

# San Bernardino Community College District Board Meeting December 11, 2020 4:00 pm-6:00 pm Pacific Time

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 location posted on the agenda. The meetings are also recorded. In accordance with Board Policy 2350, persons may address the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. Public comments will take place at the time designated on the agenda for public comment. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. 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.

Public comments must be submitted electronically by emailing snikac@sbccd.edu Submissions must be received 24 hours in advance of the meeting. From the comments received, staff will call each speaker to make their public comment. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure.

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.

# **AGENDA**

Meeting of the Board of Trustees

**December 11, 2020** 

4:00 p.m. (Public Meeting); 5:30 p.m. (Closed Session)

**LOCATION: Zoom Conference:** 

https://cccconfer.zoom.us/j/549366869

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

# I. CALL TO ORDER - PLEDGE OF ALLEGIANCE

# II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Public comments must be submitted electronically by emailing snikac@sbccd.edu Submissions must be received 24 hours in advance of the meeting.

# III. OATH OF OFFICE

Frank Reyes (Area 1) John Longville (Area 3) Gloria Macias Harrison (Area 5) Dr. Anne L. Viricel (Area 7)

## IV. ORGANIZATIONAL MEETING OF THE BOARD

- A. Election of SBCCD Executive Board: Chair, Vice Chair, and Clerk (p6)
- B. Election of Board Representative and Alternate to the Nominating Committee for the County Committee on School District Organization (p7)

### **∨. APPROVAL OF MINUTES**

- A. 2020-11-05 Board Strategy Session Minutes (p9)
- B. 2020-11-12 Board Meeting Minutes (p12)

# VI. CELEBRATIONS/PRESENTATIONS

A. Applause Cards (p18)

# VII. ACTION AGENDA

- A. Ad Hoc Committee Recommendation (p22)
- B. Resolution No. 2020-12-11-HR01 Authorization of Layoff Due to Lack of Work and/or Lack of Funds (p24)
- C. Resolution No. 2020-12-11-HR02 Authorization of Layoff Due to Lack of Work and/or Lack of Funds  $\,(p26)$
- D. Resolution No. 2020-12-11-HR03 Approve Participation in the Protected Insurance Program for Schools and Community Colleges (PIPS) (p28)
- E. Assignments to Board Standing Committees (p30)

- F. Assignment to the San Bernardino Regional Emergency Training Center Joint Powers Authority (p32)
- G. Revised List of Employees to Serve on the Inland Futures Foundation (IFF) of the SBCCD as Ex Officio Directors (p33)
- H. Board Policies First Reading (p35)
- I. Board Policies Second Reading and Final Approval (p51)

# VIII. CONSENT AGENDA

The Consent Agenda is expected to be routine and noncontroversial. 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.

# A. Instruction/Student Services

1. Curriculum - CHC (p97)

### **B. Human Resources**

- 1. Academic Calendar 2022-2023 (p121)
- 2. Sabbatical Leaves for the 2021-2022 Academic Year (p124)
- 3. Adjunct and Substitute Academic Employees (p126)
- 4. Temporary Academic Employees (p128)
- Revise and Eliminate Titles and Rates of Pay for Professional Expert and Short-Term Hourly Employees (p130)
- 6. Non-Instructional Pay (p136)
- 7. Payment of Stipends (p157)
- 8. Classified Job Description (p160)
- 9. Appointment of District Employees (p165)
- 10. Management Job Description (p167)
- 11. Reclassification of Employees (p171)
- 12. Appointment of Interim Managers (p172)

# C. Business & Fiscal Services

- 1. Contracts at or Above \$95,200 (p174)
- 2. Interfund Borrowing Transactions (p176)
- 3. Surplus Property and Authorization for Private Sale or Disposal  $\ (p177)$

## D. Facilities

- 1. Bond Construction Professional Services Pool (p179)
- Master Services Agreements and Task Orders for Bond Construction (p181)
- 3. Measure CC Construction Management Services Selection Process (p183)

# IX. REPORTS

- A. Board Committee Reports (p186)
- B. Chancellor's Report (p189)
- C. Key Performance Indicators (p190)
- D. San Bernardino Valley College Academic Senate
- E. San Bernardino Valley College Classified Senate
- F. San Bernardino Valley College Associated Students
- G. Crafton Hills College Academic Senate
- H. Crafton Hills College Classified Senate
- I. Crafton Hills College Associated Students
- J. CSEA
- K. CTA
- L. Police Officers Association
- M. San Bernardino Valley College President
- N. Crafton Hills College President

# X. INFORMATION ITEMS

- A. Analysis of AB 705 Compliance, Implementation, and Student Success (p194)
- B. Board Master Action Planning Calendar (p206)
- C. Budget Report (p209)
- D. General Fund Cash Flow Analysis (p212)
- E. Contracts Below \$95,200 (p214)
- F. MOUs between SBCCD and the CSEA (p222)
- G. Professional Expert, Short-Term, and Substitute Employees (p227)
- H. Purchase Orders (p249)
- I. Quarterly Financial Status Report (p252)
- J. Resignations (p257)
- K. Advancement in Rank (p259)

# XI. ANNOUNCEMENT OF CLOSED SESSION ITEMS

A. Conference with Labor Negotiators

Government Code 54957.6

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

- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment Government Code 54957 (1 case)
- C. Conference with Legal Counsel Anticipated Litigation Government Code 54956.9(d)(2) (1 case)
- D. Conference with Legal Counsel Existing Litigation Government Code 54956.9(e)(3) or (d)(1)
  - \* Workers Comp Claim #537761
  - \* Workers Comp Claim #575593
- XII. CONVENE CLOSED SESSION
- XIII. RECONVENE PUBLIC MEETING
- XIV. REPORT OF ACTION IN CLOSED SESSION
- XV. ADJOURN

The next meeting of the Board: Zoom Conference https://cccconfer.zoom.us/j/549366869
Business Meeting - January 14, 2021 at 4pm

# Supplemental Handouts (not part of the agenda)

CHC Report to the Board (p268)

EDCT Report to the Board (p273)

KVCR Report to the Board (p275)

SBVC Report to the Board (p280)

TESS Quarterly Report to the Board (p284)

**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:** December 11, 2020

**SUBJECT:** Election of the SBCCD Executive Board: Chair, Vice Chair, and Clerk

# **RECOMMENDATION**

It is recommended that the Board of Trustees elect members of the SBCCD Executive Board: Chair, Vice Chair, and Clerk of the Board of Trustees for the 2021 calendar year.

# **ANALYSIS**

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

Per Board Policy 2210, new officers will begin their term of service at the first meeting of the board in January of the next year. When applicable, the Board Chair will orient the incoming Board Chair in duties and responsibilities.

# **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.

**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:** December 11, 2020

**SUBJECT:** Election of Board Representative and Alternate to the Nominating

Committee for the County Committee on School District Organization

# **RECOMMENDATION**

It is recommended that the Board of Trustees elect a Board representative and alternate to serve on the Nominating Committee for the County Committee on School District Organization for the 2021 calendar year.

# **OVERVIEW**

	2020 Members	2021 Members
Nominating Committee for	1. Anne Viricel (primary)	
the	2. Joseph Williams	
County Committee on	(alternate)	
School		
District Organization.		

# **ANALYSIS**

The governing board of each community college district shall select one of its members to serve as its voting representative/elector at the annual October meeting of school and community college district representatives (E.C. 4005). Each representative shall have one vote for each vacant position to be filled at the election of members to the County Committee on School District Organization (E.C. 3523 and 72403).

# **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.

Meeting Minutes of the Board of Trustees November 5, 2020 12:00-2:00 pm Pacific Time

### MEMBERS PRESENT VIA TELECONFERENCE

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

### **ABSENT**

Alex Ramos Huaman, CHC Student Trustee Adrian Rios, SBVC Student Trustee

# **ADMINISTRATORS PRESENT**

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

The following text was referenced 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 location posted on the agenda. The meetings are also recorded. Public comments must be submitted electronically by emailing snikac@sbccd.edu Submissions must be received 24 hours in advance of the meeting. From the comments received, staff will call each speaker to make their public comment. Submissions will be considered a public record under the Public Records Act, and are therefore subject to public disclosure. In accordance with Board Policy 2350, persons may address the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board. Public comments will take place at the time designated at the meeting for public comment. 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.

### I. CALL TO ORDER - PLEDGE OF ALLEGIANCE

Chair Viricel called the meeting to order at 12:00pm. Trustee Houston led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS None.

III. PRESENTATION

CHC introduced the Four Pillars of Career and Academic Pathways (CAP): Clarifying the Path, Enter (Hopping on) the Path, Staying on the Path, and Ensuring Learning. Progress updates and next steps under each of the four pillars were presented. Starfish-based degree planner allows the college to determine students' progress towards achieving an award, identify students nearing the completion of an award, and determine how changes in an individual student's enrollment activity affects their attainment of a given award. Transfer-Level Math Placement: From 2017-2019, the percentage of students placing into transfer-level math has almost tripled from 29% to 86%. For the same period, the percentage of students placing into transfer-level English has more than doubled from 45% to over 99%. Starfish Usage (Flags, Kudos, Referrals, etc.): CHC has observed a 562% increase in the use of Starfish between Fall 2017 and Fall 2019. Students in a course that used Starfish had a substantially and statistically significantly higher course success rate (71%) than students in a comparison course that did not use Starfish (66%). Success Rates by Starfish Usage among African American and Hispanic Students in 2018-19: African and Hispanic students achieve significantly higher success rates when their instructors use Starfish. African American, Hispanic, and Multiple Race students in a Starfish supported course had a substantially and statistically significant higher course success rate (68%) than students in a comparison course that did not use Starfish (61%). Starfish is used for faculty identify students in need of additional supports, staff are put in place to intervene.

How does Guided Pathways (GP) address the focused and undecided student? SBVC is redesigning their framework that incorporates GP. They will do this by eliminating barriers to success, providing clear pathways for focused students, flexibility for non-traditional students, career-focused direction and support, all students can visualize completion, and ensuring students fee welcome, safe, and represented. Fall 2019/Spring 2020, SBVC is working to complete website redesign. Program pages will evolve as maps are produced. They have improved On-Boarding Processes. Guided Pathways 2020-2021 Academic Year Goals: Increased Student Involvement, Engage in Campus in Program Map Creation, Evaluate Student Success and Support Teams, Evaluate Career Development Tools, Collaboration with Campus Structure, Evaluate and Propose Changes to the Hiring Processes, and Support and/or lead campus dialogue about culturally responsive andragogy. Transfer-Level Math Placement: The percentage of students placing into transfer level math has increase from 8% to 72%. Transfer-Level English Placement: The percentage of students placing into transfer-level English has increase from 22% to 100%. Math Enrollments: The enrollment count for transfer-level math increased from 1447 in Fall 2017 to 2669 in Fall 2019, an 84% increase. English Enrollments: The enrollment count for transfer-level English increased from 1704 in Fall 2018 to 3027 in Fall 2019, a 77% increase. Successful Completion of Transfer-Level Coursework in Math: The number of successful grade earners in transfer-level English increased from 998 in Fall 2017 to 1355 in Fall 2019, a 35.7% increase. Successful Completion of Transfer-Level Coursework in English: The number of successful grade earners in transferlevel English increased from 1111 in Fall 2018 to 1768 in Fall 2019, a 59% increase. Starfish Usage (Flags, Kudos, Referrals, etc.) SBVC has approximately doubled its Starfish usage for each of the last three years.- 380% increase between 2017 and 2019. Success Rates by Starfish Usage among African-American and LatinX Students in 2018-2019: African-American and Latinx students achieved significantly higher success rates when their instructors used Starfish. English Enrollments: The enrollment count for transfer-level English increased from 1704 in Fall 2018 to 3027 in Fall 2019, a 77% increase. Successful Completion of Transfer-Level Coursework in Math: The number of successful grade earners in transferlevel English increased from 998 in Fall 2017 to 1355 in Fall 2019, a 35.7% increase. Successful Completion of Transfer-Level Coursework in English: The number of successful grade earners in transferlevel English increased from 1111 in Fall 2018 to 1768 in Fall 2019, a 59% increase.

### IV. ADJOURN

Chair Viricel adjourned the meeting at 2:00pm.

The next meeting of the Board: Zoom Conference <a href="https://cccconfer.zoom.us/j/549366869">https://cccconfer.zoom.us/j/549366869</a>
Business Meeting – November 12, 2020 at 4pm

Gloria Macias Harrison, Clerk SBCCD Board of Trustees



Meeting Minutes of the Board of Trustees November 12, 2020 4:00 pm-6:00 pm Pacific Time

### MEMBERS PRESENT VIA TELECONFERENCE

Dr. Anne L. Viricel, Chair
Dr. Stephanie Houston, Vice Chair
Gloria Macías Harrison, Clerk
Frank Reyes, Trustee
John Longville, Trustee
Dr. Donald L. Singer, Trustee
Joseph Williams, Trustee
Alex Ramos Huaman, CHC Student Trustee

# **ABSENT**

Adrian Rios, SBVC Student Trustee

### ADMINISTRATORS PRESENT

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

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# I. CALL TO ORDER - PLEDGE OF ALLEGIANCE

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

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS See attached.

### III. APPROVAL OF MINUTES

- A. 2020-10-08 Board Meeting Minutes
- B. 2020-10-22 Board Strategy Session Minutes

Trustee Reyes moved to approve the minutes of 10/8/20 and 10/22/20. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Williams, Rios ABSTENTIONS: None

### IV. CELEBRATIONS/PRESENTATIONS

- A. Spring 2020 Sabbatical Project Report
- B. Applause Cards

Amy Avelar reported her sabbatical project was to revamp the SBVC Chemistry 150 Laboratory Manual and write the SBVC Chemistry 150 Instructor Manual. Both were completed.

Applause recipients were recognized.

### V. ACTION AGENDA

A. Public Hearing and Acknowledgment of Initial Proposals to Reopen Negotiations with the SBCCDTA

Chair Viricel opened the public hearing for public comments. Hearing no comments, Chair Viricel closed the hearing.

Trustee Harrison moved to approve the Acknowledgment of Initial Proposals to Reopen Negotiations with the SBCCDTA and commence negotiations. Trustee Singer seconded the motion.

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

NOES: None ABSENT: Rios ABSTENTIONS: None

### B. Board Policies for First Reading

Trustee Harrison moved to approve Board Policies for First Reading. Trustee Reyes seconded the motion.

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

NOES: None ABSENT: Rios

ABSTENTIONS: None

# C. Board Policies for Second Reading and Final Approval

Trustee Singer moved to approve Board Policies for Second Reading and Final Approval. Trustee Reyes seconded the motion.

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

NOES: None ABSENT: Rios ABSTENTIONS: None

### VI. 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.

### A. Instruction/Student Services

- 1. College and Career Access Pathways (CCAP) CHC
- 2. Curriculum CHC
- 3. Curriculum SBVC

### B. Human Resources

- 1. Adjunct and Substitute Academic Employees
- 2. Non-Instructional Pay
- 3. Instructional Laboratory Make-Up Hours
- 4. Payment of Stipends pulled and tabled to the next meeting
- 5. Appointment of District Employees
- 6. Demotion in Lieu of Layoff

### C. Business & Fiscal Services

- 1. 2021-22 Budget Calendar
- 2. Revised Authorized Signature List for 2020-21
- 3. Sole Source Purchases from Johnson Controls Fire Protection
- 4. Sole Source Purchased from Media Management LLC
- 5. Contracts at or Above \$95,200
- 6. District & College Expenses

### D. Facilities

- 1. Master Services Agreements and Task Orders for Bond Construction
- 2. Award Bid #CC02-3623 and Contract to Mac Dad Builders, Inc. of Irvine, CA
- 3. Award Bid #CC03-3640-7.01 and Contract to J.A. Urban Inc of Monrovia, CA
- 4. Award Sole Source Contract to Trane U.S. in of Brea, CA
- 5. CEQA Environmental Impact Report Addenda for San Bernardino Valley College and Crafton Hills College
- 6. Award RFP 2020-06 and Contract to EMCOR Services Mesa Energy

Trustee Williams moved to approve the consent agenda with the exception of item 6.B.4. Trustee Longville seconded the motion.

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

NOES: None ABSENT: Rios ABSTENTIONS: None

### ITEM PULLED FROM CONSENT AGENDA FOR SEPARATE ACTION

### VI.B.4 Payment of Stipends

The item was tabled to the next meeting.

### VII. REPORTS

# A. Board Committee Reports

Trustee Reyes gave a brief report on the Board Legislative Committee. The committee reviewed the draft
legislative principles, newly elected and re-elected policymakers, and top legislative issues that impacted our
district in 2020. At the next meeting on December 11, the committee will review and focus on the DRAFT
legislative principles.

- Trustee Harrison reported the Board Finance Committee (BFC) received our client review and are doing well
  considering our current environment. Jim Buysse gave a state budget update. Presentation on the process of
  constructing a construction management team. BFC will make a recommendation to the Board in December
  accept the process.
- Trustee Williams reported the Inland Empire is starting to meet with very informative meetings. He would like feedback from the Board and faculty on competency-based education and how it impacts SBCCD.
- B. Chancellor's Report
  - Interim Chancellor Torres provided a written report.
- C. Key Performance Indicators
  - No report
- D. San Bernardino Valley College Academic Senate
  - Amy Avelar gave a brief report and introduced the new Academic Senate President, Davena Burns-Peters, who will take office in January.
- E. San Bernardino Valley College Classified Senate
  - John Feist gave a brief report.
- F. San Bernardino Valley College Associated Students
  - Taylor DeBenedictis gave a brief report.
- G. Crafton Hills College Academic Senate
  - Brandi Bailes gave a brief report. She reported on the resolutions, in line with the board's strategic directions, that passed at senate plenary.
- H. Crafton Hills College Classified Senate
  - Alex Jaco No report.
- I. Crafton Hills College Associated Students
  - Alex Manjarrez No report.
- J. CSEA
  - Kevin Palkki gave a brief report.
- K. CTA
- Meridyth McLaren gave a brief report.
- L. Police Officers Association
  - James Quigley gave a brief report.
- M. San Bernardino Valley College President
  - President Rodriguez provided a written report.
- N. Crafton Hills College President
  - President Horan provided a written report.

# VIII. INFORMATION ITEMS

- A. Analysis of AB 705 Compliance, Implementation, and Student Success
- B. Board Master Planning Action Calendar
- C. Budget Report
- D. Coronavirus (COVID-19) Return to the Workplace Plan Updated
- E. General Fund Cash Flow Analysis
- F. Contracts Below \$95,200
- G. MOUs between SBCCD and the CSEA
- H. MOUs between SBCCD and the CTA
- I. Non-Bond Construction Contracts, Change Orders, and Amendments (Below \$60,000)
- J. PARS Pension Rate Stabilization Trust Account Actions
- K. Professional Expert, Short-Term, and Substitute Employees
- L. Purchase Order Report
- M. Quarterly Investment & Deposit Report

### IX. ANNOUNCEMENT OF CLOSED SESSION ITEMS

A. Conference with Labor Negotiators

Government Code 54957.6

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

- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment Government Code 54957 (2 cases)
  - 1. Termination of Employee #27000
- C. Conference with Legal Counsel Anticipated Litigation Government Code 54956.9(d)(2) (1 case)
- D. Conference with Legal Counsel Existing Litigation Government Code 54956.9(e)(3) or (d)(1) (1 case)

### X. CONVENE CLOSED SESSION

Chair Viricel convened to closed session at 5:06pm.

### XI. RECONVENE PUBLIC MEETING

Public meeting reconvened at 6:25pm.

### XII. REPORT OF ACTION IN CLOSED SESSION

On November 12, 2020, the Board Unanimously took action to approve the termination of employee #27000.

### XIII. ADJOURN

Chair Viricel adjourned the meeting in honor of our Veterans at 6:27pm.

The next meeting of the Board: Zoom Conference <a href="https://cccconfer.zoom.us/j/549366869">https://cccconfer.zoom.us/j/549366869</a>
Business Meeting – December 11, 2020 at 4pm

Gloria Macias Harrison, Clerk SBCCD Board of Trustees



# **Monthly Public Comments and Reports**

# Public Comment on Agenda Item #6.A.1

College and Career Access Pathways (CCAP) - CHC

# **Submitted by: Sara Mooney**

Greetings, members of the board, Chancellor, presidents, and the San Bernardino Community College District team--

My name is Sara Mooney and I am the Regional Affairs Director at the Campaign for College Opportunity. We are a non-profit organization that has advocated for and monitored implementation of policies that increase access and success across our three segments of public higher education.

We are excited to see Crafton's expansion of dual enrollment offerings via the College and Career Access Program. Students who take advantage of community college courses while in high school can gain valuable skills, complete more credits, and have a shorter time to degree and transfer than their non-dual enrollment peers.

For all of the district's dual enrollment offerings, we hope that Trustees will demonstrate leadership by ensuring that low income, Black, Latinx, Asian and Indigenous students are proportionally represented in these courses. Nationally, privileged students are more likely to enroll in DE courses, only increasing opportunity gaps.

We urge the Board and the Chancellor to support Crafton and Valley colleges in recruiting and retaining historically underrepresented and underserved students in dual enrollment offerings. This will require disaggregated data for the programs, support for counselors and faculty around implicit bias training and professional development, and encouragement of culturally relevant outreach materials and programming for the high school partners.

Dual enrollment offers enormous promises for students and the district, please ensure that promise is kept for Black, Latinx, Asian, Indigenous and low-income students.

**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:** December 11, 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.

Recipients with the most applause cards awarded at SBVC, CHC, and District are recognized and presented with an award.

## **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

# **FINANCIAL IMPLICATIONS**

None



**Applause Cards**Submitted for Information December 11, 2020

SITE	l l	NAME	DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Heather	Rodriguez	Career Education and Human Development	Heather, thank you for all your help with the PRs, POCN and Professional Expert Authorization forms. Your knowledge and experience is impeccable.	Brittany Sysawang
Crafton Hills College	Veronica	Smith - Arrowood	Career Education and Human Development	Veronica, Thank you for being the most kind, caring and helpful colleague there is! Thanks for your help with all the CWEE and WBL Program documents.	Brittany Sysawang
DSO	Daniel	Baeza	SBCCD Police Department	Daniel responded to a call for service and located an employee's lost property. Property was returned to the owner.	Sergeant Kenneth Owens
DSO	Noemi	Elizalde	Fiscal Services	For going over and beyond in assistance with a vendor. You are truly appreciated.	Shari Blackwell
DSO	Stacey	Nikac	Chancellor's Office	I appreciate all the extra help you gave us with the Board item. You really went the extra mile. Thank you!	Kelly Newton
DSO	Roger	Robles	TESS	For your help and assistance with computer needs. You are appreciated.	Shari Blackwell



**Applause Cards**Submitted for Information December 11, 2020

San Bernardino Valley College	Mary	Bradley	First Year Experience	Thank you for your professionalism in preparation of paperwork for 20 students and staff for the HACU conference.	Carmen Rodriguez
San Bernardino Valley College	Mary	Bradley	First Year Experience	Your assistance in making sure all paperwork was completed for the 20 students to participate in the HACU conference. Greatly appreciate your work.	Marco Cota
San Bernardino Valley College	Cindy	Huerta	First Year Experience	Your participation with application process, interviewing and selection of students for HACU conference. You did an amazing job in the entire process.	Marco Cota
San Bernardino Valley College	Amanda	Moody	Student Equity and Success	Amanda is always responsive to emails. She is a team player and always does her part to get things accomplished. I wish I could clone her! She is great!	Tenille Alexander



**Applause Cards**Submitted for Information December 11, 2020

San Bernardino Valley College	Joseph	Nguyen	First Year Experience	Your participation with application process, interviewing and selection of students for HACU conference. You did an amazing job in the entire process.	Marco Cota
San Bernardino Valley College	Oscar	Rodriguez	First Year Experience	Your participation with application process, interviewing and selection of students for HACU conference. You did an amazing job in the entire process.	Marco Cota
San Bernardino Valley College	Tahirah	Simpson	Counselor	Ms. Simpson went above and beyond to help me understand my education plan. She was dedicated on helping me. Absolutely phenomenal. You guys are blessed to have her.	Brianna Thomas
San Bernardino Valley College	Tahirah	Simpson	Counselor	She made me feel important enough that she dedicated hours to help me succeed in this school. When I almost lost hope, she was my saving grace. She deserves a raise.	Brianna Thomas

**TO:** Board of Trustees

**FROM:** Ad Hoc Committee

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

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

**DATE:** December 11, 2020

**SUBJECT:** Consideration of Approval Ad Hoc Committee Recommendation.

# **RECOMMENDATION**

It is recommended that the Board of Trustees approve Ad Hoc Committee Recommendation regarding complaint against Trustee Reyes.

# **OVERVIEW**

BP 2715 requires that the board convene an ad hoc committee to review the complaint against Trustee Reyes. The board has been provided the recommendation.

# **INSITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

# **FINANCIAL IMPLICATIONS**

None



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

December 11, 2020

Board of Trustees San Bernardino Community College District

Re: Report of Ad Hoc Committee

Dear Members of the Board of Trustees:

The Ad Hoc Committee ("Committee"), which was convened on November 10, 2020 for the purpose of completing the investigation of former employee #27000's complaint against District Board of Trustees ("Board") member Frank Reyes, has completed its review and makes the following report to the Board pursuant to Board Policy ("BP") 2715:

- 1. The Committee reviewed the report of the outside investigator retained to conduct an independent investigation of the allegations against Trustee Reyes;
- 2. The report concluded that Trustee Reyes did not engage in the misconduct alleged by former employee #27000. This conclusion is supported by the Committee based on its review;
- 3. Notwithstanding the above, the Committee noted credible instances of behavior that did not fully comport with the expectations set forth in BP 2715.

The Board will continue to support all opportunities for growth and training to ensure conduct that is consistent with the expectations set forth in BP 2715. This report and recommendation are submitted to the Board for its consideration and, pursuant to BP 2715, concludes the Committee's review of the above-referenced complaint.

**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:** December 11, 2020

**SUBJECT:** Consideration of Approval to Adopt Resolution No. 2020-12-11-HR01

Authorization of Layoff Due to Lack of Work and/or Lack of Funds

# **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 2020-12-11 for authorization of layoff due to 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 one (1) classified position, Coordinator of Outreach & Relations with Schools, Student Services Department, SBVC, 1.0 FTE, effective June 30, 2021.

# **ANALYSIS**

The Promise Program is being put on hold and the Student Services department will exhaust funding for position on June 30, 2021 and the 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 2020-12-11-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 position pursuant to the provisions of Education Code sections 88014, 88017, 88117 and 88127:

One (1) Coordinator of Outreach & Relations with Schools, Student Services, SBVC,

1.0 FTE

**NOW, THEREFORE, BE IT RESOLVED**, that as of June 30, 2021, 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 layoff shall become effective June 30, 2021; and

**BE IT FURTHER RESOLVED,** that the classified employee laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code § 88127.

**PASSED AND ADOPTED** this 11th day of December 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
Community College District, do certify	Clerk of the Governing Board of the San Bernardino that the foregoing Resolution was regularly introduced, oard at its regular meeting held on December 11, 2020.
	Clerk, Governing Board of the

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:** December 11, 2020

**SUBJECT:** Consideration of Approval to Adopt Resolution No. 2020-12-11-HR02

Authorization of Layoff Due to Lack of Work and/or Lack of Funds

# **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 2020-12-11-HR02 for authorization of layoff due to Strong Workforce 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 one (1) classified position, Student Services Technician II, Student Services Department, CHC, .75 FTE, effective June 30, 2021.

### **ANALYSIS**

The original board item approved on October 8, 2020, stated that the Student Services department would exhaust Strong Workforce Grant funding on December 31, 2020, thus eliminating services and the position will be eliminated. The District was aware that the Strong Workforce grant funding was a temporary funding stream and the position was recruited as such. 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. CHC leadership is assigning this position to a different Strong Workforce project that will extend the position funding through Strong Workforce grant through June 30, 2021. Therefore, the new layoff effective date will be June 30, 2021.

# **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

# FINANCIAL IMPLICATIONS

None.

### **RESOLUTION NO 2020-12-11-HR02**

# 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) Student Services Technician II, Student Services, CHC

.75 FTE

**NOW, THEREFORE, BE IT RESOLVED**, that as of June 30, 2021, 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 layoff to the affected classified employee pursuant to Education Code section 88017;

BE IT FURTHER RESOLVED, that said layoff shall become effective June 30, 2021; and

**BE IT FURTHER RESOLVED,** that the classified employee laid off pursuant to this resolution shall be eligible for reemployment pursuant to Education Code § 88127.

**PASSED AND ADOPTED** this 11th day of December 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
College District, do certify that th	rk of the Governing Board of the San Bernardino Community e foregoing Resolution was regularly introduced, passed and tits regular meeting held on December 11, 2020.
	Clerk, Governing Board of the 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:** December 11, 2020

**SUBJECT:** Consideration of Approval to Adopt Resolution No. 2020-12-11-HR03 and

Approve Participation in the Protected Insurance Program for Schools and

Community Colleges (PIPS)

# **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution No. 2020-12-11-HR03 authorizing San Bernardino Community College District to participate in the Protected Insurance Program for Schools and Community Colleges (PIPS) joint powers authority. Withdraw from the Schools Alliance for Excess Risk II for excess workers' compensation effective June 30, 2021 and change the current claims administration contract with Keenan to a run-off contract.

### **OVERVIEW**

The San Bernardino Community College District desires to participate in the Protected Insurance Program for Schools and Community Colleges for workers' compensation coverage.

# **ANALYSIS**

The Human Resource Department has explored funding options for the District's workers' compensation program while providing the least amount of disruption to employees. By moving to the Protected Insurance Program for Schools and Community Colleges, the District would reduce its rate, improve services and resources and provide minimal disruption to employees and district staff in changing programs. The District would receive a savings in excess of \$160,000 for the 21/22 program year by moving into the Protected Insurance Program for Schools and Community Colleges JPA.

San Bernardino CCD will withdraw from the Schools Alliance for Excess Risk II for excess workers' compensation and change the workers' compensation claims administration contract with Keenan & Associates with a fee reduction that is included in the overall savings.

# **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

# FINANCIAL IMPLICATIONS

Included in the 2021-2022 budgets.

### **RESOLUTION NO. 2020-12-11-HR03**

# OF THE GOVERNING BOARD OF TRUSTEES OF THE SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

APPROVING A CHANGE IN THE WORKERS' COMPENSATION PROGRAM
FOR THE DISTRICT TO THE PROTECTED INSURANCE PROGRAM FOR SCHOOLS
AND COMMUNITY COLLEGES AUTHORIZING EXECUTION AND DELIVERY OF RELATED
DOCUMENTS AND ACTIONS

- WHEREAS, school and community college districts have determined there is a need for Workers' Compensation coverage by combining their respective efforts to establish, operate and maintain a Joint Powers Agency for Workers' Compensation coverage; and
- **WHEREAS**, Title I, Division 7, Chapter 5, Article I (Section 6500 et seq.) of the Government Code of the State of California authorizes joint exercise by two or more public agencies of any power common to them,
- NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the San Bernardino Community College District declares its withdrawal from the Schools Alliance for Workers' Compensation Excess II JPA for excess workers' compensation effective June, 30, 2021.
- NOW, THEREFORE, BE IT RESOLVED the Board of Trustees of the San Bernardino Community College District declares membership in the Protected Insurance Program for Schools (PIPS) JPA and instructs its duly authorized agent to execute the attached Joint Powers Agreement and appoints Joe Opris as its official representative to the PIPS JPA.
- **RESOLVED FURTHER**, that the district will amend its contract with Keenan for workers' compensation third party claims administrator (TPA) services.

**PASSED AND ADOPTED**, this 11<sup>th</sup> day of December 2020, by the Governing Board of the San Bernardino Community College District of San Bernardino, California, by the following vote:

AYES: NAYS: ABSENT: ABSTENTIONS:	
College District, San Bernardino ( true and correct copy of a resoluti	erk of the Governing Board of San Bernardino Community County, California, do hereby certify that the foregoing is a full on duly adopted by said Board at the regular meeting thereof stated, which resolution is on file and of record in the office o
	Clerk, Governing Board of the 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:** December 11, 2020

**SUBJECT:** Assignments to Board Standing Committees

# **RECOMMENDATION**

It is recommended that the Board of Trustees approve its representatives on board standing committees for the 2021 calendar year.

# **OVERVIEW**

Committee	2020 Members	2021 Members
Legislative Committee	Frank Reyes (Chair)	1.
_	2. Anne Viricel	2.
	3. John Longville	3.
Finance Committee	Gloria Harrison (Chair)	1.
	2. Donald Singer	2.
	3. Stephanie Houston	3.
	4. None (student trustee	4.
	not included in quorum)	

# **ANALYSIS**

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

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

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

Standing committees of the Board can be found on the Board of Trustees page of the District Website <a href="http://www.sbccd.org/Board\_of\_Trustees">http://www.sbccd.org/Board\_of\_Trustees</a>

# **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.

**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:** December 11, 2020

**SUBJECT:** Consideration of Approval of Board Member Assignment to the San

Bernardino Regional Emergency Training Center Joint Powers Authority

# **RECOMMENDATION**

It is recommended that the Board of Trustees approve the assignment of one trustee to the San Bernardino Regional Emergency Training Center Joint Powers Authority for the 2021 calendar year.

# **OVERVIEW**

	2020 Member	2021 Member
San Bernardino Regional	Stephanie Houston	
Emergency Training		
Center Joint Powers		
Authority		

# **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.

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:** December 11, 2020

**SUBJECT:** Approval of Revised List of Employees to Serve on the Inland Futures Foundation

(IFF) of the SBCCD as Ex Officio Directors

# RECOMMENDATION

It is recommended that the Board of Trustees approve the revised list of employees to serve on the Inland Futures Foundation (IFF) of the SBCCD as Ex Officio Directors.

Title per IFF Bylaws	Ex Officio Directors
Chancellor of the District	Jose Torres
Executive Vice Chancellor	Kristina Hannon
Vice Chancellor	Jim Buysse
General Manager of KVCR	Alfredo Cruz
Executive Director of EDCT	Deanna Krehbiel

# **OVERVIEW**

The Corporation has been formed under the California Nonprofit Public Benefit Corporation Law for public and charitable purposes and to support the San Bernardino Community College District ("District") as a recognized "auxiliary organization" of the District as provided in Sections 72670 through 72682 of the Education Code, as such law may be amended from time to time. This Corporation shall operate in compliance with District Board Policy and Administrative Procedures, and with provisions of law pertaining to auxiliary organizations of community college districts, Sections 72670 et. seq. of the Education Code, and Sections 59255 et. seq. of Title 5 of the California Code of Regulations, as such policies, procedures, statutes, and regulations may be amended from time-to-time.

The specific purpose of this corporation is to provide resource development to support the mission of the District and its programs, initiatives, colleges, and entities.

# **ANALYSIS**

SBCCD will maintain Inland Futures Foundation in good standing with the State of California and the IRS in order to retain our 501(c)3 designation. As part of maintaining the foundation in good standing, it is required that the foundation meets at least once a year. In addition, the Bylaws require no less than five (5) Board of Directors. The revised list reflects the current individuals in the positions per IFF Bylaws.

# **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.

**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:** December 11, 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 2715 Code of Ethics/Standards of Practice AP/BP 7380 Retiree Health Benefits- Academic Employees AP/BP 7450 Mileage Reimbursement BP 7510 Domestic Partners AP/BP 7700 Whistleblower Protection

# **ANALYSIS**

The changes to these policies include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the district. At its meeting on November 3, 2020, District Assembly approved and recommended the Chancellor to move the AP/BP forward for Board approval.

# **INSTITUTIONAL VALUES**

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

# **FINANCIAL IMPLICATIONS**

None.

Current Status: Draft PolicyStat ID: 8778228



Origination: N/A
Last Approved: N/A
Last Revised: N/A
Next Review: N/A

Owner: BOT Board of Trustees:
Policy Area: Chapter 2 Board of Trustees

References: Legally Required

# **BP 2715 Code of Ethics/Standards of Practice**

(Replaces current SBCCD BP 2010)

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to establish and uphold, implement and enforce all laws and codes applying to the District. Given this basic charge, the activities and deliberations of the Board of Trustees will be governed by the following Code of Ethics:

# Each member of the Board will:

- A. Avoid any situation that may constitute a conflict of interest and disqualify him/herself from participating in decisions in which he or she has a financial interest. Conflicts of interest may relate not only to the individual trustee but also to his or her family and business associates, or transactions between the District and trustees, including hiring relatives, friends, and business associates as college employees.
- B. Recognize that the Board acts as a whole and that the authority rests only with the Board in a legally constituted meeting, not with individual members.
- C. Maintain confidentiality of all Board discussions held in closed session and recognize that deliberations of the Board in closed session are not to be released or discussed in public without the prior approval of the Board by majority vote, in compliance with BP 2315.
- D. As an agent of the public entrusted with public funds protect, advance, and promote the interest of all citizens maintaining independent judgment unbiased by private interests or special interest groups.
- E. Ensure that the District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures or practices.
- F. In all decisions hold the educational welfare and equality of opportunity of the students of the District as his or her primary concern; Board members should demonstrate interest in and respect for student accomplishments by attending student ceremonies and events.
- G. Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
- H. Conduct all District business in open public meetings unless in the judgment of the Board, and only for those purposes permitted by law, it is appropriate to hold a closed session.
- I. Enhance his or her ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.

Promote and maintain good relations with fellow Board members by:

- A. Respectfully working with other Board members in the spirit of harmony and cooperation and giving each member courteous consideration of his or her opinion.
- B. Respecting the opinion of others and abiding by the principle of majority rule.

Promote an effective working relationship with the Chancellor and district staff by:

- A. Providing the responsibility, necessary authority, and support to effectively perform their duties.
- B. Referring complaints and/or criticisms through the appropriate channels as previously agreed upon by the Chancellor and the Board.

Be an advocate of the District in the community by encouraging support for and interest in the San Bernardino Community College District.

All Board members are expected to maintain the highest standards of conduct and ethical behavior and to adhere to the Board's Code of Ethics. The Board will be prepared to investigate the factual basis behind any charge or complaint of trustee misconduct. A Board member may be subject to a resolution of censure by the Board should it be determined that trustee misconduct has occurred. Censure is an official expression of disapproval passed by the Board.

A complaint of trustee misconduct will be referred to an ad hoc committee the Board Exective Committee composed of three trustees not subject to the complaint the board chair, vice chair, and clerk. In a manner deemed appropriate by the committee, a fact-finding process shall be initiated and completed within a reasonable period of time to determine the validity of the complaint. The committee shall be guided in its inquiry by the standards set forth in the Board's Code of Ethics as defined in policy. The trustee subject to the charge of misconduct shall not be precluded from presenting information to the committee. The committee shall, within a reasonable period of time, make a report of its findings to the Board for action.

## Reference:

ACCJC Accreditation Standard IV.C.11 (formerly IV.B.1.a, e, & h)

## **Attachments**

BP 2715 Code of Ethics/Standards of Practice - Comments BP 2715 Code of Ethics/Standards of Practice - Legal Citations

Comment by Stat, Policy

10/23/2020, 1:17PM EDT

On 10/22/20, the Board directed staff to revise the BP to refer complaints of trustee misconduct to the Board Executive Committee composed of the board chair, vice chair, and clerk.

Draft saved by Stat, Policy

10/23/2020, 1:28PM EDT

Current Status: Pending PolicyStat ID: 8029137



Origination: 06/2004
Last Approved: N/A
Last Revised: 10/2020
Next Review: 6 years after approval

Owner: Human Resources Human

Resources

Policy Area: Chapter 7 Human Resources

References:

# BP 7380 Retiree Health Benefits - Academic Employees

(Replaces current SBCCD BP 7380)

NOTE: Current SBCCD BP 7380 parallels the language recommended by the Policy and Procedure Service.

From current SBCCD BP 7380 titled Retiree Health Benefits: Academic Employees

From current SBCCD BP 7380 titled Retiree Health Benefits: Academic Employees

The In accordance with AB528 continuation coverage, the District shall permit any former academic employee who has retired from the District under any public retirement system, to enroll in the health and welfare benefit (medical) plan and/or dental care—benefit plan currently provided to its current active academic employees. The District shall also permit the current spouse of eligible academic employee under this policy to enroll in the medical and dental plan. In addition, the District shall also permit the enrollment of the surviving spouse of a former academic employee who either retired from the District or was, at the time of his/or-her/their death, employed by the District as an academic employee and a member of the State Teacher's Retirement Systemany public retirement system.

Enrollment pursuant to this policy shall be at the retiree or surviving spouse's own expense.

Enrollment pursuant to this policy shall be at the retiree or surviving spouse's own expense. Retiree or surviving spouse to pay full monthly premiums for coverage. The District reserves the right to determine the process in which the retiree or surviving spouse remits payment of premiums for enrolled coverages. This includes outsourcing the invoicing and payment collection process to a Third Party Administrator (TPA) of the District's selection.

A retired academic employee <u>and their spouse</u> or surviving spouse may enroll in the District's health and welfare benefit plans only once pursuant to this policy. <u>ATo continue the health and/or dental coverages</u> described herein, enrollment is required to occur within 30 days of losing active employee coverage with the <u>District. If retired academic employees and/or spouses do not enroll in the health or dental care plans during this initial enrollment period, the District is not obligated to offer them another opportunity to re-enroll. A retired <u>academic employee</u> or surviving spouse who voluntarily terminates coverage under this policy may be excluded from obtaining coverage again. <u>Enrollment in coverage shall remain in effect permitted monthly premiums are paid in full.</u></u>

Please note that this law does not create a vested retirement right in health and dental care benefits, nor should be construed as requiring or permitting the impairment of any contract, board rule, or regulation affecting retired academic personnel. Further, it is not intended to reduce or conflict with any benefit provided

in the federal Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA), nor mandate the provision of life insurance or vision care. The District reserves the right to change the health and welfare and dental plans at any time after enrollment has begun, to remain consistent with the plans and insurance carriers the District offers to its active academic employees.

This policy does not fully describe AB528 continuation coverage or other rights under the Plan. More information about AB528 continuation coverage and employee rights can be found in the California Education Code, Section 7000.

The Chancellor shall establish procedures as may be deemed necessary to administer this policy in accordance with Education Code Sections 7000, et seq.

## References:

Education Code Sections 7000 et seq.

## **Attachments**

BP 7380 Retiree Health Benefits- Academic Employees- Comments BP 7380 Retiree Health Benefits- Academic Employees- Legal Citations BP7380 -OLD.pdf

Edited by Quinones, Brooke	5/6/2020, 3:55PM EDT
Policy review update due/bq	
Draft saved by Goodrich, Kelly	
Draft Saved by Goodnerf, Reliy	8/7/2 <mark>020, 1:54PM EDT</mark>
Comment by Goodrich, Kelly	9/18/2020, 6:51PM EDT
10-06-2020 DA 2nd Read	
Administrator override by Goodrich, Kelly	10/22/2020, 2:06PM EDT
Minor clerical corrections	
Draft saved by Goodrich, Kelly	10/22/2020, 2:06PM EDT
Draft discarded by Goodrich, Kelly	10/22/2020, 2:06PM EDT
Comment by Goodrich, Kelly	10/22/2020, 2:08PM EDT

11-03-2020 Repeat DA 2nd Read (pulled from October 6 agenda)

Current Status: Pending PolicyStat ID: 3915550



Origination: 11/2016
Last Approved: N/A
Last Revised: 08/2018
Next Review: 06/2020

Owner: Human Resources Human

Resources

Policy Area: Chapter 7 Human Resources

References: Legally Required

# AP 7380 Retiree Health Benefits: Academic Employees

**NOTE:** This procedure is **legally required.** Local practice may be inserted. BP 7380 titled Retiree Health Benefits: Academic Employees contains the minimum necessary to meet statutory requirements, and may be repeated here, with additional procedures on how retirees opt for retiree health benefits.

# Sample from another District

<u>A.</u>

Under AB 528, former <u>Certificated or Academic</u> employees may be eligible to continue on the District medical and dental plans at full cost to the former employee, with monthly or annual premiums, payable in advance of the effective date of the coverage provided.

- A. The District will provide the following benefits for employees who retire during the term of this Agreement with such benefits continuing only for the term of this Agreement:
- A. If a bargaining unit member actually retires from the District and is on retirement with the State Teachers
  Retirement System, such bargaining unit member shall have the option to remain an active participant in
  the District health benefits program, except for dental, vision, and life insurance plans, as set forth in the
  Health and Welfare benefits provision of the Agreement until age 65, subject to all of the following
  conditions:
- A. The retired bargaining unit member attained the age of 60 before the retirement unless such retirement was a disability retirement.
- B. The bargaining unit member completed a minimum of ten (10) years of service with the District prior to retirement unless such retirement was a disability retirement which requires a minimum of five (5) years of service prior to disability retirement.
- C. The bargaining unit member must have been an employee of the District immediately preceding retirement with the State Teachers Retirement System.
- D. The District shall pay the costs of such participation by the bargaining unit member pursuant to and consistent with the Health and Welfare benefits provision of the Agreement except for dental, vision, and life insurance plans.
- A. Pursuant to and consistent with applicable law, such as Education Code Section 7000-7003, once a

bargaining unit member is retired from the District, he/she shall have the option to remain an active participant in the District health and dental care benefit program as set forth in the Health and Welfare benefits provision of the Agreement unless:

- A. The retired bargaining unit member fails to pay the full cost of all premiums for retired employees through payment at least one month in advance of the month of coverage, or
- B. The retired bargaining unit member becomes eligible for such benefits through another employer.

