD		Yes		No	
Monterey Peninsula CCD		Yes		No	
Mt. San Antonio CCD		Yes		No	
Mt. San Jacinto CCD		No		No	
Napa Valley CCD		Yes		No	
North Orange County CCD		Yes		No	
Ohlone CCD		Yes		No	
Palo Verde CCD		Yes		No	
Palomar CCD		Board Decision		No	

District Name		Can Student Trustee make motions?		Can Student Trustee attend closed sessions (within legal limits)?	
Response	Other (please specify)	Response	Other (please specify)	Response	Other (please specify)
Pasadena Area CCD		Yes		No	
Peralta CCD		No		No	
Rancho Santiago CCD		Yes		Other (please specify)	Student Trustee only attends closed sessions that deal with student discipline.
Redwoods CCD		Yes		No	
Rio Hondo CCD		Yes		No	
Riverside CCD		No		No	
San Bernardino CCD		Yes		No	
San Diego CCD		No		No	
San Francisco CCD		Board Decision		Board Decision	
San Joaquin Delta CCD		Yes		No	
San Jose-Evergreen CCD		Yes		No	
San Luis Obispo County CCD		Yes		Board Decision	
San Mateo County CCD		Yes		No	
Santa Barbara CCD		Yes		No	
Santa Clarita CCD		Can Second		No	
Santa Monica CCD		Yes		No	
Sequoias CCD		Yes		No	
Shasta-Tehama-Trinity CCD		No		No	
Sierra Joint CCD		Yes		No	
Siskiyou Joint CCD		Board Decision		No	

District Name		Can Student Trustee make motions?		Can Student Trustee attend closed sessions (within legal limits)?	
Response	Other (please specify)	Response	Other (please specify)	Response	Other (please specify)
Solano CCD		No		No	
Sonoma County CCD		No		No	
South Orange County CCD		Yes		No	
Southwestern CCD		Yes		No	
State Center CCD	This varies depending on the student, usually Aug or Sept	Yes		No	
Ventura County CCD		Yes		No	
Victor Valley CCD		Yes		Board Decision	
West Hills CCD		No		No	
West Kern CCD		No		No	
West Valley-Mission CCD		Yes		No	
Yosemite CCD		No		No	
Yuba CCD		Yes		No	

District Name	Does Student Trustee have Advisory vote?		Staff Contact or Advisor to your Student Trustee?
Response	Response	Other (please specify)	Response
Allan Hancock Joint CCD	Yes		Chief Student Services Officer
Antelope Valley CCD	Yes		Student Advisor
Barstow CCD	No		Chief Student Services Officer
Butte-Glenn CCD	Yes		CEO
Cabrillo CCD	Board Decision		CEO
Cerritos CCD	Yes		Chief Student Services Officer
Chabot-Las Positas CCD	Yes		CEO
Chaffey CCD	Board Decision		Other (please state position/title)
Citrus CCD	No		CEO and another administrator
Coast CCD	Yes		Other (please state position/title)
Compton CCD	Yes		CEO Executive Assistant
Contra Costa CCD	Yes		CEO and another administrator
Copper Mountain CCD	Board Decision		CEO
Desert CCD	Yes		Other (please state position/title)
El Camino CCD	Yes		Other (please state position/title)
Feather River CCD	Yes		Chief Student Services Officer
Foothill-De Anza CCD	Yes		Student Advisor
Gavilan CCD	Yes		CEO Executive Assistant
Glendale CCD	No		Student Advisor
Grossmont-Cuyamaca CCD	Yes		CEO
Hartnell CCD	Yes		CEO
Imperial CCD	No		Chief Student Services Officer

District Name	Does Student Trustee have Advisory vote?		Staff Contact or Advisor to your Student Trustee?
Response	Response	Other (please specify)	Response
Kern CCD	No		CEO Executive Assistant
Lake Tahoe CCD	No		CEO Executive Assistant
Lassen CCD	Yes		CEO
Long Beach CCD	Other (please specify)	No advisory votes on personnel items and advisory votes does not carry weight on outcome of vote	Other (please state position/title)
Los Angeles CCD	Yes		Other (please state position/title)
Los Rios CCD	Yes		Chief Student Services Officer
Marin CCD	Yes		Other (please state position/title)
Mendocino-Lake CCD	Yes		Student Advisor
Merced CCD	Yes		Student Advisor
Mira Costa CCD	Yes		CEO and another administrator
Monterey Peninsula CCD	Yes		Other (please state position/title)
Mt. San Antonio CCD	Other (please specify)	The ST "concur" or "does not concur"	CEO Executive Assistant
Mt. San Jacinto CCD	No		CEO and another administrator
Napa Valley CCD	Yes		Chief Student Services Officer
North Orange County CCD	Yes		Student Advisor
Ohlone CCD	Yes		CEO
Palo Verde CCD	Yes		CEO Executive Assistant
Palomar CCD	Yes		CEO Executive Assistant

District Name	Does Student Trustee have Advisory vote?		Staff Contact or Advisor to your Student Trustee?
Response	Response	Other (please specify)	Response
Pasadena Area CCD	Yes		Chief Student Services Officer
Peralta CCD	No		Other (please state position/title)
Rancho Santiago CCD	Yes		Student Advisor
Redwoods CCD	Yes		CEO
Rio Hondo CCD	Yes		CEO Executive Assistant
Riverside CCD	No		Other (please state position/title)
San Bernardino CCD	Yes		CEO
San Diego CCD	Yes		Chief Student Services Officer
San Francisco CCD	Board Decision		Chief Student Services Officer
San Joaquin Delta CCD	Yes		CEO
San Jose-Evergreen CCD	Yes		CEO
San Luis Obispo County CCD	Yes		Chief Student Services Officer
San Mateo County CCD	Yes		CEO Executive Assistant
Santa Barbara CCD	Yes		CEO
Santa Clarita CCD	No		Student Advisor
Santa Monica CCD	Yes		Student Advisor
Sequoias CCD	Yes		CEO
Shasta-Tehama-Trinity CCD	Yes		CEO Executive Assistant
Sierra Joint CCD	Yes		CEO
Siskiyou Joint CCD	No		Chief Student Services Officer

District Name	Does Student Trustee have Advisory vote?		Staff Contact or Advisor to your Student Trustee?
Response	Response	Other (please specify)	Response
Solano CCD	Yes		CEO
Sonoma County CCD	Yes		Student Advisor
South Orange County CCD	Yes		Student Advisor
Southwestern CCD	Yes		CEO
State Center CCD	No		CEO Executive Assistant
Ventura County CCD	Yes		CEO and another administrator
Victor Valley CCD	Yes		Student Advisor
West Hills CCD	No		CEO
West Kern CCD	Yes		Student Advisor
West Valley-Mission CCD	Yes		Student Advisor
Yosemite CCD	Yes		CEO
Yuba CCD	No		CEO Executive Assistant

District Name		Is Student Trustee compensated (EC 72024)?
Response	Other (please state position/title)	Response
Allan Hancock Joint CCD		Other (please specify)
Antelope Valley CCD		Maximum allowed by law
Barstow CCD		Less than maximum
Butte-Glenn CCD		None
Cabrillo CCD		None
Cerritos CCD		Maximum allowed by law
Chabot-Las Positas CCD		Other (please specify)
Chaffey CCD	Dean of Student Life	Mileage Only
Citrus CCD		Maximum allowed by law
Coast CCD	Board Secretary	Maximum allowed by law
Compton CCD		Meeting Stipend
Contra Costa CCD		Maximum allowed by law
Copper Mountain CCD		Monthly Stipend
Desert CCD	Director, Student Life	Less than maximum
El Camino CCD	Vice President of Student Services	Monthly Stipend
Feather River CCD		Meeting Stipend
Foothill-De Anza CCD		Monthly Stipend
Gavilan CCD		Less than maximum
Glendale CCD		Less than maximum
Grossmont-Cuyamaca CCD		Monthly Stipend
Hartnell CCD		Maximum allowed by law
Imperial CCD		Mileage Only

District Name		Is Student Trustee compensated (EC 72024)?
Response	Other (please state position/title)	Response
Kern CCD		Less than maximum
Lake Tahoe CCD		None
Lassen CCD		Monthly Stipend
Long Beach CCD	VP Student Services	Monthly Stipend
Los Angeles CCD	ESC Liaison	Monthly Stipend
Los Rios CCD		Less than maximum
Marin CCD	Student Advisor & VP Student Learning/Services	Other (please specify)
Mendocino-Lake CCD		Monthly Stipend
Merced CCD		Maximum allowed by law
Mira Costa CCD		Maximum allowed by law
Monterey Peninsula CCD	The CEO (and his assistant, if directed) is the Student Trustee's advisor for all matters related to the Board meeting. The Student Advisor is the Student Trustee's advisor for all other matters.	None
Mt. San Antonio CCD		Less than maximum
Mt. San Jacinto CCD		Meeting Stipend
Napa Valley CCD		Monthly Stipend
North Orange County CCD		Monthly Stipend
Ohlone CCD		Maximum allowed by law
Palo Verde CCD		Monthly Stipend
Palomar CCD		Maximum allowed by law

District Name		Is Student Trustee compensated (EC 72024)?
Response	Other (please state position/title)	Response
Pasadena Area CCD		Monthly Stipend
Peralta CCD	Vice Chancellor, Student Services	Meeting Stipend
Rancho Santiago CCD		Maximum allowed by law
Redwoods CCD		Meeting Stipend
Rio Hondo CCD		Monthly Stipend
Riverside CCD	Student Vice President at campus	Other (please specify)
San Bernardino CCD		Monthly Stipend
San Diego CCD		Monthly Stipend
San Francisco CCD		Maximum allowed by law
San Joaquin Delta CCD		Maximum allowed by law
San Jose-Evergreen CCD		Less than maximum
San Luis Obispo County CCD		Other (please specify)
San Mateo County CCD		Maximum allowed by law
Santa Barbara CCD		Meeting Stipend
Santa Clarita CCD		Monthly Stipend
Santa Monica CCD		Less than maximum
Sequoias CCD		Meeting Stipend
Shasta-Tehama-Trinity CCD		Monthly Stipend
Sierra Joint CCD		Maximum allowed by law
Siskiyou Joint CCD		Other (please specify)

District Name		Is Student Trustee compensated (EC 72024)?
Response	Other (please state position/title)	Response
Solano CCD		Monthly Stipend
Sonoma County CCD		Other (please specify)
South Orange County CCD		Maximum allowed by law
Southwestern CCD		Less than maximum
State Center CCD		Other (please specify)
Ventura County CCD		Maximum allowed by law
Victor Valley CCD		Maximum allowed by law
West Hills CCD		Mileage Only
West Kern CCD		Less than maximum
West Valley-Mission CCD		Less than maximum
Yosemite CCD		None
Yuba CCD		Meeting Stipend

District Name	
Response	Other (please specify)
Allan Hancock Joint CCD	Mileage and \$500 dollar credit at college bookstore
Antelope Valley CCD	
Barstow CCD	
Butte-Glenn CCD	
Cabrillo CCD	
Cerritos CCD	
Chabot-Las Positas CCD	\$100/month. Unexcused absences do not receive compensation.
Chaffey CCD	
Citrus CCD	
Coast CCD	
Compton CCD	
Contra Costa CCD	
Copper Mountain CCD	
Desert CCD	
El Camino CCD	
Feather River CCD	
Foothill-De Anza CCD	
Gavilan CCD	
Glendale CCD	
Grossmont-Cuyamaca CCD	
Hartnell CCD	
Imperial CCD	

District Name	
Response	Other (please specify)
Kern CCD	
Lake Tahoe CCD	
Lassen CCD	
Long Beach CCD	
Los Angeles CCD	
Los Rios CCD	
Marin CCD	50% of Trustee amount
Mendocino-Lake CCD	
Merced CCD	
Mira Costa CCD	
Monterey Peninsula CCD	
Mt. San Antonio CCD	
Mt. San Jacinto CCD	
Napa Valley CCD	
North Orange County CCD	
Ohlone CCD	
Palo Verde CCD	
Palomar CCD	

District Name	
Response	Other (please specify)
Pasadena Area CCD	
Peralta CCD	
Rancho Santiago CCD	
Redwoods CCD	
Rio Hondo CCD	
Riverside CCD	Scholarship once per year
San Bernardino CCD	
San Diego CCD	
San Francisco CCD	
San Joaquin Delta CCD	
San Jose-Evergreen CCD	
San Luis Obispo County CCD	Same as elected board members
San Mateo County CCD	
Santa Barbara CCD	
Santa Clarita CCD	
Santa Monica CCD	
Sequoias CCD	
Shasta-Tehama-Trinity CCD	
Sierra Joint CCD	
Siskiyou Joint CCD	Mileage and less than maximum

District Name	
Response	Other (please specify)
Solano CCD	
Sonoma County CCD	We have a program through Student Affairs where any student government participant can receive compensation for their participation. That is run directly by Student Affairs and is not overseen by our Board (aside from their initial approval of the program).
South Orange County CCD	
Southwestern CCD	
State Center CCD	Mileage and Parking pass
Ventura County CCD	
Victor Valley CCD	
West Hills CCD	
West Kern CCD	
West Valley-Mission CCD	
Yosemite CCD	
Yuba CCD	

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: May 14, 2020

SUBJECT: Student Trustee Privileges

RECOMMENDATION

It is recommended that the Board of Trustees approve the student trustee privileges:

- The privilege to receive compensation for meeting attendance at a level of \$210 per month. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to vote in an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

OVERVIEW

The Board of Trustees shall include two (2) non-voting student members (one representing each college in the District). The term of office shall be one year commencing at the first Board meeting in June and terminating on the last Board meeting in May of each academic year.

The student member shall be seated with the Board and shall be recognized as a full member of the Board at meetings. The student member is entitled to participate in discussion of issues and receive all materials presented to members of the Board (except for closed session). The student trustees have the responsibility to be contributing and ethical members of the board.

ANALYSIS

On or before May 15 of each year, the Board of Trustees shall approve whether to afford the student trustees any of the privileges pursuant to Education Code Section 72023.5(b).

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

None.

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 of Human Resources and Police Services

DATE: May 14, 2020

SUBJECT: Consideration of Approval to Adopt Resolution No. 2020-05-14-HR02
Implementing Academic Layoff

RECOMMENDATION

It is recommended that the Board of Trustees adopt the resolution to finalize the Implementation of Academic Layoff, Acting upon Proposed Decision of Administrative Law Judge.

OVERVIEW

The District has decided to eliminate the STEM Pathway Coordinator position due to the college not needing the position to meet the student's needs. Office of Administrative hearings heard the case and made a decision.

ANALYSIS

At the March 12, 2020 Board meeting, the Board was asked to adopt the resolution of authorization to discontinue the following kinds of services: the STEM Pathway Coordinator position at Crafton Hills College for the 2020-21 academic year and to send notice to the affected employee.

Resolution No. 2020-05-14-HR02 finalizes the decision of the Administrative Law Judge to reduce or discontinue particular kinds of services.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None.