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) and upon separation from the District and depending upon the event which causes insurance coverage to end, the employee and his/her dependents may elect to continue coverage on the medical, dental, and/or vision plans pursuant to the following requirements:

- The employee and dependents may continue coverage for up to 18 months if the employee terminates for any reason, except gross misconduct, or loses eligibility due to a reduction in the hours worked.
- Dependents may continue coverage for up to 36 months if the employee dies, the employee becomes
  divorced or legally separated, the dependent child ceases to be a dependent, or if the employee after age
  65 becomes eligible for Medicare and elects Medicare as primary to the medical plan or if dependent
  reaches age 26.
- The individual will be charged the full cost of the premium plus an additional 2% of the premium for administrative costs. Payment is to be made in advance of the effective date of the coverage provided.
- This continuation coverage will end if any of the following occur:
  - The former employee or dependents become eligible for coverage through another group health plan; o Entitlement to Medicare coverage begins;
  - Entitlement to Medicare coverage begins;
  - Termination of the employer-provided group health plan (although when coverage is replaced by another group health plan, the individual may be continued under that plan); or
  - Failure to pay the required premiums.

# Sample from another District

The District shall permit any former academic employee who has retired from the District to enroll in the health and welfare benefit plan and/or dental care benefit plan currently provided to its current academic employees. In addition, the District shall also permit the enrollment of the surviving spouse of any former academic employee who either retired from the District or was, at the time of his/her death, employed by the District as an academic employee and a member of the State Teacher's Retirement System. Enrollment shall be in accordance with the criteria specified in the respective collective bargaining agreement, the Consolidated Omnibus Budget Reconciliation Act (COBRA), and/or under the rules of the District-sponsored plan.

For academic employees not covered by a collective bargaining agreement and hired prior to October 14, 1986 and have at least ten (10) years of full time service, the District will provide paid medical and dental coverage with benefits equal to those in effect at the time of retirement to the retiree and one dependent until the retiree reaches age 70 or the retiree's death, whichever is sooner. The District will provide the retiree and one dependent medical and dental coverage for each fiscal year following retirement, the retiree may select a plan as made available each fiscal year. The retiree may change carriers during the annual open period. The retiree and dependent shall be responsible for paying any future increases that are charged to academic employees.

Current Status: Active PolicyStat ID: 7472551



 Origination:
 06/2004

 Last Approved:
 12/2019

 Last Revised:
 12/2019

 Next Review:
 12/2029

Owner: Human Resources Human

Resources

**Policy Area:** Chapter 7 Human Resources

References: Legally Required

# **BP 7450 Mileage Reimbursement**

(Replaces current SBCCD BP 7450)

Employees may receive reimbursement for authorized business mileage only under the terms and conditions recommended by the Chancellor.

Also see BP/AP 4300 titled Field Trips and Excursions, AP 6530 titled District Vehicles, and BP/AP 7400 titled Travel

## Reference:

No specific reference

## **Attachments**

BP 7450 Mileage Reimbursement- Comments BP 7450 Mileage Reimbursement- Legal Citations BP7450 -OLD.pdf

## **Approval Signatures**

Step Description	Approver	Date
	Policy Stat	01/2020
	Policy Stat	01/2020

Edited by Stat, Policy

1/8/2020, 5:02PM EST

12/12/19 BOT Approved

Last Approved by Stat, Policy

1/8/2020, 5:02PM EST

Last Approved by Stat, Policy

1/8/2020, 5:02PM EST

Current Status: Pending PolicyStat ID: 8378842



Origination: 06/2006
Last Approved: N/A
Last Revised: 07/2020
Next Review: 6 years after approval

Owner: Human Resources Human

Resources

Policy Area: Chapter 7 Human Resources

References:

# **AP 7450 Mileage Reimbursement**

(Replaces current SBCCD AP 7450)

## **Reimbursement Eligibility**

- A. 1. Mileage reimbursement is granted only when employees are required to use their personal vehicles in connection with their assignments and in performance of their duties.
  - 2. Full-time All employees who report to a second worksite in one day other than their primary site for performance of duties may claim reimbursement travel subject to the calculation method described below. Full-time All employees who teach at a second site as an overload, and hourly employees shall be responsible for their own transportation costs.
  - 3. To be eligible for mileage reimbursement, employee must be on the approved drivers' list maintained by Human Resources.

#### B. Reimbursement Rate

Mileage reimbursement shall be made at the Internal Revenue Service standard mileage rate.

#### C. Reimbursement Claims

- Mileage reimbursement is granted only after a Mileage Reimbursement Claim is submitted and there
  is a purchase order with sufficient balance to process against it. Reimbursement claims should be
  submitted monthly, but no less than once per semester. Second semester mileage must be
  submitted by July 1.
- 2. Employees authorized to use their personal automobiles for District daily business should maintain daily records with supporting documentation of the trips authorized during the month. Documentation shall include a daily mileage trip log and parking fee receipts.

#### D. Mileage Calculation

- 1. Mileage is reimbursed only for miles incurred beyond employees' normal commute to their regular worksite.
- 2. In the event an employee proceeds from this last destination on college business in any one day to home, mileage shall be calculated using the distance from home or primary work site to the first business stop, whichever is less.

### E. Verification

Signatures required are: Employee, Responsibility Center Manager, if claimant is the Responsibility

Manager, signature of claimant's supervisor is required.

Also see BP/AP 4300 Field Trips and Excursions, AP 6530 District Vehicles, and BP/AP 7400 Travel.

## References:

No references

## **Attachments**

AP 7450 Mileage Reimbursement - Comments AP 7450 Mileage Reimbursement - Legal Citations AP7450 -OLD.pdf

## **Approval Signatures**

Step Description Approver Date

Draft saved by Quinones, Brooke	6/11/2020, 1:18PM EDT
Edited by Quinones, Brooke	7/28/2020, 11:53AM EDT
Update for language consistency/bq	
Comment by Goodrich, Kelly	9/18/2020, 6:55PM EDT
10-06-2020 DA 2nd Read	
Comment by Goodrich, Kelly	10/22/2020, 2:10PM EDT

11-03-2020 Repeat DA 2nd Read (pulled from October 6 agenda)

Current Status: Draft PolicyStat ID: 7980647



 Origination:
 N/A

 Last Approved:
 N/A

 Last Revised:
 N/A

 Next Review:
 N/A

Owner: Human Resources Human

Resources

Policy Area: Chapter 7 Human Resources

References: Legally Required

## **BP 7510 Domestic Partners**

Domestic partners registered with the California Secretary of State shall have, insofar as permitted by California law, all of the same rights, protections, and benefits, as well as the same obligations, responsibilities, and duties of married persons (spouses) under state law. Former domestic partners shall have all of the rights and obligations of former spouses. Surviving domestic partners shall have the same rights, protections, and benefits as are granted to a surviving spouse of a decedent.

Therefore, all references to "spouses" in the District's policies or procedures shall be read to include registered domestic partners as permitted by California law.

## References:

Family Code Sections 297, 298, 298 et seq.5, 297.5, 299, 299.2, and 299.3

## **Attachments**

BP 7510 Domestic Partners.doc Legal Update 36.docx

Comment by Gilbert, Jeremiah

4/27/2020, 7:52PM EDT

Legal Update #36 - This policy was updated to revise the legal reference to Family Code Sections 297 et seq.

Comment by Goodrich, Kelly

9/18/2020, 6:57PM EDT

10-06-2020 DA 2nd Read

Comment by Goodrich, Kelly

10/22/2020, 2:12PM EDT

11-03-2020 Repeat DA 2nd Read (pulled from October 6 agenda)

Current Status: Draft PolicyStat ID: 8394289



Origination:

Last Approved:

N/A

Last Revised:

N/A

Next Review:

N/A

Owner: Human Resources Human

Resources

Policy Area: Chapter 7 Human Resources

References: Legally Advised

## **BP 7700 Whistleblower Protection**

NOTE: This policy is suggested as good practice. The District may insert its local practice. The following is suggested language.

The Chancellor shall establish administrative procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or board policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

- 1. retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order;
- 2. retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order: or
- 3. directly or indirectly use or attempt to use the official authority or influence of his/her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever reasonable action whatever action may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

## References:

Education Code Sections 87160-87164;

Labor Code Section 1102.5;

Government Code Section 53296,;

Private Attorney General Act of 2004 (Labor Code Section 2698);

Affordable Care Act (29 U.S. Code 218C)

Current Status: Pending PolicyStat ID: 8378866



Origination: 09/2014
Last Approved: N/A
Last Revised: 07/2020
Next Review: 10 years after approval

Owner: Human Resources Human

Resources

Policy Area: Chapter 7 Human Resources

References: Legally Advised

# **AP 7700 Whistleblower Protection**

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the District in the investigation will be protected from retaliation. Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the District in the investigation will be protected from retaliation.

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports. This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports.

# Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties. Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated. Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor

er others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activities involve a College President, the report should be made directly to the Chancellor. Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activities involve a College President, the report should be made directly to the Chancellor.

When the alleged unlawful activities involve the Chancellor, the report should be made directly to the President of the Board of Trustees. When the alleged unlawful activity involves the Board of Trustees or one of its members, the report should be made to the Chancellor who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed. "Additionally, allegations of suspected unlawful activity may be reported through the District compliance hotline by following instructions listed on the District website." When the alleged unlawful activities involve the Chancellor, the report should be made directly to the President of the Board of Trustees. When the alleged unlawful activity involves the Board of Trustees or one of its members, the report should be made to the Chancellor who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed. Additionally, allegations of suspected unlawful activity may be reported through the District compliance hotline by following instructions listed on the District website. The Lighthouse compliance hotline is the most common and preferred method of submitting allegations of suspected unlawful activities.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and centain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as is reasonably possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make a reasonable attempt to get the reporter to confirm by his/her signature that it is accurate and complete. Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as is reasonably possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make a reasonable attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the College President where the alleged activity has occurred or to the Chancellor if the activity involves the District office or is District-wide. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary. Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the College President where the alleged activity has occurred or to the Chancellor if the activity involves the District office or is District-wide. However, if this process would require submitting the report to an employee

implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be: In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be:

- a. warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and
- b. advised that if he/she experiences retaliation for cooperating in the investigation, then it must be reported immediately. advised that if he/she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken. In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

## **Protection from Retaliation**

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation. A district employee or applicant whose family member makes a protected disclosure is also protected from retaliation. When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation. A district employee or applicant whose family member makes a protected disclosure is also protected from retaliation.

Any employee who believes he/she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their College President, the Chancellor, or the Chancellor's designee. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the College President or Chancellor, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation. Any employee who believes he/she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their College President, the Chancellor, or the Chancellor's designee.

If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the College President or Chancellor, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated. All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

## Whistleblower Contact Information

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the State Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403. Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the State Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. The State Personnel Board hotline is (916) 653-1403.

# Other Remedies and Appropriate Agencies

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency. In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

## References: References:

**Education Code Sections 87160-87164**;

Government Code Section 53296;

**Labor Code Section 1102.5**;

Private Attorney General Act of 2004 (Labor Code Section 2698);

Affordable Care Act (29 U.S.C. 218C) Education Code Sections 87160-87164;

Government Code Section 53296;

Labor Code Section 1102.5;

Private Attorney General Act of 2004 (Labor Code Section 2698);

Affordable Care Act (29 U.S.C. 218C)

## **Attachments**

AP 7700 Whistleblower Protection - Comments

#### 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:** December 11, 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.

#### **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**

AP/BP 2410 Board Policies and Administrative Procedures

BP 2725 Board Member Compensation

AP 3434 Responding to Harassment Based on Sex Under Title IX

AP 3435 Discrimination and Harassment Complaints and Investigations

AP/BP 3560 Alcoholic Beverages

AP/BP 7240 Confidential Employees

The Board approved first reading on November 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.

Current Status: Draft PolicyStat ID: 8380288



Origination:

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 2410 Board Policies and Administrative Procedures

(Replaces SBCCD AP 2045)

Pursuant to Education Code Section 70902(a)(1), the Board of Trustees shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the Board of Trustees may initiate and carry on any program or activity, or may otherwise act, in any manner that is not in conflict with, inconsistent with, or preempted by any law, and that is not in conflict with the purposes for which community college districts are established.

The Chancellor, through the collegial consultation process, has the authority to propose new board policies and administrative procedures.

The annual review of the board policies and administrative procedures shall begin in the fall of each academic year. Each year, at least ten percent (10%) of the SBCCD policies and procedures will be identified for review. At the beginning of each academic year, the <a href="Executive Director of Institutional Research and PlanningChancellor's designee">Executive Director of Institutional Research and PlanningChancellor's designee</a> will notify the appropriate parties of the specific BPs or APs identified for review.

Responsibility for the review process is as follows:

Chapter 1: Board of Trustees and the Chancellor (lead)

Chapter 2: Board of Trustees and the Chancellor (lead)

In matters relating to board policies in Chapter 2 (not including BP/AP 2410 & BP/AP 2510, which will go through the process below), the Board will submit board policies and policy changes to the District Assembly (DA) for review and feedback only, prior to placing on board agenda. This will occur at the next meeting of District Assembly.

Chapter 3: Chancellor (lead) and Chancellor's Cabinet

Chapter 4: Executive Director of Institutional Research and Planning (lead) Chancellor's designee and Academic Senate Presidents

Chapter 5: Executive Director of Institutional Research and Planning (lead)Chancellor's designee and Academic Senate Presidents

Chapter 6: Executive Vice- Chancellor of Fiscal Services (lead) and Vice- Presidents of Administrative Services

Chapter 7: Vice Chancellor of Human Resources and Police Services (lead)

The process for developing or changing board policies and/or administrative procedures is outlined below:

### **Annual Review Process**

- A. All policies and procedures will be tracked and revised using the district adopted policy review software.
- B. BPs and APs will be reviewed in pairs whenever possible to ensure the procedure supports the direction delineated in the policy.
- C. Prior to the start of each academic year, the SBCCD Executive Director of Research and PlanningChancellor's designee will sort the BPs and APs by age and will compile the annual review list, consisting of approximately 10% of the district's BPs & APs with a proportional amount from each chapter.
- D. The SBCCD Executive Director of Research and PlanningChancellor's designee will meet with the policy leads responsible for faciliting facilitating the review of BPs and APs to establish the review timeline.
- E. The annual review timeline, listing the policies and procedures and the leads for each BP & AP will be presented to the District Assembly at the first meeting of the Academic Year. The timeline as well as all revisions to the review timeline will be posted on the DA webpage.
- F. DA constituent group reps will share the annual list with their members and shall provide an opportunity for their members to review and/or provide input as desired.
- G. The SBCCD Executive Director of Research and PlanningChancellor's designee will email the policies and procedures under review along with the timeline for the year to each of the policy leads.
- H. The BP/AP leads will review, gather input from the campus community as applicable and will input all recommended revisions in policy stat by the agreed upon due date.
- I. Reviewed and/or Revised Policies and Procedures revised policies and procedures will be submitted to the District Assembly for review and recommendation as a first read with no action as per the established timeline and then as a 2<sup>nd</sup> read for approval at the next regularly scheduled meeting of the District Assembly. (Note: this affords all interested parties 1 additional month to review and request input from their constituents.)
- J. Policies and Procedures procedures included on the DADistrict Assembly consent agenda for 2<sup>nd</sup> read may be pulled for discussion, debate and/or revision recommendations prior to approval.
- K. As per BP 2410, the Chancellor will review the recommendations from the District Assembly and will forward the BPs to the Board of Trustees for action and the APs as information items.

#### Review of Policies and Procedures Deemed Academic and Professional

Prior to finalizing the annual review list, the SBCCD Executive Director of Research and PlanningChancellor's designee will meet with the Academic Senate Presidents to determine which BPs & APs are academic and Professional. These BPs & APs will be noted as such on the annual review timeline.

Policies and procedures that fall under the 10+1 (an Academic and Professional matter within the meaning of Section 53200(c) of Title 5 of the California Code of Regulations) will be submitted for consideration to the Academic Senates on both campuses as per the agreed upon timeline. BP/AP revision recommendations will be completed by up to four consecutive Academic Senate meetings, beginning with the date the BP/AP is presented at District Assembly.

A. The Academic Senates will then submit the revised BPs/APs to the District Assembly as an information

item.

B. As per BP 2410, the Chancellor will review the recommendations from the Academic Senate and will forward the BPs to the Board of Trustees for action and the APs as information items.

### Review of Policies and Procedures Not on the Annual Review List

A proposal for a new board policy or a change in a current policy or administrative procedure not included on the annual review list may be submitted by any interested party. A proposal must be submitted in writing to the Chancellor and/or the District Assembly. The DADistrict Assembly will, in consultation with the chancellor Chancellor, determine if the BP/AP, or a change in current BP/AP, is warranted. If so, the BP/AP will be forwarded to the Executive Director of Research and PlanningChancellor's designee. The SBCCD Executive Director of Research and PlanningChancellor's designee will then meet with the Academic Senate Presidents to determine if the BP and/or AP is Academic and Professional. The Executive Director of Research and PlanningChancellor's designee will add the BP/AP to the annual review timeline and will forward to the appropriate policy lead. The revised timeline will be posted on the District Assembly webpage.

# Review of Bi-Annual Policy & Procedure Updates from the Community College League of California (CCLC)

Updates to APs and BPs are reviewed by the SBCCD Executive Director of Research and PlanningChancellor's designee when forwarded from the Community College League of California (CCLC) in Fall and Spring.

All updates from the CCLC will be reviewed by the chapter leads and the SBCCD Director of Research and PlanningChancellor's designee. The chapter leads will make a recommendation as to whether each update is either simple or requires review and revisions. (Note if the last: If the Last Reviewed and Last Approved dates get reset, then these all may require a through thorough review.)

- A. Simple updates (revisions to legal references) will be revised by the policy lead and, by the policy lead and, when ready, will be added to the District Assembly agenda as an information item.
- B. New BPs & APs and/or those requiring review and revision:
  - 1. New BPS & APs that are legally advised or optional will be reviewed by the chapter lead to determine if the BP/AP is needed.
    - a. If yes, then the BP/AP will be forwarded to the District Assembly with a recommendation to adopt and, if approved by the District Assembly, will be added to the review timeline as per the recommendation of the chapter lead;
    - b. If no, then the BP/AP will be forwarded to the District Assembly with a recommendation to not adopt.
  - 2. New "Required" BPs & APs, as well as those requiring content review and revisions, will be added to the annual review timeline as per the recommendation of the chapter leads.
  - 3. The revised timeline including the CCLC BPs & APs (notated with the legal update #) will be posted on the District Assembly webpage.

## References:

Education Code Section 70902;

Current Status: Active PolicyStat ID: 6437798



 Origination:
 10/2010

 Last Approved:
 06/2019

 Last Revised:
 06/2019

 Next Review:
 06/2025

Owner: BOT Board of Trustees:
Policy Area: Chapter 2 Board of Trustees
References: Good Practice/Optional

# **BP 2410 Board Policies and Administrative Procedures**

(Replaces SBCCD BP 2045)

The Board may adopt such policies as are authorized by law or determined by the Board to be necessary for the efficient operation of the District. Board policies are intended to be statements of intent by the Board on a specific issue within its subject matter jurisdiction.

The policies have been written to be consistent with provisions of law, but do not encompass all laws relating to District activities. All District employees are expected to know of and observe all provisions of law pertinent to their job responsibilities.

Policies of the Board may be adopted, revised, added to or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

Administrative procedures are to be issued by the Chancellor as statements of method to be used in implementing Board Policy. Such administrative procedures shall be consistent with the intent of Board Policy. Administrative procedures may be revised as deemed necessary by the Chancellor through regular consultation processes and/or as required by revisions to laws and regulations. Administrative procedures are forwarded to the Board of Trustees. The Board reserves the right to direct revisions of the administrative procedures should they, in the Board's judgment, be inconsistent with the Board's own policies.

Board policies and administrative procedures are to be reviewed as per the schedule specified in AP 2410.

Board policies and administrative procedures shall be readily available on the District's website.

## Reference:

Education Code Section 70902; ACCJC Accreditation Standards IV.C.7, IV.D.4, I.B.7, and I.C.5 (formerly IV.B.1.b & e)

## **Attachments**

BP 2410 Board Policies & Admin Procedures - Comments
BP 2410 Board Policies & Admin Procedures - Legal Citations

Current Status: Draft PolicyStat ID: 8570110



 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

# **BP 2725 Board Member Compensation**

(Replaces current SBCCD BP 2230)

Members of the Board of Trustees who attend all Board meetings shall receive \$420400 per month and the student trustee(s), \$210200 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

Current Status: Draft PolicyStat ID: 8517040



Origination:

Last Approved:

N/A

Last Revised:

N/A

Next Review:

N/A

Owner: Chancellor's Cabinet
Chancellor's Cabinet:

Policy Area: Chapter 3 General Institution

References:

# AP 3434 Responding to Harassment Based on Sex under Title IX

### Introduction

The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX regulations.

### Title IX Coordinator

Questions concerning Title IX may be referred to the District Title IX Coordinator whose contact information is below.

The District's Title IX Coordinator: Director of Human Resources

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

Phone: 909-388-6950

Email: hr@sbccd.cc.ca.us

Individuals can also file a complaint at the following link: <a href="http://www.lighthouse-services.com/SBCCD">http://www.lighthouse-services.com/SBCCD</a>

CHC's Title IX Coordinator: Vice President of Student Services

11711 San Canyon Road, Yucaipa, CA 92399

Phone: 909-389-3355

SBVC's Title IX Coordinator: Vice President of Student Services

Address: 701 South Mount Vernon Ave, San Bernardino, CA 92410

Phone: 909-384-8297

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

## Title IX Harassment Complaints, Investigations, and Hearings

These Title IX sexual harassment procedures and the related policy protect students, employees, applicants for employment, and applicants for admission.

## Jurisdictional Requirements – Application of Procedures

These procedures apply if the conduct meets the following three jurisdictional requirements:

- · The conduct took place in the United States;
- The conduct took place in a District "education program or activity." This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control.
- The conduct meets the definition of Title IX "sexual harassment."

#### **Definitions**

Advisor: Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of its choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

Complainant: A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

Consent: Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or
- The Respondent knew or a reasonable person should have known that the Complainant was unable to

consent because the Complainant was incapacitated, in that the Complainant was:

- · asleep or unconscious;
- unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
- unable to communicate due to a mental or physical condition.

Decision Maker: The person who will oversee the live hearing and make a determination of responsibility. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

Formal Complaint: A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

Parties: As used in this procedure, this means the Complainant and Respondent.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- · Sexual assault, including the following:
  - Sex Offenses. Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
  - Rape (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
  - Sodomy. Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
  - Sexual Assault with an Object. To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
  - Fondling. The touching of the private body parts of another person for the purpose of sexual
    gratification, without the consent of the victim, including instances where the victim is incapable of
    giving consent because of his/her/their age or because of his/her/their temporary or permanent
    mental or physical incapacity.
  - Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.
    - Incest. Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
    - Statutory Rape Non-Forcible. Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.

- Dating violence. Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- Domestic Violence. Violence committed:
  - By a current or former spouse or intimate partner of the victim;
  - By a person with whom the victim shares a child in common;
  - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
  - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
  - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.
- Stalking. Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

## **Reporting Options**

Any individual may report sexual harassment to the District's Title IX Coordinator.

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to effectively investigate and respond.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; the District reports the type of conduct, and the time, date, and location. (Also see BP/AP 3540 Sexual and Other Assaults on Campus)

## District Employees and Officials with Authority

District Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

## The District has designated all managers as Officials with Authority

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

## **Intake and Processing of Report**

## Receipt of Report

After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

## **Timeframe for Reporting**

To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

## **Supportive Measures**

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activities. These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will only make disclosures to those with a need to know to enable the District to provide the service. Supportive measures may include counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

## Removal of Respondent Pending Final Determination

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

## **Emergency removal**

The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The District's HR Director, Campus Presidents, Vice Presidents or designee will conduct the individualized safety and risk analysis.

If the individuals listed above determines emergency removal is appropriate, he/she/they or designee will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The HR Director, Campus Presidents,

Vice Presidents or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

#### **Administrative leave**

The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

## **Formal Complaint Grievance Process**

## **Notice to Parties**

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of the District's Title IX grievance process;
  - Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
  - Statement that the Respondent is presumed not responsible for the alleged conduct and that a
    determination regarding responsibility is made at the conclusion of the grievance process;
  - Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney;
  - Notice that the Parties may inspect and review any evidence obtained as part of the investigation
    that is directly related to the allegations raised in the formal complaint, including the evidence upon
    which the District does not intend to rely in reaching a determination regarding responsibility, and
    inculpatory or exculpatory evidence whether obtained from a Party or other source; and
  - Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

## Dismissal of formal complaint

The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;
- If the conduct alleged did not occur in the District's education program or activity;
- If the conduct alleged did not occur against a person in the United States.

The District has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;
- · If the Respondent is no longer enrolled or employed by the District; or
- If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The District will also notify the Parties of their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

## **Consolidation of Formal Complaints**

The District may, but is not require to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

## **Equitable Treatment of the Parties**

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

## Statement of Presumption of Non-Responsibility

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

#### **Bias or Conflict of Interest**

The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-Maker in the process. The District will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;
- The scope of the District's education program or activity;
- · How to conduct an investigation;
- · The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudgment of the facts at issue; conflicts of interest; and bias.

## **Timeline for Completion**

The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within **180** days calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the **180** calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of witnesses or delays by the Parties, to account for District breaks or

vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

## Role of Advisor

The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

## **Confidentiality Agreements**

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

## **Use of Privileged Information**

The District's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

## Investigations

The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

## **Trained investigators**

The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

## Gathering Evidence and Burden of Proof

The District, not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, he/she/they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that reported conduct occurred.

## **Notice of Investigative Interview**

The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

## **Evidence Review**

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

## **Investigative Report**

The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the formal complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- · A summary of the testimony of each witness the investigator interviewed;
- An analysis of relevant evidence collected during the investigation, including a list of relevant documents;
- A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;
- · A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties, but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least ten days prior to a hearing or other time of determination regarding responsibility, the District will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten days to submit a written response.

## Hearing

After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

#### **Notice**

If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

## **Hearing Format**

The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion if either Party requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The District will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

## **Decision-Maker**

The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents. In cases where the Complainant or Respondent objects to the Decision-Maker based on a conflict of interest, the Complainant or Respondent may request the Title IX Coordinator select a different Decision-Maker. The Complainant or Respondent must make this request to the Title IX Coordinator in writing at least five business days prior to the hearing.

The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

## **Presenting Witnesses**

The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

#### **Cross-Examination**

The District will permit each Party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those questions challenging credibility. The Party's Advisor must conduct

cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination.

Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination. If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility. A Party or witness may also decline to answer a question, and the Decision-Maker cannot rely on any statement on which that Party or witness has declined to answer cross-examination questions. A Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

## **Determinations of Responsibility**

When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than 20 business days after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;
- A description of the procedural steps taken from the receipt of the formal complaint through the
  determination, including who conducted the investigation and gave notifications to the Parties. The
  determination will also state when, where, and the date the investigator interviewed the Parties and
  witnesses, conducted site visits, the methods used to gather other evidence. The procedural section
  should also discuss the dates and how the Parties were provided the opportunity to review and inspect
  evidence and the date of any hearings held and who attended the hearing;
- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of the District's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- · A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent;
- A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity;
- The District need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The District can inform the Respondent that it will provide remedies to the

Complainant. However, the District will inform the Complainant of the sanctions against the Respondent;

· The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

## **Disciplinary Sanctions and Remedies**

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

- Providing an escort to ensure that the Complainant can move safely between classes and activities;
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- · Providing counseling services or a referral to counseling services;
- Providing medical services or a referral to medical services;
- · Providing academic support services, such as tutoring;
- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay, demotion, suspension, or discharge.

# Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within five business days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

## **Grounds for Appeal**

The chancellor or designee will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or

against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

## **Appeal Procedure**

If the Complainant or Respondent submit an appeal to the District, the District will:

- Notify the other Party in writing within five business days of receiving a Party's appeal;
- Allow the non-appealing Parties at least ten business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

## Informal resolution

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

## Retaliation prohibited

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

## **Dissemination of Policy and Procedures**

The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District.

When hired, employees are required to sign acknowledging that they have received the policy and procedures.

The District will place the signed acknowledgment of receipt in each employee's personnel file.

## **Training**

The District will provide training to Title IX Coordinators, investigators, Decision-Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Any materials used to train the District's Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

## File retention

The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- · Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- · The District's determination regarding responsibility;
- · Audio or audiovisual recording or transcript from a hearing;
- · Records of any disciplinary sanctions imposed on the Respondent;
- · Records of any remedies provided to the Complainant;
- · Any appeal and the result;
- · Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

## References

20 U.S. Code Sections 1681 et seq.;

34 Code of Federal Regulations Parts 106.1 et seg.

## **Attachments**

Special Summer 2020 Legal Update Overview.docx

Current Status: Draft PolicyStat ID: 8393900



Origination:

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 3435 Discrimination and Harassment Resolution Procedures**

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

## Complaints

The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation may file a formal or informal complaint of harassment, discrimination, or retaliation, or who has learned of harassment, discrimination, or retaliation.

A formal complaint is a written and signed statement filed with the District or the California Community Colleges Chancellor's Office that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law. An informal complaint is any of the following: (1) An unwritten allegation of harassment, discrimination, or retaliation; (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or (3) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he/she/they does/do not want to file a formal complaint.

#### **Informal Complaints**

Any person may submit an informal complaint to the Vice Chancellor Human Resources and Police Services or <u>designee</u>, <u>or</u> any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the Vice Chancellor Human Resources and Police Services in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the Vice Chancellor Human Resources and Police Services <u>or designee</u> will notify the person bringing the informal complaint of his/her/their right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The <u>complainantComplainant</u> may later decide to file a formal complaint, if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the Vice Chancellor Human Resources and Police Services <u>or designee</u> shall consider the allegations contained in the informal complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter, or a fact- finding investigation.

Investigation of an informal complaint will be appropriate if the Vice Chancellor Human Resources and Police Services or designee determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The Vice Chancellor Human Resources and Police Services or designee will explain to any individual bringing an informal complaint that Vice Chancellor Human Resources and Police Services or designee may decide to initiate an investigation, even if the individual does not wish the Vice Chancellor Human Resources and Police Services to do so. The Vice Chancellor Human Resources and Police Services shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.

#### **Formal Complaints**

Formal Complaints must be filed with the Chancellor of the California Community Colleges or the Vice Chancellor Human Resources and Police Services <u>or designee</u> unless the party submitting the Formal Complaint alleges discrimination, harassment, or retaliation against the responsible district officer, in which case it should be submitted directly to the <u>Chancellor or the</u> Chancellor <u>or the Chancellor of the California Community Colleges</u>.

Formal Complaints should be submitted on the form prescribed by the Chancellor of the California Community Colleges. A copy of the form will be available at each college student services office, the District human resources department and on college's/district's website. the following links:

http://www.lighthouse-services.com/SBCCD

http://www.sbccd.org/Human Resources-Jobs/employee-labor-relations/Unlawful Discrimination

If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.

A Formal Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The complainant Complainant must sign and date the Formal Complaint;
- The complainant Complainant must file any Formal Complaint not involving employment within one year of
  the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on
  which the complainant Complainant knew or should have known of the facts underlying the allegation(s) of
  discrimination, harassment, or retaliation.
- The complainant Complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall extended by no more than 90 days following the expiration of the 180 days if the complainant Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the Vice Chancellor Human Resources and Police Services <u>or designee</u> will promptly return it to the <u>complainantComplainant</u> and specify the defect. If the sole defect is that the Formal Complaint was filed outside the applicable prescribed timeline, the Vice Chancellor Human Resources and Police Services <u>or designee</u> will handle the matter as an informal complaint.

Oversight of Complaint Procedure: The Vice Chancellor Human Resources and Police Services or designee is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation.

The actual investigation of complaints may be assigned by the Vice Chancellor Human Resources and Police Services or designee to other staff or to outside persons or organizations under contract with the District. This shall occur whenever the Vice Chancellor Human Resources and Police Services or designee is named in the complaint or implicated by the allegations in the complaint.

**Who May File a Complaint:** Any student, employee, or third party who believes he/she/they has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, or third party who believes he/she/they has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing.

If a complainant Complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she/they must file the complaint on a form prescribed by the California Community Colleges Chancellor's Office. These approved forms are available from the Executive Director District's and at the California Community Colleges Chancellor's Office website.

The completed form must be filed with any of the following:

- Vice Chancellor Human Resources and Police Services or designee
   The Chief of Police
- Executive Vice Chancellor
- All other management or
- California Community Colleges Chancellor's Office

#### **Employment-Related Complaints**

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Complaints filed with the EEOC or the DFEH should be forwarded to the California Community Colleges Chancellor's Office.

Any District employee who receives a harassment or discrimination complaint shall notify the Vice Chancellor Human Resources and Police Services or designee immediately.

**Filing a Timely Complaint:** Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

Communicating that the Conduct is Unwelcome: The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in

poor taste or inappropriate.

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the Vice Chancellor Human Resources and Police Services or designee shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement
  of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise all parties that he/she need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time. Mediation can be instituted upon mutual agreement of both parties.
- Advise a student complainant that he/she may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee complainants may file a complaint with the Department of Fair Employment and Housing. All complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the complainant files a complaint with local law enforcement. In addition, the District should ensure that complainants are aware of any available resources, such as counseling, health, and mental health services. Vice Chancellor Human Resources and Police Services shall also notify the California Community Colleges Chancellor's Office of the complaint.
- Take interim steps to protect a complainant from coming into contact with an accused individual, especially if the complainant is a victim of sexual violence. The Vice Chancellor Human Resources and Police Services or designee should notify the complainant of his/her options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the complainant pending the results of the investigation. When taking steps to separate the complainant and accused individual, the District shall minimize the burden on the complainant. For example, it is not appropriate to remove complainants from classes or housing while allowing accused individuals to remain.

### **Investigation**

The Vice Chancellor Human Resources and Police Services shall:

- Authorize the investigation of the complaint, and supervise or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where the parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

Investigation of the Complaint: The District shall promptly investigate every complaint and claim of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment

#### on campus.

As set forth above, where the parties opt for an informal resolution, the Vice Chancellor Human Resources and Police Services may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the complainant if it cannot maintain confidentiality.

Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's noretaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a prependerance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

**Timeline for Completion:** The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

Cooperation Encouraged: All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed. No employee will be retaliated against as a result of lodging a complaint or participating in any workplace investigation.

# Written Report

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint:
- A summary of the testimony provided by each witness interviewed by the investigator;
- An analysis of relevant evidence collected during the course of the investigation;
- A specific finding as to whether there is probable cause to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint; and
- Any other information deemed appropriate by the District.

## Confidentiality of the Process

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation and to protect the rights of Accused students and employees during the investigation process and any ensuing discipline.

#### **Administrative Determination**

- In any case not involving employment discrimination, within 90 days of receiving a formal complaint, the district shall complete its investigation and forward a copy of the investigative report to the Chancellor of the California Community Colleges, a copy or summary of the report to both parties, and written notice setting forth all of the following to both the complainant and the Chancellor:
- The determination of the Chancellor or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- A description of actions taken, if any, to prevent similar problems from occurring in the future:
- · The proposed resolution of the complaint; and
- The complainant's right to appeal to the District governing board and the Chancellor

Filing a Timely Complaint: Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

<u>Communicating that the Conduct is Unwelcome:</u> The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the Vice Chancellor Human Resources and Police Services or designee shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise all parties that he/she/they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise a student Complainant that he/she/they may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee Complainants may file a complaint with the Department of Fair Employment and Housing. All Complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the Complainant files a complaint with local law enforcement. In addition, the District should ensure that Complainants are aware of any available resources, such as counseling, health, and mental health services. Vice Chancellor Human Resources and Police Services or designee shall also

- notify the California Community Colleges Chancellor's Office of the complaint.
- Take interim steps to protect a Complainant from coming into contact with an accused individual, especially if the Complainant is a victim of sexual violence. The Vice Chancellor Human Resources and Police Services or designee should notify the Complainant of his/her/their options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and accused individual, the District shall minimize the burden on the Complainant. For example, it is not appropriate to remove Complainants from classes or housing while allowing accused individuals to remain.

#### Investigation

The Vice Chancellor Human Resources and Police Services or designee shall:

- Authorize the investigation of the complaint, and supervise or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where the parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the Complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- <u>Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.</u>

Investigation of the Complaint: The District shall promptly investigate every complaint and claim of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus.

As set forth above, where the parties opt for an informal resolution, the Vice Chancellor Human Resources and Police Services or designee may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially.

Investigators will use the following steps: interviewing the Complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and

interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

Timeline for Completion: The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, and prepare a written report within 90 days of the District receiving the complaint.

Cooperation Encouraged: All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed. No employee will be retaliated against as a result of lodging a complaint or participating in any workplace investigation.

#### **Written Report**

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony provided by each witness the investigator interviewed;
- An analysis of relevant evidence collected during the course of the investigation, including a list of relevant documents;
- A specific finding as to whether there is probable cause to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the District.

# **Confidentiality of the Process**

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation and to protect the rights of Accused students and employees during the investigation process and any ensuing discipline.

### Administrative Determination

- In any case not involving employment discrimination, within 90 days of receiving a formal complaint, the district shall complete its investigation and forward a copy of the investigative report to the Chancellor of the California Community Colleges, a copy or summary of the report to both parties, and written notice setting forth all of the following to both the Complainant and the Chancellor:
  - The determination of the Chancellor or his/her/their designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
  - A description of actions taken, if any, to prevent similar problems from occurring in the

#### future;

- The proposed resolution of the complaint; and
- The Complainant's right to appeal to the District governing board and the Chancellor
- In any case involving employment discrimination, within 90 days of receiving a formal complaint, the district shall complete its investigation and forward a copy or summary of the report to the Complainant and written notice setting forth all the following to the Complainant:
  - The determination of the Chancellor or designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
  - A description of actions taken, if any, to prevent similar problems from occurring in the future;
  - The proposed resolution of the complaint; and
  - The Complainant's right to appeal to the district governing board and to file a complaint with Department of Fair Employment and Housing or the U.S Equal Employment Opportunity Commission.

# **Discipline and Corrective Action**

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate consistent with state and federal law. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the complainant might include, but are not limited to:

- providing an escort to ensure that the complainant can move safely between classes and activities;
- ensuring that the complainant Complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services or a referral to counseling services;
- providing medical services or a referral to medical services;
- providing academic support services, such as tutoring;
- arranging for a student-complainant Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the complainant Complainant's academic record; and
- reviewing any disciplinary actions taken against the complainant Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the complainant Domplainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the <a href="mailto:complainant">complainant</a>. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the <a href="mailto:complainant">complainant</a>. For example, the District may inform the <a href="mailto:complainant">complainant</a>. Complainant that the harasser must stay away from the <a href="mailto:complainant">complainant</a>. Complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the <u>complainant</u> from further harassment, or discrimination, and to protect the <u>complainant</u> and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The District will ensure that complainants Complainants and witnesses know how to report any subsequent

problems, and should follow-up with <u>complainants</u> to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

### **Appeals**

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the complainant Complainant is not satisfied with the results of the administrative determination, he/she/they may, within fifteen days, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the complainant complainant and to the California Community Colleges Chancellor's Office. The complainant complainant shall also be notified of his/her/their right to appeal this decision.

If the Board does not act within 45 days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

In any case not involving workplace discrimination, harassment, or retaliation, the <u>complainantComplainant</u> shall have the right to file a written appeal with the California Community Colleges Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the <a href="mailto:complainant">complainant</a> may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

### **Extension of Time**

Within 150 days of receiving a formal complaint that does not involve employment discrimination, the District shall forward to the California Community Colleges Chancellor's Office the original complaint, the investigative report, a copy of the written notice to the complainant Complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the complainant Complainant of his/her/their appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

# **File Retention**

The District will retain on file for a period of at least three years after closing the case copies of:

- · the original complaint;
- · the investigatory report;
- the summary of the report if one is prepared;
- the notice provided to the parties, of the District's administrative determination and the right to appeal;

- · any appeal; and
- · the District's final decision.

The District will make such documents available to the Chancellor of the California Community Colleges upon request.

Where the complaint allegation consists of Sexual Misconduct, as defined by Title IX, the following applies:

#### **Sexual Misconduct:**

Sexual misconduct includes sexual harassment and sexual violence.

- Sexual harassment may include unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or education setting.
- Sexual violence refers to physical sexual acts perpetrated against a person's will or when a person is
  incapable of giving consent due to the victim's use of drugs or alcohol or due to an intellectual or other
  disability. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.
- Affirmative consent means an affirmative, conscious, and voluntary agreement to engage in sexual activity.

Sexual misconduct creates a hostile environment if the conduct is sufficiently serious that it interferes with or limits a student's ability to participate in or benefit from the District's program. A single or isolated incident may create a hostile environment if the incident is sufficiently severe.

# **Complaint Procedure:**

Where the complaint involves a minor, the District will comply with California mandated reporting requirements.

All responsible employees are required to report all actual or suspected sexual misconduct to the Title IX Coordinator immediately. A responsible employee is any employee who has the authority to take action to redress sexual misconduct, who has been given the duty of reporting incidents of sexual misconduct to the Title IX Coordinator or Vice Chancellor Human Resources and Police Services, or whom a student or employee could reasonable believe has this authority or duty. The District is on notice if a responsible employee knew, or in the exercise of reasonable care should have known, about the sexual misconduct.

Any person may make a complaint by contacting the Title IX Coordinator directly. The District's Title IX Coordinator is the Vice Chancellor Human Resources and Police Services, located at the Human Resources Department at the District Office. The Title IX Coordinator will receive all relevant details about the alleged sexual misconduct reported to the District responsible employee in order to determine what occurred and how to resolve the situation. This includes the names of alleged victim and alleged perpetrator (if known), and the date, time, and location of the alleged sexual misconduct.

### **Privileged or Confidential Reporting:**

A District employee or responsible employee should, whenever possible, before a student or employee reveals information that he/she may wish to keep confidential, ensure that the person making the report understands the employees obligations to report to the Title IX Coordinator, the victims option to request confidentiality, which the District will take into consideration, and the victims ability to share the information confidentially with designated District employees.

Professional, licensed, mental health counselors and pastoral counselors, who provide mental health counseling to members of the District community, or interns, graduate students, and others supervised by professional licensed counselors, are not required to report any information to the Title IX Coordinator.

Non-professional counselors who work or volunteer in the health center including front desk personnel and student employees in the course of their duties, may maintain confidentiality. They are not required to report actual or suspected sexual misconduct to the Title IX Coordinator in a way that identifies the student without the victim's consent.

# **Authority over Parties:**

The District has authority over students, employees, and third parties for alleged violations of this policy that occur on District property. The District has authority over District employees and students for alleged violations of this policy that occur at District activities or events. The District may exercise authority over events that occur off-campus to determine if the conduct occurred in the context of an education program or activity or had continuing effects on campus or in an off-campus education program or activity.

#### Standard of Proof:

The District will use a "preponderance of the evidence" standard of proof in determining whether there has been a violation of this policy. This standard of proof is also known as "more likely than not" standard.

## **Upon Receiving the Complaint - Health and Safety:**

The Title IX Coordinator will make an immediate assessment concerning the health and safety of the victim and campus community as a whole. The District will provide the reporting party and responding party with immediate, interim measures necessary to protect his/her health and safety. These immediate, interim measures may include providing an escort to ensure that the victim can move safely between classes, ensuring that the victim and perpetrator do not attend the same classes or work in the same area, preventing offending third parties from entering campus, providing counseling services or a referral to counseling services, providing academic support services, such as tutoring, arranging for a victim to retake a course or withdraw from a course without penalty, including ensuring that any changes do not adversely affect the victims' academic record, and reviewing any disciplinary actions taken against the victim to see if there is a causal connection between the harassment, discrimination, or retaliation.

Where the District determines that there is a substantial threat to the campus community, it will issue a timely warning. The District will issue the warning according to District Administrative Procedures. The District will not disclose the victim's name or other identifying information when issuing the warning.

# Communicating that the Conduct is Unwelcome:

The employee or student may, but is not required to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste, or inappropriate. This is not required.

### **Intake and Processing of the Complaint:**

If the District determines that a sexual misconduct complaint is appropriate for informal resolution, it may permit an informal resolution, including mediation. All parties, including the complainant and respondent, must receive full disclosure of the allegations and information about options for formal resolution before voluntarily agreeing to participate in an informal resolution. If all parties agree to an informal resolution, the District does not have to complete a full investigation and adjudication of a report of sexual misconduct.

# **Confidentiality:**

Where the victim requests confidentiality regarding a reportable incident, the District will take all reasonable steps to comply with the victim's request or inform the victim when it cannot ensure confidentiality. The District will not disclose the name of the victim unless the victim provides written consent after being informed of his/

her right to have the information withhold. Where the victim insists that the District not disclose his/her name or other identifiable information to the alleged perpetrator, the District will inform the victim that its ability to respond will be limited. The District will evaluate this request in the context of its responsibility to provide a safe and nondiscriminatory environment for all employees and students. When weighing a request for confidentiality against the seriousness of the alleged harassment, the Title IX Coordinator will take the factors listed above into consideration.

## **Fact-Finding Investigation:**

Where the victim has filed a criminal complaint with local law enforcement, the District will consider what information the District is able to share, pursuant to state and federal law, to ensure that victims are not unnecessarily required to give multiple statements about a traumatic event. The District will continue to conduct its own thorough, reliable, prompt, and impartial investigation. The District will normally complete its sexual misconduct investigation within 90 days of receiving the complaint, unless extended by the Title IX Coordinator for good cause. The Title IX Coordinator will notify the victim and accused in writing of the reason for the extension and the projected new timeline.

The victim and accused will have equal opportunity to present relevant witnesses and other evidence to the District investigator. The District will provide the same opportunities to the victim and accused,

The results of the fact-finding investigation will be set out in a formal investigative report, which will include the requirements listed above and a credibility determination of the victim, accused, and witnesses.

#### Reporting to California Community Colleges Chancellor's Office:

The District considers all sexual misconduct complaints to be formal complaints. The **Title IX Coordinator or designee** must notify the State Chancellor's Office of any sexual misconduct complaints. Upon completing the investigation, the District shall forward to the California Community Colleges Chancellor's Office a copy of the investigative report and administrative determination and to the parties a copy or summary of the investigative report and administrative determination.

# **Dissemination of Policy and Procedures**

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus and on the District's website.

When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

#### **Training**

By January 1, 20202021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her/their position. After January 1, 20202021, the District shall provide sexual harassment training and education to each employee once every two years. An employee who received this training and education in 2019 is not required to have refresher training until after two years thereafter.

The training and education required by this procedure shall include information and practical guidance

regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a review of "abusive conduct," and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor's harassment training must also address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, appropriate remedial measures to correct harassing behavior.

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written response or guidance the trainer provided during the webinar. The District will retain these records for at least two years.

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

### **Education and Prevention for Students**

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

# References:

# References:

Education Code Sections 212.5, 231.5, 66281.5, and 67386;

Government Code Section 12950.1;

Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;

Title 2 Sections 11023 and 11024

Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.; Title 2 Sections 11023 and 11024; 20 U.S. Code Sections 1681 et seq.; 31 Code of Federal Regulations Part 106.8(b)

# **Attachments**

AP 3435 Discrimination and Harassment Investigation - Comments

AP 3435 Discrimination and Harassment Investigation - Legal Citations

AP3435-OLD.pdf

SBCCD - Overview for Legal Update 31 Final Version.docx

SBCCD - Overview for Legal Update 31 Final Version.docx

SBCCD - Overview for Legal Update 31 Final Version.docx

SBCCD - Overview for Legal Update 31 Final Version.docx

Special Summer 2020 Legal Update Overview.docx

Current Status: Draft PolicyStat ID: 8613727



Origination:

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 3560 Alcoholic Beverages**

The possession, sale or furnishing of alcohol on campus is governed by California state law and these procedures and controlled by the California Department of Alcohol and Beverage Control. However, the enforcement of alcohol laws on-campus is the primary responsibility of the District Police Department. The campus has been designated "drug free" and only under certain circumstances is the consumption of alcohol permitted. The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws. Such laws are strictly enforced by the District Police Department. Violators are subject to disciplinary action, criminal prosecution, fine and imprisonment. It is unlawful to sell, furnish or provide alcohol to a person under the age of 21. The possession of alcohol by anyone under 21 years of age in a public place or a place open to the public is illegal. It is also a violation of this policy for anyone to consume or possess alcohol in any public or private area of campus without prior District approval. Organizations or groups violating alcohol or substance policies or laws may be subject to sanctions by the District.

Alcoholic beverages on campus are permitted if:

- The alcoholic beverage is beer or wine for use in connection with a course of instruction, sponsored dinner, or meal demonstration given as part of a culinary arts program at a community college campus, and the instructor or individual has been authorized by the governing board to acquire, possess, use, sell, or consume it.
- A student at least 18 years of age tastes, but does not swallow or consume, beer or winean alcoholic beverage for educational purposes as part of the instruction in ana hotel management, culinary arts, or enology or brewing degree program, and the beer or winealcoholic beverage remains in the control of the instructor.
- The alcoholic beverage is for use during a non-college event at a performing arts facility built on District property and leased to a nonprofit public benefit corporation.
- The alcoholic beverage is wine produced by a bonded winery owned or operated as part of an instructional program in viticulture and enology.
- The alcoholic beverage is wine that is for use during an event sponsored by the District, or an organization operated for the benefit of the District, in connection with the District's instructional program in viticulture or enology.
- The alcoholic beverage is possessed, consumed, or sold, pursuant to a license or permit obtained for special events held at the facilities of a public community college during the special event. "Special event" means events that are held with the permission of the governing board of the community college district that are festivals, shows, private parties, concerts, theatrical productions, and other events held on the premises of the public community college and for which the principal attendees are members of the general public or invited guests and not students of the public community college.

- The alcoholic beverage is acquired, possessed, or used during an event sponsored by the District, or an organization operated for the benefit of the District, at a community college-owned facility in which any grade from kindergarten to grade 12, inclusive, is taught, if the event is held at a time when students in any grades from kindergarten to grade 12, inclusive, are not present at the facility.
- The alcoholic beverage is for use during a fundraiser held to benefit a nonprofit corporation that has
  obtained a license under the Business and Professions Code to do so provided that no alcoholic
  beverage can be acquired, possessed or used at a football game or other athletic contest sponsored by
  the District.
- The alcoholic beverage is acquired, possessed, or consumed pursuant to a license or permit obtained for special events held at facilities of a community college district at a time when pupils are not on the grounds. "Facilities" includes, but are not limited to, office complexes, conference centers, or retreat facilities.

As the population of San Bernardino and Riverside Counties is greater than 250,000, no alcoholic beverage is allowed at any professional minor league baseball game played on the District's athletic facilities.

# References:

Business and Professions Code Sections 24045.4, 24045.6, 25608, and 25668; and 25668;

34 Code of Federal Regulations Section Part 668.46 subdivision (b)

# **Attachments**

AP 3560 Alcoholic Beverages - Comments
AP 3560 Alcoholic Beverages - Legal Citations
Legal Update 36.docx
Legal Update 32 Overview Rev. 4-21-18.docx

Current Status: Draft PolicyStat ID: 8613813



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

# **BP 3560 Alcoholic Beverages**

# (Replaces current SBCCD BP 3560)

The Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fund-raising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on campus except in accordance with these procedures.

# References:

Business and Professions Code Section 25608; 34 Code of Federal Regulations SectionPart 668.46 subdivision (b)

# **Attachments**

BP 3560 Alcoholic Beverages- Comments BP 3560 Alcoholic Beverages- Legal Citations BP3560 -OLD.pdf Current Status: Draft PolicyStat ID: 7983010



Origination:

Last Approved:

N/A

Last Revised:

N/A

Next Review:

N/A

Owner: Human Resources Human

Resources

Policy Area: Chapter 7 Human Resources

References: Good Practice/Optional

# **AP 7240 Confidential Employees**

From current SBCCD AP 7260 titled Classified Supervisors, Managers, and Confidential Employees

# HOURS OF EMPLOYMENT

The workweek for all confidential employees shall be a minimum of forty (40) hours. Confidential employees may work alternative schedules during special summer hours or upon approval of supervisor.

# **Transfer and Reassignment**

All confidential employees are District employees and may be assigned anywhere in the District to those positions for which they are qualified, subject to these regulations. This policy applies only to voluntary transfers.

A. Vacancies to be filled by transfer or reassignment.

- 1. Vacancies will be announced to all employees in that classification, at the same or higher pay range, and those who have taken a voluntary demotion.
- 2. Employees within the classification who are qualified and desire to transfer to another position and/or location must apply for the vacant position with the Director, Human Resources.
- 3. An employee within the same class or a higher class may volunteer to transfer. The employee requesting a voluntary demotion to a lower class will be given preference.
- 4. Should there be more than one employee requesting a transfer to the same vacancy, all things being equal, the position will be filled by the employee having the most seniority in that classification.
- 5. Each applicant shall be given, upon request, written rationale for non-acceptance to the vacant position.
- 6. An approved transfer resulting from the request of an employee is considered permanent; therefore, no additional probationary period is required.
- 7. An employee transferring within the class or taking a voluntary reduction in class will retain his/her old anniversary date and all seniority rights.
- 8. If the position from which an employee took a demotional transfer is again vacant, that employee will be given first consideration to fill the former position and, if selected, will regain his/her higher classification.
- 9. If no transfer or reassignment is requested, the vacancy will be announced publicly.

# RE-EMPLOYMENT AFTER LAYOFF

**A.** Confidential employees who are terminated as a result of lack of work or lack of funds shall, upon reemployment within thirty-nine (39) months from the termination date, be reinstated with no loss of fringe benefits and seniority.

B. Fringe benefits and seniority are not earned during the period of the layoff.

C. Upon re-employment, the employee shall be credited with the fringe benefits to which he/she was entitled as of the date of his/her layoff.

# DIFFERENTIAL PAY

- A. Shift differential pay shall be for all classifications at a rate of 2 1/2% for swing shift or split shift; and a 5% rate of pay for the graveyard shift.
  - **B. Definitions:**
  - 1. Swing: When hours of work regularly assigned exceed 4:30 p.m. by more than three (3) hours per day (regular five-day consecutive workweek). Employees must work this shift at least three of the five normal workdays.
  - 2. Graveyard: When hours of work regularly assigned exceed 12 midnight by more than three (3) hours per shift (regular five-day consecutive workweek). Employees must work this shift for at least three of the five normal workdays.
  - 3. Split: When hours of work regularly assigned are split by a break of two or more hours. Employees must work this shift for at least three of the five normal workdays.
  - 1. Overtime: When hours worked are in excess of any shift, pay shall be at the overtime rate of that shift.
  - 1. Approval for shift change or overtime must be obtained in advance from the appropriate manager.

# **WORKING OUT OF CLASSIFICATION**

Any confidential employee who is required to work out of classification for a period of more than five (5) working days within a fifteen (15) working day period shall have his/her salary adjusted upward for the entire period he/she is required to work out of classification. These amounts will reasonably reflect the duties required to be performed outside his/her normally assigned duties.

The following procedures regulate the salary determination for a confidential employee working out of class:

A. A manager can make such an assignment but must have written approval by the Director, Human Resources.

B. Payment for working out of classification will be paid with the contract pay.

C. When an employee, who is assigned to work in a higher classification qualifies for extra pay, he/she will be paid at the probationary step on the range of the classification to which he/ she is assigned. If that salary is the same or less than his/her regular salary, he/she will be paid on the next step of the higher range which will give a salary increase for the additional responsibility. The increase will be no less than 5%.

#### **EXAMPLE**

## A B C D E

Range 10 555 583 612 653 675

Range 12 583 612 643 675 709

Range 16 643 675 709 744 781

If the Range 10 employee were required to work in a Range 12 classification, he/she would be paid at the rate of Range 12, Step C. If he/she were assigned a responsibility in Range 16, his/her rate of pay would be Range 16, Step A.

# **OVERTIME**

- A. Overtime is defined to include any time required to be worked in excess of eight (8) hours in any one day and in excess of forty (40) hours in any calendar week.
- B. Compensation for overtime shall be at one and one half times the regular rate of pay of the employee designated and authorized to perform the overtime.
- C.Any confidential employee required to return to work on the same day after completion of her/his regular assignment or called in to work on a day when the confidential employee is not scheduled to work shall be compensated for at least four (4) hours of work at the overtime rate, irrespective of the actual time required to be worked.
- D. All overtime for which employees are to be paid must be authorized in advance by the employee's immediate supervisor.
- E. Unauthorized overtime is subject to discipline.
- F. Overtime shall be reported on the time sheet at the end of the month by dates, hours and emergency or event requiring overtime. The immediate supervisor shall sign the time sheet.
- G. The foregoing provisions are not intended to apply to properly designated part-time positions with an assigned workday of less than eight (8) hours and a workweek of less than forty (40) hours.

# LONG-SERVICE RECOGNITION

A. Recognition for length of service shall be provided in the form of an annual stipend in accordance with the following schedule:

YEARS OF SERVICE WITH THE DISTRICT	COMPLETED NUMBER OF YEARS OF EMPLOYMENT WITH THE DISTRICT	AMOUNT OF STIPEND
6-11	<del>5-10</del>	<del>\$850</del>
<del>12-16</del>	<del>11-15</del>	<del>\$1000</del>
<del>17-21</del>	<del>16-20</del>	<del>\$1150</del>
<del>22-26</del>	<del>21-25</del>	<del>\$1300</del>
27-31	26-30	<del>\$1450</del>

- B. The first long service payment will be made in December of the first year following five complete years of service. The maximum service credit to be allowed is for thirty years.
- C. The amount of long service pay will be paid by separate check and will be available to Confidential employees no later than December 15, and only to those actually employed on the date of payment, except upon retirement in which case the long service payment will be in proportion to the fraction of the

- year worked. The payment date and method is subject to change in accordance with County of San Bernardine payrell processing.
- D. In order to be eligible for long service pay, an employee must qualify for inclusion in the Retirement Program, i.e., must be employed half-time or more.

# HEALTH AND WELFARE BENEFITS

- A. A program of health and welfare benefits shall be provided to all confidential and employees.
- **B.** Hospitalization/Medical The District pays the insurance premium for the least expensive Board-approved medical plan for the employees and eligible dependents.
- **C. Dental** The District pays the insurance premium for the least expensive Board-approved dental plan for the employee and eligible dependents.
- **D. Life Insurance** The District pays the Basic Life Insurance premium for the Board-approved Basic Life Insurance plan for the employee.
- **E. Health Service, Continuation After Retirement** Any confidential or employee who opts for early retirement will continue to receive hospitalization/medical plan benefits available to Confidential employees of the district, until age 65, subject to all the conditions for one of the following:
- 1. Service Retirement #1
- a. Has attained the age of 60 before terminating employment with the district.
- b. Has completed a minimum of ten years service with the district.
- c. Has been an employee of the district immediately preceding retirement status.
- d. Must be on retirement with the Pubic Employees Retirement System.

#### <del>OR</del>

- 2. Service Retirement #2
- a. Has attained the age of 55 before terminating employment with the district.
- b. Has completed a minimum of twenty years with the district.
- c. Has been an employee of the district immediately preceding retirement status.
- d. Must be on retirement with the Public Employees Retirement System.

#### <del>OR</del>

- 3. Disability Retirement
- a. Regardless of age before terminating employment, has completed a minimum of five years of service with the district.
- b. Has been an employee of the district immediately preceding retirement.
- c. Must be accepted by and remain on disability retirement with the Public Employees Retirement System.
- d. Retiree agrees to enroll in Parts A & B and pay the full premium as soon as they are eligible.

Approved: March 14, 1990

### **LEAVES OF ABSENCE**

#### A. Sick Leave

- 1. Every confidential employee employed five days a week shall be entitled to twelve days leave of absence for illness and injury with full pay for a fiscal year of service.
- 2. A confidential employee employed five days a week, who is employed for less than a full fiscal year, is entitled to that proportion of twelve days leave of absence for illness or injury as the number of months he/she is employed bears to 12.
- 3. A confidential employee employed less than five days per week shall be entitled, for a fiscal year of service, to that proportion of twelve days leave of absence for illness or injury as the number of days he is employed per week bears to 5. When such persons are employed for less than a full fiscal year of service, this and the preceding paragraph shall determine that proportion of leave of absence for illness or injury to which they are entitled.
- 4. Pay for any day of such absence shall be the same as the pay that would have been received had the employee served during the day.
- 5. Credit for leave of absence need not be accrued prior to taking such leave by the employee, and such leave of absence may be taken at any time during the year. However, a new employee of the district shall not be eligible to take more than six days, or the proportionate amount to which he/she may be entitled under this section, until the first day of the calendar month after completion of six months of active service with the district.
- 6. If an employee does not take the full amount of leave allowed in any year under this policy, the amount not taken shall be accumulated from year to year.
- 7. The Board of Trustees may require proof of illness or injury.

#### **B. Maternity Leave**

- 1. An employee may use sick leave for absences necessitated by pregnancy, miscarriage, childbirth, and recovery therefrom. The length of absence, including the date on which the leave shall commence and the date on which the employee shall resume duties, shall be determined by the employee and the employee's physician.
- 2. Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery therefrom are, for all job-related purposes, temporary disabilities, and shall be treated as such under any health or temporary disability insurance or sick leave.
- 3. This provision shall be construed as requiring the district to grant leave with pay only when it is necessary to do so in order that leaves of absence for disabilities caused or contributed to by pregnancy, miscarriage, or childbirth be treated the same as leaves for illness, injury, or disability.

#### C. Bereavement Leave

- 1. Every person employed in a confidential position is entitled to a paid leave of absence, not to exceed three days, or five days if travel out-of-state or a round trip of over 500 miles is required, on account of the death of any members of his/her immediate family.
- 2. Member of the immediate family means the mother, father, grandparent or a grandchild of the employee or the spouse of the employee, and the spouse, son, son-in-law, daughter, daughter-in-law, brother, brother-in-

law or sister, sister-in-law of the employee, or any relative living in the immediate household of the employee.

## **D. Personal Necessity Leave**

1. Any days of leave of absence for illness or injury allowed pursuant to Section 88207 of the Education Code may be used by a confidential or supervisory employee, at his/her election, in case of personal emergency.

# Reference:

Government Code Section 3540.1(c)

# Confidential Handbook Board Approved May 2018

The terms and conditions of employment for Confidential Employees are provided for as necessary by procedures developed by the Human Resources Department. A Confidential Employee Handbook has been developed and is located on the SBCCD website.

# **Attachments**

No Attachments

Current Status: Draft PolicyStat ID: 7982954



Origination:

Last Approved:

N/A

Last Revised:

N/A

Next Review:

N/A

Owner: Human Resources Human

Resources

Policy Area: Chapter 7 Human Resources

References: Legally Required

# **BP 7240 Confidential Employees**

Confidential employees are those who are required to develop or represent management positions with respect to employer-employee relations or whose duties normally require access to confidential information that is used to contribute significantly to the development of management positions. The fact that an employee has access to confidential or sensitive information shall not in and of itself make the employee a confidential employee.

A determination whether a position is a confidential one shall be made by the Board of Trustees in accordance with applicable law and with the regulations of the California Public Employment Relations Board.

Confidential employees are not eligible for inclusion in a bargaining unit represented by an exclusive representative and the terms and conditions of their employment are not controlled by any collective bargaining agreement.

The terms and conditions of employment for confidential employees shall be provided for by procedures developed by the <a href="Chancellor-Human Resources Department">Chancellor-Human Resources Department</a>. Additional local practice is provided in the <a href="Confidential Handbook">Confidential Handbook</a>. Such terms and conditions of employment shall include, but not be limited to, procedures for evaluation and rules regarding leaves, transfers, and reassignments.

The probationary period for confidential employees shall be one year.

Also see BP/AP 7120 titled Recruitment and Hiring

See other BP's and AP's that apply to the confidential group

7130 Compensation (and Benefits)

7150 Evaluation

7160 Professional Development

7231 Seniority

7232 Classification Review

7233 Claims for Work Out of Classification

7234 Overtime

7237 Fingerprinting

7340 Leaves

7342 Holidays

7343 Industrial Accident and Illness Leave

7347 Paid Family Leave

7350 Resignation

7365 Discipline & Dismissal - Classified Employees

7381 Health & Welfare Benefits

# Reference:

# **Reference:**

Government Code Section 3540.1(c) and Confidential Handbook

Confidential Handbook

# **Attachments**

BP 7240 Confidential Employees - Comments BP 7240 Confidential Employees - Legal Citations

# 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:** December 11, 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 2021-2022 College Catalog.

# **INSTITUTIONAL VALUES**

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

# FINANCIAL IMPLICATIONS

None.

Curriculum Meeting: 10/12/20, 10/26/20 Conjoint Meeting: 11/18//20

Board of Trustees Meeting: 12/11/20

# CRAFTON HILLS COLLEGE SUBMITTED FOR BOARD OF TRUSTEE APPROVAL December 11, 2020

#### **NEW COURSE**

Discipline: Business

**Department:** Business and Economics

Course ID: BUSAD 108

Course Title: Personal Finance Planning

Units: 3

**Minimum Semester** 

Hours:

Lecture: 48

Prerequisite: None Corequisite: None Departmental None

Recommendation:

**Catalog Description:** Personal Finance equips students with the material necessary to understand,

plan, and manage their financial affairs. This course focuses on the development of practical methods for organizing financial information, interpreting financial position and cash flow, developing achievable and worthwhile goals, and implementing actionable plans and risk management techniques to meet those goals. Specific topics covered include money

management, insurance, and investing.

**Schedule Description:** Personal Finance equips students with the material necessary to understand,

plan, and manage their financial affairs. This course focuses on the development of practical methods for organizing financial information, interpreting financial position and cash flow, developing achievable and worthwhile goals, and implementing actionable plans and risk management techniques to meet those goals. Specific topics covered include money

management, insurance, and investing.

**Student Learning** 

Outcomes:

earning New

**Rationale:** Personal finance is about meeting personal financial goals, whether it is having

enough for short-term financial needs, planning for retirement, or saving for your child's college education. It all depends on your income, expenses, living requirements, and individual goals and desires—and coming up with a plan to fulfill those needs within your financial constraints. Adding DE component.

Equate: BUSAD 108 at SBVC

Curriculum Meeting: 10/12/20, 10/26/20 Conjoint Meeting: 11/18//20

Board of Trustees Meeting: 12/11/20

# **NEW COURSE**

**Discipline:** Physical Therapy Assistant **Department:** Allied Health Services

Course ID: PTA 230

Course Title: Therapeutic Exercises

Units:

**Minimum Semester** 

Hours:

Lecture: 48 Lab: 48

Prerequisite: Verified acceptance and enrollment in the Crafton Hills College Physical

Therapist Assistant Program and Completion of PTA 120 or equivalent

Corequisite: None Departmental None

Recommendation:

**Catalog Description:** This course is for second year physical therapist assistant majors. Therapeutic

exercise introduces the student to the use of exercise as a preventive and intervention mechanism for pathological conditions which influence strength, endurance and flexibility of the human body. Emphasis is placed upon identification and emplication of exercise developmental acquirement of exercise.

identification and application of exercise, developmental sequence of exercise, types of exercise, and the use of exercise equipment. Instruction includes the

body's physiological response to exercise.

**Schedule Description:** Introduction to the use of exercise as a preventive and intervention mechanism

for pathological conditions. Emphasis is placed upon identification and

application of exercise including the body's physiological response to exercise.

Student Learning

**Outcomes:** 

Rationale: The Crafton Hills College Physical Therapist Assistant Program must comply

with the standards of the Committee on Accreditation in Physical Therapy Education (CAPTE) in order to be accredited, as well as standards specified by the Physical Therapy Board of California for licensure. This course is one in a series of courses leading to a Physical Therapist Assistant Associate of Science

Degree.

New

**Equate:** Course is not currently equated with SBVC

Effective: Fall 2021

### **NEW COURSE**

**Discipline:** Physical Therapy Assistant **Department:** Allied Health Services

Course ID: PTA 233

Course Title: Prosthetics and Orthotics for the Allied Health Professional

Units: 2

Minimum Semester

Hours:

**Lecture**: 16 **Lab**: 48

Prerequisite: Verified acceptance and enrollment in the Crafton Hills College Physical

Therapist Assistant Program and Completion of PTA 125 or equivalent

Corequisite: None

Conjoint Meeting: 11/18//20 Board of Trustees Meeting: 12/11/20

**Departmental** None

Recommendation:

**Catalog Description:** This course is an introduction to the application of orthotic and prosthetic

devices. Included in the course is a discussion and demonstration of the types

of devices utilized in the treatment of the disabled individual, as well as

procedures commonly used in the maintenance, donning, and removal of these devices. Students will learn how to instruct and prepare the patient to utilize this specialized equipment. Problem solving will be utilized in assisting students to

apply standardized practices to meet individual patient needs.

**Schedule Description:** Introduction to application of orthotic and prosthetic devices. Theory and

application along with lab component. Students will be required to problem

solve in order to meet patient specific needs.

**Student Learning** 

Outcomes:

New

Rationale: The Crafton Hills College Physical Therapist Assistant Program must comply

with the standards of the Committee on Accreditation in Physical Therapy Education (CAPTE) in order to be accredited, as well as standards specified by the Physical Therapy Board of California for licensure. This course is one in a series of courses leading to a Physical Therapist Assistant Associate of Science

Degree.

**Equate:** Course is not currently equated with SBVC

Effective: Fall 2021

# **NEW COURSE**

**Discipline:** Physical Therapy Assistant **Department:** Allied Health Services

Course ID: PTA 235
Course Title: Neurology

Units: 3

Minimum Semester

Hours:

Lecture: 48

**Prerequisite:** Successful completion of PTA 120 or equivalent. Verified acceptance and

enrollment in the Crafton Hills College Physical Therapist Assistant Program

Corequisite: None Departmental None

Recommendation:

**Catalog Description:** This course is designed to increase the student's knowledge in the anatomy

and physiology of the nervous system. Information regarding the central, peripheral and autonomic system is provided. Emphasis will be placed on the clinical manifestations of disease or injury to the nervous system as it relates to

clinical problems encountered in physical therapy.

Schedule Description: This course will increase the student's knowledge in the anatomy and

physiology of the nervous system. Central, peripheral and autonomic system is covered with an emphasis placed on the clinical manifestations of disease or

injury as encountered in physical therapy.

Student Learning

**Outcomes:** 

New

Rationale: The Crafton Hills College Physical Therapist Assistant Program must comply

with the standards of the Committee on Accreditation in Physical Therapy

Conjoint Meeting: 11/18//20 Board of Trustees Meeting: 12/11/20

Education (CAPTE) in order to be accredited, as well as standards specified by the Physical Therapy Board of California for licensure. This course is one in a series of courses leading to a Physical Therapist Assistant Associate of Science

Degree.

Course is not currently equated with SBVC Equate:

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ANTHRO 102	Cultural Anthropology

Student Learning

Revised

Outcomes: Rationale:

Six-year revision; adding DE component

Equate: ANTHRO 102 at SBVC

Effective: Fall 2021

# MODIFY COURSE

COURSE ID	COURSE TITLE
ANTHRO 102H	Cultural Anthropology - Honors

Student Learning

Revised

Outcomes:

Rationale: Six-year revision; adding DE component Course is not currently equated with SBVC Equate:

Effective: Fall 2021

# MODIFY COURSE

COURSE ID	COURSE TITLE
ANTHRO 106	Biological Anthropology

**Student Learning** 

Outcomes:

No change

Six-year revision; adding DE component Rationale:

ANTHRO 106 at SBVC Equate:

Effective: Fall 2021

# MODIFY COURSE

COURSE ID	COURSE TITLE
ANTHRO 106H	Biological Anthropology – Honors

Student Learning

Outcomes:

No change

Rationale: Six-year revision; adding DE component

ANTHRO 106H at SBVC Equate:

Conjoint Meeting: 11/18//20 Board of Trustees Meeting: 12/11/20

# **MODIFY COURSE**

COURSE ID COURSE TITLE
ANTHRO 116 Biological Anthropology Laboratory

**Prerequisite:** ANTHRO 106 or ANTHRO 106H

Student Learning

Outcomes:

No change

**Rationale:** Six-year revision; adding DE component

Equate: ANTHRO 106L at SBVC

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ANTHRO 125	Language and Culture

**Student Learning** 

Outcomes:

No change

Rationale: Six-year revision; adding DE component

Equate: ANTHRO 125 at SBVC

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ART 100	Art History I: Prehistoric Art to Medieval Art

**Catalog Description:** Survey of outstanding periods in the history of Western Art, with a focus on the

Prehistoric through the Medieval periods. Exploration of the relationship between the visual arts and the societies which produced them. Required of all

art majors and open to non-art majors.

**Schedule Description:** Survey of outstanding periods in the history of Western Art, with a focus on the

Prehistoric through the Medieval periods. Exploration of the relationship between the visual arts and the societies which produced them. Required of all

art majors and open to non-art majors.

Student Learning

Outcomes:

New

Rationale: Six-year revision
Equate: ART 100 at SBVC

Conjoint Meeting: 11/18//20 Board of Trustees Meeting: 12/11/20

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ART 100H	Art History I: Prehistoric Art to Medieval Art - Honors

**Catalog Description:** Survey of outstanding periods in the history of Western Art, with a focus

on the Prehistoric through the Medieval periods. Exploration of the relationship between the visual arts and the societies which produced them. Required of all art majors and open to non-art majors. This course includes content and experiences appropriate for students wishing to

earn honors credit.

**Schedule Description:** Survey of outstanding periods in the history of Western Art, with a focus

on the Prehistoric through the Medieval periods. Exploration of the relationship between the visual arts and the societies which produced them. Required of all art majors and open to non-art majors. This course includes content and experiences appropriate for students wishing to

earn honors credit.

Student Learning

Outcomes:

New

Rationale: Six-year revision

**Equate:** Course is not currently equated with SBVC

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ART 103	Art Appreciation

**Catalog Description:** Introduction to the visual arts from a multicultural perspective, focusing on the,

conceptual, cultural and historical aspects of art. Overview of vocabulary, design elements and principles, technique and materials, and movements in art. Emphasis on the development of students' visual and aesthetic awareness and

iteracy.

**Schedule Description:** Introduction to the visual arts from a multicultural perspective, focusing on the

conceptual, cultural and historical aspects of art.

Student Learning

Outcomes:

Revised

**Rationale:** Six-year revision; adding DE component

**Equate:** ART 103 at SBVC

Conjoint Meeting: 11/18//20

Board of Trustees Meeting: 12/11/20

# **MODIFY COURSE**

**COURSE ID COURSE TITLE ART 226** Painting II

**Student Learning** 

Outcomes:

No change

Rationale: Six-year revision Equate: ART 126B at SBVC

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ART 247A	Special Projects in Art

Student Learning

Outcomes:

New

Rationale: Six-year revision

Course is not currently equated with SBVC Equate:

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ART 247B	Special Projects in Art

**Student Learning** 

New

Outcomes:

Rationale: Six-year revision

Course is not currently equated with SBVC Equate:

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ART 247C	Special Projects in Art

**Student Learning** 

New

Outcomes: Rationale:

Six-year revision

Course is not currently equated with SBVC Equate:

Conjoint Meeting: 11/18//20 Board of Trustees Meeting: 12/11/20

# **MODIFY COURSE**

**COURSE ID COURSE TITLE ART 275** Contemporary Sculpture Techniques

**Catalog Description:** Exploration of form employing traditional, non-traditional materials, and various

> sculptural techniques. Study and application of concepts, processes, and genres relevant to contemporary art practices such as: site-specific art, installation earth-works, etc., through investigation of contemporary artistic

concerns.

**Schedule Description:** Exploration of form employing traditional, non-traditional materials, and various

sculptural techniques.

Student Learning

Outcomes:

Revised

Rationale: Six-year revision

Equate: Course is not currently equated with SBVC

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ASL 102	American Sign Language II

**Departmental** Successful completion of ENGL 101. Concurrent or previous enrollment in

Recommendation: **ASL 115** 

**Catalog Description:** Continuing introduction to American Sign Language as used by the Deaf

> community in the United States. Study of a more advanced vocabulary of approximately 400 additional signs, ASL sentence structures and social conventions involved in ASL. Discussion of Deaf Culture, norms, and values. NOTE: This course may require attendance to Deaf community events.

**Schedule Description:** Continuing introduction to American Sign Language as used by the Deaf

community in the United States. NOTE: This course may require attendance to

Deaf community events.

**Student Learning** 

Outcomes:

Revised

Rationale: The department is requesting the removal of the following note from the catalog

> and schedule description. This will help the program qualify for LOTE at the lower level. Note: This course corresponds to the second year of high school

American Sign Language. Adding DE component.

Equate: ASL 110 at SBVC

Curriculum Meeting: 10/12/20, 10/26/20 Conjoint Meeting: 11/18//20

Board of Trustees Meeting: 12/11/20

# **MODIFY COURSE**

COURSE ID **COURSE TITLE** Ecology and Environment **BIOL 123** 

**Student Learning** 

New

Outcomes: Rationale:

Equate:

Six-year revision BIOL 104 at SBVC

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ECON 200	Principles of Macroeconomics

Eligibility for MATH 095 as determined by the Crafton Hills College assessment Prerequisite:

process

**Departmental** 

Successful completion of MATH 095. Eligibility for ENGL 101

Recommendation:

**Schedule Description:** 

Introduction to the basic mechanisms of macroeconomics, including key

underlying concepts, theories and institutions such as the market system, national income accounting, the Classical and Keynesian theories, the Federal

Reserve System and the banking system.

**Student Learning** 

No change

Outcomes:

Rationale: Six-year revision; adding DE component

ECON 200 at SBVC Equate:

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ECON 200H	Principles of Macroeconomics – Honors

Prerequisite: Acceptance into the College Honors Institute. Eligibility for MATH 095 as

determined by the Crafton Hills College assessment process

**Departmental** 

Successful completion of MATH 095

Recommendation:

Schedule Description: Introduction to the basic mechanisms of macroeconomics, including key

> underlying concepts, theories and institutions such as the market system, national income accounting, the Classical and Keynesian theories, the Federal Reserve System and the banking system. This course includes content and

experiences appropriate for students wishing to earn honors credit.

Student Learning

No change

Outcomes:

Rationale: Six-year revision ECON 200H at SBVC Equate:

Curriculum Meeting: 10/12/20, 10/26/20 Conjoint Meeting: 11/18//20

Board of Trustees Meeting: 12/11/20

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ECON 201	Principles of Microeconomics

**Prerequisite:** Eligibility for MATH 095 as determined by the Crafton Hills College assessment

orocess

Departmental Recommendation:

Successful completion of MATH 095. Eligibility for ENGL 101

Catalog Description:

An introduction to economic principles that govern production, exchange,

distribution and consumption in a capitalist economy. Topics include supply and

demand, consumer theory, production theory, and price formation in

competitive and noncompetitive markets, theory of comparative advantage and international trade. Issues including scarcity, market equilibrium, elasticity, production and cost theory, market structures, and market failure are also

examined.

**Schedule Description:** An introduction to economic principles that govern production, exchange,

distribution and consumption in a capitalist economy. Topics include supply and

demand, consumer theory, production theory, and price formation in

competitive and noncompetitive markets, theory of comparative advantage and

international trade.

Student Learning

**Outcomes:** 

No change

Rationale: Six-year revision; adding DE component

**Equate:** ECON 201 at SBVC

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
ECON 201H	Principles of Microeconomics – Honors

**Prerequisite:** Acceptance into the College Honors Institute. Eligibility for

MATH 095 as determined by the Crafton Hills College assessment process

Departmental Recommendation:

Successful completion of MATH 095

**Catalog Description:** An introduction to economic principles that govern production, exchange,

distribution and consumption in a capitalist economy. Topics include supply and

demand, consumer theory, production theory, and price formation in

competitive and noncompetitive markets, theory of comparative advantage and international trade. Issues including scarcity, market equilibrium, elasticity, production and cost theory, market structures, and market failure are also examined. This course includes content and experiences appropriate for

students wishing to earn honors credit.

**Schedule Description:** An introduction to economic principles that govern production, exchange,

distribution and consumption in a capitalist economy. Topics include supply and

demand, consumer theory, production theory, and price formation in

competitive and noncompetitive markets, theory of comparative advantage and international trade. This course includes content and experiences appropriate

for students wishing to earn honors credit.

Student Learning

Outcomes:

No change

Conjoint Meeting: 11/18//20

Board of Trustees Meeting: 12/11/20

Rationale: Six-year revision ECON 201H at SBVC Equate:

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
EMS 152	Cardiology for the Paramedic

Student Learning

New

Outcomes: Rationale:

Six-year revision

Equate: Course is not offered at SBVC

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
EMS 153	Pharmacology for the EMT-Paramedic

Prerequisite: Admission into the Paramedic Program

Student Learning

Outcomes:

Revised

Rationale: Six-year revision

Course is not offered at SBVC Equate:

Effective: Fall 2021

# **MODIFY COURSE**

COURSE ID	COURSE TITLE
EMS 156	Clinical Externship for the Paramedic

**Course Title:** Clinical Internship for the Paramedic

**Catalog Description:** Coordination of advanced paramedic training within the hospital setting.

> Opportunity to direct and engage in emergency care intervention of traumatic and medical emergencies. This portion of the program is primarily conducted in clinical settings in San Bernardino or Riverside County. Fulfills the requirements of Title 22 of the Health and Safety Code for paramedic clinical internship.

Coordination of advanced paramedic training within the hospital setting. **Schedule Description:** 

> Opportunity to direct and engage in emergency care intervention of traumatic and medical emergencies. This portion of the program is primarily conducted in clinical settings in San Bernardino or Riverside county. Fulfills the requirements of Title 22 of the Health and Safety Code for paramedic clinical internship.

Student Learning

No change

Outcomes:

Six-year revision Rationale:

Course is not offered at SBVC Equate:

Board of Trustees Meeting: 12/11/20

#### **MODIFY COURSE**

COURSE ID COURSE TITLE
ENGL 102 Intermediate Composition and Critical Thinking

**Student Learning** 

Outcomes:

No change

**Rationale:** Six-year revision; adding DE component

**Equate:** ENGL 102 at SBVC

Effective: Fall 2021

#### MODIFY COURSE

COURSE ID COURSE TITLE

ENGL 102H Intermediate Composition and Critical Thinking - Honors

**Prerequisite:** ENGL 101 or ENGL 101H

**Corequisite:** Acceptance into the College Honors Institute

Student Learning

Outcomes:

No change

Rationale: Six-year revision; adding DE component

Equate: ENGL 102H at SBVC

Effective: Fall 2021

#### MODIFY COURSE

COURSE ID	COURSE TITLE
ENGL 152	Intermediate Composition and Literature

Student Learning

Outcomes:

No change

**Rationale:** Six-year revision; adding DE component

**Equate:** ENGL 151 at SBVC

Effective: Fall 2021

#### **MODIFY COURSE**

COURSE ID	COURSE TITLE
ENGL 152H	Intermediate Composition and Literature - Honors

Student Learning

Outcomes:

Revised

**Rationale:** Six-year revision; adding DE component **Equate:** Course is not currently equated with SBVC

Effective: Fall 2021

Board of Trustees Meeting: 12/11/20

#### **MODIFY COURSE**

COURSE ID **COURSE TITLE ENGL 170** The Film Experience

**Student Learning** 

Outcomes:

Equate:

No change

Rationale:

Six-year revision ENGL 153 at SBVC

Effective: Fall 2021

**COURSE ID COURSE TITLE FIRET 102** Fire Behavior and Combustion

**Departmental** Eligibility for ENGL 101 and MATH 995 as determined through the Crafton Hills

Recommendation: College assessment process. Pass a standardized test of reading

comprehension at or above the 12th grade level.

Theory and fundamentals of how and why fires start, spread, and are **Schedule Description:** 

controlled.

**Student Learning** 

Outcomes:

Revised

Six-year revision; adding DE component Rationale:

Equate: Course is not offered at SBVC

Effective: Fall 2021

COURSE ID	COURSE TITLE
FIRET 104	Fire Apparatus and Equipment

Eligibility for ENGL 101 and MATH 995 as determined through the Crafton Hills **Departmental** 

Recommendation: College assessment process

**Schedule Description:** Study of fire apparatus design including mobile and fixed apparatus.

Student Learning

Outcomes:

Rationale: Six-year revision

Equate: Course is not offered at SBVC

Effective: Fall 2021

COURSE ID	COURSE TITLE
FIRET 106	Fire Protection Hydraulics and Water Supply

Departmental

Eligibility for ENGL 101 and MATH 995

Recommendation:

**Schedule Description:** This course provides a foundation of theoretical knowledge in order to

understand the principles of the use of water in fire protection.

Student Learning

Outcomes:

New

Rationale: Six-year revision

Course is not offered at SBVC Equate:

Effective: Fall 2021

Board of Trustees Meeting: 12/11/20

COURSE ID	COURSE TITLE
FIRET 113	Fire Service Career Preparation

**Departmental** FIRET 100 with a minimum grade of C or better. Eligibility for ENGL 101 and

**Recommendation:** MATH 995 as determined through the Crafton Hills College assessment

process. Pass a standardized test of reading comprehension at or above the

12<sup>th</sup> grade level

**Schedule Description:** Preparation of students to successfully compete for a position in the Fire

Fighting Profession.

**Student Learning** 

Outcomes:

New

**Rationale:** Six-year revision

**Equate:** Course is not offered at SBVC

Effective: Fall 2021

COURSE ID	COURSE TITLE
GEOL 260	Introduction to Field Geology

Student Learning

Outcomes:

New

**Rationale:** Six-year revision **Equate:** GEOL 260 at SBVC

Effective: Fall 2021

COURSE ID	COURSE TITLE
HEALTH 263	Nutrition and Health

Student Learning

Outcomes:

New

**Rationale:** Six-year revision; adding DE component **Equate:** Course is not currently equated with SBVC

Effective: Fall 2021

COURSE ID	COURSE TITLE
HEALTH 263H	Nutrition and Health – Honors

Departmental

None

Recommendation:

Student Learning

New

Outcomes:

**Rationale:** Six-year revision; adding DE component Course is not currently equated with SBVC

Effective: Fall 2021

COURSE ID	COURSE TITLE
HIST 135	Religion in America

**Catalog Description:** A historical study of religion in America from colonial times to present. This

course is also offered as RELIG 135.

**Schedule Description:** A historical study of religion in America from colonial times to present.

Curriculum Meeting: 10/12/20, 10/26/20

Conjoint Meeting: 11/18//20 Board of Trustees Meeting: 12/11/20

Student Learning

Outcomes:

New

**Rationale:** Six-year revision; adding DE component

Equate: RELIG 135 at SBVC

Effective: Fall 2021

#### **MODIFY COURSE**

COURSE ID	COURSE TITLE
MATH 115	The Ideas of Mathematics

**Student Learning** 

No change

Outcomes:

Rationale:

Six-year revision; adding DE component

**Equate:** MATH 115 at SBVC

Effective: Fall 2021

#### **MODIFY COURSE**

COURSE ID	COURSE TITLE
MATH 251	Single Variable Calculus II

**Student Learning** 

No change

Outcomes:

**Rationale:** Six-year revision **Equate:** MATH 251 at SBVC

Effective: Fall 2021

#### **MODIFY COURSE**

COURSE ID	COURSE TITLE
MATH 252	Multivariable Calculus

**Student Learning** 

Outcomes:

No change

**Rationale:** Six-year revision **Equate:** MATH 252 at SBVC

Effective: Fall 2021

#### **MODIFY COURSE**

COURSE ID	COURSE TITLE
MATH 255	Computer-Based Problems for Calculus

**Minimum Semester** 

Hours:

**Lecture:** 16 – 32

**Lab**: 0

Student Learning No change

Outcomes:

**Rationale:** Six-year revision. Lab hours removed.

Curriculum Meeting: 10/12/20, 10/26/20

Conjoint Meeting: 11/18//20 Board of Trustees Meeting: 12/11/20

Equate: Course is not currently equated with SBVC

Effective: Fall 2021

COURSE ID	COURSE TITLE
RELIG 135	Religion in America

**Catalog Description:** A historical study of religion in America from colonial times to present. This

course is also offered as HIST 135.

**Schedule Description:** A historical study of religion in America from colonial times to present.

**Student Learning** 

Outcomes:

Revised

Rationale: Six-year revision; adding DE component

RELIG 135 at SBVC Equate:

Effective: Fall 2021

#### **COURSE DELETION**

COURSE ID	COURSE TITLE
EMS 024	Ambulance Strike Team Leader

Rationale: Course is no longer offered.

Fall 2021 **Effective:** 

#### **COURSE DELETION**

COURSE ID	COURSE TITLE
EMS 912	Basic Cardiac Life Support - Instructor

Rationale: Course is no longer offered.

Fall 2021 Effective:

#### **DISTRIBUTED EDUCATION**

Course ID:	ANTHRO 102	Hybrid and 100% Online
Course Title:	Cultural Anthropology	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

Course ID:	ANTHRO 102H	Hybrid and 100% Online
Course Title:	Cultural Anthropology – Honors	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	ANTHRO 106	Hybrid and 100% Online
Course Title:	Biological Anthropology	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	ANTHRO 106H	Hybrid and 100% Online
Course Title:	Biological Anthropology – Honors	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	ANTHRO 116	Hybrid and 100% Online
Course Title:	Biological Anthropology Laboratory	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	ANTHRO 125	Hybrid and 100% Online
Course Title:	Language and Culture	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	ART 103	100% Online
Course Title:	Art Appreciation	
Rationale:	Increase DE Offerings	

#### **DISTRIBUTED EDUCATION**

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

Course ID:	BUSAD 108	100% Online
Course Title:	Personal Finance Planning	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

Board of Trustees Meeting: 12/11/20

#### **DISTRIBUTED EDUCATION**

Course ID:	ECON 200	100% Online
Course Title:	Principles of Macroeconomics	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	ECON 201	100% Online
Course Title:	Principles of Microeconomics	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	ENGL 102	100% Online
Course Title:	Intermediate Composition and Critical Thinking	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	ENGL 102H	100% Online
Course Title:	Intermediate Composition and Critical Thinking - Honors	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	ENGL 152	Hybrid and 100% Online
Course Title:	Intermediate Composition and Literature	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	ENGL 152H	Hybrid and 100% Online
Course Title:	Intermediate Composition and Literature - Honors	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

Course ID:	FIRET 102	100% Online
Course Title:	Fire Behavior and Combustion	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	HEALTH 263	Hybrid and 100% Online
Course Title:	Nutrition and Health	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	HEALTH 263H	Hybrid and 100% Online
Course Title:	Nutrition and Health – Honors	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	HIST 135	Hybrid and 100% Online
Course Title:	Religion in America	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	KIN/F 105ABCD	100% Online
Course Title:	Cardiovascular Conditioning I, II, III, IV	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	KIN/F 108ABCD	100% Online
Course Title:	Resistance and Weight Training I, II, III, IV	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	KIN/F 191ABCD	100% Online
Course Title:	Hiking for Fitness I, II, III, IV	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

Course ID:	MATH 115	Hybrid and 100% Online
Course Title:	The Ideas of Mathematics	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

Board of Trustees Meeting: 12/11/20

#### **DISTRIBUTED EDUCATION**

Course ID:	MATH 160	Hybrid and 100% Online
Course Title:	Precalculus	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **DISTRIBUTED EDUCATION**

Course ID:	RELIG 135	Hybrid and 100% Online
Course Title:	Religion in America	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

#### **INFORMATION ONLY**

The following course outlines were approved for Remote Instruction.