**BEFORE THE GOVERNING BOARD OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
COUNTY OF SAN BERNARDINO, STATE OF CALIFORNIA**

RESOLUTION NO. 2020-05-14-HR02

**IMPLEMENTING ACADEMIC LAYOFF, ACTING UPON PROPOSED DECISION OF
ADMINISTRATIVE LAW JUDGE**

WHEREAS, on March 12, 2020, this Board adopted Resolution 2020-03-12-HR02 reducing or discontinuing particular kinds of services;

WHEREAS, on or before March 15, 2020, the Interim Chancellor served notice to this Board of his recommendation that Patricia Menchaca (“Respondent”) receive notice that her services will not be required for the ensuing school year (2020-2021), pursuant to Education Code Section 87740 and 87743;

WHEREAS, on or before March 15, 2020, the Interim Chancellor’s designated representative(s) served notice to Respondent that it was recommended that her services would not be required for the 2020-2021 school year, pursuant to Education Code Sections 87740 and 87743;

WHEREAS, said notice was served upon Respondent advised her that she could request a hearing to determine if there was cause for not reemploying her for the 2020-2021 school year, and that Respondent requested such hearing;

WHEREAS, an academic employee layoff proceeding occurred on May 7, 2020, pursuant to Sections 87743 and 87740 of the Education Code, with an Administrative Law Judge then submitting a proposed decision in May 2020 relating to those proceedings, OAH Case No. 2020040156;

WHEREAS, this Board has received and considered the proposed decision of the Administrative Law Judge in OAH Case No. 2020040156 and any arguments submitted by or on behalf of the parties regarding that proposed decision;

WHEREAS, the Education Code provides that this Board shall make the final determination as to the sufficiency of the cause and disposition;

WHEREAS, the particular kinds of services referenced in Resolution 2020-03-12-HR02 will be reduced or discontinued within the meaning of Education Code Section 87743 not later than the beginning of the 2020-2021 school year;

WHEREAS, the services of no tenured employee (or other employee) are being terminated, in whole or in part, while any probationary employee, or any other employee with less seniority, is being retained to render a service in a faculty service area in which the records of the District reflect that the individual whose employment is being terminated is qualified and competent (within the meaning of Education Code Section 87743) to render service;

WHEREAS, sufficient cause exists for the termination of up to 1.0 full-time equivalent academic positions, and pursuant to and within the meaning of Education Code Section 87740, said cause relates to the welfare of the colleges and the students thereof;

NOW, THEREFORE, BE IT RESOLVED that this Board accepts the proposed decision of the Administrative Law Judge and adopts that proposed decision (a copy of which is attached) as the decision of this Board of Trustees;

BE IT FURTHER RESOLVED that sufficient cause exists for the termination of the services of the following academic employees (which constitutes his or her entire employment with this District), in the order indicated, pursuant to the adoption of the proposed decision of the Administrative Law Judge:

1. Patricia Menchaca

BE IT FURTHER RESOLVED that the employment of the foregoing employee be hereby terminated effective upon the close of this school year, i.e., the end of the last working day prior to July 1, 2020;

BE IT FURTHER RESOLVED that this decision is effective immediately and that the Interim Chancellor or his designee(s) may take such actions as are necessary and appropriate to implement this Board's decision;

BE IT FURTHER RESOLVED that reemployment rights be afforded in accordance with the Education Code, if and when reemployment is offered and to the extent any reemployment rights are applicable to any of the above referenced employees.

The foregoing Resolution was adopted by the Governing Board of the San Bernardino Community College District on the 14th day of May, 2020 by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Chair, Governing Board of the
San Bernardino Community College District

I, _____, Clerk of the Governing Board of the San Bernardino Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on May 14, 2020.

Clerk, Governing Board of the
San Bernardino Community College District

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 of Human Resources and Police Services

DATE: May 14, 2020

SUBJECT: Consideration of Approval to Adopt Resolution NO. 2020-05-14-HR01 to Layoff Due to Lack of Work and/or Lack of Funds

RECOMMENDATION

It is recommended that the Board of Trustees adopt the resolution for authorization of layoff due to grant funding being exhausted and the position being eliminated due to lack of work and/or lack of funds implementing Education Code Section 88017.

OVERVIEW

Adopt the resolution to eliminate two (2) classified positions, Lab Technician, Culinary Arts - Baking, Culinary Arts Department, SBVC, 100%, full time, and Lab Technician, Culinary Arts, Culinary Arts Department, SBVC, 100% effective July 15, 2020.

Adopt the resolution to eliminate one (1) classified position, Secretary II, PDC/EDCT, District, 100%, full time, effective July 15, 2020.

ANALYSIS

The Culinary Arts department has exhausted funding for the grant funded positions and the positions are being eliminated. Pursuant to California Education Code Section 88014, 88017, 88117 and 88127, the District must provide a 60-day notice to layoff the position due to lack of work or lack of funds.

The EDCT department is going through a restructure and this position is being eliminated. Pursuant to California Education Code Section 88014, 88017, 88117 and 88127, the District must provide a 60-day notice to layoff the position due to lack of work or lack of funds.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

None.

RESOLUTION NO 2020-05-14-HR01

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

**AUTHORIZING LAYOFF DUE TO
LACK OF WORK AND/OR LACK OF FUNDS
IMPLEMENTING EDUCATION CODE SECTION 88017**

WHEREAS, due to the expiration of a specially funded program, lack of work and/or lack of funds, the Governing Board of the San Bernardino Community College District has determined that it will be necessary to layoff off the following positions pursuant to the provisions of Education Code sections 88014, 88017, 88117 and 88127:

One (1) Lab Technician, Culinary Arts - Baking (Culinary Arts, SBVC)	1.0 FTE
One (1) Lab Technician, Culinary Arts (Culinary Arts, SBVC)	1.0 FTE
One (1) Secretary II (PDC/EDCT)	1.0 FTE

NOW, THEREFORE, BE IT RESOLVED, that as of July 15, 2020, the above-mentioned services in the San Bernardino Community College District shall be discontinued to the extent described herein; and

BE IT FURTHER RESOLVED, that the number of classified employees shall be reduced by layoff as specified above pursuant to Education Code section 88127;

BE IT FURTHER RESOLVED, that the Chancellor is directed to give notices of layoffs to the affected classified employees pursuant to Education Code section 88017;

BE IT FURTHER RESOLVED, that said layoffs shall become effective July 15, 2020; and

BE IT FURTHER RESOLVED, that the classified employees laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code § 88127.

PASSED AND ADOPTED this 14th day of May 2020, by the Governing Board of the San Bernardino Community College District of San Bernardino, California, by the following vote:

AYES: _____
NAYS: _____
ABSENT: _____
ABSTENTIONS: _____

Chair, Governing Board of the
San Bernardino Community College District

I, _____, Clerk of the Governing Board of the San Bernardino Community College District, do certify that the foregoing Resolution was regularly introduced, passed and adopted by the Governing Board at its regular meeting held on May 14, 2020.

Clerk, Governing Board of the
San Bernardino Community College District

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: May 14, 2020

SUBJECT: Updated 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 in August with Accrediting Commission for Community and Junior Colleges (ACCJC) site visits scheduled October 12 – 15, 2020. The updated 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 have been conducted throughout the Spring term.

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 May 14, 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	07/23/2020
	SECOND READING	05/08/2020	05/01/2020	N/A	05/06/2020	05/12/2020	08/13/2020
San Bernardino Valley College	FIRST READING	05/15/2020	May 2020	08/06/2020	05/06/2020	05/13/2020	07/23/2020
	SECOND READING	08/14/2020	Aug 2020	N/A	08/12/2020	08/13/2020	08/13/2020

*SPRING FORUMS	January, February, March, April
ACCJC ISER SUBMISSION	08/14/2020
ACCJC Visit (Districtwide)	10/12/2020 – 10/15/2020

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: May 14, 2020

SUBJECT: Analysis of AB 705 Compliance, Implementation, Student Success, and Student Retention by Gender

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 gender.

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 gender.

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**
REPORT 3 of 6: GENDER

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 Chancellor’s 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

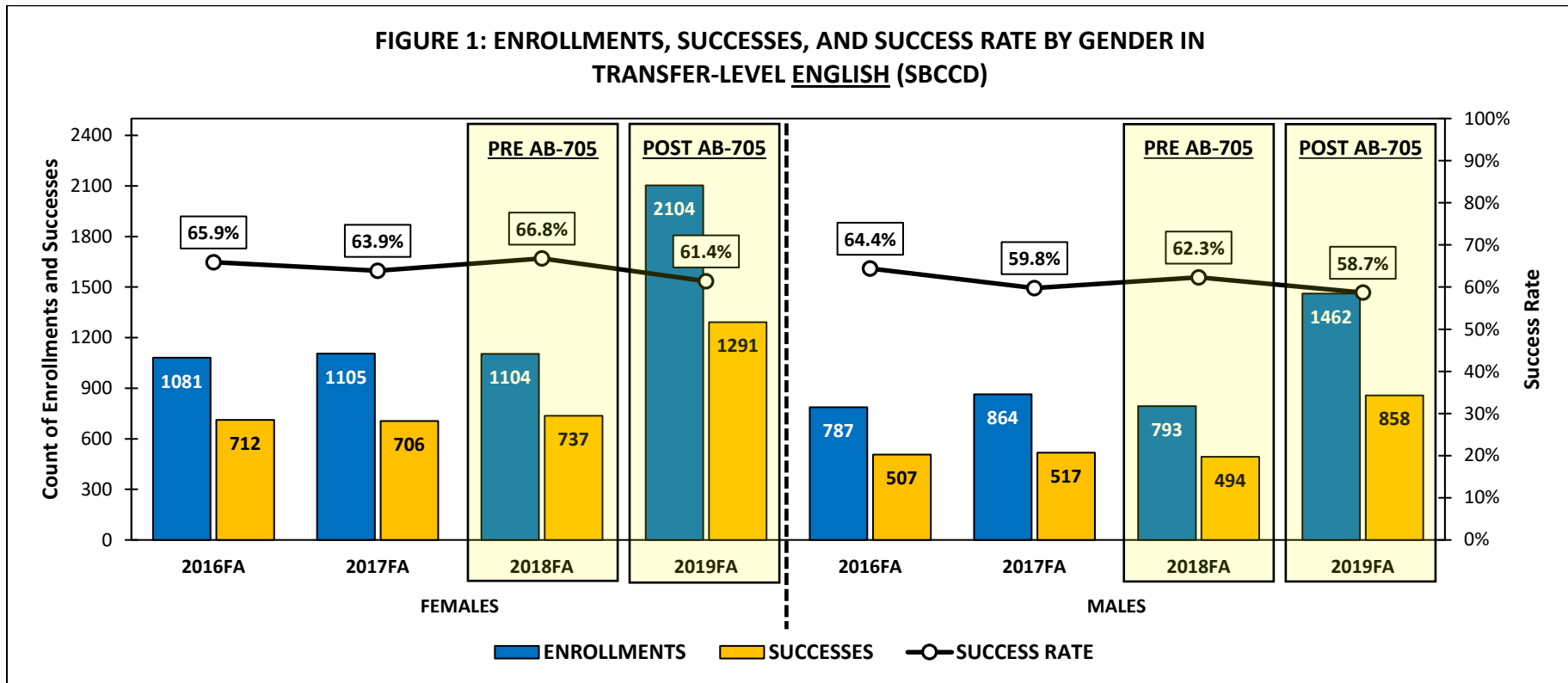
* SBVC’s Mathematics department still offers courses greater than 1-level below transfer-level Math but placement is based on the students’ self-assessment and the decision on where to be placed is up to the student. This approach is still in compliance with AB 705 legislation.

** 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)



Note: Students that did not report their gender were excluded from the graph above

Summary (Enrollments and Successes): Comparing Fall 2018 to Fall 2019 (Pre AB-705 vs. Post AB-705) for SBCCD, female students had an 90.6% increase (1000 students) in the number of enrollments and an 75.2% increase (554 students) in the number of successful completions (i.e., grade of A, B, C, P) in transfer-level English. For male students, enrollments in transfer-level English increased by 84.4% (669 students) and successful completions increased by 73.9% (364 students).

Summary (Success Rate): When comparing Fall 2018 to Fall 2019 (Pre AB-705 vs. Post AB-705) for SBCCD, female students had a 5.4% decrease, from 66.8% to 61.4%. in their success rate in transfer-level English. For male students, the success rate in transfer-level English decreased by 3.6% from 62.3% to 58.7%.

Summary (Overall): The goal of AB-705 was to increase the number of students enrolling in and succeeding in transfer-level Math and English. It is important to note that, on average, all California Community Colleges (CCC's) are experiencing an increase in enrollments and successful completions of transfer-level English but a decrease in success rates. For SBCCD, females are higher than males in enrollments (2104 vs. 1462), successes (1291 vs. 858), and success rate (61.4% Vs. 58.7%) in transfer-level English (also a system-wide trend). Taken together, preliminary data suggests that, as a district, we are achieving the goals set forth by the AB-705 legislation while preventing any widening of gender gaps.

TABLE 3: ENROLLMENTS AND SUCCESSFUL COMPLETIONS FOR TRANSFER-LEVEL ENGLISH BY GENDER

	2016FA – PRE AB705		2017FA – PRE AB705		2018FA – PRE AB705		2019FA – AB705		PERCENT INCREASE IN SUCCESSFUL COMPLETIONS FROM 2018FA TO 2019FA
	TOTAL ENROLLMENT	SUCCESSFUL COMPLETION	TOTAL ENROLLMENT	SUCCESSFUL COMPLETION	TOTAL ENROLLMENT	SUCCESSFUL COMPLETION	TOTAL ENROLLMENT	SUCCESSFUL COMPLETION	
DISTRICT: FEMALES	1081	712	1105	706	1104	737	2104	1291	75.17% (554 STUDENTS)
DISTRICT: MALES	787	507	864	517	793	494	1462	858	73.68% (364 STUDENTS)
SBVC: FEMALES	660	410	716	415	720	453	1485	856	88.96% (403 STUDENTS)
SBVC: MALES	462	292	475	268	440	251	949	497	98.01% (246 STUDENTS)
CHC: FEMALES	421	302	389	291	384	284	619	435	53.12% (151 STUDENTS)
CHC: MALES	325	215	389	249	353	243	513	361	48.56% (118 STUDENTS)

Note: Students that did not report their gender were excluded from the table above

SUMMARY TABLE 3:

Gender: Comparing Fall 2018 to Fall 2019 (post AB 705) for the district (rows 1 and 2), you see that both genders experienced an increase in the total number of enrollments in and successful completions of transfer-level English. Enrollments increased by 1,000 students (90.6%) for female students and 669 for male students (84.4%). Successful completions increased by 554 students (75.2%) for females and 364 students (73.7%) for males. This pattern is the same for both colleges.

TABLE 4: COURSE RETENTION AND SUCCESS RATE FOR TRANSFER-LEVEL ENGLISH BY GENDER

	2016FA – PRE AB705		2017FA – PRE AB705		2018FA – PRE AB705		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
DISTRICT: FEMALES	87.3%	65.9%	87.3%	63.9%	88.0%	66.8%	86.8%	61.4%	-1.2%	-5.4%
DISTRICT: MALES	89.1%	64.4%	87.0%	59.8%	85.8%	62.3%	86.3%	58.7%	+0.5%	-3.6%
SBVC: FEMALES	85.6%	62.1%	84.4%	58.0%	86.5%	62.9%	85.8%	57.6%	-0.7%	-5.3%
SBVC: MALES	86.1%	63.2%	85.7%	56.4%	82.7%	57.0%	83.4%	52.4%	+0.7%	-4.6%
CHC: FEMALES	90.0%	71.7%	92.8%	74.8%	90.6%	74.0%	89.3%	70.3%	-1.3%	-3.7%
CHC: MALES	93.2%	66.2%	88.7%	64.0%	89.5%	68.8%	91.8%	70.4%	+2.3%	+1.6%

Note: Students that did not report their gender were excluded from the table above

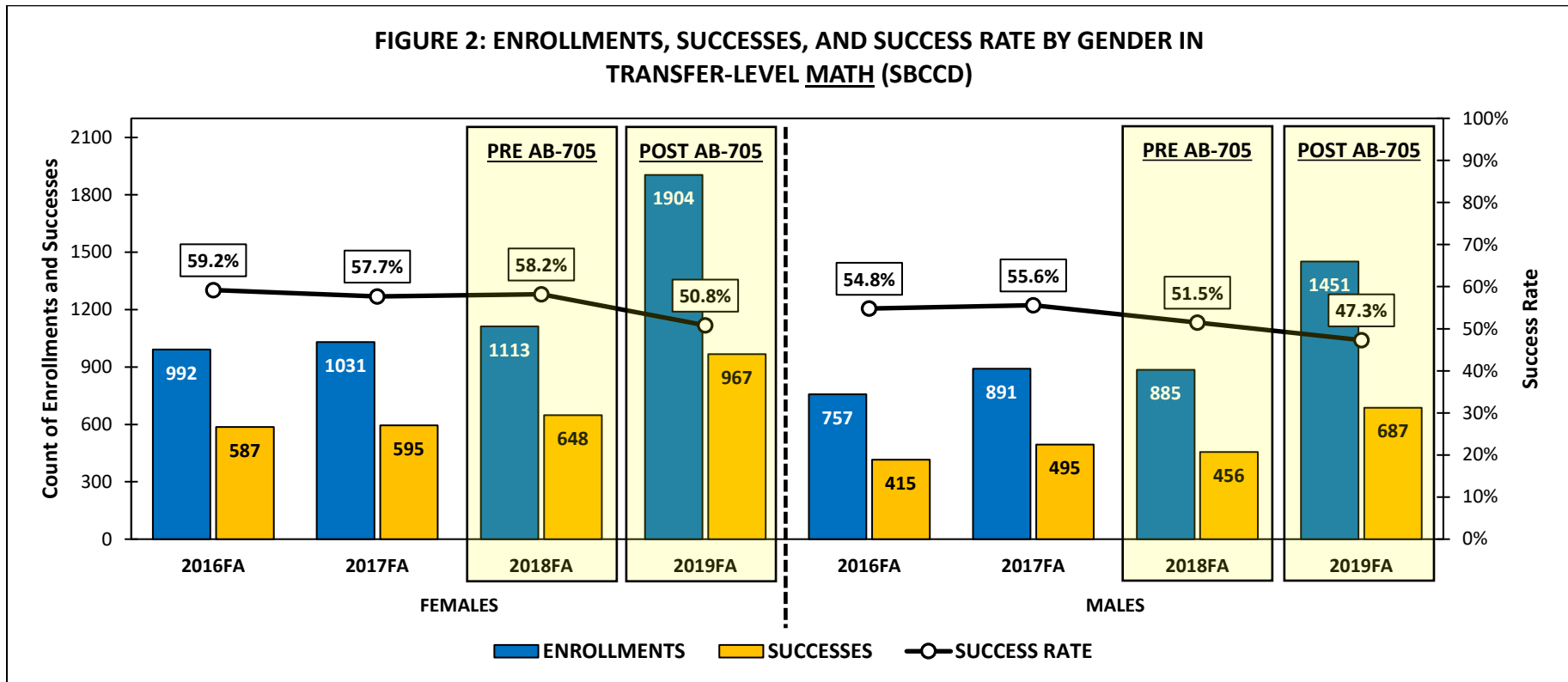
SUMMARY TABLE 4 (SUCCESS RATE):

Overall: Comparing Fall 2018 to Fall 2019 (post AB 705), the SBCCD success rate in transfer-level English for female students has decreased by 5.4% from 66.8% to 61.4%. However, 554 more students successfully completed transfer-level English, an increase of 75.17% (see Table 3 above). For male students, the success rate in transfer-level English has decreased by 3.6% from 62.3% to 58.7%. However, 364 more students successfully completed transfer-level English, an increase of 73.7% (see Table 3 above). This pattern is the same for both colleges.

SUMMARY TABLE 4 (RETENTION RATE):

Overall: Comparing Fall 2018 to Fall 2019 (post AB 705), the SBCCD retention rate in transfer-level English for female students has decreased by 1.2% from 88.0% to 86.8%. For male students, the retention rate in transfer-level English has increased by 0.5% from 85.8% to 86.3%. This pattern is the same for both colleges.

SBCCD TRANSFER-LEVEL MATH (100-LEVEL COURSES)



Note: Students that did not report their gender were excluded from the graph above

Summary (Enrollments and Successes): When comparing Fall 2018 to Fall 2019 (Pre AB-705 vs. Post AB-705) for SBCCD, female students have experienced a 71.1% increase (791 students) in the number of enrollments and an 49.2% increase (319 students) in the number of successes in transfer-level Math. For male students, enrollments in transfer-level Math have increased by 63.9% (566 students) and successes have increased by 50.7% (231 students).

Summary (Success Rate): When comparing Fall 2018 to Fall 2019 (Pre AB-705 vs. Post AB-705) for SBCCD, female students have experienced a 7.4% decrease from 58.2% to 50.8% in their success rate in transfer-level Math. For male students, the success rate in transfer-level Math has decreased by 4.2% from 51.5% to 47.3%.

Summary (Overall): The goal of AB-705 was to increase the number of students enrolling in and succeeding in transfer-level Math and English. It is important to note that, on average, all CCC's are experiencing an increase in enrollments and success in transfer-level Math but a decrease in success rates. For SBCCD, females are higher than males in enrollments (1904 vs. 1451), successes (967 vs. 687), and success rate (50.8% Vs. 47.3%) in transfer-level Math (also a system-wide trend).

TABLE 5: ENROLLMENTS AND SUCCESSFUL COMPLETIONS FOR TRANSFER-LEVEL MATH BY GENDER

	2016FA – PRE AB705		2017FA – PRE AB705		2018FA – PRE AB705		2019FA – AB705		PERCENT INCREASE IN SUCCESSFUL COMPLETIONS FROM 2018FA TO 2019FA
	TOTAL ENROLLMENT	SUCCESSFUL COMPLETION	TOTAL ENROLLMENT	SUCCESSFUL COMPLETION	TOTAL ENROLLMENT	SUCCESSFUL COMPLETION	TOTAL ENROLLMENT	SUCCESSFUL COMPLETION	
<u>DISTRICT: FEMALES</u>	992	587	1031	595	1113	648	1904	967	49.23% (319 STUDENTS)
<u>DISTRICT: MALES</u>	757	415	891	495	885	456	1451	687	50.66% (231 STUDENTS)
<u>SBVC: FEMALES</u>	691	413	684	377	637	378	1279	628	66.14% (250 STUDENTS)
<u>SBVC: MALES</u>	480	268	563	305	450	223	905	418	87.44% (195 STUDENTS)
<u>CHC: FEMALES</u>	301	174	347	218	476	270	625	339	25.56% (69 STUDENTS)
<u>CHC: MALES</u>	277	147	328	190	435	233	546	269	15.45% (36 STUDENTS)

Note: Students that did not report their gender were excluded from the table above

SUMMARY TABLE 5:

Gender: Comparing Fall 2018 to Fall 2019 (post AB 705) for the district (rows 1 and 2), you see that both genders experienced an increase in the total number of enrollments in and successful completions of transfer-level Math. Enrollments increased by 791 students (71.1%) for female students and 566 for male students (63.9%). Successful completions increased by 319 students (49.2%) for females and 231 students (50.7%) for males. This pattern is the same for both colleges.

TABLE 6: COURSE RETENTION AND SUCCESS RATE FOR TRANSFER-LEVEL MATH BY GENDER

	2016FA – PRE AB705		2017FA – PRE AB705		2018FA – PRE AB705		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	RETENTION RATE	SUCCESS RATE
DISTRICT: FEMALES	84.5%	59.2%	84.1%	57.7%	83.6%	58.2%	84.6%	50.8%	+1.0%	-7.4%
DISTRICT: MALES	82.8%	54.8%	86.3%	55.6%	82.8%	51.5%	86.5%	47.3%	+3.7%	-4.2%
SBVC: FEMALES	85.2%	59.8%	82.0%	55.1%	82.9%	59.3%	83.0%	49.1%	+0.1%	-10.2%
SBVC: MALES	82.3%	55.8%	84.7%	54.2%	80.9%	49.6%	86.3%	46.2%	+5.4%	-3.4%
CHC: FEMALES	82.7%	57.8%	88.2%	62.8%	84.5%	56.7%	87.7%	54.2%	+3.2%	-2.5%
CHC: MALES	83.8%	53.1%	89.0%	57.9%	84.8%	53.6%	86.8%	49.3%	+2.0%	-4.3%

Note: Students that did not report their gender were excluded from the table above

SUMMARY TABLE 6 (SUCCESS RATE):

Overall: Comparing Fall 2018 to Fall 2019 (post AB 705), the SBCCD success rate in transfer-level Math for female students has decreased by 7.4% from 58.2% to 50.8%. However, 319 more female students successfully completed transfer-level Math, an increase of 49.2% (see Table 5 above). For male students, the success rate in transfer-level Math has decreased by 4.2% from 51.5% to 47.3%. However, 231 more male students successfully completed transfer-level Math, an increase of 50.7% (see Table 5 above). This pattern is the same for both colleges.

SUMMARY TABLE 6 (RETENTION RATE):

Overall: Comparing Fall 2018 to Fall 2019 (post AB 705), the SBCCD retention rate in transfer-level Math for female students has increased by 1.0% from 83.6% to 84.6%. For male students, the retention rate in transfer-level Math has increased by 3.7% from 82.8% to 86.5%. This pattern is the same for both colleges.

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: May 14, 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 May 14, 2020

SITE	NAME	DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Maita Dawang	EOPS	Thank you for giving me Guidance and Personal Student Support, and for being there.	Victor M Negrete
Crafton Hills College	Kashaunda Harris	EOP&S/CARE/ CalWorks	Thankful for Kashaunda's kind and understanding presence and words. Quarantine is really difficult but I'm very grateful for her support, kindness, and insight.	Skylar Lynn Banning
Crafton Hills College	Claudia Hayton	Financial Aid	Very helpful and patient with new process. Informative on what to expect and next steps. I appreciated her help.	Tara Hunter
Crafton Hills College	Claudia Hayton	Financial Aid	Thank you so much Claudia, the transition to online platform has been so difficult and at times confusing. I'm grateful for you answering my questions and helping me.	Skylar Lynn Banning
Crafton Hills College	Claudia Hayton	Financial aid	Very helpful!	Yaira Sainz
Crafton Hills College	Jonathan Townsend	STEM Center	Establishing and taking the lead on the virtual information center.	Kay Weiss

DSO	Juan	Zavala	Economic Development & Corporate Training	Thank you for your time and dedication in manufacturing 3D-printed visors and face shields for the healthcare industry. You are a hero in many peoples' eyes! Thank you!	Roxane Joyce
San Bernardino Valley College	Dr. Craig	Luke	SDEV Teacher, and Counseling	Best professor I've had so far, and probably one of the best educators I've ever had, he is genuinely involved in the class and wants to see his students do well.	Jared Kleppe
San Bernardino Valley College	Dr. Craig	Luke	Counseling	Help me with my summer classes.	Esther Cardenas
San Bernardino Valley College	Dr. Craig	Luke	Counseling	Very helpful and responds quick.	Samantha Ramos
San Bernardino Valley College	Debbie	Orozco	Counseling	Ms. Orozco provided excellent, professional and patient service to me today during an online meeting. She is AWESOME and very much appreciated!!!!!!	Brett Birnbaum, SBVC Student

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: May 14, 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 4/30/2020 12:29 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	- RFQ/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 P1Quarterly Investment Report	<ul style="list-style-type: none">Grant TenureTenure ContractsClassified Employee of the Year <i>(by 3/15)</i>			
APRIL		MAY		JUNE	
<ul style="list-style-type: none">Interfund Transfer ResolutionConstitutional Advance <i>(optional)</i>	<ul style="list-style-type: none">Quarterly Investment ReportApportionment 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>4/10 Alternate Summer Work Schedule for Management & Confidential Employees	<ul style="list-style-type: none">EEO Multiple Method Certification <i>(by 6/1)</i>Sabbatical Completion Report from last fall <i>(by first semester after return)</i>	<ul style="list-style-type: none">Bank Accounts <i>(annually)</i>			
	<ul style="list-style-type: none">Preliminary Budget & Presentation <i>(study session)</i>Resolution for Outgoing Student TrusteesACCJC Institutional Self-Evaluation Report 1st Reading <i>(by 8/1 every six years. Last report 2014)</i>	<ul style="list-style-type: none">Tentative Budget <i>(by 7/1)</i>Prop 30 EPA Expenditures Resolution <i>(annually)</i>GANN Limit <i>(by 7/1)</i>			
		<ul style="list-style-type: none">Meals, Refreshments, Open POs for Next FYOrder of Election and the Specifications of the Election Order <i>(every 2 years on even numbered years)</i>New Student Trustee OrientationACCJC 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 4/30/2020 12:29 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	- RFQ/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 (<i>annually</i>) Transfer of Appropriations Resolution (<i>annually</i>) 	<ul style="list-style-type: none"> Quarterly Investment Report 	<ul style="list-style-type: none"> Final Budget Public Hearing and Approval (<i>by 9/15</i>) 	<ul style="list-style-type: none"> Prop 30 EPA Expenditure Accounting (<i>if figures change dramatically based on ReCalc</i>) 	<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 Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities
<ul style="list-style-type: none"> Board Orientation Handbook 1st Reading ACCJC Midterm Report 2nd Reading/Approval (<i>by 10/1 every six years. Last report 2017</i>) 	<ul style="list-style-type: none"> Apportionment Attendance Report P3 Final Budget Presentation (<i>study session</i>) 	<ul style="list-style-type: none"> Annual Security Report (<i>by 10/1</i>) 	<ul style="list-style-type: none"> ACCJC Midterm Report 1st Reading (<i>by 10/1 every six years. Last report 2017</i>) 	<ul style="list-style-type: none"> Board Orientation Handbook 1st Reading ACCJC Midterm Report 2nd Reading/Approval (<i>by 10/1 every six years. Last report 2017</i>) 	<ul style="list-style-type: none"> Annual Security Report (<i>by 10/1</i>)
OCTOBER		NOVEMBER		DECEMBER	
<ul style="list-style-type: none"> HR Diversity in Hiring Report (<i>April & October</i>) Board Orientation Handbook 2nd Reading/Approval 	<ul style="list-style-type: none"> Closed Session – Notice of Intent to Non-Renew Quarterly Investment Report 	<ul style="list-style-type: none"> Certified Quarterly Financial Status Report (<i>by 11/15, 2/15, 5/15</i>) Reaffirm FCC Auction Guiding Principles (<i>annually</i>) Sabbatical Completion Report from last spring (<i>by first semester after return</i>) Audit Reports: District, CBOC, KVCRC (<i>by 12/31</i>) BOT Annual Organizational Meeting BOT Committee Member Assignments BOT Member Assignment to the SBRETCJPA BOT Member Assignment County Committee on School District Organization BOT Executive Board New Trustee Orientation (<i>every 2 years on even numbered years, if new trustees are elected</i>) 	<ul style="list-style-type: none"> Closed Session – Notice of Intent to Non-Renew 	<ul style="list-style-type: none"> Certified Quarterly Financial Status Report (<i>by 11/15, 2/15, 5/15</i>) Reaffirm FCC Auction Guiding Principles (<i>annually</i>) Sabbatical Completion Report from last spring (<i>by first semester after return</i>) Audit Reports: District, CBOC, KVCRC (<i>by 12/31</i>) BOT Annual Organizational Meeting BOT Committee Member Assignments BOT Member Assignment to the SBRETCJPA BOT Member Assignment County Committee on School District Organization BOT Executive Board New Trustee Orientation (<i>every 2 years on even numbered years, if new trustees are elected</i>) 	<ul style="list-style-type: none"> Closed Session – Notice of Intent to Non-Renew

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: May 14 ,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 April 21, 2020. As of that date, SBCCD was 80.5% through the fiscal year and had spent and/or encumbered approximately 76.5% of its budgeted general fund.