In emergency circumstances that require campus closure, remote instruction may be incorporated. Courses offered remotely will achieve or adapt stated learning outcomes for the remote environment. Instruction will maintain regular effective contact through conferencing and LMS applications. Instructional materials will be adapted to meet ADA compliance. Instructors will be supported through available campus resources including Alternative Media and Assistive Technology Specialist, DSPS Office, PD Lead, DE Lead, and other available resources to help ensure that instructional materials are accessible to persons with disabilities.

Course ID:	Course Title:
KIN/F 109A	Aerial Fitness I
KIN/F 109B	Aerial Fitness II
KIN/F 121A	Mind Body Fusion I
KIN/F 121B	Mind Body Fusion II
KIN/F 127A	Walking for Fitness I
KIN/F 127B	Walking for Fitness II
KIN/F 127C	Walking for Fitness III
KIN/F 127D	Walking for Fitness IV
KIN/F 155A	Pilates I
KIN/F 155B	Pilates II
KIN/F 155C	Pilates III
KIN/F 155D	Pilates IV
KIN/F 166A	Barre Fitness I
KIN/F 168A	Yoga I
KIN/F 168B	Yoga II
KIN/F 168C	Yoga III
KIN/F 168D	Yoga IV
KIN/F 173A	Water Bootcamp I
KIN/F 173B	Water Bootcamp II
KIN/F 173C	Water Bootcamp III
KIN/F 173D	Water Bootcamp IV
KIN/F 190A	Tai Chi I
KIN/F 190B	Tai Chi II
KIN/F 190C	Tai Chi III
KIN/F 190D	Tai Chi IV

IZINUT 404 A	Hilding for Eithern I
KIN/F 191A	Hiking for Fitness I
KIN/F 191B	Hiking for Fitness II
KIN/F 191C	Hiking for Fitness III
KIN/F 191D	Hiking for Fitness IV
KIN/F 970A	Personal Fitness Assessment I
KIN/F 970B	Personal Fitness Assessment II
KIN/F 970C	Personal Fitness Assessment III
KIN/F 970D	Personal Fitness Assessment IV
KIN/S 111A	Circus Arts I
KIN/S 111B	Circus Arts II
KIN/S 116A	Soccer I
KIN/S 116B	Soccer II
KIN/S 116C	Soccer III
KIN/S 116D	Soccer IV
KIN/S 120A	Golf I
KIN/S 120B	Golf II
KIN/S 120C	Golf III
KIN/S 120D	Golf IV
KIN/S 138A	Pickleball I
KIN/S 138B	Pickleball II
KIN/S 138C	Pickleball III
KIN/S 138D	Pickleball IV
KIN/S 148A	Tennis I
KIN/S 148B	Tennis II
KIN/S 148C	Tennis III
KIN/S 148D	Tennis IV
KIN/S 159A	Karate I
KIN/S 159A KIN/S 159B	Karate II
KIN/S 159B	Karate III
KIN/S 159C	
	Karate IV
KIN/S 160A	Self-Defense I
KIN/S 164A	Swimming I
KIN/S 164B	Swimming II
KIN/S 164C	Swimming III
KIN/S 164D	Swimming IV
KIN/X 170BX3	Intercollegiate Swimming - Women Off-Season
	Athletics
KIN/X 170CX3	Intercollegiate Swimming - Women Pre-Season
	Athletics
KIN/X 171BX3	Intercollegiate Swimming - Men Off-Season Athletics
KIN/X 171CX3	Intercollegiate Swimming - Men Pre-Season Athletics
KIN/X 180AX3	Intercollegiate Water Polo - Women In-Season Athletics
KIN/X 180CX3	Intercollegiate Water Polo - Women Pre-Season Athletics
KIN/X 181AX3	Intercollegiate Water Polo - Men In-Season Athletics
KIN/X 181CX3	Intercollegiate Water Polo - Men Pre-Season Athletics
KIN 170	Lifeguarding
KIN 200	Introduction to Kinesiology
KIN 231	First Aid and CPR
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LIDD 400	Internal and a tribunant Day and and Internal tribuna		
LIBR 100	Introduction to Library Research and Information		
1.00.000	Competency		
LRC 900	Supervised Tutoring		
MARKET 100	Introduction to Marketing Principles		
MARKET 106	Retail Management		
MARKET 110	Principles of Advertising		
MATH 085	Pre-Statistics		
MATH 095	Intermediate Algebra		
MATH 102	College Algebra		
MATH 103	Plane Trigonometry		
MATH 110	Introduction to Probability and Statistics		
MATH 110H	Introduction to Probability and Statistics - Honors		
MATH 115	The Ideas of Mathematics		
MATH 117	Computer Applications in Research		
MATH 160	Precalculus		
MATH 250	Single Variable Calculus I		
MATH 251	Single Variable Calculus II		
MATH 252	Multivariable Calculus		
MATH 265	Linear Algebra		
MATH 266	Introduction to Ordinary Differential Equations		
MATH 902	College Algebra Support		
MATH 903	Math Support Lab		
MATH 910	Introduction to Probability and Statistics Support		
MATH 915	Ideas of Mathematics Support		
MATH 995	Intermediate Algebra Support		
MICRO 102	Introductory Microbiology		
MICRO 150	Medical Microbiology		
MICRO 247ABCD	Special Problems in Microbiology		
MICRO 248ABCD	Special Problems in Microbiology		
MULTI 100	Multimedia Foundations		
MULTI 111	Adobe Photoshop I		
MULTI 131	Publication Design with Adobe InDesign		
MULTI 152	Motion Graphics with Adobe After Effects		
MULTI 170	Website Design with Adobe Dreamweaver		
MULTI 173	User Experience Design (UXD)		
MULTI 211	Adobe Photoshop II		
MULTI 214	Digital Media Portfolio		
MULTI 230	Digital Illustration with Adobe Illustrator II		
MULTI 250	3D Modeling and Animation with Maya II		
MUSIC 100	Fundamental Skills in Music		
MUSIC 101	Music Theory I		
MUSIC 103	Appreciation of American Popular Music		
MUSIC 103H	Appreciation of American Popular Music - Honors		
MUSIC 120	Appreciation of Musical Literature		
MUSIC 120H	Appreciation of Musical Literature - Honors		
MUSIC 132	Guitar I		
MUSIC 133	Guitar II		
MUSIC 135	Piano I		
MUSIC 136	Piano II		
MUSIC 141X4	Applied Music		
WIUSIC 141A4	Lybhiga iniagic		

MUSIC 150X4	Concert Choir I
MUSIC 174X4	Jazz Band I
MUSIC 190	Songwriting and Composition
MUSIC 201	Music Theory III
MUSIC 232	Guitar III
MUSIC 233	Guitar IV
MUSIC 235	Piano III
MUSIC 236	Piano IV
MUSIC 247ABCD	Special Projects in Music

Effective: Fall 2020

INFORMATION ONLY
The following course outlines are being removed from Remote Instruction.

Course ID:	Course Title:	Board Approved:	Rationale:
<b>ANAT 159</b>	Introduction to Human Cadaver	10-08-20	Course was put on the list by
	Dissection		mistake.
<b>GEOL 270</b>	Geology of the Eastern Sierra	11-12-20	Course was put on the list by
	Nevada		mistake.

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: Kristina Hannon, Vice Chancellor of Human Resources and Police Services

**DATE:** December 11, 2020

**SUBJECT:** Consideration of Approval of 2022-2023 Academic Calendar

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2022-2023 academic calendar.

#### **OVERVIEW**

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

#### **ANALYSIS**

The Academic Calendar Committee, consisting of persons who hold various positions located throughout the District, and using the guidelines established by the State Chancellor's Office, has completed the proposed academic calendar for the fiscal year 2022-2023. This calendar was presented to and approved by District Assembly at its November meeting.

#### **INSITUTIONAL VALUES**

IV. Enhanced and Informed Governance and Leadership

#### FINANCIAL IMPLICATIONS

Included in the budget.

### San Bernardino Community College District DRAFT

2022 - 2023

Jul 2022						
S	M	Т	W	Т	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

Aug 2022							
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	Sep 2022							
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	Oct 2022						
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Nov 2022							
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	Dec 2022							
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Jan 2023								
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29	30	31						

	Feb 2023							
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26	27	28						

Mar 2023								
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19	20	21	22	23	24	25		
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	Apr 2023						
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	May 2023							
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	Jun 2023						
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#### **LEGEND**

Flex Days		Aug 9, Jan 11				
In-Service Days		Aug 10 – 12, Jan 12 – 13, Apr 11,	May 24 (Commencement)			
Term Start Days		Aug 15 (Fall) and Jan 17 (Spring)				
Final Exam Weeks		Dec 10 – 16 (Fall) and May 17 – 23 (Spring)				
Recesses		Nov 21 – 23 (Thanksgiving) and M	larch 20 – 25 (Spring Break)			
Holidays		Jul 4 (Ind. Day Observed)	Sep 5 (Labor Day)	Nov 11 (Veterans Day)		
		Nov 24 – 26 (Thanksgiving)	Dec 24 – Jan 2 (Winter Break)	Jan 16 (MLK Day)		
	Feb 17 (Lincoln's Bday) Feb 20 (Washington's Bday) May 29 (Memorial Day)					

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

# San Bernardino Community College District 2022-2023 Academic Year

Fall Semester 2022:	
Flex Day	August 9
Faculty In-Service Days	August 10-12
Instruction Begins	August 15
Labor Day	September 5
Fall Census Day	September 7
Veterans Day	November 11
Thanksgiving Recess	November 21 – 26
Final Exams/Saturday Classes	December 10
Final Exams	December 10-16
Fall Semester Ends	December 17
Fall Semester Grades Due	December 22
Campus Closed	December 24 – January 2
Spring Semester 2023:	
Flex Day	January 11
Faculty In-Service Days	January 12-13
Martin Luther King Day	January 16
Instruction Begins	January 17
Spring Census Day	February 7
Lincoln's Birthday	February 17
Washington's Birthday	February 20
•	March 20-25
	April 11
Final Exams	May 17 – 23
Final Exams/Saturday Classes	May 20
	May 23
	May 24
	May 24
•	May 29
Spring Grades Due	May 31
Short Term Courses	Grades due 5 calendar days after last day of class
	Required Flex to be completed by contract faculty

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

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

**PREPARED BY:** Joe Opris, Director, Human Resources

**DATE:** December 11, 2020

**SUBJECT:** Consideration of Approval of Granting Sabbatical Leave for the

2021-2022 Academic Year

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the granting of sabbatical leave for the 2021-2022 academic year.

#### **OVERVIEW**

The employee on the attached list is being recommended for Sabbatical Leave for the 2021-2022 academic year.

#### **ANALYSIS**

On September 10, 2020, the Board of Trustees granted one full year sabbatical leave per campus for the 2021-2022 academic year. Sabbatical Leave Committees at each campus reviewed any applications received and forwarded their recommendations to the District. The District Sabbatical Leave Committee reviewed the requests and forwarded their recommendations to the Chancellor.

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence.

#### FINANCIAL IMPLICATIONS

The cost to the District is the replacement for the instructor's classes.

#### Daihim Fozouni, SBVC, Fall 2021

Project Goals/Outcomes

- 1. The goal of the project is to identify the best practices for Honors Programs at community colleges in California; the study will focus on
  - a. student recruitment to the program
  - b. student retention and success rates in the program
  - c. student transfer rates to four-year universities.
- 2. The results of this research will be compiled into a document that I will then share with the SBVC Honors Program coordinator (Dr. Anthony Blacksher), Honors Committee members, Honors Program faculty, and the SBVC administrators involved with the Honors Program.
- 3. It is my hope that this project will supplement and complement the current drive to expand and strengthen the SBVC Honors Program.

#### 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:** December 11, 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 December 11, 2020

[v.11.13.2020.p.1|1]

#### Academic Year 2020-21

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications	
Alvarado, Toshio	CHC	Microbiology	Biological Sciences	
Haley, Sheree	CHC	Multimedia	Multimedia	
Alblinger, Diane	SBVC	Communication Studies	Communication Studies	
Orozco, Teresa de Jesus	SBVC	Spanish	Foreign Languages	
Green, Tawon	SBVC	Men's Football	Coaching	
Hoover, David	SBVC	Men's Football	Coaching	
Ghazaleh, Rema	SBVC	Student Development	Counseling	
Kuebel-Hernandez, Jan	SBVC	Library Technology	Library Technology	

#### 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:** December 11, 2020

**SUBJECT:** Consideration of Approval to Appoint Temporary Academic Employees

#### **RECOMMENDATION**

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

#### **OVERVIEW**

The employees on the attached list are submitted for approval.

#### **ANALYSIS**

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

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

#### **FINANCIAL IMPLICATIONS**

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



# **Appointment of Temporary Academic Employees**Submitted for Board Approval December 11, 2020 [v.11.30.2020.p.1|1]

Employee Name Location Assignment & Department	From	То	Range & Step	Fund	Live Scan Clearance
Mills, Lisa Counselor - Veteran's Resource Center CHC Student Services	01/01/21	06/30/21	E3	Strong Workforce	10/26/17

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

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

**DATE:** December 11, 2020

**SUBJECT:** Consideration of Approval to Revise and Eliminate Titles and Rates of

Pay for Professional Expert and Short-Term Hourly Employees

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the revised Professional Expert and Short-Term Hourly Rates of Pay schedules effective January 1, 2021, as attached.

#### **OVERVIEW**

California state minimum wage will increase to \$14.00 per hour on January 1, 2021, for employers with 26 or more employees. To comply with the increase, the minimum rate for hourly and student worker employees will increase. The recency of use of all Professional Expert and Short-Term titles has been examined. Many titles are being recommend for elimination due to disuse.

#### **ANALYSIS**

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

Camera and Lighting Technician

Closed Caption Editor I

EMT-1 Skills Laboratory Assistant
 Fire Agility Group Leader/Proctor

FTVM Intern I

→ Tutor I

TV Closed Captioning

→ Lifeguard

Model/Draped

Project Assistant I

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

The positions being eliminated due to disuse are:

- CAHSEE Facilitator
- Clinical Instructor
- CTE Transition Coordinator
- Flight Simulator Repair
- GIS Technician
- Human Resources Recruiter
- Physician
- Pharmacy Technology Accreditation Coordinator

- Project Evaluator
- Project Manager
- Public Information Specialist
- Risk Management Coordinator
- → Tech Prep
- Veteran's Resource Specialist
- Strength Educator/Coach
- Foster Parent Host

- Musician
- Theatre Production Assistant
- CPR/Lifeguard Certification Facilitator
- Consultant
- → Faculty Intern

- Future Teacher Intern
- Grant Assignment
- → Accompanist
- Driver

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

#### **FINANCIAL IMPLICATIONS**

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



Rates of Pay for Professional Experts
Submitted for Board Approval December 11, 2020 Effective January 1, 2021

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
3D Animator	\$25.00 to \$40.00
Adult Education Planning Grant Coordinator	\$40.00
Assistant Instructor	\$20.00
Bilingual Translator/Interviewer	\$20.00
Business and Resources Development Consultant	\$60.00
CAHSEE Facilitator	<del>\$50.00</del>
Camera & Lighting Technician	<b>\$14.00</b> to \$20.00
Clinical Instructor	<del>\$20.00</del>
Closed Caption Editor I	<b>\$14.00</b> to \$15.00
Closed Caption Editor II	\$16.00 to \$20.00
Closed Caption Editor III	\$21.00 to \$30.00
Content Specialist (FNX and Marketing & Public Relations)	\$15.00 to \$40.00
Counseling Trainee	\$15.00
CTE Transition Coordinator	\$20.00 to \$30.00
Guardian Scholars and Dreams Liaison (Categorical)	\$45.00
Editor (KVCR, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	\$14.00
EMT(EMS)/Respiratory Care/Fire Tech PE/ASL Specialist	\$30.00
Fire Academy Instructor	\$45.00
Fire Agility Group Leader/Proctor	\$14.00
Fire Operations Specialist	\$55.00
Flight Simulator Repair	<del>\$30.00</del>
Foster Parenting Education	\$45.00
FTVM Intern I / II / III	\$14.00 / \$15.00 / \$16.00
GIS Technician	\$18.00 to \$24.00
Grant Program Assistant (Categorical)	\$35.00
Grant Writer I/II/III	\$30.00/\$40.00/\$55.00
Human Resources Recruiter	<del>\$20.00</del>
Interpreting/Transliterating Level 0 (Mentoring)	\$15.00 to \$16.00
Interpreting/Transliterating Level I (0-2 yrs of exp & pass evaluation)	\$28.00 to \$30.00
Interpreting/Transliterating Level II (2-4 yrs of exp & pass evaluation)	\$32.00 to \$34.00
Interpreting/Transliterating Level III (4-5 yrs of exp & pass evaluation)	\$36.00 to \$38.00
Interpreting/Transliterating Level IV (5-6 yrs of exp or RID & pass evaluation)	\$40.00 to \$42.00
Interpreting/Transliterating Level V (RID Certified or RID written passed & pass evaluation or EIPA Level 4/5 & pass evaluation)	\$45.00
Laboratory Instructor	\$20.00
Mental Health Educator/Counselor Intern	\$55.00
Nurse Practitioner I (1-2 years of SBCCD experience)	\$55.00
Nurse Practitioner II (3-5 years of SBCCD experience)	\$60.00



Rates of Pay for Professional Experts
Submitted for Board Approval December 11, 2020 Effective January 1, 2021

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
Nurse Practitioner III (6+ years of SBCCD experience)	\$65.00
Physician	<del>\$30.00</del>
Pharmacy Technology Accreditation Coordinator	\$30.00 to \$50.00
Police Science Facilitator/Evaluator	\$50.00
Police Tactical Officer/RTO	\$35.00
Policy Analyst	\$60.00
Post Masters Counseling Associate I / II / III	\$25.00/\$30.00/\$35.00
Primary Instructor	\$25.00
Program Assistant	\$20.00 to \$49.00
Project Evaluator	<del>\$40.00</del>
Project Manager	<del>\$75.00</del>
Public Information Specialist	<del>\$65.00</del>
Radiologic Technology Specialist	\$30.00
Respiratory Care Clinical	\$40.00
Risk Management Coordinator	<del>\$28.00</del>
Social Media Specialist (FNX & Marketing & Public Relations)	\$21.00 to \$25.00
Special Events Planner	\$25.00 to \$35.00
Staff Writer/Photographer	\$16.00 to \$20.00
State Fire Training Instructor	\$55.00
Tech Prep	<del>\$30.00</del>
Training Specialist	\$19.00
Tutor I / II / III	\$14.00 / \$15.50 / \$17.50
TV Closed Captioning	<b>\$14.00</b> to \$15.00
Veteran's Resource Specialist	<del>\$50.00</del>
Workforce Development/PDC Trainer	\$15.00 to \$100.00 or
	up to 85% of enrollment, or up to 60% of net
Strengths Educator/Coach	<del>\$49.00</del>

PROFESSIONAL EXPERT ASSIGNMENT	SESSION RATE
Foster Parent Host	<del>\$25.00</del>
Musician	<del>\$75.00</del>

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



### **Rates of Pay for Professional Experts**

Submitted for Board Approval December 11, 2020 Effective January 1, 2021

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

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

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



### **Rates of Pay for Short-Term Hourly Employees**

Submitted for Board Approval December 11, 2020 Effective January 1, 2021

SHORT-TERM ASSIGNMENT	HOURLY RATE
Accompanist	<del>\$16.00</del>
Driver	<del>\$15.00</del>
Lifeguard	\$14.00
Model-Draped	\$14.00
Model-Undraped	\$16.00
Project Assistant I / II / III	\$14.00 / \$15.50 / \$17.50

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

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

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** 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:** December 11, 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.



[v.12.3.2020.p.1|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Alatorre, Guadalupe Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Anderson, Jonathan Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Baldwin, Spencer Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Baltierra, Anthony Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.



[v.12.3.2020.p.2|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Bartlett, Ryan Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Blanck, Robert Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Branson, Joanna Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Brink, T.L. Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.



[v.12.3.2020.p.3|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Buiter, Rachel Tutoring General Fund	CHC	01/18/21	05/25/21	\$52.00	380	\$19,760.00	Tutoring Curriculum
Caress, Wendy Contract Education	CHC	01/04/21	06/30/21	\$56.00	50	\$2,800.00	Counseling - Dual Enrollment
Cervantez, Jeff Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Clement, Brooke Student Success & Support Program (SSSP)	CHC	01/01/21	05/25/21	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Costello, Gerarda Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.



[v.12.3.2020.p.4|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Cowans, Nicole Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Cummings, Lou'Rie Student Success & Support Program (SSSP)	CHC	01/01/21	05/25/21	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Delmonico, Shana Contract Education	CHC	01/04/21	06/30/21	\$56.00	100	\$5,600.00	Counseling - Dual Enrollment
DiBartolo, Cheryl Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Ebner, Noah Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.



[v.12.3.2020.p.5|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Farley, Diana Contract Education	CHC	01/04/21	06/30/21	\$56.00	50	\$2,800.00	Counseling - Dual Enrollment
Garcia, Claudia Student Success & Support Program (SSSP)	CHC	01/01/21	05/25/21	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Greyraven, Ruth Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.  Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Guzman, Jose Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Hawkins, Judith Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.



[v.12.3.2020.p.6|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Hellerman, Steve Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Hoehn, Marisela Student Success & Support Program (SSSP)	CHC	01/01/21	05/25/21	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Hogan, Ryan Student Success & Support Program (SSSP)	CHC	01/01/21	05/21/21	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Hogrefe, Richard Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Jimenez, Sabrina Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.



[v.12.3.2020.p.7|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Jraisat, Issa Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Kano, David Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Kusko, Vaughan Contract Education	CHC	01/04/21	06/30/21	\$54.00	50	\$2,700.00	Counseling - Dual Enrollment
Langenfeld, Elizabeth Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.



[v.12.3.2020.p.8|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Ledoux, Janine Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.  Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Mansourian, Farhad Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
McCool, Karol Library General Fund	CHC	01/18/21	05/25/21	\$58.00	323	\$18,734.00	Adjunct Librarian
McKee, Julie Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.



[v.12.3.2020.p.9|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
McNamara, Lawrence Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Millan, Christopher Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Montejano, Jordan Tutoring General Fund	CHC	01/18/21	05/25/21	\$52.00	380	\$19,760.00	Tutoring Curriculum
Myers Hyatt, Diana Library General Fund	CHC	01/18/21	05/25/21	\$58.00	323	\$18,734.00	Adjunct Librarian
Pennington, Anne Library General Fund	CHC	01/18/21	05/25/21	\$58.00	323	\$18,734.00	Adjunct Librarian
Reichert, Nicholas General Instruction	CHC	01/01/21	05/25/21	\$52.00	126	\$6,552.00	Overload CTA Negotiations
Scott, Shella Student Success & Support Program (SSSP)	CHC	01/01/21	05/25/21	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling



[v.12.3.2020.p.10|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Shum, Cynthia Student Success & Support Program (SSSP)	CHC	01/01/21	05/25/21	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Simonson, Scott Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Urbanovich, Jimmy Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Walsh, Sherry Contract Education	CHC	01/04/21	06/30/21	\$56.00	50	\$2,800.00	Counseling - Dual Enrollment
Wassing, Amy Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.



[v.12.3.2020.p.11|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Weiler, Lindsay Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Williams, Gary Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.
Wilson, Debbie Student Success & Support Program (SSSP)	CHC	01/01/21	05/25/21	\$58.00	422	\$24,476.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Zepeda, Isidro Honors Program General Fund	CHC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Originally sent to HR from campus for November board, but pulled by HR for further review by District/CTA.



[v.12.3.2020.p.12|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Adams, Kathryn Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Required additional review and was not submitted in time for November board
Aycock, Monique Disabled Student Programs and Services Categorical Fund	SBVC	01/01/21	06/30/21	\$58.00	422	\$24,476.00	Adjunct Counseling for the DSPS Program.
Blacksher, Anthony Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Required additional review and was not submitted in time for November board
Dennett, Loni Disabled Student Programs and Services Categorical Fund	SBVC	01/01/21	06/30/21	\$58.00	422	\$24,476.00	Adjunct Counseling for the DSPS Program.
Downey, Jennifer Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Required additional review and was not submitted in time for November board



[v.12.3.2020.p.13|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
<b>Dulgeroff, James</b> Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Required additional review and was not submitted in time for November board
Ferri-Milligan, Paula Basic Skills General Fund	SBVC	10/01/20	12/30/20	\$52.00	3	\$156.00	Create Mailer to promote ESL courses in the community Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Henry, Mark Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Required additional review and was not submitted in time for November board
James, Edna Basic Skills General Fund	SBVC	09/21/20	12/30/20	\$52.00	4	\$208.00	English Community of Practice Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Kellogg, Elena Basic Skills General Fund	SBVC	09/21/20	12/30/20	\$52.00	4	\$208.00	English Community of Practice Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.



[v.12.3.2020.p.14|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Kellogg, Elena Basic Skills General Fund	SBVC	10/01/20	12/30/20	\$52.00	6	\$312.00	English Collaborative Peer Observation Project Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
King, Melissa Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Required additional review and was not submitted in time for November board
Lamore, Joel Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
Lee, Dirkson Basic Skills General Fund	SBVC	01/01/21	06/30/21	\$52.00	160	\$8,320.00	Embedded Tutor Lead
Levine, Michael Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Required additional review and was not submitted in time for November board



[v.12.3.2020.p.15|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Loh Myers, Susan Basic Skills General Fund	SBVC	09/21/20	12/30/20	\$52.00	4	\$208.00	English Community of Practice Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Lopez, Leonard Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Required additional review and was not submitted in time for November board
Loring, Michael Basic Skills General Fund	SBVC	09/21/20	12/30/20	\$52.00	4	\$208.00	English Community of Practice Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Loring, Michael Basic Skills General Fund	SBVC	10/01/20	12/30/20	\$52.00	6	\$312.00	English Collaborative Peer Observation Project Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Luu, Tony Basic Skills General Fund	SBVC	09/21/20	12/30/20	\$52.00	4	\$208.00	English Community of Practice Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Matthew Kelly Library General Fund	SBVC	01/13/21	05/26/21	\$58.00	400	\$23,200.00	Library Reference Desk



[v.12.3.2020.p.16|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Mattson, Susan Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
Mercedes Gifford Library General Fund	SBVC	01/13/21	05/26/21	\$58.00	400	\$23,200.00	Library Reference Desk
Millican, Edward Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Required additional review and was not submitted in time for November board
Murtada, Samira Basic Skills General Fund	SBVC	10/01/20	12/30/20	\$52	1	\$52.00	Mailer/Translation to promote ESL courses in the community Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Nguyen, Joseph Basic Skills General Fund	SBVC	10/01/20	12/30/20	\$52	1	\$52.00	Mailer/Translation to promote ESL courses in the community Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.



[v.12.3.2020.p.17|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Orr, Katherine Basic Skills General Fund	SBVC	09/21/20	12/30/20	\$52	4	\$208.00	English Community of Practice Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Orr, Katherine Basic Skills General Fund	SBVC	10/01/20	12/30/20	\$52	6	\$312.00	English Collaborative Peer Observation Project Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Pacier, Phillip Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
Pave, Adam Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Required additional review and was not submitted in time for November board
Povero, Nicole Basic Skills General Fund	SBVC	09/21/20	12/30/20	\$52	4	\$208.00	English Community of Practice Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.



[v.12.3.2020.p.18|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Povero, Nicole Basic Skills General Fund	SBVC	10/01/20	12/30/20	\$52	6	\$312.00	English Collaborative Peer Observation Project Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Rounds, Michael L. Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. Ratification: Required additional review and was not submitted in time for November board
Slusser, Michael Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
Sogomonian, Nori Basic Skills General Fund	SBVC	10/01/20	12/30/20	\$52	1	\$52.00	Mailer/Translation to promote ESL courses in the community Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Sogomonian, Nori Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.



[v.12.3.2020.p.19|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Sullivan, John Basic Skills General Fund	SBVC	09/21/20	12/30/20	\$52	4	\$208.00	English Community of Practice Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Tilton, Julie Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
Voisard, Steven Library General Fund	SBVC	01/13/21	05/26/21	\$58	400	\$23,200.00	Library Reference Desk
Wagner, Eric Basic Skills General Fund	SBVC	09/21/20	12/30/20	\$52	4	\$208.00	English Community of Practice Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.
Wardell, Matthew Office of Instruction General Fund	SBVC	11/13/20	12/18/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter.
Zagd, Khulan Basic Skills General Fund	SBVC	09/21/20	12/30/20	\$52	4	\$208.00	English Community of Practice Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.



[v.12.3.2020.p.20|20]

Employee Name Funding Source	Location Assignment	From	То	Rate	Hours	Not to Exceed Amount	Project
Zagd, Khulan Basic Skills General Fund	SBVC	10/01/20	12/30/20	\$52	6	\$312.00	English Collaborative Peer Observation Project Ratification: The earliest the Basic Skills Committee was able to approve this project/funding was late October.

**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:** December 11, 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 December 11, 2020

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#### Head Coaches 12/11/20 - 06/30/21

Employee Name	Location Assignment	Department	Stipend
Bennett, Devin	SBVC	Women's Softball	\$7,000.00
Kounas, Jason	SBVC	Men's Baseball	\$7,000.00
Powell, Michael	SBVC	Men/Women Track & Field	\$14,000.00

Assistant Coaches 12/11/20 - 06/30/21

	Location		
Employee Name	Assignment	Department	Stipend
Green, Tawon	SBVC	Football	\$5,000.00
Hoover, David	SBVC	Football	\$5,000.00
Leal, Rene	SBVC	Baseball	\$5,000.00
Magee, Gregory	SBVC	Track & Field	\$5,000.00
Mendoza, Kendra	SBVC	Softball	\$5,000.00
Ratigan, James	SBVC	Track & Field	\$5,000.00
Rich, Tyler	SBVC	Baseball	\$5,000.00
Stewart, Shanice	SBVC	Track & Field	\$5,000.00

Other Stipends 11/13/20 - 12/07/20\*

Other Otiperius 11/10/20 -			
Employee Name	Location Assignment	Department	Stipend
Adams, Kathy	SBVC	Child Development (2nd course)- Quality Badge Course Training.	\$1,500.00
Assasumma, Michael	SBVC	Business-Quality Badge Course Training.	\$1,500.00
Batalo, Mandi	SBVC	Art-Quality Badge Course Training.	\$1,500.00
Burns-Peters, Davena	SBVC	Modern Languages (2nd course)- Quality Badge Course Training.	\$1,500.00
Hamdy, Rania	SBVC	Communication Studies-Quality Badge Course Training.	\$1,500.00
Hopper, Randi	SBVC	Child Development-Quality Badge Course Training.	\$1,500.00



### **Payment of Stipends**

### Submitted for Board Approval December 11, 2020

[v.11.17.2020.p.2|2]

Other Stipends 11/13/20 - 12/07/20\*

Employee Name	Location Assignment	Department	Stipend
Hughs-Curtis, Lindsy	SBVC	Child Development-Quality Badge Course Training.	\$1,500.00
Loukeh, Alison	SBVC	Water Supply-Quality Badge Course Training.	\$1,500.00
Notarangelo, Maria	SBVC	Library (2nd course)-Quality Badge Course Training.	\$1,500.00
Parker, Garry	SBVC	Water Supply-Quality Badge Course Training.	\$1,500.00
Perris, Christina	SBVC	Library Sciences-Peer Online Course Review Training (POCR)	\$1,500.00
Valladeo, Gary	SBVC	Water Supply-Quality Badge Course Training.	\$1,500.00
Voisard, Steve	SBVC	Library-Quality Badge Course Training.	\$1,500.00
Wallick, Amber	SBVC	Child Development-Quality Badge Course Training.	\$1,500.00
Walters, Sandi	SBVC	Child Development-Quality Badge Course Training.	\$1,500.00
Wells, Nisha	SBVC	Water Supply-Quality Badge Course Training.	\$1,500.00

<sup>\*</sup> Payment of Stipends agenda item was pulled for further review at the November 12, 2020 Board meeting. These Other Stipends are being brought back for approval/ratification.

**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:** December 11, 2020

**SUBJECT:** Consideration of Approval of Classified Job Description

#### **RECOMMENDATION**

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

HVAC/R Technician, Salary Range 42 (revised)

#### **OVERVIEW**

The attached job description is necessary to accurately reflect position duties, responsibilities, and minimum qualifications.

#### **ANALYSIS**

The attached job description reflects the representative duties and responsibilities, and the appropriate minimum qualifications for the position involved. It has been negotiated with and agreed upon by the CSEA and is subject to procedures required by CSEA Policy 610.

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



Classified Range: 41<u>42</u>
Board Approved: 07/200112/11/20

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

#### **SUMMARY DESCRIPTION**

Under general supervision, pPerforms a variety of skilled mechanical maintenance duties in the construction, diagnosis, repair, installation, and alteration of District heating, ventilation, air conditioning and refrigeration systems, and related equipment and facilities; performs preventive maintenance and routine servicing of equipment to assure efficient operation; operates and maintains a wide variety of hand and power tools and equipment; and assures classrooms and offices are kept at comfortable room temperatures.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives limited supervision from appropriate supervisor; routinely analyzes and resolves problems; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

#### REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- 1. Performs repairs, routine servicing, and operations of HVAC systems to assure efficient operation; operates, programs, and maintains the energy management system in order to control room temperatures for District facilities.
- 1.2. Conducts regular preventive maintenance inspections, services, and repairs of refrigeration units, isolated heating and ventilating, and air-conditioning units, fan-coil units, including boilers and gas, electric and pneumatic operated heating and air conditioning equipment and systems; performs necessary adjustments or repairs; and services and repairs evaporative coolers.
- 2.3. Programs, repairs, maintains, and operates Direct Digital Control (DDC) HVAC control systems, HVAC system components and/or equipment, and Variable Air Volume (VAV) systems and related modules; utilizes desk top and hand-held computer to diagnose and program systems.
- 4. Diagnoses, programs, operates, schedules, monitors, and adjusts the Campus Building Automation Systems (BAS) for HVAC systems, energy management systems (EMS), and other building or asset systems as needed.
- 3.5. Performs skilled electrical maintenance work in the connection, repair, installation, and alteration of HVAC equipment, components, timers, motors, and wiring systems as needed.
- 4.6. Troubleshoots gas and electric heating systems; installs natural gas lines and inspects for leaks; replaces heater <u>circulation</u> pumps <u>and</u> motors in boiler heating systems, <u>and associated components</u>, <u>which do not require a certification</u>.
- 5-7. Inspects, repairs, modifies, and installs HVAC equipment including refrigeration and air conditioning compressors, receivers, condensers, chillers, water cooling towers, forced air units, pumps, automatic and hand valves, expansion valves, and capillary tubes; performs minor troubleshooting and repairs to ancillary chiller and cooling tower equipment and associated components, which do not require a certification.



Classified Range: 4142

Board Approved: 07/2001 12/11/20

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- 6.8. Tests and examines chilled water and water tower operations and boiler as necessary, observing meter and pressure gauges.
- 7.9. Installs, inspects, and repairs or replaces defective parts in <a href="HVAC">HVAC</a> units and equipment and their controls, including thermostats, automatic switches, shafts, bearing, water and oil pumps, fan controls, log switches, damper motors, vibration sensors, louvers, relays, filters, controls, belts, compressors, heat exchangers, pneumatic and electronic controls, compressors, hydronic systems, chilled water loops and coils, pressure controls, safety valves, and automatic gas valves.
- **8.10.** Lubricates and packs heating, ventilation, refrigeration, and air conditioning motors, pumps, fans, bearings, and other equipment.
- 9.11. Installs and calibrates systems; installs copper tubing and repairs pipes and tubing as necessary; tests joints and insulates pipes of refrigeration and air conditioning systems; flushes boilers, descales tubing; rebuilds pressure and temperature safety valves and water pumps.
- <u>10.12.</u> Operates a variety of hand and power tools, <u>welder torch</u>, <u>solder/brazing equipment</u>, vacuum pump, <u>freaon recovery equipment</u>, and <u>other</u> test <u>and repair</u> equipment utilized in the trade; <u>operates and</u> a motor vehicle; maintains equipment in effective and safe working condition.
- 11.13. Diagnoses HVAC mechanical and electrical problems; repairs or replaces defective or malfunctioning parts in units, equipment, and controls-; installs, rebuilds, replaces, or repairs fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets, and other equipment as necessary.
- 12. Installs, rebuilds, replaces, or repairs fans, motors, thermostats, fuses, filters, bearings, valves, controls, gaskets, and other equipment as necessary.
- 13. Operates the energy management system in order to control room temperatures, facilities use for events, and facility lighting.
- 14. Researches and evaluates products for best sources; recommends purchase of selected parts, materials, and equipment; assists in labor and material estimations for projects; prepares and maintains work orders, records, and reports related to work performed.
- 15. Participates as a member of maintenance crews as necessary. May perform general unskilled and semi-skilled maintenance work; may assist in other trades as necessary.
- 16. Performs other duties related to the primary job 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:

- Methods, practices, equipment and tools used in the repair and maintenance of air conditioning, heating and ventilation and refrigeration systems.
- Methods and techniques of troubleshooting and diagnosing of HVAC malfunctions.
- HVAC system design, equipment capabilities and requirements.
- Electronic pneumatic and mechanical principles as applied to the maintenance and repair of heating, ventilation and air conditioning systems.



Classified Range: 4142

Board Approved: 07/2001 12/11/20

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- Proper methods, materials, tools terminology and equipment used in the HVAC and refrigeration trades.
- Applicable codes, ordinances and regulations of State and local authorities pertaining to HVAC, refrigeration and boilers.
- Air compressors and pneumatic controls.
- Cooling tower and boiler water treatment.
- Basic welding and soldering techniques.
- Proper methods of storing equipment, materials and supplies.
- Office procedures, methods, and equipment including computers and applicable software applications.
- Methods and techniques of preparing and interpreting drawings, diagrams, schematics and blueprints.
- Principles and procedures of record keeping.
- Occupational hazards and standard safety practices.
- Pertinent federal, state, and local codes, laws and regulations.

#### Ability to:

- Perform skilled mechanical maintenance duties in the inspection, repair, installation, and alteration
  of District heating, ventilation, air conditioning and refrigeration systems and related equipment and
  facilities.
- Calibrate systems.
- Perform preventative maintenance and routine servicing.
- Diagnose defects, and install, repair, and maintain heating, ventilating, refrigeration, and air conditioning units.
- Read and interpret mechanical drawings, schematics, blueprints and sketches.
- Operate a variety of tools and equipment used in HVAC maintenance and repair work.
- Operate office equipment including computers and supporting software applications.
- Meet-schedules and timelines deadlines.
- Observe legal and defensive driving practices.
- Ensure adherence to safe work practices and procedures.
- Work independently with little direction.
- Understand and follow oral and written instructions.
- Plan and organize work.
- Maintain accurate records and prepare reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

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



Classified Range: 41<u>42</u>
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#### **Education/Training:**

• Equivalent to completion of the twelfth grade high school supplemented by specialized training in heating, ventilation, refrigeration, and air conditioning repair and maintenance.

#### **Experience:**

• Three (3) years of journey-level operation, maintenance, and repair experience in the HVAC and refrigeration trade.

#### **License or Certificate:**

- Possession of a valid driver's license.
- Possession of or ability to obtain a valid forklift certificate.
- Possession of a valid EPA Retrieval and Reclamation Certification issued by authorized agency.

#### **Desired Education/Experience:**

Possession of or ability to obtain Variable Air Volume (VAV) systems certification

#### 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 indoor and outdoor environments; travel from site to site; exposure to noise, dust, grease, smoke, fumes, noxious odors, gases, electrical energy, and all types of weather and temperature conditions; work and/or walk on various types of surfaces including slippery or uneven surfaces and rough terrain; work at heights on scaffolding and ladders; exposure to electrical energy.

<u>Physical</u>: Primary functions require sufficient physical ability and mobility to walk, stand, and sit for prolonged periods of time; frequently stoop, bend, kneel, crouch, crawl, climb, reach, and twist, to frequently push, pull, lift, and/or carry moderate to heavy amounts of weight up to 50 pounds; to occasionally push, pull, lift, ad/or carry heavier amounts of weight with assistance; requires a sense of touch, finger dexterity, gripping with fingers and hands; operate assigned equipment and vehicles; and verbally communicate to exchange information.

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

**<u>Hearing:</u>** Hear in the normal audio range with or without correction.

**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:** December 11, 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 December 11, 2020

[v.11.30.2020.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Oxendine, Joanna Director, Grants Development & Administration SBVC President	01/01/21	Management 16C	Alfonso Hernandez III	General Fund	01/22/19

**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**: December 11, 2020

**SUBJECT**: Consideration of Approval of Management Job Descriptions

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the Management job description for Director of Athletics as attached.

#### **OVERVIEW**

The attached job description has been developed/revised to accurately reflect the intent and nature of the position.

#### **ANALYSIS**

The attached job description reflects the representative duties and responsibilities, as well as the appropriate minimum qualifications, for the position.

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

#### FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



#### **Director of Athletics**

Management Range: 15
Board Approved 12/11/20
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Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are <u>not</u> intended to reflect all duties performed within the job; however, any additional duties will be reasonably related to this class.

#### **SUMMARY DESCRIPTION**

Under general direction of the <u>Dean of Physical Education & Athletics appropriate administrator</u>, the Director of Athletics is a management position responsible for the planning, organization, and administration of the intercollegiate athletic program.

#### REPRESENTATIVE DUTIES

The following duties are typical for this classification.

- 1. Plans, directs, supervises and assumes primary responsibility for the sage and efficient conduct of all events involving San Bernardino Valley College\_the college's athletic teams.
- Develops, <u>implements</u>, directs, and supervises the <u>men's and women's intercollegiate college's</u> athletic program including scheduling, staffing, <u>equipment</u> budget development and management, and game management.
- 3. Shares in the responsibility to manage athletics facilities with Administrative Services to assure athletic facilities are safe, coordinated in their use, and maintained appropriately.
- 4. Monitors revenues and expenditures in assigned area to ensure sound fiscal control and prepares annual budget requests along with equipment replacement plans.
- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports, and recommendations.
- 3.6. Provides leadership that encourages student-athletes, coaches and support personnel to demonstrate the highest levels of sportsmanship, scholarship and civility at all times.
- 4.7. Ensures compliance with all <a href="mailto:applicable">applicable</a> rules, regulations, procedures and policies for the intercollegiate athletics program <a href="mailto:such">such</a> as <a href="mailto:those">those</a> established by the <a href="mailto:Commission on Athletics (COA)</a>, Foothill Athletic <a href="mailto:Conferences">Conference-California College Athletic Association (CCCAA)</a>, appropriate athletic conferences, and the San Bernardino Community College District.
- <u>5.8. Assumes Shares in the</u> responsibility for the program's compliance with Title IX objectives and conducts regular meetings and training to promote strict adherence among personnel and student athletes to conference and State athletic rules, regulations, and codes including student eligibility guidelines.
- 6.9. Works closely with academic counselors to encourage academic excellence through the program and to prepare student-athletes for successful transfer to four-year colleges and universities.
- 7.10. Responds to inquiries, provides information, and Ppromotes SBVC the college's athletics programs throughout the community; maintains close working relationships with local high school coaches and athletic administrators.
- 8.11. Works closely with San Bernardino Valley College Foundation to plan, organize and conduct a variety of special events and fundraising efforts on behalf of the program and the department.



#### **Director of Athletics**

Management Range: 15
Board Approved 12/11/20
P. 2|3

- 9.12. Supports the mission and goals of the entire division, participating in professional development activities, campus governance by serving on college committees and participating in and attending all department and division meetings in accordance with college policies.
- 10.13. Supervises, evaluates and participates in the selection of coaching and assigned support staff.; plans and organizes workload and staff assignments.
- **11.14**. 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:**

- The rules and regulations of the intercollegiate sports offered by the college.
- Rules and policies of the NCAA, NCIA, and the COA which govern community college sports.
- Coaching techniques, the philosophy, objectives and functions of the California Community College system.
- General principles of organization, management, and employee supervision and training.
- Budget development and management.
- Program planning and evaluation.
- · State reporting systems and procedures and local community needs

#### **Ability to:**

- Plan, organize, direct and administer a program of intercollegiate athletics.
- Analyze, evaluate and recommend innovative changes to existing programs.
- Direct the work of others.
- Communicate effectively both orally and in writing.
- Reconcile divergent views.
- Establish and maintain cooperative working relationships with people at all levels of the organization including management, faculty, staff and student.
- Be sensitive to and understanding of the diverse academic, socioeconomic, cultural disability, and ethnic backgrounds of community college students.

#### **Special Conditions:**

 Hours of work may not coincide with the hours of normal campus activity. Weekend and evening work required.