ANALYSIS

While year to date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2019-20 budget unless noted here. For explanations of any significant variances in year to date revenues/expenditures from fiscal year elapsed, please see the attached summary.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item



Budget Revenue & Expenditure Summary

Year to Date 04/21/2020

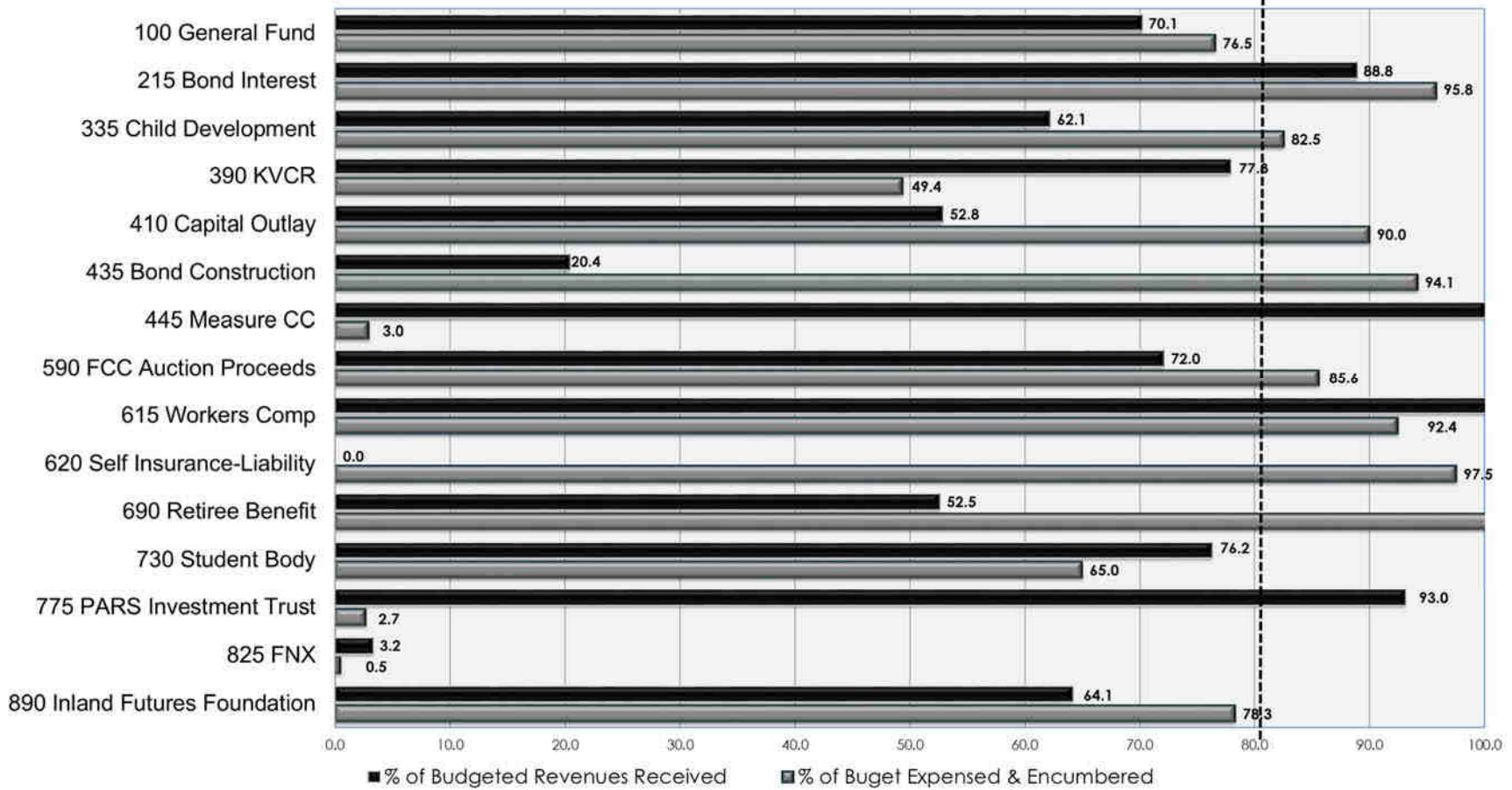
	80.5% of Fiscal Year Elapsed						COMMENTS
	REVENUES			EXPENDITURES			
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	\$ 181,166,858	\$ 127,024,502	70.1%	\$ 188,018,424	\$ 143,906,826	76.5%	
215 Bond Interest & Redemption	\$ 48,250,000	\$ 42,847,860	88.8%	\$ 30,750,000	\$ 29,446,520	95.8%	Taxes are determined and collected by the County for bond measures; SBCCD does not control this fund.
335 Child Development	\$ 3,825,649	\$ 2,376,965	62.1%	\$ 3,825,649	\$ 3,155,836	82.5%	Recording grant revenue for February in process.
390 KVCR	\$ 4,746,407	\$ 3,693,074	77.8%	\$ 7,023,285	\$ 3,467,952	49.4%	Revenue and expenditure budgets are currently under review.
410 Capital Outlay Projects	\$ 2,565,391	\$ 1,354,559	52.8%	\$ 3,703,867	\$ 3,331,704	90.0%	RDA revenue posted by the County.
435 Bond Construction	\$ 39,900	\$ 8,125	20.4%	\$ 5,771,123	\$ 5,433,034	94%	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	\$ 8,926,372	3.0%	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	\$ 3,438,401	72.0%	\$ 26,804,046	\$ 22,938,816	85.6%	
615 Workers Compensation	\$ 1,480,000	\$ 1,552,933	104.9%	\$ 1,820,000	\$ 1,681,570	92.4%	\$266,576 revenue received in January. \$439,786 compromise & release claim paid.
620 Self Insurance-Liability	\$ 565,000	\$ 555,503	98.3%	\$ 905,000	\$ 882,506	97.5%	\$668,935 SWACC annual insurance payment. \$157,377 liability claims processed. \$550,000 interfund transfer-in posted.
690 Retiree Benefit	\$ 250,200	\$ 131,477	52.5%	\$ 250,200	\$ 321,720	128.6%	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	\$ 224,467	65.0%	Expenditures are consistent with the needs of this program.
775 PARS Investment Trust	\$ 12,750,000	\$ 11,860,491	93.0%	\$ 3,100,000	\$ 83,361	2.7%	Interfund transfers-out (expenditures) posted annually.
825 FNX	\$ 3,232,014	\$ 1,035,464	32.0%	\$ 3,232,014	\$ 1,520,898	47.1%	Revenues expected to be significantly lower than budget. Expenditures are consistent with terms of agreement.
890 Inland Futures Foundation	\$ 1,297,106	\$ 831,668	64.1%	\$ 1,297,106	\$ 1,015,581	78.3%	Revenues are have slowed due to the current status of programs associated with this fund.



Budget Revenue & Expenditure Summary

Year to Date 04/21/2020

Fiscal Year Elapsed - 80.5%



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, Interim Vice Chancellor, Human Resources

DATE: May 14, 2020

SUBJECT: Chancellor Search Timeline and Community Inclusion

RECOMMENDATION

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

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. April 9, 2020 the Board of Trustees approved the updated Chancellors Search timeline.

ANALYSIS

In order to meet the proposed timeline, all meetings and interviews must take place during the established date. If any event is postponed, we will be unable to host any campus forums with student and faculty participation. There will not be an impact to our fall accreditation visit by the extended 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 and Community Inclusion

December 12, 2019 at 5:30 p.m. - EBLAST - SBCCD Chancellor Announces Retirement (sent to faculty, staff and community leaders)

December 13, 2019 at 2:00 p.m. – EBLAST – Special Announcement & 2019 Year in Review (sent to faculty, staff and community leaders)

January 14, 2020 SOCIAL MEDIA POST – SBCCD Announces New Board President, Dr. Anne L. Viricel, Executive Board Appointment (includes national chancellor search)

January 14, 2020 SOCIAL MEDIA POST – Message from Interim SBCCD Chancellor Jose F. Torres

February 13, 2020 at 1:30 – 2:00 p.m. – Conference Call with Board of Trustees Ad Hoc Committee members and Association of Community Colleges Trustees (ACCT)

February 21, 2020 – SOCIAL MEDIA POST – SBCCD Launches National Search for Next Chancellor (includes public forums time/date)

February 22, 2020 – SOCIAL MEDIA POST/EVENT – 1st Public Forum: National Search for Chancellor (March 4th 12:00 p.m. at SBVC)

February 22, 2020 – SOCIAL MEDIA POST/EVENT – 1st Public Forum: National Search for Chancellor (March 4th 2:00 p.m. at CHC)

February 22, 2020 – SOCIAL MEDIA POST/EVENT – 1st Public Forum: National Search for Chancellor (March 5th 3:00 p.m. at District Office)

February 22, 2020 – SOCIAL MEDIA POST/EVENT – 1st Public Forum: National Search for Chancellor (March 5th 5:00 p.m. at District Office)

February 24, 2020 at 2:19 p.m. PRESS RELEASE – The Sun Newspaper – Search for new San Bernardino Community College District Chancellor Begins, public forums scheduled for community input

Wednesday, March 4, 2020 at 12:00 – 1:00 p.m. – Community forum at the SBVC, Room B-100

Wednesday, March 4, 2020 at 2:00 – 3:00 p.m. – Community forum at the CHC, Room CHL 101

March 5, 2020 at 12:00 p.m. – EBLAST – Community Forum Announcement - National Search for Our 15th Chancellor (sent to 20,926 students, faculty, and staff)

Thursday, March 5, 2020 at 3:00 – 4:00 p.m. - Community forum at the District office, Boardroom

Thursday, March 5, 2020 at 5:00 – 6:00 p.m. - Community forum at the District office, Boardroom

Friday, March 6, 2020 at 11:30 a.m. – 3:30 p.m. – Search Committee Meeting with ACCT Consultant at the District office, Board Extension Room

Thursday, April 9, 2020 – SBCCD Board approved Chancellor Search Timeline extension.

April 16, 2020 – EBLAST – *Selecting SBCCD's 15th Chancellor: Community Update* (extension of recruitment timeline) (sent to 20,926 students, faculty, and staff)

April 16, 2020 – SOCIAL MEDIA POST – *Selecting SBCCD's 15th Chancellor: Community Update* (extension of recruitment timeline)

DEADLINES EXTENDED. THE FOLLING DATES IN RED HAVE BEEN CHANGED/EXTENDED:

~~April 17, 2020 – April 30, 2020 – Application review~~

~~Friday, May 1, 2020 – TIME TBD – HOLD ALL DAY Committee Meeting #2; Discuss and select candidates~~

~~Tuesday, May 12, 2020 at 8:00 a.m. – 5:00 p.m. – Interviews~~

~~Wednesday, May 13, 2020 at 8:00 a.m. – 5:00 p.m. – Interviews~~

~~Week of June 1, 2020 – Final candidates interview with the full Board of Trustees, tour campuses, participate in open forums, meet with direct reports; Board deliberation; Board selections first choice candidates.~~

~~Week of June 8, 2020 – Members of the Governing Board conduct site visit to the first choice candidate's institution~~

~~Week of June 15, 2020 Board of Trustees announces the next Chancellor of SBCCD~~

~~August 1, 2020 – Chancellor start date.~~

NEW EXTENDED/CHANGED DATES:

April 17, 2020 – April 30, 2020 - Application review

August 4, 2020 – TIME TBD – HOLD ALL DAY Search Committee Meeting #2; Discuss and selection of 7 – 9 confidential semifinalist candidates

August 18, 2020 at 8:00 a.m. – 5:00 p.m. – 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 (2 full days)

August 19, 2020 at 8:00 a.m. – 5:00 p.m. – 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 (2 full days)

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.

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.



Chancellor Search

Chancellor Search Committee Appointed Members

SBCCD Board of Trustees

- Dr. Anne L. Viricel, Chair
- Dr. Stephanie Houston, Vice Chair
- Gloria Macias Harrison, Clerk

Associated Students

- TBD, Crafton Hills College
- Sofiya Herrera, San Bernardino Valley College

Crafton Hills College Academic Senate

- Mark McConnell, President
- Christopher Oliver, Member

San Bernardino Valley College Academic Senate

- Dr. Celia Houston, President
- Amy Avelar, Incoming President

Crafton Hills College Classified Senate

- Rebecca Abeyta, Secretary

San Bernardino Valley College Classified Senate

- Judy Rodriguez, President

SBCCD California School Employees Association Chapter 291

- Kevin Palkki, President
- Corinna Baber, Member

SBCCD California Teachers Association

- Meridyth McLaren, President
- Jamie Herrera, Vice President

SBCCD Management Association

- Colleen Gamboa, District Support Operations
- Dr. Stephanie Lewis, San Bernardino Valley College
- Dr. Giovanni Sosa, Crafton Hills College

SBCCD Confidential Group

- Heather Ford, Executive Assistant to the Chancellor

Executive Management

- Dr. Kevin Horan, President, Crafton Hills College

Community Members

- Dr. Carlos Ayala, President, Growing Inland Achievement
- Hardy Brown II, Member, San Bernardino County Board of Education
- Sam Irwin, Vice President, Crafton Hills College Foundation

Appointees

- Christopher M. Crew, District Support Operations
- Rania Hamdy, San Bernardino Valley College
- Kashaunda Harris, Crafton Hills College

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: May 14, 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 March 2020 (See attached).