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

#### **Education and Experience:**

- Possession of a Master's degree from an accrediated college or university.
- Minimum of tThree (3) years' of experience as a head coach or athletic administrator, preferably at the collegiate level.



#### **Director of Athletics**

Management Range: 15
Board Approved 12/11/20
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 Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

#### **Special Requirement:**

 Possession of a valid Class III California Driver's License and maintenance of a safe driving record during the course of employment. Out of state candidates will be required to obtain a California permit within 10 days after appointment.

#### 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.

<u>Environment:</u> Work is performed primarily in a computer laboratory setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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

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

**<u>Hearing:</u>** Hear in the normal audio range with or without correction.

**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:** December 11, 2020

**SUBJECT:** Consideration of Approval of Reclassification of Management Employee

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the reclassification of the management employee as indicated below.

Employee Name Location Assignment & Department	From	То	Effective Date
Chittenden, Heather CHC Administrative Services	Director, Aquatics Management Schedule Range 9, Step I	Director of Athletics Management Schedule Range 15, Step B	07/01/20

#### **OVERVIEW**

In accordance with EDC 45101, (f) "Reclassification" means the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in such position.

#### **ANALYSIS**

CHC has started to expand their athletic program. As a result, Heather Chittenden began to perform duties outside her current job description and there was a need for a reclassification of her position.

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

#### **FINANCIAL IMPLICATIONS**

The financial implications resulting from this reclassification will be an additional cost to the appropriate budget.

**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:** December 11, 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 December 11, 2020

[v.11.30.2020.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
Torres, Jose F. Interim Chancellor DSO Chancellor's Office	01/01/21 to 06/30/21	\$312,000.00 per year	Bruce Baron	Chancellor General	01/01/13
Cruz, Alfredo Interim Associate General Manager, Director of Operations, Production & Technology KVCR	01/01/21 to 06/30/21	21H	New	KVCR	03/18/20
Krehbiel, Deanna Interim Executive Director, Economic Development, Corporate Training and Technology SBVC Professional Development Center	01/01/21 to 06/30/21	23A	Robert Levesque	EDCT	05/17/10
Massad, Sana Interim Associate Dean of Health Sciences and Director of Nursing SBVC Nursing	01/01/21 to 04/30/21	19D	New	Nursing	12/09/15

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. James L Buysse, Interim Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Steven J. Sutorus, Business Manager

**DATE:** December 11, 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.

#### **INSTITUTONAL 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.

#### 1 of 1

### Contracts And Agreements Over \$95,200

Board Date 12-11-2020

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
19756	Amazon Web Services	Software/Online Services	TESS/SBCCD	\$200,000.00	\$125,000.00
	AWS Services - remote desktops for students to do their lab work remotely; this is to increase contract value by \$125,000				
19980	Ellucian Company LP	Professional Services	TESS/SBCCD	\$137,515.00	
	Managed and hosting services for Colleague	12/01/2020 to	06/30/2021		
19677	Redlands USD	Subgrantee	Math/SBVC	\$445,199.00	\$180,000.00
	Subgrantee agreement for AB104 California Adult education Program (CAEP); Subgrantee to provide services of the grant objectives; this is to approve an increase in funding by \$180,000				0 06/30/2023

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

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

**DATE:** December 11, 2020

**SUBJECT:** Consideration of Approval to Ratify Interfund Borrowing Transactions

#### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify the following interfund borrowing transaction(s) in accordance with the resolution it adopted on April 9, 2020:

Date	Amount	From Fund (Oracle #)	To Fund (Oracle #)	Notes
10/21/20	\$500,000	01 General Fund (110)	79 Inland Futures Foundation (895)	To cover shortfall resulting from year end closing and dissolution of Inland Futures Foundation
6/30/20	\$976,098	01 General Fund (110)	74 KVCR General (390) and 82 FNX (825)	To properly record 5/14/20 Board approved transfer from reserves as a temporary borrowing transaction

#### **OVERVIEW**

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

On April 9, 2020, the Board of Trustees adopted a resolution authorizing the chancellor or his designee to approve interfund transfers during fiscal year 2020-21 which would later be ratified by the Board.

#### **ANALYSIS**

The use of temporary borrowing between funds has been employed to offset interim shortages of cash flow. This standard business practice is approved annually by a resolution of the Board of Trustees. It is anticipated that all the borrowed funds will be repaid by during the 2020-21 fiscal year, as required by E.C. 42603.

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

#### **FINANCIAL IMPLICATIONS**

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

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Steven J. Sutorus, Business Manager

**DATE:** December 11, 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 December 11, 2020

Asset #	Date Retired Description	on	Initial Value	Current Value
35027	12/10/2020 Ford E 35	0 Ambulance	\$10,000.00	\$0.00

### Non-Fixed Assets Surplus Report December 10, 2020

Description	Quantity
Kia Kit 30B CNC Lathe	1 ea

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning Emergency Management &

Construction

**DATE:** December 11, 2020

**SUBJECT:** Consideration of Approval to Establish Professional Services Pool

and Issue Master Services Agreements

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve:

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

#### **OVERVIEW**

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

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

#### **ANALYSIS**

SBCCD issued a request for qualifications for estimating professional services, which closed October 29, 2020. A total of eight submissions were received and reviewed by the selection committee. Scoring based on a point evaluation system resulted in the firms on the attached list as being qualified to best meet the needs of SBCCD by serving in this professional services pool.

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### FINANCIAL IMPLICATIONS

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



# **Bond Construction Professional Services Pool Submitted for Board Approval December 11, 2020**

[v.1.27.2020.p.1| 1]

#### **ESTIMATING**

- Cumming Management Group, Murrieta, CA
- OCMI, Inc., Riverside, CA
- Leland Saylor & Associates. Los Angeles, CA
- Lenax Construction Services Inc., Los Angeles, CA

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

PREPARED BY: Farrah Farzaneh, Director, Facilities Planning Emergency Management &

Construction

**DATE:** December 11, 2020

**SUBJECT:** Consideration of Ratification of Master Services Agreements and Task

Orders for Bond Construction

#### **RECOMMENDATION**

It is recommended that the Board of Trustees ratify Master Services Agreements (MSA) and Task Orders (TO) as indicated on the attached list.

#### **OVERVIEW**

To support the Measure CC Bond Program, SBCCD has created various shortlists of professional services consultants for specific pre-design, and engineering disciplines in accordance with the established Request for Qualifications process. These prequalified shortlists include:

- Architectural & Engineering, Civil Surveying, Geotechnical, and Mechanical (Board approved December 12, 2019); and
- Commissioning, Special Inspection & Material Testing, Hazardous Material Assessment, and Landscape Architecture (Board approved February 13, 2020).

As consulting firms are needed, Requests for Task Order Proposals are issued to the firms of each applicable shortlist. If selected, a Master Services Agreement with the chosen firm is executed, and the Task Order awarded.

#### **ANALYSIS**

Requests for Task Order Proposals are issued to all prequalified professional services consultants within the related pool. Unlike construction contracts, which are awarded by low bid, professional consulting contracts are awarded based on best value.

Each proposal is assessed by a committee comprised of representatives from the Facilities Department, campus staff, program management team, and other District stakeholders as appropriate. A qualitative evaluation based on weighted criteria (including fee, technical approach, project experience, key personnel, and delivery schedule) is performed to determine which firm's proposal provides SBCCD with the best value for the Task Order.

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### **FINANCIAL IMPLICATIONS**

The costs will be included in the Bond Construction budget.



#### Master Services Agreements & Task Orders for Bond Construction Submitted for Ratification December 11, 2020

[v.11.24.2020.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Issued	Date Ratified
Omega Environmental Services, Inc.	Hazardous Material Assessment				CC02-3623.03		
Newport Beach, CA	02/13/2020	\$2,950.00	CHC	Gym Demo	Hazardous Materials Testing for Gym Floor	10/23/2020	12/11/2020
* Supplemental TO to TO #CC02	2-3623.03 to add services to	test Gym floor fo	r hazardous	materials			
RHA Landscape Architects- Planners, Inc.	Landscape Architecture 02/13/2020	\$39,520.00	SBVC	Campus Wide	CC01-3601.04	9/18/2020	12/11/2020
Riverside, CA		, ,		, , , , , , , , , , , , , , , , , , ,	Landscape (Arborist)		
Epic Engineers	Civil Survey	¢0.470.00	CDV/C	ICCD	CC01-3606.01	10/0/000	10/11/0000
Redlands, CA	12/12/2019	\$9,470.00	SBVC	ISSB	Civil Survey	10/2/2020	12/11/2020
Salas O'Brien	Commissioning	<b>#00 400 00</b>	OD) (O	0-44115:-14	CC01-3605.06	0/00/0000	40/44/0000
Vista, CA	02/13/2020	\$26,430.00	SBVC	Softball Field	Commissioning	9/29/2020	12/11/2020
Stantec Consulting Services, Inc.	Civil Survey	047.404.00	0110	DAG	CC02-3623.01	0/05/0000	40/44/0000
San Bernardino, CA	12/12/2019	\$17,134.00	CHC	PAC	Civil Survey	9/25/2020	12/11/2020
MTGL, Inc.	Geotechnical	¢40,000,00	ODVO	0-44115:-14	CC01-3605.01	0/04/0000	40/44/0000
Riverside, CA	12/12/2019	\$12,828.00	SBVC	Softball Field	Geotechnical Services	8/24/2020	12/11/2020
RMA Group	Geotechnical	<b>A</b> 40.000.00	0110	East Valley Public	CC02-3625.03	0/05/0000	40/44/0000
Rancho Cucamonga, CA	12/12/2020	\$13,390.00	CHC	Safety Training Center	Geotechnical Services	9/25/2020	12/11/2020
Design West Engineering	Commissioning	A00.075.00	0110	Central Plant	CC02-3626-04.04	40/5/0000	40/44/0000
San Bernardino, CA	02/13/2020	\$26,875.00	CHC	Upgrade	Commissioning	10/5/2020	12/11/2020
Stantec Consulting Services, Inc.	Civil Survey	010.010.00	001/0	Career Pathways	CC01-3608.03	40/40/0000	40/44/0000
San Bernardino, CA	12/12/2019	\$10,646.00	SBVC	Ph. 2	Civil Survey	10/13/2020	12/11/2020
NAC Architecture	Architectural &	4505.004.00	00,40	1000	CC01-3606.01	401410000	40/44/0000
Ontario, CA	Engineering 12/12/2019	\$585,304.00	SBVC	ISSB	Design Services	10/1/2020	12/11/2020

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning, Emergency Management

& Construction

**DATE:** December 11, 2020

**SUBJECT:** Approval of Measure CC Construction Management Services Selection

**Process** 

#### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the outlined process for selection of Construction Management (CM) services to support issuance of the Request for Qualifications and Proposal (RFQP).

#### **OVERVIEW**

The RFQP for CM services is scheduled to be released on December 21, 2020. The attached summary of the selection process, also outlined in the RFQP, is being presented to obtain concurrence from the Board of Trustees.

This process was reviewed by the Board Finance Committee on November 12, 2020, and recommended for submission to the full Board.

#### **ANALYSIS**

The process allows the best opportunity for CM firms to customize their proposals to reflect the most applicable experience to the unique aspects of each campus' projects. It also allows for an extensive technical review of qualifications and participation of campus leadership in the interview portion for selection of their respective CM firms.

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### **FINANCIAL IMPLICATIONS**

Any reflected costs will be included in the Bond Construction budget



## Bond Construction Management Services Request for Qualification/Proposal (RFQP) Summary

RFQP#: CC03-3640.01

Release Date: December 21, 2020 Proposal Due Date: February 8, 2021

Final Section & Board Approval: March 25, 2021 RFQP Facilitator: Steve Sutorus, Business Manager

#### **Advertisement & Outreach:**

- Newspaper Advertisements: Press Enterprise, San Bernardino County Sun, Black Voice, Colton Courier El Chicano, La Prensa
- Online through PlanetBids and SBCCD
- Direct outreach to the CM Community

#### **Scoring Methodology:**

The methodology used to evaluate the Applicant will be based on three categories consisting of:

- Part A: Qualifications
- Part B: Technical and Fee Proposal
- Part C: Interviews
  - 1. Technical Committee: Reviews the Qualifications and Technical and Fee Proposals
  - 2. Executive Committee: Participates in interviews and scores presentations of short-listed CM firms

#### **Construction Management Team:**

The Construction Management team will be comprised of:

- 1. Project Manager
- 2. Construction Manager
- 3. Senior Project Engineer
- 4. Project Engineer
- 5. QA/QC Manager
- 6. Support staff as needed

Once the RFQP is issued on December 21, 2020, all requests for information are to be directed to the Program Management Office Attn: Sherri Giffin, Measure CC Bond Program, Program Controls Analyst Email: sgiffin@sbccd.edu.

## Construction Management Services

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#### MEASURE CC

BUILDING NEW OPPORTUNITIES FOR OUR STUDENTS & OUR COMMUNITY

Request for Qualifications/Proposal Summary

Click here for an in-depth discussion of this important process CM-RFQP COMMUNITY MEETING

(www.sbccd.org/bfs/CM-RFQP)

Click here to access

CM-RFQP Presentation

(www.sbccd.org/bfs/CM-RFQP-2)

#### **TIMELINE**

RFQP Issuance	Dec 21, 2020
Mandatory Virtual Pre-Proposal Meeting	Jan 5, 2021
Pre-Proposal Open Campus Site Visits	Jan 7 & 8, 2021
Request for Clarifications Due Date	Jan 8, 2021
Final Addendum Issued	Jan 13, 2021
Proposal Due Date	Feb 8, 2021
Shortlist Notification	Feb 23, 2021
Interviews of Short-Listed Firms	Feb 24 thru Mar 4, 2021
Notice of Intent to Award Issued to Selected Firm	Mar 11, 2021
Board of Trustees Action	Mar 25, 2021
Notice to Proceed	Week of Mar 29, 2021

SBCCD may change any and/or all dates at its sole discretion.

Members of the Board of Trustees, District employees, program management team, or any other consultant that is already working at the San Bernardino Community College District are not permitted to make contact with any one from the construction management community, whether a construction management firm or a sub-consultant.

Unauthorized contact about this RFQP process with employees or officials of SBCCD may result in disqualification from consideration under this procurement process.

To ensure receipt of the official RFPQ, please register with PlanetBids (www.SBCCD.org/bfs/PlanetBids).

If you are currently registered with SBCCD on PlanetBids please check your contact information for accuracy.

Prior to the RFQP release on December 21, 2020, and after Proposals are turned in on February 8, 2021, all questions should be directed to:

#### **STEVE SUTORUS**

Business Manager ssutorus@sbccd.edu

After the RFQP release on December 21, 2020 - January 8, 2021, all Requests for Clarifications should be directed to:

#### SHERRI GIFFIN

Measure CC Bond Program Controls Analyst sgiffin@sbccd.edu

Thank you for your interest in working with the San Bernardino Community College District for the betterment of our students and community. This District supports local hires, local business, minority/women-owned business enterprises, and veteran-owned business enterprises through its Board Policy 6610.

**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:** December 11, 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)

#### **Finance Committee**

The committee is charged with:

- 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.

## 2020 BOARD MEMBERS (chairs are bold)

- 1. Gloria Harrison (Chair)
- 2. Donald Singer
- 3. Stephanie Houston

#### **Legislative Committee**

The committee is charged with:

- Increasing the efficiency of the Board of Trustees by performing time-sensitive legislative 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 SBCCD's legislative advocacy priorities through discussions in an open forum.
- Fostering an environment of understanding

- 1. Frank Reyes (Chair)
- 2. Anne Viricel
- 3. John Longville

by communicating findings and formulating recommendations to the full Board of Trustees.



## CHANCELLOR'S REPORT

When 2020 began, no one could have predicted how the year would unfold. As the COVID-19 pandemic swept the globe, our students were forced to cut their spring semester on campus short and transition to online learning. Students, faculty, and staff were all forced to quickly adjust to social distancing and other restrictive measures, while still attempting to complete their work remotely. We have faced each challenge as an opportunity to advance our educational mission.

#### Together and regardless of this pandemic, we accomplished so much in 2020:

- Earned a sustainable facility design award at the California Higher Education Sustainability Conference
- Named a "California Community Colleges Sustainability Champion" by the California Community Colleges Chancellor's Office.
- Won a \$736,757 grant from the State of California strengthen apprenticeship opportunities in the Inland Empire.
- Launched at-home learning partnership with EMPIRE KVCR TV Channel 24, Riverside County Office of Education and San Bernardino County Superintendent of Schools
- Created "Inland Edition" on EMPIRE KVCR 91.9 FM, a public affairs program to inform residents about health care, social services and job resources to navigate the effects of the pandemic.
- Saved homeowners and businesses \$19.6 Million in property taxes by refinicing bonds.
- Supported young immigrants through the Educational Opportunities Help Desk, a partnership between SBCCD and the Mexican Consulate in San Bernardino.
- Partnered with local nonprofits to hosts food distribution for local families.
- Partnered with cities and health organizations to hosts COVID-19 test center.
- Donated 3D-printed face shields to local health care providers.
- Transitioned to online education to continue serving the community
- Distributed 1,795 Chromebooks to facilitate online and distance learning.
- Held districtwide forums to foster an antri-racist educational community.

Frankly, this list doesn't cover it all. What fills me with greatest pride is your tireless efforts to bring our 20,000 students closer to graduation, transfer or starting a new career.

I am humbled and immensely grateful for the support and kindness you extend to our students and to your colleagues. May you have a happy and safe holiday season with your loved ones and a well-deserved happy new year!

Sincerely,

Jose F. Torres Interim Chancellor

**TO:** Board of Trustees

**FROM:** Jose Torres, Interim Chancellor

**REVIEWED BY:** Jose Torres, Interim Chancellor

PREPARED BY: Christopher M. Crew, Interim Director, Research & Planning

**DATE:** December 10, 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 2019-20 data. However, please note that the 2019-20 data are estimates as the final numbers will not become available until December 2020

#### **ANALYSIS**

The KPI Dashboard has been revised and renumbered. To provide the Board with a monthly update, the following KPIs have been included.

- KPI III.A (Reserves above 10% as Set by Board)
- KPI III.B (50% Law Met)
- KPI III.C (Faculty Obligation Number Met).

#### **INSTITUTIONAL VALUES**

I. Institutional Effectiveness

#### **FINANCIAL IMPLICATIONS**

None.



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

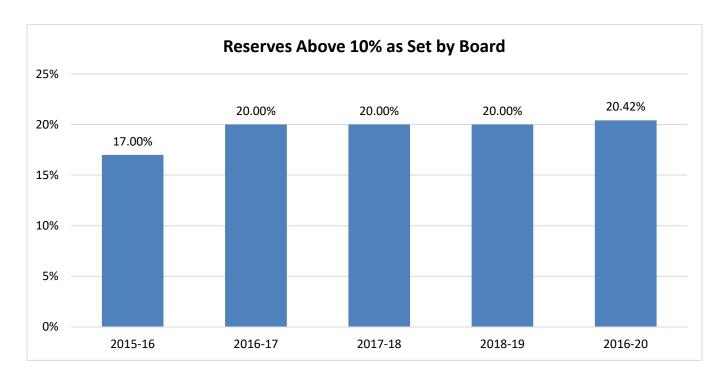
### Goal III – District Operational Systems **KPI III.A** – **Reserves Above 10% as Set by Board**

**Objective:** Improve the district systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems.

**Definition:** The amount of reserves in the general fund compared to the standard set by the Board. This is a district total, so college data is not provided.

#### Measurement Frequency: Annual

KPI III.A: Reserves Above 10% as Set by Board	2015-16	2016-17	2017-18	2018-19	2019-20
SBCCD (Total)	17%	20%	20%	20%	20.42%



**Analysis:** Reserve levels have remained above the 10% threshold established by the Board during this five-year period (2014-15 to 2018-19). The average balance for reserves during this period was 19%, with a high of 20% and a low of 17%.



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

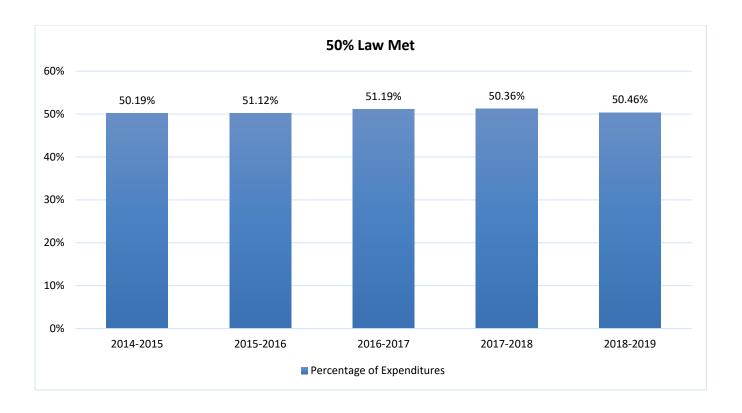
### Goal III – District Operational Systems KPI III.B – 50% Law Met

**Objective:** Improve the district systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems.

**Definition:** The 50% Law measures the rate of general fund expenditures that go towards salaries of classroom instructors. The state has set the rate at 50% (California Education Code §84362(d)). This is a district total, so college data is not provided.

#### Measurement Frequency: Annual

KPI III.B: 50% Law Met	2015-16	2016-17	2017-18	2018-19	2019-20
SBCCD (Total)	50.19%	51.12%	51.19%	50.36%	50.46%



**Analysis:** Over this five-year period, SBCCD has remained above the required rate of general fund expenditures that go toward salaries of classroom instructors. The average rate of general fund expenditures during this period was 50.62%, with a high of 51.19% and a low of 50.19%.



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

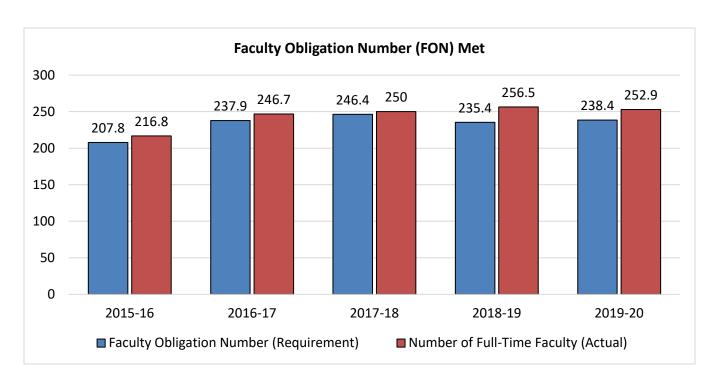
### Goal III – District Operational Systems KPI III.C – Faculty Obligation Number (FON) Met

**Objective:** Improve the district systems to increase administrative and operational efficiency and effectiveness with an emphasis on student records, human resources, facilities, technology, financial systems, and other workflow operational systems.

**Definition:** The Faculty Obligation Number (FON) is based on the Title 5 (section 51025) mandate that requires districts to increase the number of full-time faculty over the previous year in proportion to the amount of growth in funded credit FTES. This is a district total, so college data is not provided.

#### Measurement Frequency: Annual

KPI III.C: Faculty Obligation Number (FON) Met	2015-16	2016-17	2017-18	2018-19	2019-20
Faculty Obligation Number (Requirement)	207.8	237.9	246.4	235.4	238.4
Number of Full-Time Faculty (Actual)	216.8	246.7	250.0	256.5	252.9



Analysis: SBCCD has met the FON each year over this five-year period.

**TO:** Board of Trustees

**FROM:** Jose Torres, Interim Chancellor

**REVIEWED BY:** Jose Torres, Interim Chancellor

**PREPARED BY:** Christopher M. Crew, Interim Director, Research & Planning

**DATE:** December 10, 2020

**SUBJECT:** Analysis of AB 705 Compliance, Implementation, and Student Success

#### **RECOMMENDATION**

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

#### **OVERVIEW**

The attached report provides an analysis of AB 705 compliance, implementation, student success, and student retention.

#### **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 A) and briefly describes SBCCD's implementation approach (Table B). This is followed by course success and retention comparisons for the district and by college.

#### **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 5 of 6: SPECIAL POPULATIONS

SBCCD Office of Research, Planning, and Institutional Effectiveness:

Christopher M. Crew, Ph.D. – Interim District Director

Myung H. Koh, Ph.D. – Research and Planning Analyst

**OVERVIEW:** AB 705 was designed to increase the number of students that complete transfer-level Math and English within one year of matriculation at a Community College. One key component of the legislation is that the placement of students into English and Math courses must use a combination of high school coursework, high school grades, and high school grade point average in lieu of traditional placement exams.

The bill also gives the Board of Governors the authority to establish and modify regulations on the use of measures, instruments, and placement models. A few regulations and compliance metrics are provided in the tables on the subsequent page. Table 1 provides information on SBCCD's compliance with the measures, instruments, and placement model components of the AB 705 legislation and Table 2 briefly describes our implementation approach.

**ISSUES TO CONSIDER:** There remains some confusion around compliance with the legislation as it relates to the start of the 1-year timeframe (the confusion is state-wide). However, both colleges are corresponding with the State Chancellors Office and making use of professional development opportunities to ensure adherence to the regulations.

TABLE A: COMPLIANCE WITH MEASURES, INSTRUMENTS, AND PLACEMENT MODELS

	CRAFTON HI	LLS COLLEGE	VALLEY COLLEGE		
	English	Math	English	Math	
No remedial courses greater than 1 level below transfer.	<b>✓</b>	✓	<b>√</b>	<b>√</b> *	
Guided Self-placement using multiple measures.	✓	✓	✓	✓	
Transfer-level placement percentages publicly available. **	In progress	In progress	In progress	In progress	

<sup>\*</sup> 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.

**TABLE B: IMPLEMENTATION** 

	CRAFTON HI	LLS COLLEGE	VALLEY COLLEGE		
	English	Math	English	Math	
Increased the number of sections for transfer-level Math and English.	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	
Faculty are attending community of practice workshops to support integration.	<b>√</b>	<b>√</b>	<b>√</b>	✓	
Developed linked support courses with embedded tutors. Used corequisite model.	<b>√</b>	<b>√</b>	<b>√</b>	<b>√</b>	
The same faculty teaches the transfer course and the support course.	<b>√</b>	<b>√</b>	✓	✓	

<sup>\*\*</sup> 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.

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#### **NOTE ABOUT SPECIAL POPULATIONS:**

Special populations were selected from the California Community Colleges Chancellor's Office Management Information System (CCCCO MIS) Data Element Dictionary. We chose 4 special population groups using MIS data files: (1) Disabled Students – MIS SD file (2) Veteran Students – MIS SG file (3) Foster Youth Students – MIS SG file (4) First-Generation Students – MIS SB file. These groups were chosen because they exist at both campuses.

Gen-Pop is short for general population. We chose this group as a comparison group to the 4 special groups to see how success and retention for the 4 chosen special groups compared to students that were not members of a special group.

#### **EXECUTIVE SUMMARY:**

#### DISTRICT-LEVEL SUMMARY OF SUCCESS AND RETENTION IN TRANSFER-LEVEL ENGLISH:

Table C: Change in Course Enrollment, Successes, and Retention Post-AB 705 by Special Population

	Change in Enrollments	Change in Successes <sup>A</sup>	Change in Success Rate <sup>B</sup>	Change in Retention	Change in Retention Rate <sup>c</sup>
DSPS <sup>x</sup>	+164 (117.1%)	+83 (84.7%)	-10.5%	+139 (109.4%)	-3.2%
Veteran	+21 (18.3%)	+15 (22.1%)	+1.9%	+29 (30.5%)	+8.6%
Foster	+33 (157.1%)	+20 (200.0%)	+7.9%	+26 (144.4%)	-4.2%
First-Gen	+1,180 (72.7%)	+698 (70.5%)	-0.8%	+1,036 (75.1%)	+1.2%
SBCCD	+2,164 (59.93%)	+1,348 (59.26%)	-0.26%	+1,963 (63.30%)	+1.81%

<sup>&</sup>lt;sup>A</sup> Change in Successes = Number of students that completed the course with a grade of A, B, C, P, IA, IB, IC, or IPP

#### Post-AB 705 Change in Course Enrollment and Success:

Enrollment in transfer-level English courses <u>increased</u> for all special groups post AB 705 (+1,398 enrollments), most notably for first-generation students (+1,180 enrollments; from 1,624 to 2,804. Additionally, the number of successes also <u>increased</u> in all special groups post AB 705 (+816 successes).

<u>Success rates increased</u> for Veteran and Foster Youth students (+1.9% and +7.9%, respectively) but <u>success rates</u> <u>decreased</u> for DSPS and First-Generation students (-10.5% and -0.8%%, respectively).

**Note:** See tables 1, 5, and 9 below for a more detailed district and college-level analysis of course enrollments and successes in transfer-level English.

#### Post-AB 705 Change in Course Retention:

As seen with course enrollments and successes, course retention in transfer-level English also <u>increased</u> in all special populations post AB 705 (+1,398 enrollments), most notably for first generation students (+1,036, increase from 1,379 to 2,415), although the greatest percent increase in retention was seen by Foster Youth students (+144.4%).

<u>Retention rates increased</u> for Veteran and First-Generation students (+8.6% and +1.2%, respectively) but <u>retention rates decreased</u> for DSPS and Foster Youth students (-3.2% and -4.2%%, respectively).

**Note:** See Tables 2, 6, and 10 below for a more detailed district and college-level analysis of course retention and retention rate in transfer-level English.

<sup>&</sup>lt;sup>B</sup> Change in Success Rate = (A, B, C, P, IA, IB, IC, and IPP Grades / A, B, C, D, F, P, NP, I\*, IPP, INP, FW, and W Grades) × 100

<sup>&</sup>lt;sup>c</sup> Change in Retention Rate = (A, B, C, D, F, I\*, IPP, P, NP, & FW Grades / A, B, C, D, F, FW, I\*, IPP, P, NP, FW, & W Grades) × 100

x DSPS = students that are registered with the Office of Disabled Student Programs and Services

#### DISTRICT-LEVEL SUMMARY OF SUCCESS AND RETENTION IN TRANSFER-LEVEL MATH:

Table D: Change in Course Enrollment, Successes, and Retention Post-AB 705 by Special Population

	Change in Enrollments	Change in Successes <sup>A</sup>	Change in Success Rate <sup>B</sup>	Change in Retention	Change in Retention Rate <sup>c</sup>
DSPS <sup>x</sup>	+61 (45.5%)	+44 (68.8%)	+7.6%	+60 (52.6%)	+4.2%
Veteran	+38 (33.9%)	+39 (60.0%)	+11.3%	+40 (41.7%)	+5.0%
Foster	+20 (133.3%)	+9 (150.0%)	+2.9%	+16 (145.5%)	+3.8%
First-Gen	+871 (53.1%)	+471 (51.9%)	-0.4%	+812 (59.2%)	+3.3%
SBCCD	+1,606 (42.43%)	+898 (41.38%)	-0.42%	+1,517 (47.32%)	+2.79%

A Change in Successes = Number of students that completed the course with a grade of A, B, C, P, IA, IB, IC, or IPP

#### Post-AB 705 Change in Course Enrollment and Success:

Enrollment in transfer-level Math courses <u>increased</u> in all special populations post AB 705 (+990 enrollments), most notably for first generation students (+871 enrollments, from 1,640 to 2,511). Additionally, the number of successes also <u>increased</u> in all special populations post AB 705 (+563 successes).

<u>Success rates increased</u> in all special populations, with the largest <u>increase</u> occurring for Veterans and DSPS students (11.3% and 7.6%, respectively). First-Generation students had a modest <u>decrease</u> in success rate (-.0.4%).

**Note:** See Tables 3, 7, and 11 below for a more detailed district and college-level analysis of course enrollments and successes in transfer-level Math.

#### **Post-AB 705 Change in Course Retention:**

As seen with course enrollments and successes, course retention in transfer-level Math also <u>increased</u> all special groups post AB 705 (+928 enrollments), most notably for first generation students (+812, increase from1,372 to 2,184).

Retention rates in transfer-level Math had <u>notable increases</u> for all special groups except for foster youth.

**Note:** See Tables 4, 8, and 12 below for a more detailed district and college-level analysis of course retention and retention rate in transfer-level Math.

<sup>&</sup>lt;sup>B</sup> Change in Success Rate = (A, B, C, P, IA, IB, IC, and IPP Grades / A, B, C, D, F, P, NP, I\*, IPP, INP, FW, and W Grades) × 100

<sup>&</sup>lt;sup>c</sup> Change in Retention Rate = (A, B, C, D, F, I\*, IPP, P, NP, & FW Grades / A, B, C, D, F, FW, I\*, IPP, P, NP, FW, & W Grades) × 100

x DSPS = students that are registered with the Office of Disabled Student Programs and Services

#### **COURSE SUCCESS AND RETENTION BY SPECIAL POPULATIONS (SBCCD)**

Table 1: Comparison of Transfer-Level English Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)		FALL 2019 – AB 705			Course Sussess Bate	Change in Tl. English	
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)	Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Successes Post-AB 705 (C-A)
DSPS <sup>x</sup>	140	98	70.0%	304	181	59.5%	-10.5%	+83 (84.7%)
Veteran	115	68	59.1%	136	83	61.0%	+1.9%	+15 (22.1%)
Foster	21	10	47.6%	54	30	55.6%	+7.9%	+20 (200.0%)
First-Gen	1,624	990	61.0%	2,804	1,688	60.2%	-0.8%	+698 (70.5%)
SBCCD	3,611	2,274	62.98%	5,775	3,622	62.72%	-0.26%	+1,348 (59.26%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

Table 2: Comparison of Transfer-Level English Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FA	FALL 2019 – AB 705  Course Retention Rate Change in Tl		Change in TL-English	
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)	Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Course Retention Post-AB 705 (C-A)
DSPS <sup>x</sup>	140	127	90.7%	304	266	87.5%	-3.2%	+139 (109.4%)
Veteran	115	95	82.6%	136	124	91.2%	+8.6%	+29 (30.5%)
Foster	21	18	85.7%	54	44	81.5%	-4.2%	+26 (144.4%)
First-Gen	1,624	1,379	84.9%	2,804	2,415	86.1%	+1.2%	+1,036 (75.1%)
SBCCD	3,611	3,102	85.89%	5,775	5,065	87.71%	+1.81%	+1,963 (63.28%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

<sup>&</sup>lt;sup>Y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

<sup>&</sup>lt;sup>Y</sup> **Gen-Pop** = The general population of students (i.e., not a member of a special population)

Table 3: Comparison of Transfer-Level Math Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Success Boto	Change in TL-Math
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)	Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Course Successes Post-AB 705 (C-A)
DSPS <sup>x</sup>	134	64	47.8%	195	108	55.4%	+7.6%	+44 (68.8%)
Veteran	112	65	58.0%	150	104	69.3%	+11.3%	+39 (60.0%)
Foster	15	6	40.0%	35	15	42.9%	+2.9%	+9 (150.0%)
First-Gen	1,640	907	55.3%	2,511	1,378	54.9%	-0.4%	+471 (51.9%)
SBCCD	3,786	2,170	57.32%	5,392	3,068	56.90%	-0.42%	+898 (41.38%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

Table 4: Comparison of Transfer-Level Math Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FA	LL 2019 – AB 70	)5	Course Retention Rate	Change in TL-Math
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)	Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Course Retention Post-AB 705 (C-A)
DSPS <sup>x</sup>	134	114	85.1%	195	174	89.2%	+4.2%	+60 (52.6%)
Veteran	112	96	85.7%	150	136	90.7%	+5.0%	+40 (41.7%)
Foster	15	11	73.3%	35	27	77.1%	+3.8%	+16 (145.5%)
First-Gen	1,640	1,372	83.7%	2,511	2,184	87.0%	+3.3%	+812 (59.2%)
SBCCD	3,780	3,206	84.81%	5,392	4,723	87.59%	+2.79%	+1,517 (47.32%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

#### **COURSE SUCCESS AND RETENTION BY SPECIAL POPULATIONS (SBVC)**

Table 5: Comparison of Transfer-Level English Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Success Bate	Change in TL-English
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)	Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Course Successes Post-AB 705 (C-A)
DSPS <sup>x</sup>	76	51	67.1%	202	102	50.5%	-16.6%	+51 (100.0%)
Veteran	70	42	60.0%	86	49	57.0%	-3.0%	+7 (16.7%)
Foster	13	5	38.5%	31	17	54.8%	+16.4%	+12 (240.0%)
First-Gen	1,158	681	58.8%	2,174	1,259	57.9%	-0.9%	+578 (84.9%)
SBVC	2,242	1,341	59.82%	3,994	2,344	58.69%	-1.13%	+1,003 (74.79%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

Table 6: Comparison of Transfer-Level English Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FA	LL 2019 – AB 70	)5	Course Retention Rate	Change in TL-English
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)	Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Course Retention Post-AB 705 (C-A)
DSPS <sup>x</sup>	76	69	90.8%	202	172	85.1%	-5.6%	+103 (149.3%)
Veteran	70	57	81.4%	86	49	57.0%	-24.5%	-8 (-14.0%)
Foster	13	10	76.9%	31	25	80.6%	+3.7%	+15 (150.0%)
First-Gen	1,158	975	84.2%	2,174	1,853	85.2%	+1.0%	+878 (90.1%)
SBVC	2,242	1,891	84.36%	3,994	3,452	86.43%	+2.07%	+1,561 (82.55%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

Table 7: Comparison of Transfer-Level Math Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Sussess Bata	Change in TL-Math
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)	Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Course Successes Post-AB 705 (C-A)
DSPS <sup>x</sup>	77	37	48.1%	116	59	50.9%	+2.8%	+22 (59.5%)
Veteran	73	41	56.2%	93	63	67.7%	+11.6%	+22 (53.7%)
Foster	9	4	44.4%	17	7	41.2%	-3.3%	+3 (75.0%)
First-Gen	1,158	681	58.8%	2,174	1,259	57.9%	-0.9%	+578 (84.9%)
SBVC	2,419	1,381	57.10%	3,552	1,968	55.41%	-1.69%	+587 (42.51%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

Table 8: Comparison of Transfer-Level Math Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FA	LL 2019 – AB 70	)5	Course Retention Rate	Change in TL-Math
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)	Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Course Retention Post-AB 705 (C-A)
DSPS <sup>X</sup>	77	65	84.4%	116	102	87.9%	+3.5%	+37 (56.9%)
Veteran	73	63	86.3%	93	63	67.7%	-18.6%	+0 (0.0%)
Foster	9	7	77.8%	17	11	64.7%	-13.1%	+4 (57.1%)
First-Gen	1,212	1,016	83.8%	1,894	1,651	87.2%	+3.3%	+635 (62.5%)
SBVC	2,419	2,036	84.16%	3,552	3,086	86.88%	+2.72%	+1,050 (51.60%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

#### **COURSE SUCCESS AND RETENTION BY SPECIAL POPULATIONS (CHC)**

Table 9: Comparison of Transfer-Level English Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FALL 2019 – AB 705			Course Success Rate	Change in TL-English
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)	Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Course Successes Post-AB 705 (C-A)
DSPS <sup>x</sup>	64	47	73.4%	102	79	77.5%	+4.0%	+32 (68.1%)
Veteran	45	26	57.8%	50	34	68.0%	+10.2%	+8 (30.8%)
Foster	9	5	55.6%	23	13	56.5%	+1.0%	+8 (160.0%)
First-Gen	465	309	66.5%	630	429	68.1%	+1.6%	+120 (38.8%)
СНС	1,369	933	68.16%	1,781	1,278	71.76%	+3.60%	+345 (36.93%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

Table 10: Comparison of Transfer-Level English Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FA	LL 2019 – AB 70	)5	Course Retention Rate	Change in TL-English
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)	Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Course Retention Post-AB 705 (C-A)
DSPS <sup>x</sup>	64	58	90.6%	102	94	92.2%	+1.5%	+36 (62.1%)
Veteran	45	38	84.4%	50	46	92.0%	+7.6%	+8 (21.1%)
Foster	9	8	88.9%	23	19	82.6%	-6.3%	+11 (137.5%)
First-Gen	465	404	86.9%	630	562	89.2%	+2.3%	+158 (39.1%)
СНС	1,369	1,211	88.41%	1,781	1,613	90.57%	+2.15%	+402 (33.23%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

Table 11: Comparison of Transfer-Level Math Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FAL	L 2019 – AB 705	5	Course Success Rate	Change in TL-Math
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)	Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Course Successes Post-AB 705 (C-A)
DSPS <sup>x</sup>	57	27	47.4%	79	49	62.0%	+14.7%	+22 (81.5%)
Veteran	39	24	61.5%	57	41	71.9%	+10.4%	+17 (70.8%)
Foster	6	2	33.3%	18	8	44.4%	+11.1%	+6 (300%)
First-Gen	428	237	55.4%	617	340	55.1%	-0.3%	+103 (43.5%)
СНС	1,367	789	57.72%	1,840	1,100	59.78%	+2.06%	+311 (39.42%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

Table 12: Comparison of Transfer-Level Math Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (FALL 2016, 2017, 2018)			FA	LL 2019 – AB 70	)5	Course Retention Rate	Change in TL-Math
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)	Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Course Retention Post-AB 705 (C-A)
DSPS <sup>X</sup>	57	49	86.0%	79	72	91.1%	+5.2%	+23 (46.9%)
Veteran	39	33	84.6%	57	52	91.2%	+6.6%	+19 (57.6%)
Foster	6	5	83.3%	18	16	88.9%	+5.6%	+11 (220.0%)
First-Gen	428	356	83.2%	617	533	86.4%	+3.2%	+177 (49.7%)
СНС	1,367	1,170	85.61%	1,840	1,637	88.97%	+3.35%	+467 (39.87%)

<sup>&</sup>lt;sup>x</sup> **DSPS** = students that are registered with the Office of Disabled Student Programs and Services

**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:** December 11, 2020

**SUBJECT:** Board Master Planning Action Calendar

#### **RECOMMENDATION**

This item is for information only.

#### **OVERVIEW**

The 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 <a href="https://www.sbccd.edu">www.sbccd.edu</a>.

#### **ANALYSIS**

The 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 \$1/49/2020,307 PM

Monthly HR FPC B&FS

- Fund Balance Transfer Resolution
   Ratification of Interfund Transfers
   Cash Flow Analysis
   Budget Report w/memo
   FTES Reports
   Events/CBOC Meeting
   Individual Memberships
   Contracts Below Bid Limit
   Conferences Over \$5K or Outside US
   Purchase Order Report
   Surplus Property
   Vacation Payout
- RFQ/RFP/Bid & Contract Award - Small Scale Construction Contract Award - Bond Construction COs/Amendments - Non-Bond Construction COs/Amendments - Informal Bid Award (UCCAP) - CBOC Appointees - Employee Transfers - Closed Session Items (Separate - Pay Stipends - Non-Instructional Pay - Job Descriptions Agenda) - Appoint Employees - Resignations & Retirements - CSEA/CTA Agreements - Appoint Interim Managers - Salary Advancement-Academic - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - Appoint Temporary Academic Employees - Tuition Reimbursement for Managers - Employee Promotions - Volunteers - 39-Month Reemployment - Employee Reclassifications - Adjunct/Substitute Academic
  - Employee Step Increase

     AB 705 Report

     Accreditation Timeline

     Board Master Planning Action Calendar

     Board Policies & Procedures

     Key Performance Indicators
  - Applause Report
     Board Committee Reports
     Chancellor's Report
     Clery Report
- **FEBRUARY JANUARY MARCH** Budget Calendar (by 2/1) Closed Session - Notice of Intent to Non-CBOC Annual Report (by 3/31) Renew (by 3/15) Budget Directives 1st Reading Budget Directives 2nd Reading/Approval Selection of Auditor (by 4/1) (by 3/1) National Community College Month Nonresident Tuition Fee (by 3/1) Certified Quarterly Financial Status Report (by Resolution (by 2/1) 11/15, 2/15, 5/15) Apportionment Attendance Report P1 Grant Tenure/Tenure Contracts Sabbaticals Granted Quarterly Investment Report Elect BOT Self-Evaluation Ad Hoc Committee and Approval of Evaluation Instrument & Process Classified Employee of the Year (by 3/15) MAY JUNE **APRIL** Interfund Transfer Resolution Quarterly Investment Report AP/BP 6320 Investments 1st Reading (annually) Constitutional Advance (optional) Apportionment Attendance Report P2 Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15) HR Diversity in Hiring Report (April & EEO Multiple Method Certification (by 6/1) Authorized Signature List (annually) October) 4/10 Alternate Summer Work Schedule Board Orientation Handbook 2nd Reading Bank Accounts (annually) for Management & Confidential **Employees** Board Orientation Handbook 1st Reading Preliminary Budget & Presentation (study Tentative Budget (by 7/1) District Technology Strategic Plan - 1st Resolution for Outgoing Student Trustees Prop 30 EPA Expenditures Resolution (annually) Reading (last plan 2020-2023) ACCJC Institutional Self-Evaluation Report GANN Limit (by 7/1) 1st Reading (by 8/1 every six years. Last report 2014) District Technology Strategic Plan – 2<sup>nd</sup> Meals, Refreshments, Open POs for Next FY Reading (last plan 2020-2023) Order of Election and the Specifications of the Election Order (every 2 years on even numbered **New Student Trustee Orientation** ACCJC Institutional Self-Evaluation Report 2nd Reading/Approval (by 8/1 every six years. Last report 2014)

#### Board Master Planning Action Calendar As of #1/14/2020 2017 PM

- Fund Balance Transfer R
- Ratification of Interfund T
- Cash Flow Analysis
- Budget Report w/memo
- FTES Reports
- RFQ/RFP/Bid & Contract
- Informal Bid Award (UCC)
- Closed Session Items (Se Agenda)
- Appoint Employees
- Appoint Interim Managers
- Appoint Temporary Acade
- Employee Promotions
- Employee Reclassificatio
- Employee Step Increase
- AB 705 Report
- Accreditation Timeline

- Fund Balance Transfer Resolution
   Ratification of Interfund Transfers
   Cash Flow Analysis
   Budget Report w/memo
   FTES Reports
   Events/CBOC Meeting
   Individual Memberships
   Confracts Below Bid Limit
   Conferences Over \$5K or Outside US
   Purchase Order Report
   Surplus Property
   Vacation Payout
- Bond Construction COs/Amendments - RFQ/RFP/Bid & Contract Award - Small Scale Construction Contract Award - Informal Bid Award (UCCAP) - Non-Bond Construction COs/Amendments - CBOC Appointees - Closed Session Items (Separate - Employee Transfers - Pay Stipends - Non-Instructional Pay - Job Descriptions - CSEA/CTA Agreements - Appoint Employees - Resignations & Retirements - Appoint Interim Managers - Salary Advancement-Academic - CSEA/CTA MOUs - Appoint Temporary Academic Employees - Tuition Reimbursement for Managers - Professional Expert, Short-Term, Subs - Employee Promotions - 39-Month Reemployment - Volunteers - Employee Reclassifications - Adjunct/Substitute Academic

- Board Master Planning Action Calendar

- Curriculum

Accreditation Timeline
 Applause Report
 Board Policies & Procedures
 Chancellor's Report
 Board Committee Reports
 Clery Report
 Minutes

	JULY	AUGUST	SEPTEMBER
•	AP/BP 6320 Investments 2 <sup>nd</sup> Reading/Approval (annually)	Quarterly Investment Report	<ul> <li>Final Budget Public Hearing and Approval (by 9/15)</li> </ul>
•	Transfer of Appropriations Resolution (annually)	<ul> <li>Prop 30 EPA Expenditure Accounting (if figures change dramatically based on ReCalc)</li> </ul>	<ul> <li>Initial Proposals to Reopen Negotiations with CSEA/CTA</li> </ul>
•	Board Meeting Dates for Next FY	<ul> <li>Apportionment Attendance Report P3</li> </ul>	<ul> <li>Annual Security Report (by 10/1)</li> </ul>
•	Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities	Final Budget Presentation (study session)	<ul> <li>ACCJC Midterm Report 2<sup>nd</sup> Reading/Approval (by 10/1 every six years. Last report 2017)</li> </ul>
•	Elect Chancellor's Self-Evaluation Ad Hoc Committee and Approval of Evaluation Instrument & Process	ACCJC Midterm Report 1st Reading (by 10/1 every six years. Last report 2017)	
•	Annual Resolution to Pay Trustees		
	OCTOBER	NOVEMBER	DECEMBER
•	HR Diversity in Hiring Report (April & October)	Closed Session – Notice of Intent to Non- Renew	Closed Session – Notice of Intent to Non-Renew
		Quarterly Investment Report	<ul> <li>Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)</li> </ul>
		<ul> <li>Annual Sabbatical Completion Report from last spring and fall (by first semester after return)</li> </ul>	<ul> <li>Reaffirm FCC Auction Guiding Principles (annually)</li> </ul>
			<ul> <li>Audit Reports: District, CBOC, KVCR (by 12/31)</li> </ul>
			<ul> <li>New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected)</li> </ul>
			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

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

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

**DATE:** December 11, 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 2020-21 fiscal year through November 10, 2020. As of that date, SBCCD was 35.4% through the fiscal year and had spent and/or encumbered approximately 37.6% of its budgeted general fund.