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
CLERY ACT CRIMES
March 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
20-0210	03/05/2020	H&S 11364(A)	Possession of Drug Paraphernalia	Lot 3	Subject Arrested
20-0213	03/06/2020	H&S 11550(A)	Under the Influence of a Controlled Substance	Lot 3	Subject Arrested

PUBLIC PROPERTY:

CRAFTON HILLS COLLEGE

NO INCIDENTS TO REPORT

DSO

NO INCIDENTS TO REPORT

SAN BERNARDINO VALLEY COLLEGE

NO INCIDENTS TO REPORT

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: May 14, 2020
SUBJECT: Construction Contracts, Change Orders, and Amendments
Below \$60,000

RECOMMENDATION

This item is being submitted for information only. No action is necessary.

OVERVIEW

This board item affects small scale construction contracts, as well as any change orders or amendments, which have a total value of \$60,000 or less.

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code.

ANALYSIS

Per Public Contract Code 22032(a), public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Informal proposals were solicited as necessary and an analysis of those received indicates that the contracts selected best suit the needs of SBCCD for the particular projects.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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



Construction Contracts, Change Orders, and Amendments Below \$60,000

Presented for Information on May 14, 2020

[v.4.22.2020.p.1|1]

Contract Awards

Contractor & Project	Amount	Funding
Allen Communications of Whittier, CA 03-1718-10A KJHP Transmitter and Antenna Installation	\$59,000.00	Fund 410: Capital Outlay
NRC/URS Ecology of San Diego, CA CC01-3610.03 SBVC Welding Remediation	\$22,436.00	Fund 445: Measure CC SBVC Infrastructure
COUTS Heating and Cooling of Corona, CA CC01-3610.01 Acetylene Welding Line Replacement	\$40,460.00	Fund 445: Measure CC SBVC Infrastructure

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: May 14, 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 05/14/2020

1 of 7

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19472	AAF International	Maintenance Agreement	Maintenance/CHC	\$5,087.90		
19449	Academic Cap and Gown	Production of Logo Items	Business Services/SBCCD	\$344.80		
19394	AMI Graphics Inc.	Production of Logo Items	Marketing/CHC	\$1,017.18		
19425	Blackbaud, Inc.	Software Training	Foundation/SBVC	\$3,000.00		
19419	Blue Ribbon Ink & Thread, Inc.	Production of Team Uniforms	Athletics/SBVC	\$620.50		
19307	BrassBell.com	Purchase Agreement	Police Science/SBVC	\$736.95		
19466	BSN Sports Inc.	Production of Team Uniforms	Athletics/SBVC	\$4,346.90		
19473	BSN Sports Inc.	Production of Team Uniforms	Athletics/SBVC	\$4,604.48		
18868	Cal-Lift Inc.	On Demand Repairs	Facilities/CHC	\$7,200.00		\$3,000.00
19348	Cambridge West Partnership LLC	Consultants	DSS/SBCCD	\$80,000.00		
19398	Card Integrators Corporation dba CI Solutions	Maintenance Agreement	Student Life/SBVC	\$1,990.00		
19406	Card Integrators Corporation dba CI Solutions	Repairs	Student Life/CHC	\$350.00		
18588	CCC Chancellor's Office	Income - General	Fiscal Services/SBCCD	No Cost		
19405	CDW Government Inc.	Software/Online Services	Campus Tech/CHC	\$28,391.40		

Contracts Agreements

Board Date 05/14/2020

2 of 7

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19431	CDW Government Inc.	Software/Online Services	Health Center/SBVC	\$1,999.00		
19439	CISCO Systems, Inc.	Software/Online Services	TESS/SBCCD	\$1,067.20		
19436	CODESP - Employee Selection	Pre-Employment Testing	Human Resources/SBCCD	\$5,000.00		
19392	College Central Network, Inc. DBA CCN Financial Services	Software/Online Services	Counseling/CHC	\$5,000.00		
19465	Computer Protection Technology Inc.	Repairs	TESS/SBCCD	\$20,198.77		
19422	Colorado Time Systems	Repairs	Pool/CHC	\$220.00		
19395	Confetti FX Planet	Rental	Student Life/SBVC	\$1,621.26		
19468	Constant Contact, Inc.	Marketing	KVCR/KVCR	\$2,814.00		
19467	Cranium Cafe, LLC	Software/Online Services	TESS/SBCCD	\$4,000.00		
19402	Creative 7 Designs Inc.	Professional Services	Marketing/CHC	\$5,000.00		
19403	Creative 7 Designs Inc.	Professional Services	Marketing/CHC	\$1,895.00		
19389	Crestline Specialties Inc	Production of Logo Items	Transfer Center/SBVC	\$1,487.98		
19459	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/SBVC	\$3,253.63		
19474	Crown Promotions Group Inc.	Production of Logo Items	Counseling/SBVC	\$5,771.84		

Contracts Agreements

Board Date 05/14/2020

3 of 7

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19437	Cruz, Alfredo	Consultants	Chancellor/SBCCD	\$7,000.00		
19441	Eide Bailly LLP	Professional Services	Fiscal Services/SBCCD	\$13,200.00		
19442	Eide Bailly LLP	Professional Services	Fiscal Services/SBCCD	\$6,900.00		
19443	Eide Bailly LLP	Professional Services	Fiscal Services/SBCCD	\$11,000.00		
19464	Environmental Management Technologies	Hazardous Waste Clean-Up	Facilities Planning/SBCCD	\$1,000.00		
18436	Experian	Credit Information	Fiscal Services/SBCCD	\$5,000.00		
18812	FranklinCovey Client Sales	Training Services	Human Resources/SBCCD	\$22,000.00		
19399	FX Imaging Inc.	Professional Services	Marketing/CHC	\$1,500.00		
19457	Garner Holt Productions Inc	Workstudy Site	Technical Training/SBVC	No Cost		
19400	Geary Floors, Inc.	Repairs	Maintenance/SBVC	\$17,900.00		
19445	Hyland LLC	Software/Online Services	TESS/SBCCD	\$74,049.77		
19342	IDEMIA Identity & Security USA, LLC	Purchase Agreement	Human Resources/SBCCD	\$13,822.00		
19447	IDM Computer Solutions Inc.	Software/Online Services	TESS/SBCCD	\$399.60		
19391	Indigenous Cuisine International Inc.	Program Acquisition	FNX/KVCR	\$8,403.20		

Contracts Agreements

Board Date 05/14/2020

4 of 7

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19362	Inland Empire Economic Partnership (IEEP)	Sponsorship	Facilities Planning/SBCCD	\$1,000.00		
19410	Innovative Signs & Designs	Production of Logo Items	Marketing/SBVC	\$118.80		
19407	Innovative Signs & Designs	Production of Signs & Posters	Marketing/SBVC	\$237.60		
19408	Innovative Signs & Designs	Production of Signs & Posters	Marketing/SBVC	\$388.80		
19409	Innovative Signs & Designs	Production of Signs & Posters	Marketing/SBVC	\$129.90		
19426	Keenan & Associates	Professional Services	Business Services/SBCCD	\$80,000.00		
19463	Keenan & Associates	Professional Services	Human Resources/SBCCD	No Cost		
19448	Kore Technologies, LLC	Software/Online Services	TESS/SBCCD	\$3,462.37		
19411	LeMay Construction	Building Improvement	EDCT/SBCCD	\$1,475.00		
19433	LexisNexis Coplogic Solutions Inc.	Software/Online Services	District Police/SBCCD	\$1,875.00		
19429	MacIntosh, Cindy Lee DBA AHRH - At His Right Hand	Rental	Marketing/SBVC	\$600.00		
19418	Medical Billing Technologies, Inc.	Billing Services	Health Center/SBVC	\$35,000.00		
19460	MSDSonline Inc.	Software/Online Services	Facilities Planning/SBCCD	\$17,997.00		
19423	National Instruments Corp	Software/Online Services	Technical Training/SBVC	\$8,041.89		

Contracts Agreements

Board Date 05/14/2020

5 of 7

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19427	Naumann Hobbs Material Handling Inc.	Purchase Agreement	Maintenance/CHC	\$40,284.92		
19154	NCA Studio Inc.	Professional Services	Facilities Planning/SBCCD	\$75,500.00		\$25,500.00
19428	OCLC, Inc	Software/Online Services	TESS/SBVC/SBCCD	\$7,000.00		
19412	Omni Update Inc.	Professional Services	TESS/SBCCD	\$3,000.00		
19451	PAPE Group, Inc. dba Pape Material Handling Inc	Repairs	TESS/SBCCD	\$2,287.50		
15726	Phoenix Group - Information Systems	Citation Processing	District Police/SBCCD	\$7,000.00		\$1,500.00
18373	Ram Plumbing Heating & Air	On Demand Repairs	Maintenance/SBVC	\$60,000.00		\$20,000.00
19421	Redlands Door & Window Company dba Gerber, Guy	Repairs	Maintenance/CHC	\$4,550.00		
19456	Redlands, City of	Workstudy Site	Technical Training/SBVC	No Cost		
19444	Reider, Timothy Burton dba Blackcomb	Consultants	TESS/SBCCD	\$2,750.00		
19397	Riddell/All American	Repairs	Athletics/SBVC	\$5,900.00		
19345	Riverside CCD	Event	Program Development/CHC	\$100.00		
19453	Safetystratus Inc.	Software/Online Services	Facilities Planning/SBCCD	\$7,400.00		
19471	San Bernardino City USD	Collaborative Relationship	EDCT/SBCCD	No Cost		

Contracts Agreements

Board Date 05/14/2020

6 of 7

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19404	San Bernardino County Superintendent of Schools	Income - Grant	Child Care Center/CHC		\$244,347.00	\$24,718.00
19401	San Diego CCD	Income - General	Grants/SBVC		\$188,239.00	
19454	Sidepath Inc.	Software/Online Services	Campus Tech/CHC	\$9,058.48		
19470	Siteimprove Inc.	Software/Online Services	TESS/SBCCD	\$7,440.00		
19386	SmartDeploy	Software/Online Services	Campus Tech/SBVC	\$4,185.00		
19455	SonoSim Inc.	Purchase Agreement	Radiological Technology/CHC	\$12,539.85		
19417	Spitshine Mobile Detailing	Repairs	Fire Technology/CHC	\$2,115.00		
19438	Strata Information Group (SIG)	Consultants	Financial Aid/CHC	\$19,200.00		
19458	Summer, Linda dba Technical Associated Services	Repairs	Technical Training/SBVC	\$2,144.00		
19461	Summerland Bags, LLC	Production of Logo Items	Student Success/SBVC	\$57,988.95		
19396	Summerland Bags, LLC	Production of Logo Items	Athletics/SBVC	\$1,706.30		
19450	Sun Ridge Systems Inc.	Software/Online Services	SBCCD Police/SBCCD	\$2,625.00		
19435	TechSmith Corporation	Software/Online Services	TESS/SBCCD	\$557.75		
19420	Three Peaks Corp.	Repairs	Maintenance/CHC	\$7,133.00		

Contracts Agreements

Board Date 05/14/2020

7 of 7

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19390	TMDCommunications	Consultants	Marketing/CHC	\$3,000.00		
19424	U.S. Department of Health & Human Services	30% Indirect Cost Rate	Fiscal Services/SBCCD	No Cost		
19432	United Rentals North America Inc.	Rental	Business Services/SBCCD	\$50,000.00		
19452	Valsoft Corporation Inc.	Software/Online Services	TESS/SBCCD	\$3,950.00		
19446	Valsoft Corporation Inc.	Software/Online Services	TESS/SBCCD	\$14,700.00		
19413	West Coast Lights & Sirens, Inc.	Installation Services	District Police/SBCCD	\$6,454.24		
19414	West Coast Lights & Sirens, Inc.	Installation Services	District Police/SBCCD	\$377.13		
19430	Wix.com	Software/Online Services	TESS/SBCCD	\$288.00		
19387	World Class Awards	Production of Logo Items	Transfer Center/SBVC	\$1,131.38		
19415	Xgraphix LLC	Fire Truck Decals	Fire Technology/CHC	\$393.00		
19416	Xgraphix LLC	Fire Truck Decals	Fire Technology/CHC	\$1,145.00		
19434	Zoho Corporation	Software/Online Services	TESS/SBCCD	\$2,515.00		

Total Number of Contracts 96

Total Contract Values

\$955,939.22

\$432,586.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
DATE: May 14, 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 \$32,726,937.

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)

	PROJECTED													
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	42,362	39,464	37,650	37,091	27,744	25,888	40,045	35,751	39,722	39,649	36,194	34,081		
Receipts														
Federal	35	227		135		-3	306	88	107	224	523	1,489		3,129
State	6,276	5,137	13,881	6,307	5,692	8,152	14,614	9,409	14,052	4,959	6,299	11,961		106,740
State Deferrals														
Local	821	966	84	568	3,409	17,398	8,886	5,583	-4,597	5,894	4,087	5,889		48,990
Temporary Borrowings														
Interfund Transfer & Sale of Assets	894	894	899	894	902	894	898	-4,805	6,603	1,892	1,677	92		11,735
Accounts Receivable/Accruals	227	1,657	1,934	522	454	585	1,876	436	679	230	379	1,575		10,556
Total Receipts	8,254	8,881	16,798	8,426	10,458	27,027	26,580	10,710	16,844	13,200	12,965	21,007		181,150
Disbursements														
Academic Salaries	6	2,541	4,297	4,849	4,947	4,898	5,391	4,317	4,862	4,963	4,942	8,088		54,100
Classified Salaries	2,371	2,713	2,806	2,997	2,974	3,103	2,965	2,854	2,701	2,900	3,147	4,510		36,042
Benefits	1,163	2,041	2,357	2,467	2,500	2,500	2,497	2,383	2,474	2,548	2,579	3,871		29,382
Supplies & Materials	242	192	209	300	135	144	189	190	120	269	336	2,221		4,546
Other Operating Exp	2,333	1,964	1,811	4,117	938	1,496	1,636	1,566	1,219	4,793	2,937	12,873		37,683
Capital Outlay	1,146	677	294	536	213	372	398	456	79	753	584	1,796		7,303
Other Outgo	325	363	611	2,496	925	853	958	1,295	1,358	429	1,733	3,299		14,646
Longterm Post-Employment Benefits	-7	-10	-10	-10	-10	-10	42	-1	-1	-9	23	-3		-5
Accounts Payable/Accruals	3,572	214	4,982	21	-309	-487	16,799	-6,320	4,105	8	-1,202	-14,294		7,089
Total Disbursements	11,153	10,695	17,357	17,773	12,314	12,869	30,874	6,740	16,917	16,655	15,078	22,360		190,785
Increase / (Decrease) in Cash Balance	-2,898	-1,814	-559	-9,346	-1,856	14,157	-4,294	3,970	-73	-3,455	-2,113	-1,354		
Estimated Ending Cash Balance	39,464	37,650	37,091	27,744	25,888	40,045	35,751	39,722	39,649	36,194	34,081	32,727		

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: May 14, 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.