#### **ANALYSIS**

While year to date revenue and/or expenditure percentages often vary from the percentage of fiscal year elapsed, all funds are expected to remain within the 2020-21 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.

#### **INSTITUTONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item



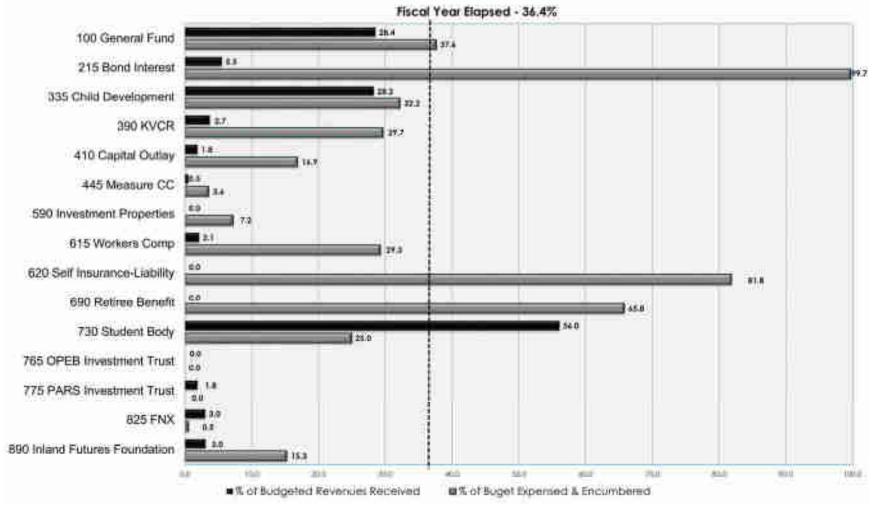
## **Budget Revenue & Expenditure Summary** Year to Date 11/10/2020

	REVENUES						•		ITURES				
		Budget		Received YT	D		Budget	Expensed/ Encumbered YTD			COMMENTS		
100 General Fund	\$	175,409,317	\$	49,899,982	28.4%	\$	178,495,032	\$	67,169,918	37.6%			
215 Bond Interest & Redemption	\$	48,250,000	\$	2,652,313	5.5%	\$	48,250,000	\$	48,112,614	99.7%	Taxes are determined and collected by the County for bond measures.		
335 Child Development	\$	3,844,266	\$	1,085,382	28.2%	\$	3,844,266	\$	1,237,730	32.2%			
390 KVCR	\$	3,898,951	\$	143,290	3.7%	\$	4,014,124	\$	1,191,707	29.7%	Revenue for several grants and PARS endowment to be recorded in December. Corporation for Public Broadcasting grant scheduled for 3rd quarter.		
410 Capital Outlay Projects	\$	4,318,567	\$	79,513	1.8%	\$	4,443,927	\$	748,924	16.9%	RDA revenue posted by the County. Expenditures are consistent with the utilitzation of this fund.		
445 Measure CC	\$	294,601,352	\$	1,370,568	0.5%	\$	249,401,352	\$	8,887,963	3.6%	Revenue and expenditures are consistent with the year-to-date bond activity.		
590 Investment Properties	\$	4,729,705	\$		0.0%	\$	3,473,057	\$	249,861	7.2%	Posting of FY21 revenue and expenditure activity delayed due to FY20 year-end closeout.		
615 Workers Compensation	\$	1,630,000	\$	34,022	2.1%	\$	1,630,000	\$	477,400	29.3%	Posting of FY21 revenue activity delayed due to FY20 year-end closeout.		
620 Self Insurance-Liability	\$	595,660	\$	582,187	97.7%	\$	1,070,000	\$	875,501	81.8%	\$580,000 transfer in (revenue) received. \$698,778 insurance payment.		
690 Retiree Benefit	\$	243,134	\$		0.0%	\$	243,134	\$	160,026	65.8%	Posting of FY21 revenue activity delayed due to FY20 year-end closeout.		
730 Student Body Center Fee	\$	312,429	\$	175,013	56.0%	\$	312,429	\$	78,130	25.0%	Revenue collected at the beginning of each term. Expenditures are consistent with the needs of this fund givent the current climate.		
765 OPEB Investment Trust	\$	425,000	\$		0.0%	\$	80,000	\$	-	0.0%	Revenue and expenditrues posted annually.		
775 PARS Investment Trust	\$	4,700,000	\$	86,768	1.8%	\$	5,055,137	\$	-	0.0%	Posting of FY21 revenue activity delayed due to FY20 year-end closeout. Expenditures posted annually.		
825 FNX	\$	608,800	\$	18,160	3.0%	\$	608,846	\$	316,000	51.9%	PARS endowment revenue to be recorded in December.		
890 Inland Futures Foundation	\$	785,000	\$	23,895	3.0%	\$	785,000	\$	119,836	15.3%	Pledge drive revenue and expenses to be recorded in December.		



#### **Budget Revenue & Expenditure Summary**

Year to Date 11/10/2020



**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

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

**DATE:** December 11, 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, 2021, is estimated to be \$10,000,000. This estimate includes apportionment deferrals, which are reductions in cash payments owed to the District due to an unbalanced State budget. These delayed cash payments are to be made in fiscal year 2021-22.

Deferral amounts and timing are based on current State guidance. In response to these deferrals, this forecast includes temporary borrowings from other District funds to maintain the General Fund cash balance above \$10M.

#### **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 2020-21

(as of November 10, 2020, rounded to the nearest \$1,000)

									PRO	JECTED				
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	27,691	26,244	27,983	29,801	27,396	26,786	37,128	34,502	28,056	22,155	10,000	10,000		
Receipts														
Federal		45	747				3,175	919	1,113	191	191	191		6,573
State	7,576	8,551	13,638	6,242	8,370	6,750	9,755	7,825	8,834	9,137	9,034	10,626		106,337
State Deferrals*							5,576	-4,850	-4,850	-4,850	-4,850	-4,850		-18,677
Local	1,070	1,012	3,965	2,384	3,139	16,049	8,197	5,150	-1,682	-1,682	6,339	3,186		47,125
Temporary Borrowings										3,071	11,749	6,967		21,786
Interfund Transfer & Sale of Assets	894	894	894	894	1,399	1,387	1,393	-7,455	10,244	766	2,008	2,055		15,374
Accounts Receivable/Accruals	168	4	79	1,398	440	585	1,876	436	507	461	1,637	838		8,429
Total Receipts	9,709	10,506	19,324	10,918	13,348	24,771	29,971	2,024	14,165	7,092	26,108	19,012		186,948
Disbursements														
Academic Salaries	3	2,279	4,355	4,585	4,928	4,879	5,370	4,300	4,861	4,804	4,881	8,147		53,392
Classified Salaries	2,644	2,708	2,652	2,883	3,048	3,178	3,036	2,923	2,768	3,093	3,136	3,931		36,001
Benefits	1,185	1,956	2,303	2,342	2,527	2,526	2,524	2,409	2,500	2,532	2,552	3,912		29,268
Supplies & Materials	83	78	90	114	345	288	377	380	474	474	474	474		3,652
Other Operating Exp	2,005	1,382	2,333	1,180	1,754	2,619	2,863	2,740	3,263	4,400	4,400	4,400		33,338
Capital Outlay	262	175	198	126	340	478	512	587	410	1,006	1,006	1,006		6,105
Other Outgo	944	133	1,616	1,622	1,038	957	1,074	1,453	1,662	2,021	2,110	2,110		16,738
Longterm Post-Employment Benefits	-7	-10	-10	-10	-10	-10	42	-1	-1	-1	-2	11		-10
Accounts Payable/Accruals	4,038	68	3,969	482	-12	-487	16,799	-6,320	4,128	918	7,551	-4,978		26,154
Total Disbursements	11,156	8,767	17,506	13,323	13,958	14,428	32,598	8,470	20,066	19,247	26,108	19,012		204,639
Increase / (Decrease) in Cash Balance	-1,447	1,739	1,818	-2,405	-610	10,342	-2,626	-6,446	-5,901	-12,155				
Estimated Ending Cash Balance	26,244	27,983	29,801	27,396	26,786	37,128	34,502	28,056	22,155	10,000	10,000	10,000		

<sup>\*</sup>Deferrals are reductions in cash payments owed to the District due to an unbalanced State budget. These delayed payments are to be made in FY2021-22. Deferral amounts and timing are based on current State guidance. In response to the deferrals, this forecast includes temporary borrowings from other District funds to maintain the General Fund cash balance above \$10 million.

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Steven J. Sutorus, Business Manager

**DATE:** December 11, 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.

#### **INSTITUTONAL 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.

1 of 7

#### **Contracts and Agreements**

12-11-2020

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
Control No	vendor Name	Contract Type	Dept/Location	Expense	income	Amended
19984	3D Sports dba Rally Factory	Production of Team Uniforms	Athletics/SBVC	\$1,575.31		
19947	AAF International	Maintenance Agreement	Maintenance/CHC	\$44,656.00		
19933	Alopex LLC dba Puzzle Break	Performer	Student Life/SBVC	\$1,440.00		
19990	American Public Television (APT)	Broadcasting Rights	KVCR/KVCR	\$4,742.00		
19979	Articulate	Software/Online Services	Respiratory Care/CHC	\$1,298.00		
19948	Boman Forklift	On Demand Repairs Agreement	Print Shop/SBCCD	\$500.00		
19991	Brickley Construction Company Inc. dba Brickley Environmental	Services	Maintenance/SBVC	\$8,650.00		
19992	BSN Sports Inc.	Production of Team Uniforms	Athletics/SBVC	\$4,384.14		
19949	California Department of Ed	Grant Application	Child Care Center/SBVC		ТВА	
19950	California Department of Ed	Grant Application	Child Care Center/SBVC		ТВА	
19955	California Health & Safety	Rental	Fire Technology/CHC	\$62,306.00		

<b>Control No</b>	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19989	California, State of	Income - Grant	EDCT/SBCCD		\$736,757.40	
19986	California, State of	Participation Agreement	Health Center/SBVC	No Cost		
19999	CCC Chancellor's Office	Grant Application	Academic Success/SBVC			
19987	CCC Chancellor's Office	Income - Grant	Grants/SBVC		\$74,515.00	
19934	CDW Government Inc.	Maintenance Agreement	TESS/SBCCD	TESS/SBCCD \$1,645.20		
19935	Citizens T.V., Inc.	Broadcasting Rights	FNX/KVCR	No Cost		
19993	Clarus Corporation	Consultants	Marketing/SBVC	\$1,998.00		
19176	College Central Network, Inc. DBA CCN Financial Services	Software/Online Services	Calworks/SBVC	\$4,725.00		
19985	Community Action Partnership	Income - Facilities Use	Administrative Services/SBVC		No Charge	
19938	Computerized Embroidery Company, The	Production of Team Uniforms	Athletics/SBVC	\$1,018.44		
19936	Computerized Embroidery Company, The	Production of Team Uniforms	Athletics/SBVC	\$471.96		

<b>Control No</b>	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19937	Computerized Embroidery Company, The	Production of Team Uniforms	Athletics/SBVC	\$471.69		
19968	Cranium Cafe, LLC	Software/Online Services	Student Services/CHC	\$8,125.00		
19939	Crown Lift Trucks	Maintenance Agreement	EDCT/SBCCD	\$910.00		
19940	Crown Lift Trucks	Transportation	EDCT/SBCCD	\$600.00		
19994	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/SBVC	\$1,341.99		
19981	Custom Ink, LLC	Production of Logo Items	Theater Arts/SBVC	\$403.23		
19975	Custom Ink, LLC	Production of Team Uniforms	POOL/CHC	\$543.70		
19961	Dean's Electric Inc.	Repairs	Facilities Planning/SBCCD	\$3,880.00		
19977	Dean's Electric Inc.	Services	EDCT/SBCCD	\$3,800.00		
19941	Dewey Pest Control	Maintenance Agreement	Facilities Planning/SBCCD	\$5,000.00		
19988	Dignity Health	Clinicals	Allied Health/SBCCD	No Cost		

4 of 7

# **Contracts and Agreements**

12-11-2020

<b>Control No</b>	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19956	EMCOR Service Mesa Energy	Maintenance Agreement	Maintenance/CHC	\$10,996.00		
19969	Entrinsik, Inc.	Software/Online Services	TESS/SBCCD	\$10,400.00		
19954	Exclusive Auto	On Demand Repairs Agreement	Maintenance/CHC	\$1,000.00		
19960	File Keepers, LLC	Software/Online Services	Financial Aid/CHC	\$388.00		
19976	Foreman, Rebecca	Services	Mathematics/ SBVC	\$1,000.00		
19964	Franklin Covey Client Sales Inc.	Software/Online Services	Human Resources/SBCCD	\$20,500.00		
19962	Franklin Covey Client Sales Inc.	Speaker	Human Resources/SBCCD	\$3,900.00		
19963	Franklin Covey Client Sales Inc.	Speaker	Human Resources/SBCCD	\$3,900.00		
19995	Getty Images US, Inc. dba JupiterImages	Software/Online Services	Print Shop/SBCCD	\$4,200.00		
19959	Hudson, Donald J	On Demand Services	TESS/SBCCD	\$4,000.00		
19491	IBM - International Business Machines Corporation	Software/Online Services	TESS/SBCCD	\$1,707.13		

<b>Control No</b>	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19982	Instructure, Inc.	Participation Agreement	TESS/SBCCD	No Cost		
19942	Instructure, Inc.	Services	TESS/SBCCD	\$5,803.90		
19996	istock Images	Software/Online Services	Marketing/CHC	\$520.00		
19973	Jobspeaker, Inc.	Software/Online Services	Technical Training/SBVC	\$13,950.00		
19951	Jurupa Hills Post-Acute	Clinicals	Nursing/SBVC	No Cost		
19943	Konica Minolta	Maintenance Agreement	EDCT/SBCCD	\$2,400.00		
19970	Lefta Systems	Software/Online Services	District Police/SBCCD	\$2,400.00		
19944	Letterhead Factory Inc.	Production of Logo Items	Student Life/SBVC	\$903.38		
19953	Myers-Briggs Company, The	Software/Online Services	Transfer Center/SBVC	\$7,630.00		
19154	NCA Studio Inc.	Professional Services	Facilities Planning/ SBCCD	\$91,000.00		\$15,500.00
19978	Niche.com Inc.	Services	Marketing/CHC	\$9,990.00		

<b>Control No</b>	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19957	Office & Ergonomic Solutions Inc.	Services	Facilities Planning/SBCCD	\$800.00		
20000	Palomar CCD	Software/Online Services	TESS/SBCCD	\$1,120.00		
19952	Rancho Bellagio Post-Acute	Clinicals	Nursing/SBVC	No Cost		
19997	Reche Canyon Rehabilitation and Care Center	Clinicals	Science/SBVC	No Cost		
18303	Riverside CCD	Income - Grant	EDCT/SBCCD		\$298,494.00	Extend Term
19971	ROC Software Systems, Inc.	Software/Online Services	TESS/SBCCD	\$2,064.00		
19967	Smog and Save	On Demand Repairs Agreement	Maintenance/CHC	\$1,000.00		
19983	Stantec Consulting Inc.	Consultants	Facilities Planning/SBCCD	\$16,700.00		
19965	Tableau Software, Inc.	Software/Online Services	TESS/SBCCD	\$16,305.00		
19958	Tennessee, University of	Software/Online Services	Student Services/CHC	\$150.00		
19753	Three Peaks Corp.	On Demand Repairs Agreement	Maintenance/CHC	\$10,000.00		\$5,000.00

# **Contracts and Agreements**

12-11-2020 7 of 7

<b>Control No</b>	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
19945	Tyler Technologies Inc.	Consultants	TESS/SBCCD	\$8,800.00		
19972	Verbit Inc.	Services	Student Services/CHC	\$95,000.00		
19974	Watermark Insights LLC	Software/Online Services	TESS/SBCCD	\$44,119.00		
19946	Yosemite CCD	Income - Grant	Child Development/ CHC		\$4,600.00	
19998	Yucaipa & Calimesa News Mirror	Advertising	Marketing/CHC	\$625.00		

\$557,757.07 \$1,114,366.40

Total Number of Contracts = 71

#### 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:** December 11, 2020

**SUBJECT:** MOUs between SBCCD and the California School Employees

Association and its SBCCD Chapter 291 (CSEA)

#### **RECOMMENDATION**

This item is for information only and no action is required.

#### **OVERVIEW**

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

#### **ANALYSIS**

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this information item.

## MEMORANDUM OF UNDERSTANDING

### By and Between

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

#### And

### CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDING COMMUNITY COLLEGE DISTRICT CHAPTER #291

#### October 27, 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").

The District and the Association agree to approve the Out-of-Class assignment for David Cosme (bereinafter, "Employee") Clerical Assistant II, to Research Data Specialist, SBVC, under the following stipulations:

- The length of the assignment will be from October 26, 2020 through December 31, 2020, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class in April 8, 2020 as the Research Data Specialist, SBVC and returned to his regular classified position on October 9, 2020.
- 2 The Employee will be compensated at Runge 42, Step A. The identification of the salary runge and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
- 3 Upon completion of the Out-of-Class assignment, the Employee shall return to his regular classified position as Clerical Assistant II.
- 4 The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Clerical Assistant II 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 the procedures required by CSEA Policy 610.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the outof-class assignment of David Cosme.

Kredina Hannon, SBCCD

Vice Chancellor, Human Resources

and Police Services

For/the

For CSEA

Keym Palkki, President CSTA 924

David Stevenson, Learn Member

Myesha Kennedy, CSEA LRR

Abe Fulgiant, Team Member

Fringer Sutohin, Team Member

Macy Gasein, 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

#### October 27, 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").

The District and the Association agree to approve the Out-of-Class assignment for Maita Dawang (hereinafter, "Employee") Student Services Technician I, to Senior Student Service Technician, CHC, under the following stipulations:

- 1. The length of the assignment will be from October 31, 2020 through April 30, 2021, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class in April 27, 2020 as the Senior Student Service Technician, CHC.
- 2. The Employee will be compensated at Range 38, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
- 3. Upon completion of the Out-of-Class assignment, the Employee shall return to her regular classified position as Student Services Technician I.
- 4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Student Services Technician I 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 the procedures required by CSEA Policy 610.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the outof-class assignment of Maita Dawang.

For CSEA

Kristina Hannon, SBCCD

Vice Chancellor, Human Resources and Police Services

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Kevin Palkki, President CSEA #291

Myesha Kennedy, CSEA LRR

David Stevenson, Team Member

Abe Fulgham, Team Member

Ginger Sutphin Team Member

Stacy Garcia, 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

#### October 27, 2020

Schedule Change: Sandra Robles, Laboratory Technician (Chemistry), SBVC

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The parties agree that per CSEA Agreement, Article 6.2 -Workweek/Workday, Sandra Robles (Chemistry) permanent work shift will change as described below. First day of permanent schedule will be Monday, December 14, 2020.

**FROM:** Monday through Friday 12:00 p.m. to 9:00 p.m.

TO: Monday through Friday 7:00 a.m. to 4:00 p.m.

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

For the District

Kristina Hannon, SBCCD

Vice Chancellor, Human Resources &

Police Services

For CSEA

Kevin Palkki, President CSEA #291

Othe Frightenia

Abe Fulgham, 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

#### October 27, 2020

Schedule Change: Cassandra Thomas, Laboratory Technician (Chemistry), SBVC

**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The parties agree that per CSEA Agreement, Article 6.2 -Workweek/Workday, Cassandra Thomas (Chemistry) permanent work shift will change as described below. First day of permanent schedule will be Monday, December 14, 2020.

**FROM:** Monday through Friday 8:00 a.m. to 5:00 p.m.

TO: Monday through Thursday 12:00 p.m. to 9:00 p.m.

Friday 10:00 a.m. to 7:00 p.m.

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

For CSEA

Vice Chancellor, Human Resources &

**Police Services** 

Abe Fulgham, Team Member

Abe I dignam, Team Wember

Ginger Sutphin, Team Membe

Stacy Garcia, Team Member

David Stevenson, Team Member

Myesha Kennedy, CSEA LRR

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Jose F. Torres, Interim Chancellor

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

**DATE:** December 11, 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.
- <u>Substitute:</u> 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.



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Professional Expert				
Employee Name	Duties	From	То	Hourly
Location Assignment & Department				Rate
	D	04/04/04	00/00/04	<b>#</b> 00.00
Rodriguez, Heather CHC Career Education & Human	Program Assistant	01/04/21	06/30/21	\$30.00
Development				
Sysawang, Brittany	Program Assistant	01/04/21	06/30/21	\$45.00
CHC Career Education & Human	1 Togram Assistant	01/04/21	00/30/21	ψ45.00
Development				
Ford, Megan	Fire Academy Instructor	01/04/21	06/30/21	\$45.00
CHC Fire Technology Department	,			•
Groff, Nathan	Fire Academy Instructor	01/04/21	06/30/21	\$45.00
CHC Fire Technology Department	-			
Groff, Nicholas	Fire Academy Instructor	01/04/21	06/30/21	\$45.00
CHC Fire Technology Department				
Ramos, Jesus	Fire Academy Instructor	01/04/21	06/30/21	\$45.00
CHC Fire Technology Department		21/21/21	22/22/24	
Solometo, Richard	Fire Academy Instructor	01/04/21	06/30/21	\$45.00
CHC Fire Technology Department	Otata Fina Tuainin n la storata	04/04/04	00/00/04	ΦΕΕ 00
Benfield, David	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department  Benfield, Donald	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department	State File Training instructor	01/04/21	00/30/21	φ33.00
Cisneros, Cory	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department	Gtato i no Tranning metracter	01/01/21	00/00/21	ψου.σσ
Collins Jr., Thomas	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department	Ŭ .			•
Commander, John	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department	_			
Corbett, Shawn	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department				
De Boer, Frank	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department		21/21/21	22/22/24	
Horton, Michael	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department	Otata Fina Tuainin n la storata	04/04/04	00/00/04	ΦΕΕ 00
Janssen, Joshua	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department  Kearney, Matthew	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department	State Fire Training Instructor	01/04/21	00/30/21	φυυ.υυ
Kelsheimer, Jeffrey R.	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department	State in a rialling mandetor	01/04/21	30/30/Z I	ψου.υυ
Ketcherside, David	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
CHC Fire Technology Department			·	+ · • •
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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Lagace, Paul CHC Fire Technology Department	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
Martinez, Richard CHC Fire Technology Department	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
Nafzgar, Daniel CHC Fire Technology Department	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
Nunez, Crispin CHC Fire Technology Department	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
Ortiz, Francisco CHC Fire Technology Department	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
Page, Tony CHC Fire Technology Department	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
Raney, Bret CHC Fire Technology Department	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
Roberts, Cheryl L. CHC Fire Technology Department	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
Timboe, Robert CHC Fire Technology Department	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
Tovar II, Rafael CHC Fire Technology Department	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
Valdez, Travis CHC Fire Technology Department	State Fire Training Instructor	01/04/21	06/30/21	\$55.00
Groff, Rick CHC Fire Technology Department	State Fire Training Instructor/Fire Operations Specialist	01/04/21	06/30/21	\$55.00/ \$55.00
Harold, Ryan CHC Fire Technology Department	State Fire Training Instructor/Fire Operations Specialist	01/04/21	06/30/21	\$55.00/ \$55.00
Agyemang-Boakye, Gilbert CHC Health & Wellness	Nurse Practicioner II	01/04/21	06/30/21	\$60.00
Franco, David CHC Health & Wellness	Post Masters Counseling Associate I	01/04/21	06/30/21	\$25.00
Olmos, Araceli CHC Health & Wellness	Post Masters Counseling Associate I	01/04/21	06/30/21	\$25.00
Cook, Bruce CHC Kinesiology	Program Assistant	01/04/21	06/30/21	\$30.00
Cardenas, Christopher CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00
Clark, Devan CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Clements, Charles CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00
Flores, Kevin CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00
Gonering, Kyle CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00
Grindle, Gail CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00
Kelly, Claire CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00
Lopez, Laura CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00
Moledor, Kevin CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00
Odelbraski, Tim CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00
Tucker, Dustin CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00
Valenti, Richard CHC Public Safety and Emergency Services	Lab Instructor	01/04/21	06/30/21	\$20.00
Aguilar, Edward CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00
Commander, John CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00
Miller, Matthew CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00



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Employee Name	Duties	Г.,	_	
Location Assignment & Department	Duties	From	То	Hourly Rate
Molloy, David CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00
Moore, Steven CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00
Nguyen, Phong CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00
Orosco, Jennifer CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00
Saenz, Heather CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00
Schuster, Jordan CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00
Seek, Gabriel CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00
Vasquez, Henry CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00
Yamamoto, Yoshi CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/04/21	06/30/21	\$20.00/ \$25.00/ \$30.00
Nguyen, Phong CHC Public Safety and Emergency Services	Medical Director (EMT)	01/04/21	06/30/21	\$3,500/ Semester
Anderson, Debra CHC Radiologic Technology Program	idiologic Technology Specialist	08/01/20	12/31/20	\$30.00
Seheult, Roger CHC Respiratory Care Department	Medical Director (Respiratory Care)	01/04/21	06/30/21	\$3,000/ Semester
Booth, Geoffrey CHC Respiratory Care Department	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
Buan-Rinen, Renest CHC Respiratory Care Department	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
Crosby, Charles CHC Respiratory Care Department	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00



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Professional Expert				
Employee Name	Duties	From	То	Hourly
Location Assignment & Department				Rate
Ertl, Mariah	Respiratory Care Clinical	10/11/20	12/31/20	\$40.00
CHC Respiratory Care Department	Respiratory Gare Chillical	10/11/20	12/01/20	ψ <del>τ</del> υ.υυ
Ertl, Mariah	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department	•			
Flores, Allison	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department		0.410.410.4	00/00/04	<b>*</b> 40.00
Horton, William CHC Respiratory Care Department	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
Iniguez, David	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department				
Kwappenberg, Katherine	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department		0.4/6.4/6.1	00/00/04	0.40.00
Manzano, David	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department  Martinez Mayorga, Cecilia	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department	Nespiratory Care Cillical	01/04/21	00/30/21	ψ <del>1</del> υ.υυ
Meraz, Arthur	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department	, , , , , , , , , , , , , , , , , , , ,			,
Monzon, Margarita	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department				
Morris, Nicholas	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department	Despiratory Core Olimical	04/04/04	06/20/04	¢40.00
Nguyen, Nicholas CHC Respiratory Care Department	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
Parker, Jacob	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department	. toophatory dare omnoal	01/04/21	30/00/21	ψ10.00
Pirrello, Debra	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department				
Qureshi, Altaf	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department		0.4/6.1/5.1	0.0/0.0/0./	<b>A</b> 10.55
Rafeedie, Nidal CHC Respiratory Care Department	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
Roberts, James	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department				
Seaton, Thomas	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department	D : 1 0 0": :	04/04/04	00/00/04	040.00
Siahaan, Nathaneal	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department Stuart, Timothy	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department	Respiratory Gare Chillical	01/04/21	00/00/21	ψ <del>1</del> 0.00
	<u> </u>			



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Professional Expert				
Employee Name	Duties	From	То	Hourly
Location Assignment & Department				Rate
Westholder, Joshua	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department	Descriptions Occasion !	04/04/04	00/00/04	<b>#40.00</b>
Winter, Daniel	Respiratory Care Clinical	01/04/21	06/30/21	\$40.00
CHC Respiratory Care Department	Tutor I	01/04/21	06/30/21	¢14.00
Armstrong, Mariah CHC Tutoring Center	Tutori	01/04/21	06/30/21	\$14.00
Cabreros, Verissa	Tutor I	01/04/21	06/30/21	\$14.00
CHC Tutoring Center	Tutor i	01/04/21	00/00/21	Ψ14.00
Clements, Spencer	Tutor I	01/04/21	06/30/21	\$14.00
CHC Tutoring Center			00/00/=:	Ψσσ
Gallegos, Francisco	Tutor I	01/04/21	06/30/21	\$14.00
CHC Tutoring Center				
Gayheart, Julia	Tutor I	01/04/21	06/30/21	\$14.00
CHC Tutoring Center				
Medel, Gabriel	Tutor I	01/04/21	06/30/21	\$14.00
CHC Tutoring Center				
Payawal, Marinella	Tutor I	01/04/21	06/30/21	\$14.00
CHC Tutoring Center		0.4/0.4/0.4	00/00/04	<b>*</b> * * * * * * * * * * * * * * * * * *
Rethaford, Ryan	Tutor I	01/04/21	06/30/21	\$14.00
CHC Tutoring Center	Tuton I	04/04/04	06/20/24	¢44.00
Smit, Suzanna CHC Tutoring Center	Tutor I	01/04/21	06/30/21	\$14.00
Baker, Jacob	Tutor II	01/04/21	06/30/21	\$15.50
CHC Tutoring Center	Tutor II	01/04/21	00/30/21	φ13.30
Bickel II, Daniel	Tutor II	01/04/21	06/30/21	\$15.50
CHC Tutoring Center	Tator II	01/01/21	00/00/21	Ψ10.00
DeAmaya, Brenda	Tutor II	01/04/21	06/30/21	\$15.50
CHC Tutoring Center				
Ferras, Riane	Tutor II	01/04/21	06/30/21	\$15.50
CHC Tutoring Center				
Lair, Helen	Tutor II	01/04/21	06/30/21	\$15.50
CHC Tutoring Center				
Layton, Krystalyn	Tutor II	01/04/21	06/30/21	\$15.50
CHC Tutoring Center		0.416.116.1	0.010.515.1	A 4 =
Lewis, Karina	Tutor II	01/04/21	06/30/21	\$15.50
CHC Tutoring Center	Tuko - III	04/04/04	06/20/04	Φ47.FΩ
Brinkerhoff, Jonathan CHC Tutoring Center	Tutor III	01/04/21	06/30/21	\$17.50
Dickey, Samantha	Tutor III	01/04/21	06/30/21	\$17.50
CHC Tutoring Center	Tutor III	01/04/21	00/30/21	φ17.30
Cite ratering conten	l			<u> </u>



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Funderburk, Sydney CHC Tutoring Center	Tutor III	01/04/21	06/30/21	\$17.50
Gross, Russell CHC Tutoring Center	Tutor III	01/04/21	06/30/21	\$17.50
Hatcher, Jennifer CHC Tutoring Center	Tutor III	01/04/21	06/30/21	\$17.50
Iracheta, Daniel CHC Tutoring Center	Tutor III	01/04/21	06/30/21	\$17.50
Utrapiromsuk, Chinatip CHC Tutoring Center	Tutor III	01/04/21	06/30/21	\$17.50
Lange, David CHC Veterans Resource Center	Mental Health Educator/Counselor Intern	01/04/21	06/30/21	\$55.00
Nair, Avikaash DIST Economic Development & Corporate Training	Program Assistant	01/04/21	06/30/21	\$38.00
Treto, Pablo DIST Economic Development & Corporate Training	Staff Writer/Photographer	01/04/21	06/30/21	\$17.50
Ayala, Jeanette DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$50.00
Boylin, Dennis DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$75.00
Brooks Henson, Sophia DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$65.00
Cupid, Keshawn DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$80.00
Ehrlich, Rosina DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$55.00
Follman, Jack DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$75.00
Gipson, Daniel DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$60.00



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Hedges, Mark DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$80.00
Hillard, Roger DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$80.00
Hunter, Glenn DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$60.00
Loy, John DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$65.00
Maznokov, Ivan DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$16.00
Napoli, William DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$70.00
Ortiz, Frank DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$70.00
Ortiz, Vanessa DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$50.00
Radney, Charles DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$55.00
Romero, Markazan DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$75.00
Rounds, Michael DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$80.00
Sharp, Christian DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$16.00
Stephens, E. Clarke DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$80.00



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Tesfay, Yohanna DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$16.00
Walton, Rodney DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$65.00
Zavala, Juan DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/04/21	06/30/21	\$16.00
Colquitt, Samantha N SBVC Academic Success & Learning Services Division	Tutor I	11/16/20	12/31/20	\$13.00
Nguyen, Vy Thi Thuy SBVC Academic Success & Learning Services Division	Tutor I	01/04/21	06/30/21	\$14.00
Steiner, Rebecca A SBVC Academic Success & Learning Services Division	Tutor I	01/04/21	06/30/21	\$14.00
Cisneros, Richard SBVC Academic Success & Learning Services Division	Tutor II	01/04/21	06/30/21	\$15.50
Gonzalez Reyes, Antonio SBVC Academic Success & Learning Services Division	Tutor II	01/04/21	06/30/21	\$15.50
Rodriguez, Salvador SBVC Academic Success & Learning Services Division	Tutor II	01/04/21	06/30/21	\$15.50
Rodriguez, Steven R SBVC Academic Success & Learning Services Division	Tutor II	01/04/21	06/30/21	\$15.50
Santillan, Diana SBVC Academic Success & Learning Services Division	Tutor II	01/04/21	06/30/21	\$15.50
Cobb, Karissa SBVC Academic Success & Learning Services Division	Tutor III	01/04/21	06/30/21	\$17.50
Eyler, John SBVC Academic Success & Learning Services Division	Tutor III	01/04/21	06/30/21	\$17.50



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Kasouha, Samar SBVC Academic Success & Learning Services Division	Tutor III	01/04/21	06/30/21	\$17.50
Kim, Hun Suk SBVC Academic Success & Learning Services Division	Tutor III	01/04/21	06/30/21	\$17.50
Kruger, Logan D SBVC Academic Success & Learning Services Division	Tutor III	01/04/21	06/30/21	\$17.50
Montanez, Thomas SBVC Academic Success & Learning Services Division	Tutor III	01/04/21	06/30/21	\$17.50
Nguyen, Michael M SBVC Academic Success & Learning Services Division	Tutor III	01/04/21	06/30/21	\$17.50
Pham, Chung Thuy SBVC Academic Success & Learning Services Division	Tutor III	01/04/21	06/30/21	\$17.50
Vega, Janet SBVC Academic Success & Learning Services Division	Tutor III	01/04/21	06/30/21	\$17.50
Velazquez, Luis F SBVC Academic Success & Learning Services Division	Tutor III	01/04/21	06/30/21	\$17.50
Russell, Jeffrey SBVC Applied Technology, Transportation & Culinary Arts Division	Program Assistant	11/13/20	12/21/20	\$20.00
Worsley, Barbara SBVC Arts and Humanities	Program Assistant	01/19/21	05/25/21	\$45.00
Baca, Audrey SBVC Development & Community Relations	Program Assistant	01/04/21	06/30/21	\$25.00
Garcia Licea, Perla G SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$28.00
Hernandez Garcia, Mariana SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$28.00
Morton, Christopher SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$28.00



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Paul, Winter N SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$30.00
Alvarez Lara, Antonio A SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$32.00
Carrera, Angelia V SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level II	01/01/21	06/30/21	\$33.00
Colquette, Renee Allison SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level II	01/01/21	06/30/21	\$33.00
Crabtree, Amanda J SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$33.00
Ellen, Marlon SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$33.00
Gillis, Alex SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$32.00
Hughes, Brianna L SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$32.00
O'Donnell, Shannon S SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$33.00
Raby, Joshua J SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$32.00
Shumate, Allison R SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level	01/01/21	06/30/21	\$32.00
Zappia, Nathaniel D SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level II	01/01/21	06/30/21	\$33.00
Nunez, Roberto SBVC Disabled Student Programs & Services	Interpreting/Transliterating Level III	01/01/21	06/30/21	\$38.00



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Employee Name	Professional Expert				
III		Duties	From	То	_
III	SBVC Disabled Student Programs &	_ =	01/01/21	06/30/21	\$36.00
Interpreting/Transliterating Level   01/01/21   06/30/21   \$40.00	SBVC Disabled Student Programs &		01/01/21	06/30/21	\$38.00
Interpreting/Transliterating Level   O1/01/21   O6/30/21   \$40.00	SBVC Disabled Student Programs &		01/01/21	06/30/21	\$42.00
SBVC Disabled Student Programs & Services	SBVC Disabled Student Programs &		01/01/21	06/30/21	\$40.00
SBVC Disabled Student Programs & Services	SBVC Disabled Student Programs &	, , ,	01/01/21	06/30/21	\$40.00
SBVC Disabled Student Programs & Services	SBVC Disabled Student Programs &		01/01/21	06/30/21	\$42.00
SBVC Disabled Student Programs & Services	SBVC Disabled Student Programs &		01/01/21	06/30/21	\$42.00
SBVC Disabled Student Programs & Services	SBVC Disabled Student Programs &		01/01/21	06/30/21	\$42.00
SBVC English Department   Clevenger, Joanna   Tutor III   01/04/21   06/30/21   \$17.50	SBVC Disabled Student Programs &		01/01/21	06/30/21	\$42.00
Cooprider, Kimberly         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Cooprider, Rosemary         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Henry, Lisa         Tutor III         01/04/21         06/30/21         \$17.50	· · · · · · · · · · · · · · · · · · ·	Tutor III	01/04/21	06/30/21	\$17.50
Cooprider, Rosemary         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Dudley, Irris         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           BVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Henry, Lisa         Tutor III         01/04/21         06/30/21         \$17.50		Tutor III	01/04/21	06/30/21	\$17.50
SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Garcia, Karina SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Henry, Lisa         Tutor III         01/04/21         06/30/21         \$17.50	•	Tutor III	01/04/21	06/30/21	\$17.50
SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50		Tutor III	01/04/21	06/30/21	\$17.50
Garcia, Karina         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50		Tutor III	01/04/21	06/30/21	\$17.50
	Garcia, Karina	Tutor III	01/04/21	06/30/21	\$17.50
		Tutor III	01/04/21	06/30/21	\$17.50



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Employee Name	Professional Expert				
Hernandez Jr., Ruben   SBVC English Department   SIVE English Depart		Duties	From	То	
SBVC English Department	Location Assignment & Department				Rate
SBVC English Department	Harmandaz Ir. Buban	Tutor III	04/04/24	06/20/24	¢17.50
Hunter, Jessica   SBVC English Department   Massimiano, Adam   Tutor III   01/04/21   06/30/21   \$17.50   SBVC English Department   O1/04/21   06/30/21   \$17.50   SBVC Foster & Kinship Care Education   Foster Parenting Education   O1/01/21   O6/30/21   \$45.00   SBVC Foster & Kinship Care Education   Foster Parenting Education   O1/01/21   O6/30/21   \$45.00   SBVC Foster & Kinship Care Education   Foster Parenting Education   O1/01/21   O6/30/21   \$45.00   SBVC Foster & Kinship Care Education   Foster Parenting Education   O1/01/21   O6/30/21   \$45.00   SBVC Foster & Kinship Care Education   Foster Parenting Education   O1/01/21   O6/30/21   \$45.00   SBVC Foster & Kinship Care Education   Foster Parenting Education   O1/01/21   O6/30/21   \$45.00   SBVC Foster & Kinship Care Education   Foster Parenting Education   O1/01/21   O6/30/21   \$45.00   SBVC Foster & Kinship Care Education   Foster Parenting Education   O1/01/21   O6/30/21   \$45.00   SBVC Foster & Kinship Care Education   Foster Parenting Educati		rutor III	01/04/21	06/30/21	\$17.50
SBVC English Department		Tutor III	01/04/21	06/30/21	\$17.50
SBVC English Department	*				******
Pasillas, Faith   SBVC English Department   Shaar, Monica   Shaar, Monica   Shaar, Monica   Shaar, Monica   Sharena   Silverstein, Sharona   Silverstein, Sharona   Succeeding   Strong, Patrick   Sharona   Strong, Patrick   Sharona   SBVC English Department   Strong, Patrick   Sharona   SBVC English Department   Strong, Patrick   SBVC English Department   Strong, Patrick   SBVC English Department   Strong, Patrick   SBVC English Department   Succeeding	Massimiano, Adam	Tutor III	01/04/21	06/30/21	\$17.50
SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster & Kinshi					
Tutor III	•	Tutor III	01/04/21	06/30/21	\$17.50
SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Strong, Patrick         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Foster Parenting Education         01/04/21         06/30/21         \$17.50           SBVC English Department         Foster Parenting Education         01/04/21         06/30/21         \$17.50           SBVC English Department         Foster Parenting Education         01/04/21         06/30/21         \$17.50           SBVC English Department         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21		Tutos III	04/04/04	06/20/24	¢47.50
Tutor III	·	rutor III	01/04/21	06/30/21	\$17.50
SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Tasaka, Micah SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Bolivar, Luis Fernando SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster &		Tutor III	01/04/21	06/30/21	\$17.50
SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Torres, Fabian SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Tyus, Leah SBVC English Department         Tutor III         01/04/21         06/30/21         \$17.50           Bolivar, Luis Fernando SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           Bradley, Vernon SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           Cooper, Wanda SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           BBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21         \$45.00           BBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21         06/30/21 </td <td>•</td> <td></td> <td></td> <td>33,33,23</td> <td><b>V</b></td>	•			33,33,23	<b>V</b>
Tasaka, Micah SBVC English Department         Tutor III         01/04/21 06/30/21         \$17.50           Torres, Fabian SBVC English Department         Tutor III         01/04/21 06/30/21         \$17.50           SBVC English Department         Tutor III         01/04/21 06/30/21         \$17.50           Bolivar, Luis Fernando SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21 06/30/21         \$45.00           Bradley, Vernon SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21 06/30/21         \$45.00           Cooper, Wanda SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21 06/30/21         \$45.00           Crain, Daniel SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21 06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21 06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21 06/30/21         \$45.00           Lane, Wandalyn SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21 06/30/21         \$45.00           SBVC Foster & Kinship Care Education         Foster Parenting Education         01/01/21 06/30/21         \$45.00           Razo, Jorge SBVC Foster & Kinship Care Education		Tutor III	01/04/21	06/30/21	\$17.50
SBVC Énglish Department  Torres, Fabian SBVC English Department  Tyus, Leah SBVC English Department  Tyus, Leah SBVC English Department  Tutor III  O1/04/21  O6/30/21  \$17.50					
Torres, Fabian SBVC English Department Tyus, Leah SBVC English Department Tyus, Leah SBVC English Department  Bolivar, Luis Fernando SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education Cooper, Wanda SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education Crain, Daniel SBVC Foster & Kinship Care Education Dixon, Karen SBVC Foster & Kinship Care Education Dixon, Karen SBVC Foster & Kinship Care Education Cosper, Wanda SBVC Foster & Kinship Care Education Dixon, Karen SBVC Foster & Kinship Care Education Cosper, Wanda SBVC Foster & Kinship Care Education Dixon, Karen SBVC Foster & Kinship Care Education Foster Parenting Education Dixon, Karen SBVC Foster & Kinship Care Education Foster Parenting Education Cosper, Wandalyn SBVC Foster & Kinship Care Education Foster Parenting Education Cosper, Wandalyn SBVC Foster & Kinship Care Education Cosper, Variant III  Cosion/21 \$45.00  S6700/21 \$45.00	· ·	Tutor III	01/04/21	06/30/21	\$17.50
SBVC English Department  Tyus, Leah SBVC English Department  Bolivar, Luis Fernando SBVC Foster & Kinship Care Education Bradley, Vernon SBVC Foster & Kinship Care Education  Broster Parenting Education SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  \$45.00  Cooper, Wanda SBVC Foster & Kinship Care Education  Crain, Daniel SBVC Foster & Kinship Care Education  Dixon, Karen SBVC Foster & Kinship Care Education  Foster Parenting Education  Dixon, Karen SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  \$45.00  O6/30/21  \$45.00  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  \$45.00  O6/30/21  \$45.00  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00	·	T.4 III	04/04/04	00/00/04	Φ47.F0
Tyus, Leah SBVC English Department  Bolivar, Luis Fernando SBVC Foster & Kinship Care Education  Bradley, Vernon SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education  Cooper, Wanda SBVC Foster & Kinship Care Education  Crain, Daniel SBVC Foster & Kinship Care Education  Dixon, Karen SBVC Foster & Kinship Care Education  Broster Parenting Education  Foster Parenting Education  Foster Parenting Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  \$45.00  O1/01/21  O6/30/21  \$45.00  O1/01/21  O6/30/21  \$45.00  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  O1/01/21  O6/30/21  \$45.00  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00	· ·	i utor iii	01/04/21	06/30/21	\$17.50
SBVĆ English Department  Bolivar, Luis Fernando SBVC Foster & Kinship Care Education  Bradley, Vernon SBVC Foster & Kinship Care Education  Cooper, Wanda SBVC Foster & Kinship Care Education  Foster Parenting Education  Crain, Daniel SBVC Foster & Kinship Care Education  Dixon, Karen SBVC Foster & Kinship Care Education  Dixon, Karen SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  Foster Parenting Education  O1/01/21 06/30/21 \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21 06/30/21 \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21 06/30/21 \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21 06/30/21 \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21 06/30/21 \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21 06/30/21 \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21 06/30/21 \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21 06/30/21 \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21 06/30/21 \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21 06/30/21 \$45.00		Tutor III	01/04/21	06/30/21	\$17.50
Bradley, Vernon SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education Cooper, Wanda SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education Crain, Daniel SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education Dixon, Karen SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education O1/01/21 O6/30/21 \$45.00 SBVC Foster & Kinship Care Education Foster Parenting Education O1/01/21 O6/30/21 \$45.00 SBVC Foster & Kinship Care Education Foster Parenting Education O1/01/21 O6/30/21 \$45.00	•		0 1/0 1/21	00,00,21	Ψ11.00
Bradley, Vernon SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education SBVC Foster & Kinship Care Education Foster Parenting Education O1/01/21 O6/30/21 \$45.00 SBVC Foster & Kinship Care Education Foster Parenting Education O1/01/21 O6/30/21 \$45.00 SBVC Foster & Kinship Care Education Foster Parenting Education O1/01/21 O6/30/21 \$45.00 SBVC Foster & Kinship Care Education Foster Parenting Education O1/01/21 O6/30/21 \$45.00 SBVC Foster & Kinship Care Education Foster Parenting Education O1/01/21 O6/30/21 \$45.00	Bolivar, Luis Fernando	Foster Parenting Education	01/01/21	06/30/21	\$45.00
SBVC Foster & Kinship Care Education  Cooper, Wanda SBVC Foster & Kinship Care Education  Crain, Daniel SBVC Foster & Kinship Care Education  Dixon, Karen SBVC Foster & Kinship Care Education  Foster Parenting Education  Dixon, Karen SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  Care Education  Foster Parenting Education  SBVC Foster & Kinship Care Education  Lane, Wandalyn SBVC Foster & Kinship Care Education  Martinez, Rosalinda SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  Care Education  Foster Parenting Education  O1/01/21  O6/30/21  Care Education  Foster Parenting Education  O1/01/21  O6/30/21  Care Education  Care Education  Foster Parenting Education  Care Education  Care Education  Foster Parenting Education  Care Education  Care Education  Care Education  Foster Parenting Education  Care Education  Care Education  Care Education  Care Education  Care Education  Foster Parenting Education  Care Parenting Education  Care Education  Care Education  Care Parenting Ed	•				
Cooper, Wanda SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Crain, Daniel SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Dixon, Karen SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Hosea, Keith SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Lane, Wandalyn SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Martinez, Rosalinda SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Razo, Jorge SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Thornton, Eric DFoster Parenting Education01/01/2106/30/21\$45.00		Foster Parenting Education	01/01/21	06/30/21	\$45.00
SBVC Foster & Kinship Care Education  Crain, Daniel SBVC Foster & Kinship Care Education  Dixon, Karen SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Hosea, Keith SBVC Foster & Kinship Care Education  Lane, Wandalyn SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Martinez, Rosalinda SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00	•		04/04/04	00/00/04	<b>#45.00</b>
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SBVC Foster & Kinship Care Education  Dixon, Karen SBVC Foster & Kinship Care Education  Hosea, Keith SBVC Foster & Kinship Care Education  Lane, Wandalyn SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  Martinez, Rosalinda SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  Care Education  Foster Parenting Education  O1/01/21  O6/30/21  S45.00	•	Foster Parenting Education	01/01/21	06/30/21	\$45.00
Dixon, Karen SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Hosea, Keith SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Lane, Wandalyn SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Martinez, Rosalinda SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Razo, Jorge SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Thornton, Eric DFoster Parenting Education01/01/2106/30/21\$45.00	•	1 cotor r dronting Eddodton	01/01/21	00/00/21	φ10.00
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SBVC Foster & Kinship Care Education  Lane, Wandalyn SBVC Foster & Kinship Care Education  Martinez, Rosalinda SBVC Foster & Kinship Care Education  Foster Parenting Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  Razo, Jorge SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00  Thornton, Eric D  Foster Parenting Education  O1/01/21  O6/30/21  \$45.00	SBVC Foster & Kinship Care Education				
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SBVC Foster & Kinship Care Education  Martinez, Rosalinda SBVC Foster & Kinship Care Education  Foster Parenting Education  O1/01/21 06/30/21 \$45.00  Razo, Jorge SBVC Foster & Kinship Care Education  Foster Parenting Education  Thornton, Eric D  Foster Parenting Education  O1/01/21 06/30/21 \$45.00	·		0.4/0.4/0.4	00/00/04	<b>*</b> 4 <b>5 0 0</b>
Martinez, Rosalinda SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Razo, Jorge SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Thornton, Eric DFoster Parenting Education01/01/2106/30/21\$45.00		Foster Parenting Education	01/01/21	06/30/21	\$45.00
SBVC Foster & Kinship Care Education  Razo, Jorge SBVC Foster & Kinship Care Education  Foster Parenting Education  Thornton, Eric D  Foster Parenting Education  01/01/21 06/30/21 \$45.00	•	Foster Parenting Education	01/01/21	06/30/21	\$45.00
Razo, Jorge SBVC Foster & Kinship Care EducationFoster Parenting Education01/01/2106/30/21\$45.00Thornton, Eric DFoster Parenting Education01/01/2106/30/21\$45.00		Toster Larenting Education	01/01/21	00/00/21	ψ <del>1</del> 0.00
SBVC Foster & Kinship Care Education  Thornton, Eric D  Foster Parenting Education  01/01/21 06/30/21 \$45.00		Foster Parenting Education	01/01/21	06/30/21	\$45.00
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SBVC Foster & Kinship Care Education	•	Foster Parenting Education	01/01/21	06/30/21	\$45.00
	SBVC Foster & Kinship Care Education				



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Maldonado, Sarai SBVC FTVM, Arts & Humanities	Program Assistant	01/03/21	06/30/21	\$45.00
Baty, Michelle L SBVC Marketing & Public Relations	Content Specialist	01/04/21	06/30/21	\$40.00
Camacho, Joshua SBVC Marketing & Public Relations	Content Specialist	01/04/21	06/30/21	\$20.00
Castro, Omar E SBVC Marketing & Public Relations	Content Specialist	01/04/21	06/30/21	\$25.00
Covaci, Sergiu SBVC Marketing & Public Relations	Content Specialist	01/04/21	06/30/21	\$20.00
Garcia, Catherine E SBVC Marketing & Public Relations	Content Specialist	01/04/21	06/30/21	\$30.00
Pshichenko, Pavel N SBVC Marketing & Public Relations	Content Specialist	01/04/21	06/30/21	\$40.00
Spano, Jordan SBVC Marketing & Public Relations	Content Specialist	01/04/21	06/30/21	\$30.00
<b>Townsend, Anthony B</b> SBVC Marketing & Public Relations	Content Specialist	01/04/21	06/30/21	\$30.00
White, Jacy SBVC Marketing & Public Relations	Content Specialist	01/04/21	06/30/21	\$32.00
<b>Aguilera, Alejandra</b> SBVC Marketing & Public Relations	Social Media Specialist	01/04/21	06/30/21	\$25.00
Luna, Oscar SBVC Marketing & Public Relations	Social Media Specialist	01/04/21	06/30/21	\$25.00
Castaneda, Savannah A SBVC Marketing & Public Relations	Staff Writer/Photographer	01/04/21	06/30/21	\$20.00
Godoy, Lavar J SBVC Marketing & Public Relations	Staff Writer/Photographer	01/04/21	06/30/21	\$20.00
Saucedo-Daniel, Jorge SBVC Mathematics, Business & Computer Info Tech	Adult Education Planning Grant Coordinator	01/01/21	06/30/21	\$40.00
Catalano, Joseph SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Chavez, Mark SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Derryberry, Destiny SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Everman, John SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Guerra, Lee SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Jackson, Alicia SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Keil, Daniel D SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Phillips, Jacob SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Reynoso, Mark A SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Ruiz, Victor J SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Tollefson, Dennis H SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Whitfield, Devlon A SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Zerbe, William SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$50.00
Advani, Anoopa V SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Asboth, Gusztav SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/\$5 0.00
Boatwright, Horace SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Bracciodieta, Paul SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Campa, Eric SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Carlos, Christopher SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Castillo Jr, Armando B SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Chencharick, John SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Corral, Robert SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
De La Garza, Eloy SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Enciso, Anthony SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Engen, James SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Garcia, Ronald SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Gascon, Maria SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Gonzalez, Armando SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Green, Kenneth SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Guerra, Lisa	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal	Officer/RTO/Police Science			\$50.00
Justice	Facilitator/Evaluator			
Higgins, Mary Jean	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal	Officer/RTO/Police Science			\$50.00
Justice	Facilitator/Evaluator			
Holsapple, Jeffrey	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal	Officer/RTO/Police Science			\$50.00
Justice	Facilitator/Evaluator			
Houser, Dennis A	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal	Officer/RTO/Police Science			\$50.00
Justice	Facilitator/Evaluator			
Hyde, Robert	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal	Officer/RTO/Police Science			\$50.00
Justice	Facilitator/Evaluator			
Jarrett, Jerry W	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal	Officer/RTO/Police Science			\$50.00
Justice	Facilitator/Evaluator			
Jasso, Gabriel	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal	Officer/RTO/Police Science			\$50.00
Justice	Facilitator/Evaluator	0.4/0.4/0.4	00/00/04	405.00/
Klug, Jeff	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal	Officer/RTO/Police Science			\$50.00
Justice	Facilitator/Evaluator	04/04/04	00/00/04	<b>*</b> 05.00/
Lewis, Rosalind	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal	Officer/RTO/Police Science			\$50.00
Justice McChristian Indian	Facilitator/Evaluator	04/04/04	00/00/04	<b>#25.00</b> /
McChristian, Julius	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal Justice	Officer/RTO/Police Science Facilitator/Evaluator			\$50.00
		01/01/21	06/20/21	¢25.00/
McGreevy, William K SBVC Police Academies/Criminal	Police Tactical Officer/RTO/Police Science	01/01/21	06/30/21	\$35.00/ \$50.00
Justice	Facilitator/Evaluator			φου.υυ
Park, Brian J	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal	Officer/RTO/Police Science	01/01/21	00/30/21	\$35.00/ \$50.00
Justice	Facilitator/Evaluator			Ψ50.00
Patterson-Eversole, Sherry	Police Tactical	01/01/21	06/30/21	\$35.00/
SBVC Police Academies/Criminal	Officer/RTO/Police Science	01/01/21	00/30/21	\$50.00
Justice	Facilitator/Evaluator			Ψ00.00
VACIOU	I dominator/Evaluator			



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Paulino, Joseph SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Perea, Joseph SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Ramos, Sean SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Randolph, Robert SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Rios, Miguel SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Robinson, Eric SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Robles, Francisco SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Schroeder, Paul SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Skinner Jr., Douglas SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Stanzione, Charles SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Sutcliffe, Andrew SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Sutcliffe, James SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Torres, Xavier SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00



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Professional Expert				
Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Vega, Heather M SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Wolfe, Aron M SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Wolfe, Brian SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	01/01/21	06/30/21	\$35.00/ \$50.00
Anderson, Nathan R SBVC SI-Mesa	Tutor II	01/04/21	06/30/21	\$15.50
Gonzalez, Luis A SBVC SI-Mesa	Tutor II	01/04/21	06/30/21	\$15.50
Hardy, Kourtney J SBVC SI-Mesa	Tutor II	01/04/21	06/30/21	\$15.50
Huynh, Nhi Th SBVC SI-Mesa	Tutor II	01/04/21	06/30/21	\$15.50
Shad, Nicole M SBVC SI-Mesa	Tutor II	01/04/21	06/30/21	\$15.50
Antwi, Elvi SBVC Student Health Services	Nurse Practitioner I	01/04/21	06/30/21	\$55.00
Newsom, Helen SBVC Student Health Services	Nurse Practitioner III	01/04/21	06/30/21	\$65.00
Bonafede, Kaela SBVC Student Health Services	Post Masters Counseling Associate I	01/04/21	06/30/21	\$25.00
Todd, Denise E SBVC Student Health Services	Post Masters Counseling Associate I	01/04/21	06/30/21	\$25.00
Elias Juarez, Marco SBVC Student Health Services	Post Masters Counseling Associate III	01/04/21	06/30/21	\$35.00
Loera, Andrew SBVC Student Health Services	Post Masters Counseling Associate III	01/04/21	06/30/21	\$35.00
Bagheri, Mahdi SBVC Supplemental Instruction	Tutor II	01/04/21	05/28/21	\$15.50
Castro, Nallely A SBVC Supplemental Instruction	Tutor II	01/04/21	05/28/21	\$15.50
Curiel, Yuriko Y SBVC Supplemental Instruction	Tutor II	01/04/21	05/28/21	\$15.50
Daneshvar, Parisa SBVC Supplemental Instruction	Tutor II	01/04/21	05/28/21	\$15.50



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## **Professional Expert**

Employee Name	Duties	From	То	Hourly
Location Assignment & Department				Rate
Hannalla, Peter A SBVC Supplemental Instruction	Tutor II	01/04/21	05/28/21	\$15.50
Ibanez, Shakira SBVC Supplemental Instruction	Tutor II	01/04/21	05/28/21	\$15.50
Kinsey, Richard W SBVC Supplemental Instruction	Tutor II	01/04/21	05/28/21	\$15.50
Ruiz, Xavier J SBVC Supplemental Instruction	Tutor II	01/04/21	05/28/21	\$15.50
Sekhon, Prabhjot SBVC Supplemental Instruction	Tutor II	01/04/21	05/28/21	\$15.50
<b>Teano, Marivic</b> SBVC Supplemental Instruction	Tutor II	01/04/21	05/28/21	\$15.50
Belton, Lashan SBVC Valley Now!/Generation Go!	Program Assistant	01/04/21	06/30/21	\$25.00
Deak, Rachel SBVC Valley Now!/Generation Go!	Program Assistant	01/04/21	06/30/21	\$25.00
Miller, Kimberly S SBVC Valley Now!/Generation Go!	Program Assistant	01/04/21	06/30/21	\$35.00
Morales, Brenda SBVC Valley Now!/Generation Go!	Program Assistant	01/04/21	06/30/21	\$25.00
<b>Tenorio, John F</b> SBVC Valley Now!/Generation Go!	Program Assistant	01/04/21	06/30/21	\$25.00

#### **Short-Term**

Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Gamboa, Ruby CHC Aquatics	Lifeguard	01/04/21	06/30/21	\$14.00
Hamilton, Brendon CHC Aquatics	Lifeguard	01/04/21	06/30/21	\$14.00
Herron, Jordan CHC Aquatics	Lifeguard	01/04/21	06/30/21	\$14.00
Holguin, Dominique CHC Aquatics	Lifeguard	01/04/21	06/30/21	\$14.00
Sheble, Andrew CHC Aquatics	Lifeguard	01/04/21	06/30/21	\$14.00
Van Hoozen, Meagan CHC Aquatics	Lifeguard	01/04/21	06/30/21	\$14.00



[v.11.18.2020.p.21|22]

### **Short-Term**

Employee Name Location Assignment & Department	Duties	From	То	Hourly Rate
Almaguer, Marissa SBVC Counseling	Project Assistant III	01/04/21	06/30/21	\$17.50
Cruz, Arlene SBVC Counseling	Project Assistant III	01/04/21	06/30/21	\$17.50
<b>Leyva, Elaina A</b> SBVC Counseling	Project Assistant III	01/04/21	06/30/21	\$17.50
Quintero, Alejandra SBVC Counseling	Project Assistant III	01/04/21	06/30/21	\$17.50
Safar, Mirel SBVC Counseling	Project Assistant III	01/04/21	06/30/21	\$17.50
Farkas, Naomi SBVC Office of Student Life	Project Assistant I	11/03/20	12/23/20	\$13.00

### Substitute

Employee Name Location Assignment & Department Justification	Duties	From	То	Hourly Rate
Sheble, Andrew CHC Aquatics New: On Call, Sick/Vacation, Leave coverage	Aquatic Pool Attendant	10/13/20	12/10/20	\$18.99
Hall, Suzan CHC Fire Technology EXT: leave coverage.	Secretary II	12/11/20	12/21/20	\$22.58
Bustamante, Daniel SBVC Biology Ext: Vacancy	Lab Technician, Biology	10/30/20	12/22/20	\$25.53
Chitica Cardenas, Natalie SBVC Biology Ext: Vacancy	Lab Technician, Biology	10/30/20	12/22/20	\$25.53

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

**PREPARED BY:** Steven J. Sutorus, Business Manager

**DATE:** December 11, 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 10/15/2020 - 11/9/2020 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.

### **INSTITUTONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### **FINANCIAL IMPLICATIONS**

The attached purchase orders are included in the appropriate budgets.

# Purchase Order Report December 11, 2020

PO#	Supplier Name	Amount
2101224	GENUINE AUTO PARTS	\$ 842.32
2101226	STAPLES BUSINESS ADVANTAGE	\$ 127.26
2101227	US POSTAL SERVICE	\$ 8,000.00
2101230	IMS ALLIANCE	\$ 191.70
2101234	VERIZON WIRELESS	\$ 480.00
2101235	COMMUNITY COLLEGE FACILITIES COALITION	\$ 590.00
2101236	SOS SURVIVAL PRODUCTS INC	\$ 334.92
2101242	STAPLES BUSINESS ADVANTAGE	\$ 57.54
2101245	STAPLES BUSINESS ADVANTAGE	\$ 304.92
2101246	SAN BERNARDINO CCD	\$ 109,050.00
2101252	STAPLES BUSINESS ADVANTAGE	\$ 344.79
2101253	ULINE	\$ 416.34
2101255	INTERNET KEEP SAFE COALITION	\$ 150.00
2101257	INTERNET KEEP SAFE COALITION	\$ 150.00
2101258	DELL COMPUTER COMPANY	\$ 240,009.50
2101260	STAPLES BUSINESS ADVANTAGE	\$ 42.83
2101262	HONORS TRANSFER COUNCIL OF CA, THE	\$ 120.00
2101264	EEG ENTERPRISES	\$ 199.99
2101266	STAPLES BUSINESS ADVANTAGE	\$ 94.03
2101267	VERNIER SOFTWARE & TECHNOLOGY	\$ 2,182.95
2101271	STAPLES BUSINESS ADVANTAGE	\$ 837.86
2101273	STAPLES BUSINESS ADVANTAGE	\$ 200.01
2101275	STAPLES BUSINESS ADVANTAGE	\$ 159.67
2101276	STAPLES BUSINESS ADVANTAGE	\$ 109.85
2101277	GENUINE AUTO PARTS	\$ 112.58
2101279	STAPLES BUSINESS ADVANTAGE	\$ 237.04
2101284	STAPLES BUSINESS ADVANTAGE	\$ 97.80
2101285	ELECTRONIX EXPRESS	\$ 1,095.44
2101287	WESTERN REGIONAL HONORS COUNCIL	\$ 75.00
2101288	HONORS TRANSFER COUNCIL OF CA, THE	\$ 120.00
2101290	ALOPEX LLC	\$ 1,440.00
2101294	FOLLETT HIGHER EDUCATION GROUP INC	\$ 25,000.00
2101295	QUADMED INC	\$ 1,267.42
2101296	QUADMED INC	\$ 2,404.39
2101303	VERIZON WIRELESS	\$ 200.00
2101306	AIRGAS USA LLC	\$ 1,460.67
2101307	WESTAIR GASES & EQUIPMENT	\$ 152.74
2101308	WESTAIR GASES & EQUIPMENT	\$ 9,143.10
2101314	BSN SPORTS INC	\$ 970.09
2101315	REDBIRD FLIGHT SIMULATIONS INC	\$ 10,017.32
2101316	MALLORY SAFETY & SUPPLY LLC	\$ 2,500.00
2101317	RANCHO JANITORIAL SUPPLIES/CENTRAL SANITARY SUPPLY	\$ 2,500.00
2101318	NASCO	\$ 1,089.28
2101319	FOLLETT HIGHER EDUCATION GROUP INC	\$ 1,058.11
2101321	P2S ENGINEERING INC	\$ 7,500.00

# Purchase Order Report December 11, 2020

PO#	Supplier Name	Amount
2101322	NAPA VALLEY COLLEGE CRIMINAL JUSTICE TRAINING CENTER	\$ 344.00
2101329	PLANETBIDS INC	\$ 550.00
2101332	DELL COMPUTER COMPANY	\$ 15,356.96
2101333	MERIT OIL CO	\$ 1,250.00
2101335	STAPLES BUSINESS ADVANTAGE	\$ 70.96
2101337	DELL COMPUTER COMPANY	\$ 140.06
2101338	DELL COMPUTER COMPANY	\$ 246.80
2101340	QUADMED INC	\$ 493.28
2101341	CALIFORNIA SOCIETY FOR RESPIRATORY CARE	\$ 636.00
2101342	GAUMARD SCIENTIFIC COMPANY	\$ 33,206.23
2101345	CDW LLC	\$ 3,005.36
2101347	MONOPRICE INC	\$ 4,647.85
2101348	STAPLES BUSINESS ADVANTAGE	\$ 78.69
2101349	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGE	\$ 400.00
2101351	SAN BERNARDINO CCD	\$ 32,250.00
2101352	INLAND ACTION	\$ 4,870.00
2101357	MYERS-BRIGGS COMPANY, THE	\$ 1,000.00
2101358	MYERS-BRIGGS COMPANY, THE	\$ 1,250.00
2101362	STAPLES BUSINESS ADVANTAGE	\$ 50.11
2101364	AMERICAN HEART ASSOCIATION	\$ 10,000.00
2101367	CINTAS CORPORATION NO. 2	\$ 2,500.00
2101368	STAPLES BUSINESS ADVANTAGE	\$ 398.38
2101372	STAPLES BUSINESS ADVANTAGE	\$ 71.89
2101377	GRAINGER INC	\$ 1,297.31
2101378	CDW LLC	\$ 18,356.73
2101380	SAN BERNARDINO, COUNTY OF	\$ 400.00
2101381	CALIFORNIA FIRE TECHNOLOGY DIRECTORS' ASSOCIATION	\$ 40.00
2101382	CALIFORNIA FIRE TECHNOLOGY DIRECTORS' ASSOCIATION	\$ 40.00
2101383	CALIFORNIA FIRE TECHNOLOGY DIRECTORS' ASSOCIATION	\$ 40.00
2101385	STANTEC CONSULTING SERVICES INC	\$ 16,700.00
2101391	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$ 456.76
2101393	ASM INDUSTRIAL SEWING SUPPLY INC	\$ 191.20
2101395	STAPLES BUSINESS ADVANTAGE	\$ 157.29
2101396	STAPLES BUSINESS ADVANTAGE	\$ 893.29
2101401	BPS TACTICAL INC	\$ 527.98
2101403	CINTAS CORPORATION NO. 2	\$ 2,400.00
2101404	FOLLETT HIGHER EDUCATION GROUP INC	\$ 150.85
2101406	FOLLETT HIGHER EDUCATION GROUP INC	\$ 24,000.00
2101407	HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES	\$ 10,170.00
2101413	CSSO ASSOCIATION INC	\$ 300.00

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

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

**DATE:** December 11, 2020

**SUBJECT:** Quarterly Financial Status Report

### **RECOMMENDATION**

This item is for information only and no action is required.

#### **OVERVIEW**

The District is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form.

### **ANALYSIS**

The attached report reflects the District's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow needs. Questions regarding this report may be addressed to the Fiscal Services Department.

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness, and Excellence

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.

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D.

D.1

D.2

Quarterly Fir	umcial Stutus	Report.	CCFS-311Q
ENITER DRI	POIT CURRE	PACT TAS	A

#### 2020-2021 Q1 Closed For Edits.

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61	IAM	GET	IIC E	CRIC	HD	

		Fi	sca	al Year	r:	2020	-2021	
_	_				_			

8,169,087

24,059,101

24,059,101

32,228,188

151.5%

District:	(980) SAN BERNARDINO		Quarte	r Ended: (Q1)	) Sep 30, 2020
Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
Unrestric	eted General Fund Revenue, Expenditure and Fund Balance:		Closed	for edits after	r Nov 16, 2020
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	108,702,097	108,702,097	29,444,780	108,702,097
A.2	Other Financing Sources (Object 8900)	2,050,000	2,050,000	0	2,050,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	110,752,097	110,752,097	29,444,780	110,752,097
В.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	112,616,325	112,616,325	21,268,861	112,616,325
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	591,304	591,304	6,832	591,304
B 3	Total Unrestricted Expenditures (B.1 ± B.2)	113 207 629	113 207 629	21 275 693	113 207 629

SAVE EDITS »»

-2,455,532

24,059,101

24,059,101

21,603,569

19.1%

II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here

G.1 Annualized FTES (excluding apprentice and non-resident)

> Amount as of the Specified Quarter Ended

-2,455,532

24,059,101

24,059,101

21,603,569

-2,455,532

24,059,101

24,059,101

21,603,569

19.1%

III. Total General Fund Cash Balance (Unrestricted and Restricted)

Revenues Over(Under) Expenditures (A.3 - B.3)

Adjusted Fund Balance, Beginning (D + D.1)

Percentage of GF Fund Balance to GF Expenditures (E. / B.3)

Fund Balance, Beginning

Prior Year Adjustments + (-)

Fund Balance, Ending (C. + D.2)

١.	rotal Gene	eral Fund Cash Balance (Unirestricted and Restricted)	
	H.1	Cash, excluding borrowed funds	29,800,516
	H.2	Cash, borrowed funds only	0
	H.3	Total Cash (H.1+ H.2)	29,800,516

IV. Has the district settled any employee contracts during this quarter? For first quarter reporting, has the district settled any employee contracts during the fourth quarter of the prior fiscal year or during the first quarter of the current year?

Yes No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled	Managem	ent		Aca	ademic		Classif	ied
(Specify)			Permanent		Temporary			
YYYY-YY	Total Cost Increase	% *						
SALARIES:								
Year 1:								
Year 2:								
Year 3:								
BENEFITS:								
Year 1:								
Year 2:								
Year 3:								

<sup>\*</sup> As specified in Collective Bargaining Agreement or other Employment Contract

2000 Characters Remaining

d. Did any contracts settled in this time period cover part-time, temporary faculty?

Yes

■ No

2 of 3 11/9/2020, 10:19 AM

	d.1  Does the contract include minimum standards for the terms of reemployment preference and evaluation for part-time, temporary faculty in order to remain eligible to receive Student Equity and Achievement Program funds*?	⊖ Yes	™No
	*As a condition for receiving Student Equity and Achievement Program funds, negotiations between districts an representative for part-time, temporary faculty must include minimum standards for the terms of reemployment as outlined in Education Code section 87482.3. Education Code section 78222(d)(2) links the negotiation require funds for the Student Equity and Achievement Program.	preference and e	
	d.2 Does the collective bargaining agreement achieve parity between compensation for full-time and part-time, temporary faculty?	□Yes	™ No
<b>V</b> .	Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)?	Yes	™ No
	If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)		
	2000 Characters Remaining		
VI.	. Does the district have significant fiscal problems that must be addressed?  This year?  Next year?	⊕Yes ⊕Yes	≅ No ∄ No
	Describe the problem(s) and action(s) to be taken. If the district is projecting deficit spending (a negative value frending unrestricted general fund balance less than 10% of annual expenditures (section I.F.1 above), please ident contributing to deficit spending and/or describe the district's reserve balance management strategy. Provide needed to <a href="mailto:ccco.edu.">CCFS311admin@cccco.edu.</a>	tify the primary f	factors
	2000 Characters Remaining		
	«« EXIT WITHOUT SAVING SAVE EDITS »»		
	California Community Colleges, Chancellor's Office Fiscal Services Unit 1102 Q Street, Suite 4550 Sacramento, California 95811		

Send questions to: ccfs311admin@cccco.edu

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#### CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

#### Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

CHANGE THE PERIOD

Fiscal Year: 2020-2021 Quarter Ended: (Q1) Sep 30, 2020

District: (980) SAN BERNARDINO

I.

		As of June 30 for the fiscal year specified					
Line	Description	Actual 2017-18	Actual 2018-19	Actual 2019-20	Projected 2020-2021		
Unrestri	icted General Fund Revenue, Expenditure and Fund Balance:						
A.	Revenues:						
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	95,130,564	108,153,525		108,702,097		
A.2	Other Financing Sources (Object 8900)	43,023	2,306		2,050,000		
A.3	Total Unrestricted Revenue (A.1 + A.2)	95,173,587	108,155,831		110,752,097		
B.	Expenditures:						
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	93,886,226	107,988,432		112,616,325		
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,009,397	811,546		591,304		
B.3	Total Unrestricted Expenditures (B.1 + B.2)	94,895,623	108,799,978		113,207,629		
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	277,964	-644,147		-2,455,532		
D.	Fund Balance, Beginning	22,604,005	18,240,687		24,059,101		
D.1	Prior Year Adjustments + (-)	-4,641,282	6,462,561		0		
D.2	Adjusted Fund Balance, Beginning (D + D.1)	17,962,723	24,703,248		24,059,101		
E.	Fund Balance, Ending (C. + D.2)	18,240,687	24,059,101		21,603,569		
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	19.2%	22.1%		19.1%		

II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

G.1 Annualized FTES (excluding apprentice and non-resident)

		As of the specified quarter ended for each fiscal year				
. Total G	General Fund Cash Balance (Unrestricted and Restricted)	2017-18	2018-19	2019-20	2020-2021	
H.1	Cash, excluding borrowed funds		36,453,988	45,781,649	29,800,516	
H.2	Cash, borrowed funds only		0	0	0	
H.3	Total Cash (H.1+ H.2)	40,377,895	36,453,988	45,781,649	29,800,516	

IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
l.	Revenues:				
1.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	108,702,097	108,702,097	29,444,780	27.1%
1.2	Other Financing Sources (Object 8900)	2,050,000	2,050,000	0	
1.3	Total Unrestricted Revenue (I.1 + I.2)	110,752,097	110,752,097	29,444,780	26.6%
J.	Expenditures:				
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	112,616,325	112,616,325	21,268,861	18.9%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	591,304	591,304	6,832	1.2%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	113,207,629	113,207,629	21,275,693	18.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	-2,455,532	-2,455,532	8,169,087	
L	Adjusted Fund Balance, Beginning	24,059,101	24,059,101	24,059,101	
L.1	Fund Balance, Ending (C. + L.2)	21,603,569	21,603,569	32,228,188	
М	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	19.1%	19.1%		

V. Has the district settled any employee contracts during this quarter?

NO

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANs), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII.Does the district have significant fiscal problems that must be addressed?

This year? Next year? NO NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

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

**DATE:** December 11, 2020

**SUBJECT:** Resignations

#### **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 resignation of any employee.

#### **ANALYSIS**

The employees on the attached list have submitted in writing their intention to resign.

#### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

#### **FINANCIAL IMPLICATIONS**

There are no financial implications associated with this board item.



# **Resignations**Presented for Information December 11, 2020

[v.11.13.2020.p.1|1]

Employee	Location Assignment &	Years of	Last Date of
Name	Department	Service	Employment
Nava, Jonathan Custodian	DSO Facilities Planning & Construction	3	11/06/20

#### SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

**FROM:** Jose F. Torres, Interim Chancellor

**REVIEWED BY:** Dr. Kevin Horan, President, CHC

Diana Rodriguez President, SBVC

PREPARED BY: Dr. Kevin Horan, President, CHC

Dr. Dina Humble, Vice President of Instruction, SBVC

**DATE:** December 11, 2020

**SUBJECT:** Advancement in Rank

#### **RECOMMENDATION**

This item is for information only and no action is required.

#### **OVERVIEW**

In accordance with District policy, AP 7210, the CHC and SBVC Academic Senates have prepared the following list of faculty who have achieved advancement in rank.

#### **ANALYSIS**

None.

#### **FINANCIAL IMPLICATIONS**

None.



#### Presented for Information December 11, 2020

[v.11.17.2020.p.2|9]

Employee Name	Location Assignment	From	То
Breanna Andrews	CHC	Associate Professor	Professor
Colleen Hinds	CHC	Associate Professor	Professor
Mariana Moreno	CHC	Associate Professor	Professor
Ernesto Rivera	CHC	Associate Professor	Professor
Catherine Hendrickson	CHC Retiree	Professor	Professor Emeritus
Daniel Algattas	SBVC	Instructor / 0-4 years of service	Assistant Professor
Elizabeth Banuelos	SBVC	Instructor / 0-4 years of service	Assistant Professor
Erica Begg	SBVC	Instructor / 0-4 years of service	Assistant Professor
Keynasia Buffong	SBVC	Instructor / 0-4 years of service	Assistant Professor
Bryce Cacho	SBVC	Instructor / 0-4 years of service	Assistant Professor
David Casillas	SBVC	Instructor / 0-4 years of service	Assistant Professor
Jesse Chou	SBVC	Instructor / 0-4 years of service	Assistant Professor
Jeremy Croy	SBVC	Instructor / 0-4 years of service	Assistant Professor
Alexander Cruz	SBVC	Instructor / 0-4 years of service	Assistant Professor
Lucas Cuny	SBVC	Instructor / 0-4 years of service	Assistant Professor
Laura Estrada*	SBVC	Instructor / 0-4 years of service	Assistant Professor



#### Presented for Information December 11, 2020

[v.11.17.2020.p.3|9]

Employee Name	Location Assignment	From	То
Jody Fehr*	SBVC	Instructor / 0-4 years of service	Assistant Professor
Armando Garcia	SBVC	Instructor / 0-4 years of service	Assistant Professor
Pedro Gonzales	SBVC	Instructor / 0-4 years of service	Assistant Professor
Danielle Graham	SBVC	Instructor / 0-4 years of service	Assistant Professor
Ali Hassanzadah	SBVC	Instructor / 0-4 years of service	Assistant Professor
Brittany Hind	SBVC	Instructor / 0-4 years of service	Assistant Professor
Jacob Hutchason	SBVC	Instructor / 0-4 years of service	Assistant Professor
Dominique Johnson	SBVC	Instructor / 0-4 years of service	Assistant Professor
Heather Johnson	SBVC	Instructor / 0-4 years of service	Assistant Professor
Kimberly Johnson	SBVC	Instructor / 0-4 years of service	Assistant Professor
Deana Kelly-Silagy	SBVC	Instructor / 0-4 years of service	Assistant Professor
Elizabeth Larivee	SBVC	Instructor / 0-4 years of service	Assistant Professor
Maria Lopez	SBVC	Instructor / 0-4 years of service	Assistant Professor
Evelyn Luna	SBVC	Instructor / 0-4 years of service	Assistant Professor
David Martin	SBVC	Instructor / 0-4 years of service	Assistant Professor
Nicole Mendoza	SBVC	Instructor / 0-4 years of service	Assistant Professor



#### Presented for Information December 11, 2020

[v.11.17.2020.p.4|9]

Employee Name	Location Assignment	From	То
Maria Notarangelo	SBVC	Instructor / 0-4 years of service	Assistant Professor
Adam Pave	SBVC	Instructor / 0-4 years of service	Assistant Professor
Alvin Sacdalan	SBVC	Instructor / 0-4 years of service	Assistant Professor
Robyn Seraj	SBVC	Instructor / 0-4 years of service	Assistant Professor
Tahirah Simpson	SBVC	Instructor / 0-4 years of service	Assistant Professor
Bethany Tasaka	SBVC	Instructor / 0-4 years of service	Assistant Professor
Michelle Tinoco	SBVC	Instructor / 0-4 years of service	Assistant Professor
Deborah Trusheim	SBVC	Instructor / 0-4 years of service	Assistant Professor
Tammy Vu	SBVC	Instructor / 0-4 years of service	Assistant Professor
Anthony Ababat	SBVC	Assistant Professor / Tenure	Associate Professor
Elaine Akers	SBVC	Assistant Professor / Tenure	Associate Professor
Tammy Allen	SBVC	Assistant Professor / Tenure	Associate Professor
Vicente Alvarez	SBVC	Assistant Professor / Tenure	Associate Professor
Michael Assumma	SBVC	Assistant Professor / Tenure	Associate Professor
Erwin Banola	SBVC	Assistant Professor / Tenure	Associate Professor
Jennifer Bjerke	SBVC	Assistant Professor / Tenure	Associate Professor



#### Presented for Information December 11, 2020

[v.11.17.2020.p.5|9]

Employee Name	Location Assignment	From	То
Anthony Blacksher	SBVC	Assistant Professor / Tenure	Associate Professor
Quincy Brewer	SBVC	Assistant Professor / Tenure	Associate Professor
Lorrie Burnham	SBVC	Assistant Professor / Tenure	Associate Professor
Davena Burns-Peters	SBVC	Assistant Professor / Tenure	Associate Professor
Melita Caldwell-Betties	SBVC	Assistant Professor / Tenure	Associate Professor
Yancie Carter	SBVC	Assistant Professor / Tenure	Associate Professor
Anthony Castro	SBVC	Assistant Professor / Tenure	Associate Professor
Yon Che	SBVC	Assistant Professor / Tenure	Associate Professor
Maribel Cisneros	SBVC	Assistant Professor / Tenure	Associate Professor
Janet Courts	SBVC	Assistant Professor / Tenure	Associate Professor
Kim Dubois-Eastman	SBVC	Assistant Professor / Tenure	Associate Professor
Frank Dunn	SBVC	Assistant Professor / Tenure	Associate Professor
Melinda Fogle	SBVC	Assistant Professor / Tenure	Associate Professor
Daihim Fozouni	SBVC	Assistant Professor / Tenure	Associate Professor
Keenan Giles	SBVC	Assistant Professor / Tenure	Associate Professor
Tarif Halabi	SBVC	Assistant Professor / Tenure	Associate Professor



#### Presented for Information December 11, 2020

[v.11.17.2020.p.6|9]

Employee Name	Location Assignment	From	То
Alicia Hallex	SBVC	Assistant Professor / Tenure	Associate Professor
Rania Hamdy	SBVC	Assistant Professor / Tenure	Associate Professor
Andrea Hecht	SBVC	Assistant Professor / Tenure	Associate Professor
Lisa Henkle	SBVC	Assistant Professor / Tenure	Associate Professor
Jamie Herrera	SBVC	Assistant Professor / Tenure	Associate Professor
Patricia Holder	SBVC	Assistant Professor / Tenure	Associate Professor
Abeir Israeil	SBVC	Assistant Professor / Tenure	Associate Professor
Magdalena Jacobo	SBVC	Assistant Professor / Tenure	Associate Professor
Riase Jakpor	SBVC	Assistant Professor / Tenure	Associate Professor
Richard Jaramillo	SBVC	Assistant Professor / Tenure	Associate Professor
Kimberly Jefferson	SBVC	Assistant Professor / Tenure	Associate Professor
Carol Jones	SBVC	Assistant Professor / Tenure	Associate Professor
Patricia Jones	SBVC	Assistant Professor / Tenure	Associate Professor
Judith Joshua	SBVC	Assistant Professor / Tenure	Associate Professor
Moustafa Kanawati	SBVC	Assistant Professor / Tenure	Associate Professor
Melissa King	SBVC	Assistant Professor / Tenure	Associate Professor



#### Presented for Information December 11, 2020

[v.11.17.2020.p.7|9]

Employee Name	Location Assignment	From	То
Kenneth Lawler	SBVC	Assistant Professor / Tenure	Associate Professor
Chongui Lee	SBVC	Assistant Professor / Tenure	Associate Professor
Steven Lee	SBVC	Assistant Professor / Tenure	Associate Professor
Jessy Lemieux	SBVC	Assistant Professor / Tenure	Associate Professor
Michael Levine	SBVC	Assistant Professor / Tenure	Associate Professor
Alma Lopez	SBVC	Assistant Professor / Tenure	Associate Professor
Craig Luke	SBVC	Assistant Professor / Tenure	Associate Professor
Micah Martin	SBVC	Assistant Professor / Tenure	Associate Professor
Sana Massad	SBVC	Assistant Professor / Tenure	Associate Professor
Berchman Melancon	SBVC	Assistant Professor / Tenure	Associate Professor
Joshua Milligan	SBVC	Assistant Professor / Tenure	Associate Professor
Botra Moeung	SBVC	Assistant Professor / Tenure	Associate Professor
Melinda Moneymaker	SBVC	Assistant Professor / Tenure	Associate Professor
Joel Murphy	SBVC	Assistant Professor / Tenure	Associate Professor
Brandy Nelson	SBVC	Assistant Professor / Tenure	Associate Professor
Violeta Obra	SBVC	Assistant Professor / Tenure	Associate Professor



#### Presented for Information December 11, 2020

[v.11.17.2020.p.8|9]

Employee Name	Location Assignment	From	То
Debbie Orozco	SBVC	Assistant Professor / Tenure	Associate Professor
Miguel Ortiz	SBVC	Assistant Professor / Tenure	Associate Professor
Michael Powell	SBVC	Assistant Professor / Tenure	Associate Professor
Deanne Rabon	SBVC	Assistant Professor / Tenure	Associate Professor
Jose Recinos	SBVC	Assistant Professor / Tenure	Associate Professor
Johnny Roberts	SBVC	Assistant Professor / Tenure	Associate Professor
Matthew Robles	SBVC	Assistant Professor / Tenure	Associate Professor
David Rosales	SBVC	Assistant Professor / Tenure	Associate Professor
Daniele Smith	SBVC	Assistant Professor / Tenure	Associate Professor
Soha Sobhanian	SBVC	Assistant Professor / Tenure	Associate Professor
Malik Stalbert	SBVC	Assistant Professor / Tenure	Associate Professor
James Stewart	SBVC	Assistant Professor / Tenure	Associate Professor
Julie Tilton	SBVC	Assistant Professor / Tenure	Associate Professor
Anna Tolstova	SBVC	Assistant Professor / Tenure	Associate Professor
Christina Torres	SBVC	Assistant Professor / Tenure	Associate Professor
Michael Torrez	SBVC	Assistant Professor / Tenure	Associate Professor



#### Presented for Information December 11, 2020

[v.11.17.2020.p.9|9]

Employee Name	Location Assignment	From	То
Bruce Underwood	SBVC	Assistant Professor / Tenure	Associate Professor
Maria Valdez	SBVC	Assistant Professor / Tenure	Associate Professor
Abena Wahab	SBVC	Assistant Professor / Tenure	Associate Professor
Teresa Weaver	SBVC	Assistant Professor / Tenure	Associate Professor
Janice Wilkins	SBVC	Assistant Professor / Tenure	Associate Professor
Margaret Worsley	SBVC	Assistant Professor / Tenure	Associate Professor

# Crafton Hills College BOARD OF TRUSTEES REPORT

#### Crafton Hills College Continues to Build Swim Team Rosters with Athletes of All Levels

In the Crafton Hills College (CHC) men's and women's swim programs, there is a place on the team for everyone. From those with high levels of swimming ability to those with no competition experience, all are welcome to try out.