ARTICLE 10: HEALTH & WELFARE BENEFITS

- 10.1 **HEALTH & WELFARE BENEFITS.** The DISTRICT shall provide to each unit member and their eligible family members, health and welfare benefits. Health and welfare benefits are defined as medical, dental, vision, chiropractic, life insurance, and employee assistance program (EAP).

Individual unit members may select among plans as outlined in Appendix J (**Health and Welfare Benefits package**).

During the life of the agreement the DISTRICT shall fully fund the least expensive medical/dental/vision/chiropractic/life insurance/EAP package for each unit member who works twenty (20) or more hours per week on a regular basis. Individual unit members who elect to enroll in more expensive health and welfare packages shall be responsible for the difference in cost between the least expensive medical package and the package selected by the individual through payroll deductions.

The DISTRICT and the ASSOCIATION must agree to any proposed changes in benefits and/or plans. In addition, the ASSOCIATION retains the right to negotiate the out of pocket cost to unit members.

- 10.2 **HEALTH & WELFARE COMMITTEE.** The DISTRICT will establish a standing health and welfare committee. The ASSOCIATION will designate three (3) unit members to the committee. The purpose of the committee is to monitor costs and recommend changes. The committee's recommendations are non-binding on the bargaining unit.

- 10.3 **"OPT OUT" OPTION (MEDICAL ONLY).** Individual unit members who provide proof of other medical coverage may decline enrollment in a medical plan with the DISTRICT based on the following:

- a. This option is available on a first-come, first-serve basis.
- b. No more than 10% of members of any plan may elect this option.
- c. An annual amount of \$3,000 shall be paid to members who opt out of medical coverage. This will be paid in twelve (12) equal payments.
- d. Any member who elects this option shall not be eligible for medical coverage until the next open enrollment period unless a qualifying event occurs.
- e. Any savings generated under this section shall be used to help offset current/future insurance costs for the DISTRICT and employees.

10.4 **FINANCIAL HARDSHIP CLAUSE.** Notwithstanding other provisions of the collective bargaining agreement regarding re-opener language, the DISTRICT and the ASSOCIATION agree to re-open this Article during the term of this agreement in the event of a financial hardship as declared by the DISTRICT or the ASSOCIATION. The DISTRICT and/or the ASSOCIATION will notify the other in writing and provide the supporting documentation to show impending hardship. Upon receipt of this information, the DISTRICT and the ASSOCIATION agree to schedule negotiations within ten (10) working days. The DISTRICT and the ASSOCIATION agree that the District's contribution per employee per medical/dental/vision/chiropractic/life insurance/ employee assistant program (EAP) package will at no time decrease below the amount equivalent to the least expensive medical/dental/vision/chiropractic/life insurance/employee assistant program (EAP) package at the time the District claims financial hardship.

BOARD OF TRUSTEES APPROVAL:
CSEA RATIFICATION:

25

For the District



Kristina Hannon, SBCCD
Vice Chancellor, Human Resources &
Police Services

For CSEA



Kevin Palkki, President CSEA #291



Abe Fulgham III, Team Member



Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

March 31, 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 benefits for benefit eligible unit members in Appendix J (Health and Welfare Benefit plans) of the 2020-2023 collective bargaining agreement shall be as follows (employee rates effective until 6/30/2021):


New Anthem Blue Cross plans will replace existing Blue Shield plans
Current Kaiser plans will move from direct basis to inclusion within SISC pool

- Medical plans offered to include a choice of five (5) medical plans:
 - Anthem Blue Cross Select Network HMO Premier (No additional cost option)
 - Anthem Blue Cross California Care Network HMO Premier + \$64.00
 - Anthem Blue PPO + \$482.40
 - Kaiser Low HMO \$30 Co-Pay (No additional cost option)
 - Kaiser High HMO \$10 Co-Pay +\$196.80
- Dental plans offered to include a choice of two (2) plans:
 - DeltaCare USA (No additional cost option)
 - Delta Dental PPO + \$62.39
- Vision plan offered
 - EyeMed (No Additional cost)
- Chiropractic:
 - Anthem Blue Cross (Cost dependent on chosen plan)
 - Kaiser (Cost dependent on chosen plan)
- Basic Life, Voluntary Life & Accidental Death and Dismemberment (AD&D)
 - Prudential Basic Life and Basic AD&D (No additional cost option)
 - Prudential Voluntary Life and Voluntary AD&D (Additional cost option)
- Employee Assistance Program (EAP):
 - Anthem Blue Cross through SISC (No additional cost)

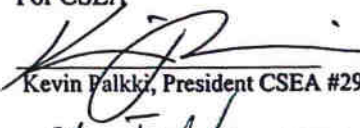
The District shall fund the lowest cost plans on Anthem and Kaiser during the 2020-2021 fiscal year only to ease the transition to the new medical plans. In the event that there are any unforeseen changes to Article 10 and/or Appendix J (Health and Welfare Benefits plans) of the Collective Bargaining Agreement, CSEA and the District reserve the right to reopen this MOU.

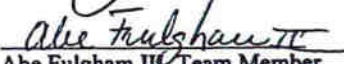
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District


Kristina Hannon, SBCCD
Vice Chancellor, Human Resources &
Police Services

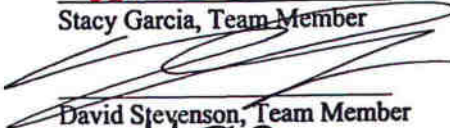
For CSEA



Kevin Falkki, President CSEA #291


Abe Fulgham III, Team Member


Ginger Sutphin, Team Member


Stacy Garcia, Team Member


David Stevenson, Team Member


Myesha Kennedy, CSEA LRR

Appendix J (Health and Welfare Benefits)

Medical

- ❖ Employee Contribution (10 premium deductions):
 - Anthem Select HMO
 - Anthem California Care HMO
 - Anthem PPO
 - Kaiser \$10
 - Kaiser \$30

Dental

- ❖ Employee Contribution (10 premium deductions):
 - HMO
 - PPO

Vision

- ❖ Employee Contribution (10 premium deductions):
 - EyeMed

Life

- No plan design changes to life insurance plans.
- Continue to fully fund a basic term life insurance policy of \$50,000
- Continue to fully fund a basic AD&D policy of \$50,000
- Continue to offer voluntary life and/or AD&D policies fully funded by employees

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 31, 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".

In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for reclassification, it has been determined the following bargaining unit member shall be reclassified:

1. Effective November 26, 2019, bargaining unit member Floyd Simpson, Admissions & Records Technician, Range 32 Step E, 8 hours/260 day work year in the Admissions & Records at Crafton Hills College will be reclassified to the classification of Admissions & Records Coordinator, Range 42 Step A, 8 hours/260 day work year.
2. Effective November 27, 2019, bargaining unit member Julie Ulloa, Admissions & Records Evaluator, Range 42 Step E, 8 hours/260 day work year in the Admissions & Records at San Bernardino Valley College will be reclassified to the classification of Admissions & Records Lead Evaluator, Range 47 Step D, 8 hours/260 day work year.
3. Effective November 8, 2019, bargaining unit member Lupita Aguilar, Secretary II, Range 33 Step B, 8 hours/260 day work year in the Instruction at San Bernardino Valley College will be reclassified to the classification of Schedule Catalog Data Specialist, Range 42 Step A, 8 hours/260 day work year.
4. Effective November 22, 2019, bargaining unit member Mary Bender, Administrative Secretary, Range 37 Step E, 8 hours/260 day work year in the Occupational Education at Crafton Hills College will be reclassified to the classification of Administrative Assistant I, Range 41 Step D, 8 hours/260 day work year.
5. Effective December 1, 2019, bargaining unit member Phyliscia Sanchez, Administrative Secretary, Range 37 Step C, 8 hours/260 day work year in the Resource Development at San Bernardino Valley College will be reclassified to the classification of Development Coordinator, Range 45 Step A, 8 hours/260 day work year.

- 6. Effective November 26, 2019, bargaining unit member Victoria Barra, Administrative Secretary, Range 37 Step E, 8 hours/260 day work year in the Admissions & Records at Crafton Hills College will be reclassified to the classification of Administrative Assistant I, Range 41 Step D, 8 hours/260 day work year.

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

For the District




Kristina Hannen, SBCCD
Vice Chancellor of Human Resources
& Police Services

For CSEA



Kevin Palkki, President CSEA #291



Abe Fulgham, Team Member




Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

March 31, 2020

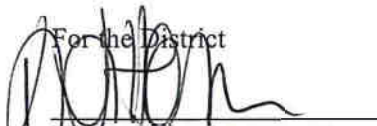
DARRELL FISHER INTERIM APPOINTMENT TO CUSTODIAL SUPERVISOR

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 Darrell Fisher (hereinafter, "Employee"), Lead Custodian, to Custodial Supervisor, under the following stipulations:

1. The length of assignment will be from March 25, 2020 through April 30, 2020, or until a decision is made by the Employee or management to end the assignment, or until the Custodial Supervisor returns back from a leave of absence.
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 Lead Custodian.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Lead 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
Vice Chancellor, Human Resources
and Police Services

For CSEA


Kevin Palkki, President CSEA #291

Abe Fulgham, Team Member

Ginger Sutphin

Ginger Sutphin, Team Member

Stacy Garcia

Stacy Garcia, Team Member

David Stevenson

David Stevenson, Team Member

Myesha Kennedy

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

April 2, 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".

1. In Accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for reclassification, the reclassification committee met and it was determined the following bargaining unit member shall not be reclassified, but receive a 5% out of class increase.
2. Effective November 25, 2019, bargaining unit member Stacy Sysawang, Secretary II, Range 33 Step E, 8 hours/260 day work year in the Professional Development Center at District will receive a 5% out-of-class increase. Employee will be compensated Range 37, Step D. The length of the assignment shall be effective November 25, 2019 through March 31, 2020.

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

For the District



Kristina Hannon, SBCCD
Vice Chancellor of Human Resources
& Police Services

For CSEA



Kevin Palkki, President CSEA #291




Abe Fulgham, 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

April 14, 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.

Due to recent changes the Parties agree to adhere to the March 16 COVID-19 MOU with the following additions:

1. The District will provide an updated list of onsite essential workers on a weekly basis.
2. CSEA will be notified of all onsite schedule changes prior to implementations and notification to the individual unit member.
 - CSEA maintains the right to negotiate all working conditions for the classified unit members.
 - Classified unit members will be given the opportunity to work from home if the schedule change creates a hardship that would not be incurred during regular work circumstances.
 - The District will provide a 24 hour notice (via email and phone call) to classified unit members prior to schedule changes that require workers to come onsite.
 - If a limited crew during the COVID-19 precautions is needed onsite CSEA will be notified of the request prior to implementation and notification to the individual unit member.
 - The District will notify CSEA of the positions deemed as essential to work on site

3. In addition to #7 of the March 16 COVID-19 MOU The District will include CSEA in all discussions related to the COVID-19 issues that may affect classified workers.
4. 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

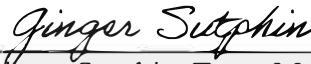
For CSEA



Kevin Palkki, President CSEA #291



Myesha Kennedy, CSEA LRR



Ginger Sutphin, Team Member



Stacy Garcia, Team Member



David Stevenson, Team Member



Abe Fulgham, 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

April 14, 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 the following regarding the 3/12 Alternate Work Schedule ("AWS") for the period of Monday, April 20, 2020 through Saturday, August 1, 2020.

1. The College Police Officers and College Security Officers will participate in the 3/12 AWS. The 3/12 workweek will be Monday through Friday. The College Police Officers and College Security Officers will continue to work a forty (40) hour workweek.
 - a. Four (4) hours will be available to be worked remotely and will need to be worked within the workweek of Monday thru Friday.
2. The 3/12 AWS will be offered based on seniority for May selection order, determined by permanent hire date among those in the same classification and department who normally perform the work involved. The adjustment will be mutually agreed by the unit member. Unit members may request a meeting with their immediate supervisor and a union representative to discuss any hardships with the four (4) hour adjustment.
3. During the week of July 4, 2020, July 2, 2020 will be the observed holiday and District facilities will be closed. All classified unit members that work on any of the following days will receive holiday pay; Thursday July 2nd, Friday July 3rd, and Saturday July 4th.
4. Unit members shall be notified of their 3/12 AWS start and end times by April 17, 2020.
5. The District will provide the Association with the 3/12 AWS including names, location, and shift times worked at the beginning of the 3/12 AWS.
6. All shift will be paid at the appropriate differential in accordance with Article 7.2.
7. This MOU will be reevaluated and subject to negotiations at any time.

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
and Police Services

For CSEA



Kevin Palkki, President CSEA #291



Abe Fulgham, Team Member



Ginger Sutphin, Team Member



Myesha Kennedy, CSEA LBR



David Stevenson, Team Member



Stacy Garcia, Team Member

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: May 14, 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 4/10/2020)**

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, the previous MOU (Emergency Contingency Plan for Covid19, Amended 3/19/2020) stated that 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;

WHEREAS, both colleges have indicated that Summer 2020 instructional and non-instructional work will continue using online or remote methods, due to the ongoing emergency situation;

THEREFORE, the following provisions shall be in effect from March 16, 2020 until August 7, 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. Faculty Department Chairs and Deans will also work together to determine the feasibility of remote instruction for Summer offerings. 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. Faculty Department Chairs and Deans will also work together to determine the feasibility of remote non-instructional work during the Summer.

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 August 7, 2020 and requires the approval and ratification by the Governing Board of Trustees.

Dated: 4/10/2020

Sheri Lillard

Sheri Lillard, SBCCDTA Lead Negotiator

Dated: 4/10/2020

Kristina Hannon

Kristina Hannon, Vice Chancellor, Human Resources & Police Services

**MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS
ASSOCIATION**

**Emergency Contingency Plan for San Bernardino Valley College Counselors
in Response to Covid-19**

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, SBVC Counselors were not given the previously negotiated amount of time for training and transitioning to remotely provide services to students, per the MOU signed March 27, 2020;

WHEREAS, both parties agree that counseling services will still be provided to students during this transitional period.

THEREFORE, for the San Bernardino Valley College Counselors the following provisions shall be in effect from March 30, 2020 until end of day, April 10, 2020:

1. The Dean will work the Counseling Department co-chairs to provide each counselor with a schedule that incorporates the training throughout the two weeks March 30th - April 10th.
2. No appointments will be made for Friday, April 3rd to attend training. Counselors who need additional training will be given a schedule that incorporates the training throughout the 2nd week (April 6th-10th).
3. Faculty who provide training outside of their normal schedule to other faculty to move to remote delivery of student services between March 27th and April 10, 2020 shall be compensated at the Non-Teaching Agreement rate.

This MOU is set to expire effective April 10, 2020 and requires the approval and ratification by the Governing Board of Trustees.

Dated: 03/27/2020

Kristina Hannon
Kristina Hannon, Vice Chancellor, Human Resources

Dated: 3/27/2020

Sheri Lillard
Sheri Lillard, SBCCDTA Lead Negotiator

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS
ASSOCIATION

HEALTH AND WELFARE BENEFITS FOR FULL-TIME FACULTY

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.”

For the year 2020-2021, the benefit cap shall be as follows:

1. Medical plan only: \$13,704.00
 - a. Individual full-time unit members shall have the option to select other health plans offered by the District during open enrollment and shall be responsible for the cost differential between the plans.
 - a. Medical plans offered to include a choice of five (5) medical plans:
 - i. Anthem Blue Cross Select-Network HMO Premier (No additional cost option)
 - ii. Anthem Blue Cross Full-Network HMO Premier (Additional cost option)
 - iii. Anthem Blue PPO (Additional cost option)
 - iv. Kaiser Low HMO \$30 Co-Pay (No additional cost option)
 - v. Kaiser High HMO \$10 Co-Pay (Additional cost option)
2. Dental, Vision, Term Life and AD&D: \$641.76
 - a. Individual full-time unit members shall have the option to select other health plans offered by the District during open enrollment and shall be responsible for the cost differential between the plans.
 - b. Dental plans offered include a choice of two (2) dental plans:
 - i. DeltaCare USA HMO (No additional cost option)
 - ii. Delta Dental PPO (Additional cost option)
 - c. Vision plan offered include one vision (1) plan:
 - i. EyeMed (No additional cost option)
 - d. Term Life and AD&D policies include Basic and Voluntary coverage options:
 - i. Prudential Basic Term Life: \$50,000 (No additional cost)
 - ii. Prudential Basic AD&D: \$50,000 (No additional cost)
 - iii. Prudential Voluntary Term Life (Additional cost option)
 - iv. Prudential Voluntary AD&D (Additional cost option)

3. Medical Wavier

- a. Full-time faculty members who chose to opt-out of the medical plan benefits shall complete the 2020-2021 Opt-Out of Medical Benefits Form.
- b. In lieu of medical benefits, full-time faculty members who chose to opt-out shall receive a \$250 per month (\$3,000 per year) stipend. It is understood that this monthly stipend may be considered a compensable benefit and subject to the appropriate taxes and applicable retirement contributions. The District shall still continue any other plan that the faculty member is currently enrolled in including dental, and vision, and any other alternative insurance benefits including Basic Life Insurance and the Employee Assistance Program (EAP).

There shall be no requirement for the District to procure the prior consent of any unit member before deducting the balance of any premium in excess of the above amount from any compensation due from the unit member.

The District shall contribute the cost of the least expensive health and welfare plan to full-time unit members during the 2021-2022 year.

This Agreement is made and entered into this 27th day of March, 2020.

Dated: 3/27/2020

Kristina Hannon

Kristina Hannon, Vice Chancellor, Human Resources & Police Services

Dated: 3/27/2020

Sheri Lillard

Sheri Lillard, SBCCDTA Lead Negotiator

MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

HEALTH AND WELFARE BENEFITS FOR PART-TIME (ADJUNCT) FACULTY

This Memorandum of Understanding (MOU) is made and entered into this 27th day of March, 2020 between the San Bernardino Community College District (hereinafter, "District") and the San Bernardino Community College District Teachers Association-CTA/NEA (hereinafter, "Association").

WHEREAS, The District and Association agree to continue to address the goal of providing health and welfare benefits to part-time bargaining unit members as Objective #7 in Appendix A-1 where the existing collective bargaining agreement also indicates that the District shall present a health and welfare plan for part-time bargaining unit members in the 2019-2020 academic year for implementation on September 1, 2020.

WHEREAS, The District has researched various plan offerings with insurance carriers to offer medical benefits to part-time faculty.

IT IS THEREFORE AGREED THAT:

To begin to address "D" of Article 11: Health and Welfare Benefits, part-time faculty and their eligible dependents for the 2020-2021 academic year,

Effective September 1, 2020, the District shall:

1. Offer Anthem Blue Cross PPO High Deductible plan to all eligible part-time faculty and eligible dependents at 100% employee contribution.
2. Develop an interest list over a two-week period to determine how many adjuncts would be interested in enrolling.
3. Fund up to 65 adjuncts who meet the eligibility requirements at \$125 each month not to exceed \$1500 for 2020-2021, to help offset the cost of employee premiums. The maximum enrollment for this funding shall be 65 faculty. The established cap shall not be considered as a permanent cap to funded benefits for part-time faculty. The established cap and subsidy amount will be subject to negotiations every year.

The following eligibility requirements shall apply:

1. Part-time faculty must be actively employed in a district faculty position.
2. Applicants who have existing coverage elsewhere are not eligible for District funding.
3. Applicants with the earliest hire date shall be given priority for the District funding within the initial enrollment period. Any subsequent enrollments are at the discretion of the District.
4. No employee already given approval for the District funding will be bumped from enrollment.

The District reserves the right each school year to change the medical plan and/or subsidy amount offered to part-time faculty.

Dated: 3/27/2020

Kristina Hannon

Kristina Hannon, Vice Chancellor, Human Resources & Police Services

Dated: 3/27/2020

Sheri Lillard

Sheri Lillard, SBCCDTA Lead 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: May 14, 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 May 14, 2020

[v.4.22.2020.p.1|1]

Professional Expert

	Duties	From	To	Hourly Rate
Braden, Andrew M. CHC Marketing	Staff Writer/Photographer	05/29/20	06/30/20	\$20.00
McClain, Julie C. CHC Marketing	Content Specialist	05/29/20	06/30/20	\$25.00
Siahaan, Nathanael CHC Respiratory	Respiratory Care Clinical	02/21/20	06/30/20	\$40.00
Boylin, Dennis Dist Economic Development & Corporate Training	Workforce Development/ PDC Trainer	04/20/20	06/30/20	\$75.00
Maznokov, Ivan Dist Economic Development & Corporate Training	Workforce Development/ PDC Trainer	02/11/20	06/30/20	\$15.00
Sharp, Christian Dist Economic Development & Corporate Training	Workforce Development/ PDC Trainer	02/11/20	06/30/20	\$15.00
Tesfay, Yohanna Dist Economic Development & Corporate Training	Workforce Development/ PDC Trainer	02/11/20	06/30/20	\$14.50
Treto, Pablo Dist Economic Development & Corporate Training	Staff Writer/Photographer	04/1/20	06/30/20	\$17.50
Zavala, Juan Dist Economic Development & Corporate Training	Workforce Development/ PDC Trainer	02/11/20	06/30/20	\$14.50

Substitute

	Duties	From	To	Hourly Rate
Lopez, Jacqueline CHC Health & Wellness <i>New: Vacancy in Recruitment</i>	Administrative Secretary	02/25/20	04/25/20	\$24.92
Bustamante, Daniel SBVC Biology <i>Ext: Vacancy in recruitment.</i>	Lab Technician	02/18/20	04/17/20	\$25.53
Chitica Cardenas, Natalie SBVC Biology <i>Ext: Vacancy in recruitment.</i>	Lab Technician	02/18/20	04/17/20	\$25.53

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: May 14, 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 3/17/2020 – 4/17/2020 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
May 14, 2020

PO#	Supplier Name	Amount
2004941	TARADEK LLC	\$ 753.17
2004942	STYLES LOGISTICS INC	\$ 2,918.64
2004943	GENUINE AUTO PARTS	\$ 862.00
2004944	AIRCRAFT TOOL SUPPLY COMPANY	\$ 894.70
2004946	INDUSTRIAL METAL SUPPLY CO	\$ 1,975.94
2004948	FLINN SCIENTIFIC INC	\$ 554.26
2004949	GUITAR CENTER	\$ 13,889.84
2004950	DELL COMPUTER COMPANY	\$ 1,219.62
2004951	PRINT & FINISHING SOLUTIONS	\$ 3,880.08
2004955	POCKET NURSE ENTERPRISES INC	\$ 1,703.55
2004956	SAN BERNARDINO CCD	\$ 6,490.00
2004957	STAPLES BUSINESS ADVANTAGE	\$ 64.54
2004958	STAPLES BUSINESS ADVANTAGE	\$ 311.45
2004959	STAPLES BUSINESS ADVANTAGE	\$ 107.71
2004960	STAPLES BUSINESS ADVANTAGE	\$ 898.40
2004964	ALFREDO'S PIZZA & PASTA	\$ 570.00
2004965	MSC INDUSTRIAL SUPPLY CO	\$ 1,490.52
2004966	AUTO ZONE	\$ 166.02
2004967	LINCOLN ELECTRIC COMPANY, THE	\$ 7,000.00
2004968	MCMASTER-CARR SUPPLY CO	\$ 2,623.98
2004969	ASSOCIATION OF ACADEMIC MUSEUMS & GALLERIES	\$ 175.00
2004972	EMPIRE ABRASIVES	\$ 552.57
2004973	DANIELS MANUFACTURING CORP	\$ 953.26
2004974	RELIABLE SOURCE INC	\$ 6,162.00
2004975	GRAINGER INC	\$ 1,294.59
2004976	ALLIED REFRIGERATION INC	\$ 4,837.60
2004977	STYLES LOGISTICS INC	\$ 3,298.22
2004979	P & R PAPER	\$ 452.75
2004980	QUADMED INC	\$ 603.38
2004981	G/M BUSINESS INTERIORS	\$ 1,293.00
2004982	STATER BROS MARKETS	\$ 53.88
2004983	STAPLES BUSINESS ADVANTAGE	\$ 238.19
2004984	STAPLES BUSINESS ADVANTAGE	\$ 261.35
2004985	X-POLE USA, LLC	\$ 3,405.76
2004987	DEPARTMENT OF CONSERVATTION REF FD	\$ 3,600.00
2004988	ULINE	\$ 641.26
2004990	STAPLES BUSINESS ADVANTAGE	\$ 1,109.61
2004992	STAPLES BUSINESS ADVANTAGE	\$ 182.94
2004993	STAPLES BUSINESS ADVANTAGE	\$ 210.48
2004995	CAROLINA BIOLOGICAL SUPPLY CO	\$ 1,252.92
2004996	CALIFORNIA COMM COLLEGE CHIEF INSTR OFFICERS	\$ 300.00
2004997	CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOC	\$ 111.00
2004998	HOLLIMAN, ROANNE	\$ 26.15
2005000	COMMUNITY PLAYTHINGS	\$ 19,715.02
2005005	SPARKFUN ELECTRONICS	\$ 510.30

Purchase Order Report
May 14, 2020

PO#	Supplier Name	Amount
2005011	ANTECH SYSTEMS INC	\$ 13,500.00
2005014	SNAP-ON INDUSTRIAL	\$ 674.67
2005016	NATIONAL EDUC TELECOMMUNICATION ASSOC	\$ 75.00
2005017	GARNER HOLT EDUC THROUGH IMAGINATION LLC	\$ 3,619.09
2005020	STAPLES BUSINESS ADVANTAGE	\$ 115.68
2005021	STAPLES BUSINESS ADVANTAGE	\$ 285.20
2005023	PASCO SCIENTIFIC	\$ 341.57
2005025	PASCO SCIENTIFIC	\$ 2,175.47
2005026	SARGENT-WELCH SCIENTIFIC - VWR INTERNATIONAL LLC	\$ 99.13
2005027	NEWARK CORPORATION	\$ 1,805.63
2005028	VASQUEZ, TATIANA	\$ 769.44
2005029	ASSOCIATION FOR CAREER AND TECHNICAL EDUCATION	\$ 785.00
2005030	DICK BLICK HOLDINGS INC	\$ 2,147.43
2005031	J.W. PEPPER & SON INC	\$ 4,148.34
2005033	MUSICIAN'S FRIEND	\$ 23,861.24
2005035	MUSSON THEATRICAL	\$ 1,974.39
2005036	ALMA STRATEGIES LLC	\$ 35,000.00
2005037	STAPLES BUSINESS ADVANTAGE	\$ 659.26
2005038	SAN BERNARDINO CCD	\$ 118,350.00
2005039	STAPLES BUSINESS ADVANTAGE	\$ 236.68
2005040	STAPLES BUSINESS ADVANTAGE	\$ 96.33
2005042	STAPLES BUSINESS ADVANTAGE	\$ 1,008.41
2005043	STAPLES BUSINESS ADVANTAGE	\$ 1,529.81
2005044	AMERICA'S XPRESS RENT A CAR	\$ 263.00
2005045	AMERICA'S XPRESS RENT A CAR	\$ 300.00
2005046	AMERICA'S XPRESS RENT A CAR	\$ 175.00
2005047	BEST BUY	\$ 429.87
2005048	HARDY DIAGNOSTICS	\$ 2,300.00
2005049	CYCLERY USA INC	\$ 232.68
2005051	1906 INC	\$ 3,765.55
2005052	STAPLES BUSINESS ADVANTAGE	\$ 78.65
2005053	STAPLES BUSINESS ADVANTAGE	\$ 143.18
2005055	ARROW INTERNATIONAL INC	\$ 446.09
2005056	ARROW INTERNATIONAL INC	\$ 426.80
2005057	LAERDAL MEDICAL CORPORATION	\$ 3,959.68
2005059	CDW LLC	\$ 13,861.61
2005066	KLOPFENSTEIN ART EQUIPMENT MFG LLC	\$ 10,757.43
2005067	GLOBAL EQUIPMENT COMPANY INC	\$ 8,685.26
2005068	ALLIED 100 LLC	\$ 327.78
2005069	FISHER SCIENTIFIC COMPANY LLC	\$ 13,075.00
2005073	CDW LLC	\$ 16,382.83
2005074	GLOBAL EQUIPMENT COMPANY INC	\$ 12,906.54
2005075	SCHOOL OUTFITTERS LLC	\$ 1,992.02
2005076	BMI SUPPLY	\$ 319.26
2005078	ALMA STRATEGIES LLC	\$ 30,000.00

Purchase Order Report
May 14, 2020

PO#	Supplier Name	Amount
2005081	CDW LLC	\$ 7,351.57
2005085	HYMAN ENTERPRISES LLC	\$ 300.00
2005086	MINDWORKS INNOVATIONS INC	\$ 4,000.00
2005088	AMERICA'S XPRESS RENT A CAR	\$ 124.10
2005089	STAPLES BUSINESS ADVANTAGE	\$ 59.96
2005090	AMERICA'S XPRESS RENT A CAR	\$ 188.56
2005091	GOLDEN STAR TECHNOLOGY INC	\$ 31,251.92
2005093	CALIMESA TECH SERVICES	\$ 774.15
2005094	NAUMANN HOBBS MATERIAL HANDLING	\$ 40,284.92
2005095	DELL COMPUTER COMPANY	\$ 150,041.93
2005096	TORRES, JOSE	\$ 367.19
2005097	STAPLES BUSINESS ADVANTAGE	\$ 148.90
2005098	EIDE BAILLY LLP	\$ 6,900.00
2005102	MICHIGAN INSTRUMENTS LLC	\$ 6,327.35
2005104	DELL COMPUTER COMPANY	\$ 1,491.27
2005105	CDW LLC	\$ 16,165.46
2005109	INMARK	\$ 129.00
2005110	STAPLES BUSINESS ADVANTAGE	\$ 344.76
2005111	DLR GROUP INC	\$ 200.00
2005113	DISCOUNT DANCE LLC	\$ 206.78
2005121	STAPLES BUSINESS ADVANTAGE	\$ 83.69
2005123	VAPOTHERM INC	\$ 5,601.92
2005124	STAPLES BUSINESS ADVANTAGE	\$ 86.19
2005125	COUTS HEATING AND COOLING INC	\$ 40,460.00
2005127	STAPLES BUSINESS ADVANTAGE	\$ 344.11
2005133	CAE HEALTHCARE INC	\$ 36,840.10
2005135	WEST COAST LIGHTS & SIRENS INC	\$ 1,923.38
2005136	STAPLES BUSINESS ADVANTAGE	\$ 54.26
2005137	STAPLES BUSINESS ADVANTAGE	\$ 233.20
2005138	HEATCON COMPOSITE SYSTEMS INC	\$ 3,491.02
2005140	MICROSOFT CORPORATION	\$ 3,232.69
2005141	RUGGED NOTEBOOKS	\$ 10,200.35
2005142	PHOENIX GROUP INFORMATION SYSTEMS	\$ 4,055.71
2005143	LIFE SCIENCE REFRIGERATION LLC	\$ 1,136.76
2005146	ADORAMA INC	\$ 1,724.00
2005148	STAPLES BUSINESS ADVANTAGE	\$ 181.38
2005150	PROPHET CORPORATION, THE	\$ 8,903.36
2005151	HERFF JONES INC	\$ 2,689.66
2005152	POCKET NURSE ENTERPRISES INC	\$ 934.25
2005154	STAPLES BUSINESS ADVANTAGE	\$ 1,883.60
2005156	STAPLES BUSINESS ADVANTAGE	\$ 54.69
2005157	ADAMSON POLICE PRODUCTS	\$ 353.40
2005158	FISHER SCIENTIFIC COMPANY LLC	\$ 5,047.47
2005161	BIOMEDICAL MODELS LLC	\$ 1,720.05
2005166	STAPLES BUSINESS ADVANTAGE	\$ 1,013.12

Purchase Order Report
 May 14, 2020

PO#	Supplier Name	Amount
2005168	BEST BUY	\$ 430.99
2005169	VERIZON WIRELESS	\$ 480.00
2005170	PITNEY BOWES	\$ 1,500.00
2005171	STAPLES BUSINESS ADVANTAGE	\$ 447.88
2005172	STAPLES BUSINESS ADVANTAGE	\$ 94.40
2005173	FIRE ETC	\$ 2,457.89
2005175	STUDENT INSURANCE	\$ 52.80
2005176	ULINE	\$ 270.69
2005177	CDW LLC	\$ 22,184.39
2005178	ACE UNIFORMS LLC	\$ 117.45
2005179	ERGO WORKS INC	\$ 4,695.11
2005181	STAPLES BUSINESS ADVANTAGE	\$ 1,302.48
2005182	STAPLES BUSINESS ADVANTAGE	\$ 82.92
2005183	GLOBAL EQUIPMENT COMPANY INC	\$ 838.46
2005185	ELECTRONIX EXPRESS	\$ 3,771.41
2005186	PJU TELECOMM INC	\$ 6,798.97
2005187	CDW LLC	\$ 216.67
2005188	TORRES, JOSE	\$ 1,292.99
2005189	QUADMED INC	\$ 5,793.61
2005191	BELL, REYNALDO	\$ 149.00
2005192	ROJAS III, DANIEL	\$ 149.00
2005193	STAPLES BUSINESS ADVANTAGE	\$ 144.36
2005195	STAPLES BUSINESS ADVANTAGE	\$ 115.09
2005196	STAPLES BUSINESS ADVANTAGE	\$ 269.36
2005198	STAPLES BUSINESS ADVANTAGE	\$ 386.65
2005199	STAPLES BUSINESS ADVANTAGE	\$ 99.32
2005200	STAPLES BUSINESS ADVANTAGE	\$ 374.86
2005203	DICK BLICK HOLDINGS INC	\$ 883.72
2005204	US MED-EQUIP LLC	\$ 4,514.02
2005207	HIGHLAND GUNS	\$ 440.74
2005209	LA VERNE POWER EQUIPMENT INC	\$ 2,127.51
2005210	FIREVENT LLC	\$ 474.10
2005211	L N CURTIS & SONS	\$ 4,497.72
2005214	STAPLES BUSINESS ADVANTAGE	\$ 451.75
2005216	HAUGE, KRISTIN	\$ 411.43
2005220	BPS TACTICAL INC	\$ 4,223.80
2005221	FILMTOOLS	\$ 8,127.64
2005223	SAN BERNARDINO CCD	\$ 155.00
2005224	SAN BERNARDINO CCD	\$ 155.00
2005225	DIELECTRIC LLC	\$ 17,584.07
2005231	CONSTRUCTION MANAGEMENT ASSOC OF AMERICA	\$ 130.00
2005232	QUADMED INC	\$ 2,496.98
2005233	DIAMONDBACK FIRE & RESCUE INC	\$ 5,644.48
2005234	SONOSIM INC	\$ 12,539.84
2005235	HERRERA, SOFIYA	\$ 39.00

Purchase Order Report
 May 14, 2020

PO#	Supplier Name	Amount
2005237	DELL COMPUTER COMPANY	\$ 3,900.86
2005238	STAPLES BUSINESS ADVANTAGE	\$ 143.91
2005239	ROSS, TYRONE	\$ 294.00
2005240	CYNMAR CORPORATION	\$ 313.66
2005241	STAPLES BUSINESS ADVANTAGE	\$ 41.94
2005246	QUADMED INC	\$ 757.70
2005247	LAGUNA CLAY CO	\$ 3,203.69
2005249	STAPLES BUSINESS ADVANTAGE	\$ 755.92
2005250	FLINN SCIENTIFIC INC	\$ 1,938.78
2005252	FIRE ETC	\$ 1,173.83
2005255	ULINE	\$ 966.94
2005256	CDW LLC	\$ 19,314.08
2005258	CDW LLC	\$ 1,080.02
2005259	CDW LLC	\$ 4,258.11
2005261	AERIAL ESSENTIALS	\$ 3,462.00
2005263	STAPLES BUSINESS ADVANTAGE	\$ 92.75
2005264	VWR INTERNATIONAL LLC	\$ 421.08
2005266	BEST BUY	\$ 299.51
2005267	GENUINE AUTO PARTS	\$ 4,958.01
2005269	STAPLES BUSINESS ADVANTAGE	\$ 118.83
2005270	STAPLES BUSINESS ADVANTAGE	\$ 93.79
2005272	RANCHO JANITORIAL SUPPLIES/SANITARY SUPPLY	\$ 5,000.00
2005273	FILMTOOLS	\$ 549.53
2005274	FISHER SCIENTIFIC COMPANY LLC	\$ 24,285.00
2005275	USCUTTER INC	\$ 3,012.98
2005276	CHEM-PAK	\$ 1,000.00
2005277	STAPLES BUSINESS ADVANTAGE	\$ 2,053.28
2005278	STAPLES BUSINESS ADVANTAGE	\$ 206.34
2005279	STAPLES BUSINESS ADVANTAGE	\$ 61.73
2005280	CPR1	\$ 1,692.07
2005281	GALLS INC	\$ 662.44
2005282	IPTV FOUNDATION	\$ 350.00
2005286	SAN BERNARDINO CCD	\$ 32,014.00
2005287	CAMERON WELDING SUPPLY	\$ 50,687.00
2005289	FOLLETT HIGHER EDUCATION GROUP INC	\$ 517.20
2005290	STAPLES BUSINESS ADVANTAGE	\$ 856.99
2005292	SAN BERNARDINO CCD	\$ 1,997.40
2005294	HEATCON COMPOSITE SYSTEMS INC	\$ 1,504.62
2005300	AMERICAN HEART ASSOCIATION	\$ 4,916.19
2005302	STAPLES BUSINESS ADVANTAGE	\$ 86.89
2005305	STAPLES BUSINESS ADVANTAGE	\$ 1,434.71
2005307	GENUINE AUTO PARTS	\$ 6,709.28
2005308	GRAINGER INC	\$ 1,639.96
2005309	GENUINE AUTO PARTS	\$ 3,530.82
2005311	CDW LLC	\$ 1,725.11

Purchase Order Report
May 14, 2020

PO#	Supplier Name		Amount
2005314	COLOR CONSULTANTS INC	\$	7,821.31
2005315	STAPLES BUSINESS ADVANTAGE	\$	298.44
2005316	CDW LLC	\$	399.26
2005317	FASTENAL COMPANY	\$	1,193.14
2005319	STAPLES BUSINESS ADVANTAGE	\$	113.89

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: May 14, 2020
SUBJECT: Quarterly Investment & Deposit Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees on a monthly basis in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



Quarterly Investment & Deposit Report

Quarter Ending March 31, 2020

[v.4.23.2020.p.1|1]

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$2,441,813.66	0	Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 218,944.82	0	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 2,660,758.48</u>			
Bond Fund (#256245)	\$ 32,897,019.98		Investment	Bank of New York Mellon, Los Angeles CA
PERS/STRS Investment	\$ 87,982,386.20		Investment	Public Agency Retirement Services, Newport Beach, CA
OPEB Investment Trust	\$ 8,073,123.86		Investment	Benefit Trust Company
	<u>\$ 128,952,530.04</u>			
Enterprise Funds				
Cafeteria	\$ 390,778.87	0	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 390,778.87</u>			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.05%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 50,000.00	0	Checking	Bank of America, Concord CA
	<u>\$ 170,000.00</u>			
Trust Funds				
Financial Aid	\$ 64,701.15	0.05%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 1,041,197.91	0.05%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 14,135.08	0	Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 118,534.47	0.00%	Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	\$ 18,312.03	0	Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep Fee & Clubs/Trusts	\$ 1,019,715.68	0	Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 2,276,596.32</u>			

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: May 14, 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 May 14, 2020

[v.4.28.2020.p.1|1]

Resignations	Years of Service	Last Date of Employment
Burdick, Susan Child Development Assistant CHC, Child Development Center	1.5	06/19/20
Flores, Jason Custodian SBVC, Custodial	3.9	05/01/20
Scott, Mary Child Development Teacher CHC, Child Development Center	5	06/10/20

Retirements	Years of Service	Last Date of Employment
Alexander, Horace B. Instructor, English SBVC, English	24.5	05/29/20
Benson, Lori Manager, Workforce Development EDCT, EDCT	2	04/04/20
Cole, Judy Learning Resource Assistant CHC, Learning Resources Center	28.5	06/30/20
Drewes, Glenn Instructor, Biology SBVC, Science	26	06/01/20

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Angel Rodriguez, Senior District Director of Marketing, Public Affairs and Government Relations

DATE: May 14, 2020

SUBJECT: Update on SBCCD's Actions to Slow Spread of COVID-19

RECOMMENDATION

This item is presented for information and discussion.

OVERVIEW

The San Bernardino Community College District Board of Trustees held a special meeting on March 17, 2020 to declare a state of emergency in response to the coronavirus (COVID-19) pandemic. This action allowed Interim Chancellor Jose F. Torres to continue SBCCD's educational mission while taking the necessary administrative measures to ensure the well-being of students and employees. This update provides an overview of critical actions SBCCD has taken to date to help slow the spread of COVID-19.

ANALYSIS

Based on the guidance of federal, state and local health experts and policymakers, SBCCD has taken actions to drastically reduce the number of people on campus to lower the risk of COVID-19 infection to students, employees and the wider community. After convening the Districtwide Taskforce on Coronavirus, SBCCD has mobilized resources to transition to online learning and remote working effective March 19, until further notice.

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.



San Bernardino Community College District: Working To Help Slow The Spread of COVID-19

1. SBCCD Board of Trustees declared a state of emergency on March 17, 2020 in response to the COVID-19 pandemic.
2. Interim Chancellor convened the Districtwide Task Force on Coronavirus on March 18 to ensure a swift and coordinated response to keep students, faculty and staff safe and healthy.
3. Reduced in-person interaction on campus by asking students and non-essential employees to remain off campus until May 22, or until further notice.
4. Temporarily transitioned most in-person classes to online.
5. Temporarily moved most in-person staff operations to remote working.
6. Temporarily closed the Child Development Centers at Crafton Hills College and San Bernardino Valley College.
7. Observed limited hours of operation, physical distancing and enhanced sanitation practices at our libraries and food pantries to serve our most vulnerable students.
8. Ordered about 1,900 face masks.
9. Installed new hand sanitizer stations in common areas.
10. Purchased 2,500 Chromebooks to help students without a computer at home continue their academic progress.
11. Purchased 80 Wi-Fi hotspots to help students and employees without reliable internet access at home stay connected.
12. Temporarily transitioned public board of trustees meetings to online.
13. Repurposed laptops to facilitate remote working.
14. Postponed all campus events and public gatherings.

15. Restricted all non-essential business travel.
16. Postponed hiring of non-essential personnel.
17. Worked hand-in-hand with local leaders of the California School Employees Association and California Teachers Association to continue our educational mission during this virus pandemic.
18. Announced that the 2020 commencement exercise at Crafton Hills College and San Bernardino Valley College will be held virtually, instead of in-person. SBCCD leadership sent the following message to students, faculty and staff on April 28:

Dear SBCCD Community: There is no more meaningful occasion at our colleges than Commencement, and we have heard from so many of you asking how we will celebrate the Class of 2020 this May. We have heard from students, faculty, staff, and public health officials and we agree that there is nothing more important than your health and well-being. Physical distancing is helping slow the spread of COVID-19, and we must continue to do our part. In that spirit, this year's Commencement at Crafton Hills College and San Bernardino Valley College will meet this historic moment by bringing together our graduates, their loved ones, and our campus community in a virtual ceremony on May 22. To our Class of 2020, we hope to bring you a meaningful and interactive celebration that honors your hard work, sacrifices, and perseverance under extraordinary circumstances. Our planning for this year's Commencement is underway, and we will be in touch with you soon with more details. As we prepare to celebrate together from our own corner of the world, please remember that education is the one thing that no one can take from you. In the meantime, take pride in what you've accomplished. We look forward to joining you virtually on May 22.

SBCCD has supported the local community by:

1. Manufacturing 3D printed medical-grade face shields to donate to local hospitals.
2. Partnering with the City of Yucaipa to host a drive-thru COVID-19 testing center at Crafton Hills College on Saturday, April 11.
3. Hosting a food distribution event on April 22 at San Bernardino Valley College in partnership with the Community Action Partnership of San Bernardino County.
4. Teaming up with the San Bernardino County Superintendent of Schools and Riverside County Office of Education to expand distance learning opportunities for K-12 students with PBS educational programming on Empire KVCR TV Channel 24.
5. Launching a new radio segment on Empire KVCR 91.9 FM called "Inland Edition" to inform Inland Empire residents of community resources available to navigate the COVID-19 pandemic.