Courtney Eads, in her fifth season as head coach, said there is always a place for prospective student athletes on the team. The goal is to have athletes of all levels come out and have fun competing, enjoying their teammates, and feeling comfortable with themselves.

"I was initially drawn to coaching at CHC because I saw a tremendous opportunity to start a program from scratch and really mold it into something special," said Eads, who previously coached at Claremont High School and Claremont McKenna-Harvey Mudd-Scripps Colleges. "My favorite part is definitely getting to know the athletes every season. The team has been very different each season thus far, and it's been a lot of fun watching the program grow and exciting to see the team continue to thrive."

Since adding swimming to its intercollegiate athletics program in spring 2017 and



competing as part of the Pacific Coast Athletic Conference, CHC has consistently grown its roster and is currently recruiting men and women swimmers for the spring 2021 season.

"I would absolutely recommend incoming students to join the swim team, said Austin Sparks, a current CHC men's swim team member. "I've met some of the best people along the way, and made the best memories going to away meets and traveling with them. Being able to race relays at our fastest against other teams and come out on top gave us a feeling that was unmatched throughout the rest of the seasons."

The College pool, originally used for the 2004 swimming Olympic trials, is home to the CHC swim team. This space can accommodate swimming in short or long course and water

polo. Additional amenities include a quality timing system and scoreboard, weight training facilities, locker rooms and multipurpose rooms for team meetings and group activities.

Students on the team receive priority registration to help schedule courses around swimming commitments. Team members are required to be full-time students at Crafton Hills College and/or San Bernardino Valley College and must register for a 3-unit Intercollegiate Swimming course offered in the early afternoon (12-2pm). They can expect to compete one or two times a week from mid-February to early-May.

Spring classes begin January 19, 2020. Interested swimmers should contact Coach Eads at ceads@craftonhills.edu or 909-389-3605.



#### CHC Roadrunners Step Up for Three Peaks Challenge

Crafton volunteers signed up for two-hour shifts on Saturday, November 14 to help Redlands Family Services Association provide vital services to low income, homeless and atrisk families of the region.

Each year, Crafton students, faculty and staff, as a Three Peaks Challenge event, help sort and organize donated food that will benefit needy individuals through the holidays. This year, the organization collected over 32,000

pounds of food during their annual food drive.

Our Three Peaks Challenge events are organized to challenge students in some capacity and remind the entire campus community that students are more likely to succeed when they summit the three peaks: Engage, Learn and Advance.

We congratulate our CHC Roadrunners for stepping up to help others.

#### **Crafton Hills College Foundation Launches** 'Because Of You' **Fundraising Campaign**

The Crafton Hills College (CHC) Foundation has launched a fundraising campaign to reach a one-million-dollar unrestricted endowment before the college celebrates its 50th anniversary in 2022. The slogan "Because of You..." was chosen to communicate the impact financial assistance makes in the lives of students. Success stories of CHC students. and alumni are used to demonstrate the benefits of support. "It is rewarding to highlight the stories of alumni whose lives have changed through their connection to CHC," stated CHC President Dr. Kevin Horan.

The campaign comes at a pivotal time in the College's history. Dr. Horan, who joined CHC as its President in January of 2019, immediately recognized the role the Foundation plays in piloting innovative programs, supporting students, and helping the College adapt to the ever-changing needs of the campus. "Our community depends on Crafton to produce a well-educated and trained workforce to strengthen the economy," Horan stated. Crafton awards over 1,000 degrees and certificates annually. "Our alumni are the childcare professionals,

teachers, emergency medical technicians, firefighters, and other essential professionals in

our communities."

In discussing the role of the Foundation, Horan explained that the Foundation, established in 1973, currently holds 2.5 million in assets, the majority of which are restricted for scholarships or program support. Horan continued, "The Foundation has been focused primarily on establishing scholarships for students; however, this [endowment] fund will help the College reach a new level of excellence." An example of how

BECAUSE #YOU

Anthony is succeeding!

"The professors and counselors of Crafton Hills College were the first people ever, in my entire life, who sow value in ME!"

Asserting Alters was a high across disoposit who list deterrati by the education system when he enterestable zooms of Czabon. Mis-Dollage. He had been builted to the poor and sold remandeds that soundary successives not an appear for the Contractor by to active two frauts pary and all matter most one concerns of as the water with read construed, the true be would be light-

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A scholar cip awarded by the Embon. His Sat legs, countrion. and continuous strangers and respectively and an experience of the second strangers and the second strangers and the second seco windows suggest, no was accomed from the first on the College Honors Program and realized the morning was conclibed with Annually used the new bound conditioned at the countriencement species on the gradierdon day from Childre HTA College.



For the first time in my life, people truly believed in me '

Because of danors like you, Anthony regulated his self-value, acquired an education and will go on to do great things. As you can see, your donation matters!

the College has used unrestricted funds to bolster the success of students in the past is by providing the seed funding that established the College's Honor's Institute, now one of the gems of CHC. "This fund will give us the ability to be innovative as an institution. It will help us provide grants to faculty and staff for innovative programs and services that will ultimately benefit students and increase student success. Because it is an endowment fund, it will perpetually be

Dr. Phong Nguyen, a medical doctor who volunteers as the Foundation's Development Committee Chair added, "These donations are not for lights and overhead, but for essential items that students need to succeed and graduate." Dollars raised by the CHC Foundation go directly to support students, and because of the low cost of attending CHC, donations go further than at private colleges. Nguyen continued, "About \$1,000 will cover the costs of a student

> to earn an EMT certificate, \$3,000 will cover tuition, books,

\$4,500 will cover the expenses for one cadet to attend our Fire Academy."

supplies, fees, etc. for one student for an entire year, and

To learn more about the CHC Foundation and its "Because of You" campaign and to

"This [endowment] fund will help the College reach a new level of excellence."

> there for the life of the College and will always be a resource."

> Many CHC students live with serious financial struggles, and over 60% need financial assistance to continue their education. The CHC Foundation raises funds to provide financial support to many of these students and reduce the anxiety they face so that they can focus on following their educational dreams.

December 2020 Page 2

offer support to Crafton Hills College, visit www.craftonhills.edu/endowment.



#### **Guest Lecture with Avengers: Endgame Assistant Director**

On Tuesday, November 10, 2020, the Crafton Hills College community was invited to attend a virtual guest lecture by Hollywood insider, Jeff Okabayashi, as part of Professor David Kano's

Communications Studies courses. Okabayashi has served as assistant director on a variety of blockbuster movies, including Marvel's "Shang-Chi" (set for a 2021 release date), "Avengers:

End Game," "Spiderman," "Transformers," "Pirates of the Caribbean" and more.

Okabayashi delighted participants with glimpse into his inspirational story, offered advice on several topics such as how to break into the industry, and answered audience questions about personal experiences on

the sets of his diverse projects. Born to Japanese immigrant parents, he shared the pressure he felt to become a doctor at a young age and how the decision to pursue his passion for film despite not having any connections in the industry was extremely difficult but integral to

developing the work ethic necessary for his long-term success. "Success has a physical but also a mental component to it. If you can find the determination within yourself to grind a little more...

> practice a little harder than the people around you, you will filter out the competition," said Okabayashi.

> Okabayashi also stressed the importance of being punctual, working well with others, and finding ways to remain resilient in times of stress. Audience members repeatedly thanked Mr. Okabayashi for his time

and guidance. A student comment in the chat summed up the experience the by stating, "This man is brilliant. Thank you for having him here to speak to us tonight."





#### STEM Center Links Students with Professionals

"Students received

advice about how

best to prepare for

entry into the fields

of medicine and

medical research."

"Success has a physical

but also a mental

component to it.

If you can find the

determination within

yourself to grind a

little more...practice a

little harder than the

people around you,

you will filter out the

competition," said

Okabayashi.

The Science, Technology, Engineering, and Mathematics (STEM) Center at Crafton launched a virtual industry spotlight speaker series in October. This monthly speaker series is designed to

provide students with the opportunity to learn and draw career inspiration from STEM-related industry professionals.

On Wednesday, November 18, Dr. Jula Inrig, global head of the

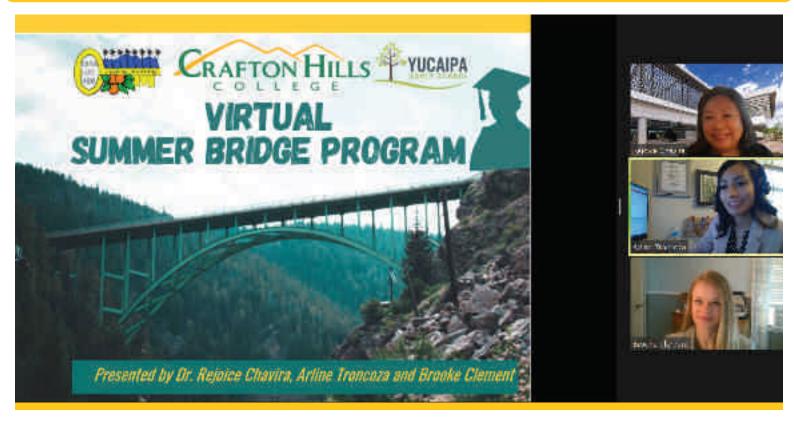
renal center for excellence at IQVIA, a health information technology and clinical research firm, hosted a discussion for STEM students interested in medicine and medical research. Inrig spoke with STEM students, staff, and faculty via Zoom about the field of medical research and drug trials while sharing personal

educational and career experiences. Students received advice about how best to prepare for entry into the fields of medicine and medical research as well as a detailed account of what the day-

to-day work in this career field would entail.

Each month, the center will bring in a different professional to highlight a STEM career path, outline the educational journey to that career, and offer advice

to Crafton students. Next month's event will feature Dr. Josh Masih, a psychiatric nurse practitioner at SAC Health System.



# Crafton Hills Counselors Present on Innovative Adult Summer Bridge Program at State Summit

On October 27, 2020 Crafton Hills College Director of Extended Opportunity Programs and Services (EOPS) Rejoice Chavira, along with Redlands Adult school counselors Arline Troncoza and Brooke Clement, represented the school at the statewide California Adult Education Program (CAEP) Summit. Joining other teachers, coordinators, administrators and support staff from across the state, Chavira, Troncoza, and Brooke Clement presented a program on their success adapting the longrunning Adult Summer Bridge Program at

Crafton to a virtual format. Developed in partnership with Yucaipa Adult School and Redlands Adult School, the Crafton Hills Adult Summer Bridge program has been serving students since Summer 2018 and has served 45 students in the last three summers, a number that now includes the more than two dozen students who entered the virtual program this summer.

When asked what successful aspects of the program they shared in the presentation, the counselors emphasized those aspects that helped students develop a sense of

community and become comfortable with the online environment. This goal was facilitated through innovations such as a presummer bridge training, virtual field trips, integrated Zoom and Canvas discussions, and a long-term approach that sees staff working with students from high school diploma, through application to college. "We are able to develop a strong rapport with the students" this way, Troncoza, who works at the Redlands Adult School, said, and this allows "students to trust us and be vulnerable in an online environment"

"The counselors emphasized those aspects that helped students develop a sense of community and become comfortable with the online environment."

The students in the program appear to agree. In a list of anonymous comments, students expressed their heartfelt gratitude to both the instructors and program organizers. One student stated that the program, "helped me get my confidence back" and that it was "a very important part of moving

forward with my life." Another student said, "Before the program, I had very little self-esteem" and then remarked that they now "feel confident and comfortable to take on my future education." Other students felt similarly empowered by the program. In an emotional statement, one spoke to their renewed belief in the value of education, saying they had "learned that asking for help is a good thing, not a sign of weakness," and concluded by stating, "I feel truly blessed. Thank you."

The Summit presentation was well-received. After thanking the rest of the bridge team for their "passion for helping students," Clement stated that the presentation succeeded in its goal of showing others that "it is possible to have a successful virtual summer bridge

program." Troncoza seconded this thought by adding, "we received a lot of positive feedback." She continued by explaining how many participants expressed admiration for how the Crafton Hills representatives got students interested and commended on the passion and commitment that was poured into the summer bridge program.

# California Community Colleges Support Undocumented Students



#### **Undocumented Student Action Week**

According to the Community College League of California website, California Community Colleges "support the largest number of undocumented college students in the state." In solidarity with our undocumented student population

and in partnership with the California Community College Chancellor's Office (CCCO), Crafton Hills College hosted a series of events celebrating the statewide Undocumented Student Action Week, October 19-23.

Students participated in a variety of workshops on topics ranging from "How to fill out the DREAM application," which allows interested students to apply for State financial aid, to a "Conversation on Current

State and Federal Immigration Policies," hosted by the State Chancellor's Office. A screening of the documentary Underwater Dreams was offered in conjunction with the One Book/One College effort. The film follows the journey of four immigrant

California Community Colleges "support the largest number of undocumented college students in the state."

students who built an underwater robot which defeated the team from engineering powerhouse Massachusetts Institute of Technology in a national competition.

The week ended with a workshop entitled "Know Your Rights," hosted by our friends

at TODEC Legal Center. Participants learned about immigrant rights guaranteed under the Constitution and how to effectively assert them. Throughout the week, campus departments collaborated with community organizations on each of

the presentations. Dr. Ericka Paddock, Director of Student Life, said that the presentations were intentionally designed that way. She said, "Regardless of their immigration status, we want all

of our Crafton Hills College students to feel included and empowered. Whether they are in the classroom, utilizing one of our many student services or in our community, they are valued."



#### Halloween Club Rush 2020

Students, faculty, and staff were treated to a spook-tacularly good time at this year's virtual "Halloween Club Rush." The event, held Friday, October 30, was sponsored by the CHC Student Senate in partnership with the Department of Student Life.

Audience members were immersed in the Halloween spirit through a variety of activities including a Halloween-themed costume contest and a trivia game featuring over \$1000 in prizes. To remain true to its face-to-face version, "Halloween Club Rush" offered students the opportunity to visit with a variety of clubs in virtual "rooms" designed to foster student engagement. The event also featured pre—recorded student and faculty performances that highlighted our

community's many talents, including belly dancing with fire, singing and instrumental performances.

Although the campus celebrated Club Rush differently than it has in the past, the festivities were well received. Professor of Anatomy and Physiology Dr. Sam Truong stated, "That was a fun and exciting Halloween Club Rush 2020. The costume contest, the talent show (that cat in the belly dancer's video), the Kahoot! Game... amazing!"



# ECONOMIC DEVELOPMENT & CORPORATE TRAINING



**Monthly Board of Trustees Report** | **DECEMBER 2020** 

# Academy for Dynamic Leadership 2020 Graduation



Photo, top: Eddie Rubio, Manager (Left), Lilieth Campero, Workforce Grant Assistant (Center Left), Joanna Escobar, Participant (Center Right), Cynthia Bernal, Interim Assistant Manager (Right) at the UCLA Lake Arrowhead Conference Center.

Photo, below: Certificate of completion.



Three Economic Development and Corporate Training (EDCT) staff members completed San Bernardino Community College District's 2020 Academy for Dynamic Leadership program. During the program which ran from January to October 2020, participants examined and evaluated personal leadership styles, strengths and weaknesses and focused on team building while networking with fellow team members. The Academy began with a high impact leadership development retreat at the UCLA Lake Arrowhead Conference Center with supplemental instructional sessions and tours held at various industry partners' locations throughout the Inland Empire. Participants learned motivation techniques and other real-world strategies to apply at their companies.

Most sessions included guest speakers, which were leading experts, CEO's, and elected public officials who provided testimonies of their own journeys to success. This program also focused on 21st Century Skills that were taught by New World of Work certified trainers. A graduation ceremony was hosted virtually for the Academy's graduating participants on November 5, 2020. Academy graduates from SBCCD EDCT included Eddie Rubio, Manager; Cynthia Bernal, Interim Assistant Manager; and Lilieth Campero, Workforce Grant Assistant During the ceremony Cynthia Bernal special recognition for achieving high marks on the New World of Work skills badge examinations. These digital badges are industry recognized and display the earner's proficiency in ten skill areas: adaptability, social diversity awareness, self-awareness, communication, analysis/solution mindset, collaboration, empathy, digital fluency, resilience, and entrepreneurial mindset. The 2020 Academy for Dynamic Leadership continued to be an effective and value program despite challenges that arose in the wake of COVID-19.

# SBCCD's, Susanne Mata is Selected as SnyED®'s Cyber Hero for Building Partnerships Across Southern California



THOUSAND OAKS, Calif., Nov. 10, 2020 / PRNewswire/ -- Today SynED, a national non-profit organization that identifies emerging best practices for effective articulation between employers, job seekers, and education providers, announced that Susanne Mata was selected as its national CyberHero for November.

Mata is the California Community Colleges Regional Director for Employer Engagement in Information Communication Technologies and Digital Media in the Inland Empire/Desert Region. In this role, she works closely with faculty, government and industry partners to prepare students who can address current and future cybersecurity challenges and create innovative ways to fill the growing demand for skilled cybersecurity professionals across California and beyond.

Mata began her role as regional director in 2016 when the area was just beginning to address cybersecurity. She quickly recognized an opportunity to meet employer needs by creating new cybersecurity educational pathways and support activities and building on existing curricula to align with employer expectations.

"Companies and employers everywhere need skilled workers that can help to build, maintain and protect networks and data," Mata said. "Cybersecurity crosses every industry sector and has a place in every business, no matter the size."

Under Mata's leadership, eight of the 12 community colleges in the Inland Empire/Desert Regional Consortium now offer cybersecurity programs — up from two colleges just a few years ago — including a two-year cybersecurity degree at Chaffey College. The region is also home to nearly 50 <u>CyberPatriot</u> teams and regional cyber competitions for middle and high school students.

Though Mata does not work directly with students, she takes pride in the fact that her work creating systems for them to succeed manifests itself in numerous ways every day.

"The community colleges are a great way for students to pursue a cybersecurity career and gain the skills and certifications necessary to be competitive in today's workforce," Mata said. "The competitions are an opportunity for these students to develop their skills and build confidence. It is very rewarding to be a part of that and to see them celebrate their achievements."

David Nimri, associate professor of computer information systems at <u>Chaffey College</u>, said he appreciates Mata's support in fostering collaboration among schools across the region — a task that is sometimes easier said than done amid competing priorities and objectives.

(SnyED Story Continued on next page)

(SynED Story Continued)



"The best part about working with Susanne is how responsive she is and how she has an almost magical ability to get different faculty from different colleges to collaborate and focus on student success in the region," Nimri said.

Mata's ability to coordinate partnerships also extends to the government. Scott Agajanian, deputy director of development services for the City of Murrieta, has attended workshops Mata organized and is continually impressed by her ability to get the right people in the right place at the right time.

"Susanne works diligently and brings many fields together," Agajanian said. "She brings thoughtfulness and high energy to everything she does. There is always a goal in mind and a plan to get there.

Mata also breaks down barriers that hold students back from pursuing cybersecurity education. Suzanne Davis, public sector national account manager for <u>ConvergeOne</u>, works with Mata on creating immersive classroom experiences and new educational partnerships in the region.

Davis praised Mata's passion for her work and her open mind to embrace new opportunities as they arise.

"Susanne lives her mission and believes these technologies offer tremendous opportunities for those that wish to put in the work," Davis said. "She works tirelessly to eliminate barriers to those wishing to pursue these careers."

As she looks ahead to the future of cybersecurity education, Mata hopes her colleagues throughout industry, education and government will continue to embrace new opportunities and break down silos to foster student success and meet changing job market demands.

"As new jobs develop, educators need to be responsive and willing to modify their curriculum and programs," Mata said "I think one thing is for certain — there will have to be great advancements made so we can stay one step ahead of cyber criminals."

-SOURCE SynED

For the full article visit: <a href="http://www.prnewswire.com/news-releases/susanne-mata-selected-as-syneds-cyber-hero-for-building-partnerships-across-southern-california-301169670.html?tc=eml\_cleartime">http://www.prnewswire.com/news-releases/susanne-mata-selected-as-syneds-cyber-hero-for-building-partnerships-across-southern-california-301169670.html?tc=eml\_cleartime</a>



### **EDCT Prepared to Meet Industry Demand**

On November 9, 2020, The Economic Development and Corporate Training Division of the San Bernardino Community College District completed its final phase of operating its own 36 Hour, 3-Truck Forklift and OSHA 10 Training Program at SBCCD's Del Rosa Campus. The completion of this project has been highly anticipated and could not have come at a better time!

In addition to the many types of training EDCT offers, the forklift operation and OSHA 10 are in very high demand with regional employers. Having a dedicated location and industrial grade equipment to provide training, creates greater opportunity for meeting the demand of industry and offers flexibility for when classes can be conducted. Because there are many individuals who know that this type of training will lead to a job very quickly, the request for training has been constant and doesn't seem to be going away anytime soon.

EDCT has partnered with organizations such as the San Bernardino County Workforce Development Department, Department of Corrections, Goodwill of Southern California, San Bernardino City Unified School District and Youth Probation's Gateway Program to provide training to their students and participants. Upon completion of the program, with the assistance of EDCT staff, participants often obtain direct hire employment within two weeks.

Because of the recent pandemic, many industries have been hit very hard and some have been forced to close their doors. Ironically, one of the industries that has actually grown exponentially in recent months has been in logistics. Because a strategy of EDCT is to be a rapid response to the need of local businesses for a strong workforce, EDCT has been able to train individuals in a matter of days and immediately refer many to employers for well-paying jobs.







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# KVCR & FNX Page 275 of 289

### **BOARD OF TRUSTEES REPORT**

# Cause Fundraising Serves our Community and Public Media





For most of our lives, the holiday season means socializing with family and friends, and of course, eating ... a lot of eating! But COVID-19 changed all that this year and made it even more difficult for our neighbors in need. New data says one in six Americans will experience food insecurity in the next several months. This is why KVCR Radio has worked with the largest food providing entity in the Inland Empire since 2013 for our Feed Your Radio, Feed A Family Campaign. And for the first time ever, KVCR TV participated in the one-day campaign.

In 2013 we began a symbiotic relationship with Second Harvest Food Bank where we raised money for local public radio and offered meals for hungry residents instead of offering mugs and tote bags. Second Harvest, now known as Feeding America Riverside-San Bernardino, has helped KVCR listeners, and now the viewers as well, to feed tens of thousands of people when the need is greatest... around the holidays. With a bit of pre-promotion, a couple of emails, and one full day of Radio and TV Pledge, the 2020 campaign netted \$31,341.

This is a new record for the popular oneday campaign! The majority of the money remains with the stations for operating costs and, thanks to the generosity of our local donors, *Feeding America* will provide more than thirity one-thousand meals for needy people in our community. This was definitely a winwin for KVCR and the I.E.!

The December TV
Pledge Drive began
Thanksgiving weekend
and will continue until
December 13.

In other fundraising, KVCR TV and Radio will be airing friendly donation reminders for year-end giving, so that the generosity of the season might continue until the new year! And in early 2021, KVCR Radio is planning a short on-air campaign with a *Plant A Tree* version of the cause donation model. As in the "FEED Campaign," this version results in MOST of every donated dollar supporting the station with a few pennies earmarked to support reforestation for fire ravaged areas in and around the Inland Empire.



# npr

### BEAT REPORTER HIGHLIGHTS

#### Riverside and San Bernardino Counties See Spike in Coronavirus Hospitalizations

This story was about the surge in hospitalizations in both Inland Empire counties. Both counties remain in the purple tier of coronavirus restrictions.

New Book Spotlights Amazon and 'The Cost of Free Shipping' in The Inland Empire - A new book examines "Amazon capitalism" and how workers and communities in the Inland Empire and around the world are resisting the e-commerce giant.

# Three Major Inland Empire Fires Reach Full Containment - The Apple, El Dorado, and Snow fires have reached "natural"

features void of vegetation" which allowed firefighters to fully contain the fire.



Inland Empire Astronaut Arrives at the International Space Station - NASA held a press conference featuring four astronauts who travelled via a SpaceX Dragon spacecraft to the International Space Station. One of those astronauts is Victor Glover, who was raised in Pomona and went to Ontario High School.

# Inland Empire Congressman Pete Aguilar Elected Vice Chair of House Democratic Caucus - KVCR's Benjamin Purper spoke



with Aguilar about his priorities in the coming legislative session

and his thoughts on being the only Latino elected to Democratic leadership so far.

#### MIDDAY NEWS SEGMENTS HIGHLIGHTS

### Patricia Lock Dawson Leads Riverside Mayoral Race

Several mayors were up for election in Riverside, County with Patricia Lock Dawson succeeding Rusty Bailey as Riverside mayor.



Childhood Lead Poisoning Prevention
San Bernardino County Department of
Public Health kicked off a week of
childhood lead poisoning prevention to
educate the community and ensure lead

testing for high-risk children.



ALERTWildfire Cameras - The 610th ALERTWildfire camera was installed in California to watch backcountry and spot the first outbreak of flames.

Klamath Dam Removal - A new agreement paves the way for the largest dam demolition in U.S. history to try to save salmon that have dwindled in recent years.

# Theme Parks Must Ride Out Pandemic Longer Than Anticipated



- California's amusement parks have been trying to reopen for months, but

are now bracing for an even longer shutdown leading into 2021.

### THIS MONTH ON KVC-ARTS & LIFESTYLES

David Fleming speaks with writer and director **Steve Byrne** about his directorial debut.



A conversation with **Arlo Guthrie** who recently announced his retirement.

**Actress Loretta** Swit talks about the long-running series, M\*A\*S\*H.

Singer **Rita Coolidge** talks about her newest CD and career.

A conversation with singer Brian Hyland,

known for "Rosemary," "Itsy Bitsy Teenie Weenie Yellow Polka Dot Bikini," and "Sealed With a Kiss."





Lifestyles takes a fresh look at arts, culture and issues across our unique region.

Parenting expert and psychologist Reena
Patel talks about celebrating Halloween
during the pandemic and Carrie Madrid,
President and Founder of the CARE Project
in Riverside.

Jaime Jarrin, the Spanish language voice of



the LA Dodgers for over 60 years talks about his broadcast career.

Host of Only A Game
Karen Given, shares about NPR's only

sports program, now off the air after 27 years.

Ray Anderson, a veteran who served during the Vietnam era, shares his experience as a newspaper reporter, and his returning to Vietnam fifty years later.

Singer and Grammy award winner **BJ Thoma**s on his long musical career.





#### **TV Production News**

#### **Programs In December**

# • WATCH NOW! KVCR's LOCAL LIVESTREAM



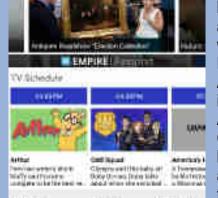
click here

#### **KVCR TV Now Streaming**

The KVCR-TV broadcast signal is now streaming LIVE to mobile apps, websites and the PBS Video Portal.

The entertainment industry has evolved into a streaming world as audiences shift to a multitude of viewing devices to consume content. The engineering and op-

25/1463 WATCH NOW! RVCR'S LOCAL LIVESTRICAN



erations team at KVCR worked for the last two years on establishing a video streaming option for the KVCR viewing audience. Now that local streaming is live, everyone has access to KVCR's local broadcast stream at any time on KVCR's website, mobile app, ROKU. Android mobile. Amazon Fire tablets. iOS, tvOS, Android TV, Amazon Fire TV. and Chromecast, Local live streaming will allow KVCR to grow in the areas of revenue, membership, and data

analytics. This ability to reach a new generation of KVCR-PBS viewers will greatly strengthen our visibility and public profile in our community. This will bring KVCR into the digital future.

#### A Charlie Brown Christmas

Feeling down about the commercialism of Christmas. Charlie Brown becomes the director of the gang's holiday play. Can he overcome his friends' preference for dancing over acting, find the "perfect" tree, and discover



the true meaning of Christmas? Watch this holiday classic for the first time on PBS! December 13 at 7:30pm

#### Roadkill on Masterpiece

Ambition knows no bounds, nor does corruption, in a political thriller starring Hugh Laurie as a scheming U.K. government minister. Crime may not pay, but politics sure does. December 14 at 8:00pm

#### All is Calm: The Christmas Truce of 1914

This award-winning docu-musical theatre production recreates an astounding moment in history when Allied and German soldiers laid down their arms to celebrate Christmas together. This remarkable story is told through the words of the great WWI poets, official war documents, diary entries and letters written by more than thirty WWI soldiers. December 14 at 9:00pm

#### **Power Trip: The Story of Energy**

Take a journey through the past, present and future of energy, humanity's most important resource, and uncover the hidden energy that is embedded in six major facets of our modern way of life.

Thursdays at 7:00pm beginning December 17

#### Independent Lens: Jonathan Scott's Power Trip

Follow home renovation expert Jonathan Scott on his mission to flip the switch on how Americans access power.

December 17 at 8:00pm

#### **Beyond Barriers**

People from opposite sides of the Arizona-Sonora border come together despite economic, healthcare, and political barriers to create a center of wellness and hope. **December 17 at 9:30pm** 

#### **Finding Your Roots**

Henry Louis Gates, Jr. meets actors Scarlett Johansson, Lupita Nyong'o and chef Lidia Bastianich, whose families crisscrossed the globe to escape oppression and find opportunity, leaving them with questions about those who stayed behind.

December 18 at 7:00pm



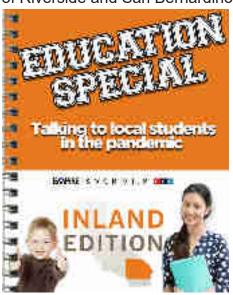




## **COMMUNITY MATTERS**

# Education During COVID An *Inland Edition* Special

On an upcoming one-hour special *Inland Edition*, we'll hear from students throughout the two counties of Riverside and San Bernardino who share their



experiences during the pandemic. KVCR's Lillian Vasquez speaks with students from kindergarten to medical school about the good. the bad, and the challenges of remote learning. Following the students' comments. we'll also hear from educational psychologist, Dr.

Keith Drieberg, La Sierra University. All of this and more, coming to *Inland Edition*.

# Factory Tour with Oma's Own Following the October FM Pledge Drive

KVCR staff visited one of our sponsors who provided healthy snacks for our staff and as a giveaway prize to one of our members. Fifteen-year-old Oma, her father, and mother welcomed KVCR staff into their factory in Ontario. Oma and her dad are longtime listeners to KVCR and brought in hot, spicy soup and vacuum-dried fruit chips to snack on while sharing the story of how their business got started. On the way out, Oma supplied KVCR with a gift package for our pledge daily winner. We thanked them for partnering with us and for listening to 91.9 KVCR.



KVCR's Shareen Awad, Oma, and her parents Raj and May

#### Posted on our Social Media Radio

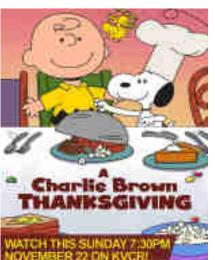


KVC-Arts spoke to Brian Hyland about a half dozen or so new releases, including an in depth, track by track look at the 1970 self-titled album, touched on his "Triple Threat" releases, Christmas works, as well as another classic album with Allen Toussaint... and he gave a mention of a current project with Lala Brooks!

We had the privilege of having Brian perform one of his records LIVE and raw

in our studios for all our listeners. You can catch this performance as well as his complete interview with David Fleming tomorrow night (Wednesday) on KVC-Arts at 7:00PM on 91.9FM or stream the show through the KVCR app!

#### **Posted on our Social Media Television**



\*\*\*BREAKING NEWS\*\*\*

Your local PBS Television station, KVCR, will be airing "A Charlie Brown Thanksgiving" THIS SUNDAY on television. Tune in to Channel 24 at 7:30pm to watch all your favorite

Peanuts! And share this post like crazy!!

(Broadcast will not be available to stream through our app)



#### PROGRAMS IN DECEMBER

# **We're Still Here** – Through their music and work in communities and in schools, First Nation indigenous hip-hop artists in Canada lead an effort to right long-standing social injustices, heal personal traumas, and preserve their cultures. **December 6 at 5:00pm**

FNX Movie Marathon – The Marathon consists of the follow-



ing films: How People Got Fire, Wapos Bay: Long Goodbyes, Pete & Cleo, Blue Gap Boyz, More Than Frybread, Turquoise Rose, Shades of Life (Yugumalleq), Places Not Our Own, Mannahatta, Akornatsinnitut

– Nunaanni (Among Us – In the Land of Our Shadows), Legends from the Sky, The Sun at Midnight, Rhymes for Young Ghouls, Maina and The Head Hunter.

#### **December 25 Movie Marathon starting at 10:00am**

#### Puntos de Vida (Threads of Life) - A maestra of

artesania and her two 15-year-old students during their Mayan embroidery tour in Yucatan, Mexico. The trio traveled in early March, days before the pandemic shutdown, to various Mayan villages to meet artisans working in their homes and shops.





**FNX Music Marathon** — The marathon consists of music episodes from: *Indigenous Day Live 2018*, a music series featuring live concerts & solo performances from the 2018 celebration across Canada. *INJUNUITY: Live at the McSwain Theater*, a special concert featuring the all original music of Injunuity, a contemporary Native American flute-based group. *The AUX* is a rotating compilation of music videos featuring diverse talents of Native American & World Indigenous cultures. *STUDIO 49*, FNX's locally produced music per-



formance series featuring in-studio showcases by Native and World Indigenous artists.

December 31 Music Marathon starting at 7:30pm

#### IN PRODUCTION

#### **Live Election Coverage**

This year the number of Native candidates increased with new faces and incumbents back on ballots. A large push to register to vote launched in 2019 throughout



Indian Country, which like the rest of the nation, had its largest ever showing at the polls.

On November 3rd, FNX took part in the second ever Native American Live Election coverage through a partnership with *Indian Country Today.* Both entities produced the program with *ICT* leading the content development and production side, FNX the broadcast and technical on-air side, and a shared effort to set up a live remote studio location in Phoenix. The 2-hour program was broadcast through FNX and its affiliates, additional PBS stations, and APTN in Canada. Additionally, the live feed was available on the web and Facebook live.

#### **FNX NOW**

FNX NOW has continued to produce a weekly half hour news magazine. A series of four episodes specific to elections aired November 1, 2, and 3 with two back-to-back programs premiering just before the Indian Country Today Live Election show. Two additional shows, not related to elections, also aired on the subjects of healthcare during the pandemic and recent increased hate crimes across the nation. The FNX NOW series is hosted by long time FNX and KVCR producer Frank Blanquet and some shows are produced in partnership with Ethnic Media Services.

#### TOP SOCIAL MEDIA POST ON FNX

NOVEMBER IS OFFICIALLY NATIVE AMERICAN HERITAGE MONTH!



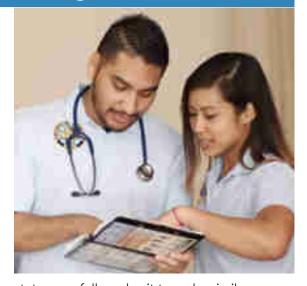
This is the Dignity Statue in South Dakota. DID YOU KNOW that not one, not two but THREE Native American women from Rapid City, SD served as the models for the sculpture. The artist, Dale Lamphere, a nationally recognized sculptor and also the current President of Arts South Dakota, began by first draw-ing the form and then sculpting a one-eighth-scale model. The statue boldly pro-claims that South Dako-

ta's Native cultures are alive, standing with dignity.



#### Nursing Program Recognized for Innovation During Global Pandemic

During Opening Day in August, President Rodriguez recognized the many campus departments and programs that had successfully weathered the rapid transition to online learning during the COVID-19 pandemic. Many programs that were never designed for remote learning or instruction had to be adapted very quickly to work in this new, online-only setting. One of these programs is SBVC's celebrated nursing program. Because the pandemic suddenly halted in-person clinical trainings, SBVC's nursing program had to find innovative ways to ensure its nursing program students wouldn't fall behind on their licensing requirements. In March of 2020, the Nursing department migrated the semester's unfinished classroom curriculum to online platforms within just two weeks and forged new partnerships to complete the required in-person clinical trainings. In doing so, SBVC ensured all 40 nursing students of the 2020 cohort could graduate on time and enter the workforce during a period of historic and critical need. The SBVC students' timely graduation opened vital classroom



space for a new cohort's enrollment. Although other nursing programs across the state soon followed suit to make similar adjustments, none were able to do so as guickly and remarkably as SBVC. Director of Nursing, Sana Massad, and Victor Figueroa, a Class of 2020 nursing graduate, were featured in a special video that was shared with campus. Congratulations, SBVC!

#### SBVC Engagement Initiative Featured in National Community College Journal



smong stud

SBVC was recently featured in the national Community College Journal, where the campus was acknowledged for its innovative board game encouraging student success. The game board is made of SBVC's 2019-20 catalog and schedule covers, and the goal is simple: be the first person to reach Commencement. To play #ValleyPathways, players roll the dice and grab a card depending on the 'semester' you land on. Game cards display typical situations SBVC students might find themselves in, ranging from missing the bus, to acing an exam, to receiving a scholarship. Prospective students can explore life as a college student through this game and learn a little more about the uniqueness of SBVC's campus along the way. The game can be downloaded and played online at www.vallevcollege.edu/vallevpathways.



#### SBVC HIGHLIGHTS

#### SBVC Ramps Up Food Pantry Services During Thanksgiving Holiday Season

During the Thanksgiving season, SBVC has stepped up its efforts to further help students and their families during these difficult times. Dr. Raymond Carlos, Director of Student Life, has been seeing more students coming to the Valley 360 Resource Center with their children in tow because parents don't have a job or a babysitter. "A lot of our students are single parents with children at home. A lot of them had to choose between going to work or staying at home. They didn't have a choice," he said. As a result, SBVC has expanded its resource center offerings to assist students. The campus pantry averages about 85 students per month for bags of food and also offers an option to receive clothing at the center. Registered Valley College students can use their ID as an Omnitrans bus pass, as well as to get access the pantry. Students can stop by the center for prepackaged bags of dry and frozen foods, including cereals, frozen vegetables and frozen pizza.



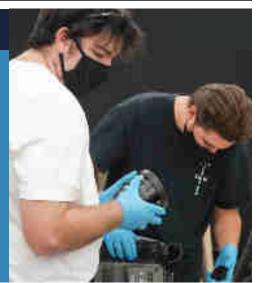


#### SBVC Hosts First Virtual Día de los Muertos

SBVC celebrated its 14th Annual El Día De Los Muertos Festival this October by taking its colorful altars, lively music, and compassionate stories to a virtual format. Día de los Muertos is a holiday of Mexican origin that celebrates loved ones who have died, and every year the SBVC Latino Faculty, Staff and Administrator Association (LFSAA) hosts the campus-wide celebration. "Sadly, we are not able to celebrate on campus this year, but I am so thankful to the LFSAA and everyone who helped organize this virtual celebration that keeps our tradition and culture alive, in spite of the pandemic." said President Diana Z. Rodriguez. The virtual event featured a recorded video blessing by Henry Vásquez, Dr. Gomez & Choki, commemorative messages from administrators, altar galleries, and a silent auction to raise funds for student scholarships.

#### Media Academy Hosts Virtual 48-Hour Film Festival

SBVC's Film, TV, and Media Program and Institute of Media Arts once again hosted the 48-Hour Film Project in the Inland Empire, giving local filmmakers the chance to bring the movies they've been dreaming about to life. During the 48-Hour Film Project, teams worked together to make a film over the course of just two days, with the final products screened a week later. During this international filmmaking event, 20 teams competed, including some SBVC students, alumni, and faculty members. "For film students, it's a chance to create under tight deadlines and strict guidelines," Lucas Cuny, Institute of Media Arts director, said. "As working artists you don't always get to be Tarantino and you have to follow someone else's vision, so it's a great example of how to do that."Participating in the 48-Hour Film Project is also "a great way to test a crew and see how well everyone works" together and to test out new gear, new techniques, styles, and genres," Kevin Lyons, an adjunct professor of film at SBVC, said. Continued at valleycollege.edu/news.





## SBVC SNAPSHOTS

#### 'Blue' the Wolverine Celebrates One-Year Birthday

This November, SBVC's mascot celebrated its one-year anniversary. 'Blue' the Wolverine, who was unveiled at the 2019 Homecoming football game, celebrated its birthday virtually this year with a socially-distanced giveaway. Students could enter the giveaway to win a \$50 food delivery gift card by tagging a friend on SBVC's social media channels.



# SBVC Serves as a Polling Place for the 2020 Election

After a semester of virtual events and public discourse about presidential nominees and local propositions, SBVC continued its community service by providing a physical place for residents to cast their ballots. San Bernardino locals posed with their "I Voted" stickers to commemorate fulfilling their citizen duty.

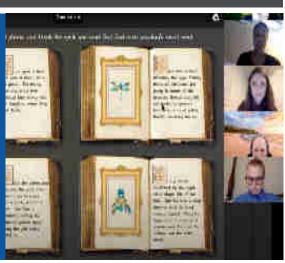
### SBVC Partners with City of Colton to Offer "Study Zone" to Students

The City of Colton has launched an innovative initiative at its Gonzales Community Center called "Colton College Study Zone." Targeting students who may not be able to access a quiet place to study during SBVC's campus closure, the "study zone" is free to use, has fast WiFi, and is a safe space to get college work done. SBVC, which is located on the border of San Bernardino and Colton and educates many residents of both cities, has promoted the initiative to its student body. Participants are only asked to wear masks, socially distance, and bring their college student IDs.



#### SBVC Student Government Hosts Virtual Escape Room

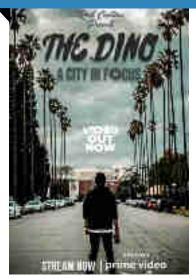
The Associated Student Government of SBVC hosted its first-ever Virtual Escape Room: The Grimm Escape. Students were divided into teams of 4-6 and promptly whisked away into breakout sessions. Students were tasked with escaping from a witch's spell before the hour time limit ran out. At the end, everyone returned to the main meeting for a debrief and announcement of winners.







#### SBVC Student Film Wins International Award & Reaches Global Audience



The FTVM program at SBVC has helped guide an alumnus to create a documentary that has become available on Amazon Prime, reaching a global audience. With his new documentary, "The Dino: A City in Focus," Daniel Saldaña is bringing San Bernardino to the world. In this documentary, Saldaña follows local photographers who use their cameras to capture the city in all of its lights. This fall, he received a Silver Award for Best Producer/Director at the Telly Awards, in the category of student non-broadcast, and now, "The Dino" is available for anyone to watch on Amazon Prime. Kevin Lyons, an adjunct professor of film at San Bernardino Valley College, helped guide Saldaña through the film-making process, lending him gear and trying to "stay out of his way as much as I could and letting him take charge of the production." SBVC's Film, Television, and Media Department lets students check out equipment like cameras, microphones, and lighting, and use facilities and spaces like a podcast studio and color-grading suite. "When you provide students with ownership of their work, be it math or film, they are more engaged," Lucas Cuny, assistant professor of Radio, Television, and Film, said.

#### SBVC Math Instructor Publishes Book on Global Travels

Dr. Jeremiah Gilbert, SBVC mathematics professor, has traveled the world and carried a wide-angle lens with him through more than 80 countries. He enjoys chronicling the places around him: both at home and abroad. This year, a compilation of his circular photographs were published in the local anthology, "San Bernardino, Singing", and own his book of travel tales was published, titled "Can't Get There From Here: Fifty Tales of Travel." A graduate of Colton High School at the age of 15, Gilbert's academic journey kept him bound to Valley as he was too young to move away from home for university. He enrolled at SBVC before transferring on to California State University, San Bernardino, where he earned a Bachelor of Arts in Mathematics. He later earned a Master of Arts in Mathematics from the University of California, Riverside and a Ph.D. in Education from Capella University. He returned to SBVC professionally as an instructor and enjoys the summers he gets off in order to continue documenting and expanding his horizons.



#### **UPCOMING EVENTS**

**December 15 Finals Week Yoga/Meditation**5:15 PM · Virtual

December 24 - January 1 Winter Recess Campus Closed





### BOARD OF TRUSTEES REPORT

#### **TECH NEWS**

San Bernardino Community College District Technology and Educational Support Service

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# TECHNOLOGY AND EDUCATION SUPPORT SERVICES

The TESS leadership team has been busy developing the tactical plan for the District Technology Strategic Plan (DTSP). This planning process identifies and prioritizes the technology projects that are aligned with the five strategic goals that were identified in the DTSP. This first draft of the tactical plan includes the initiatives that will be evaluated and implemented over the next three years. We are looking forward to reviewing this plan at the next TESS Executive Committee meeting in February.

As a result of Covid-19, we have made some great progress in beginning our migration into the cloud. Rick Hrdlicka, the Director of Campus Technology Services at San Bernardino Valley College, has taken the lead on establishing virtual labs in Amazon Web Servers (AWS). This allows students to remotely access virtual computers running the software needed for their courses. Rick's team provided a demonstration that showed a Chromebook running a Windows 10 computer that was being hosed in AWS.

Another project that we have started as a result of Covid-19, is the Information Security Risk Assessment. Melissa Oshman, the Director of Campus Technology Services at Crafton Hills College, has taken the lead on performing the risk assessment across the district. Melissa will be working with the leadership in TESS to identify existing security policies and procedures. This allows us to identify and prioritize the information related security risks at the district and develop a roadmap for improving the security at our district.

Many of the other projects that we are working on are covered in more detail throughout this Newsletter. We hope that you find this information useful and we look forward to hearing your feedback.

- Luke Bixler, Chief Technology Officer

#### POSITIVE ATTENDANCE SYSTEM

This system allows faculty who input positive attendance sections to enter their positive attendance hours online versus the old way of filling it out on paper and then emailing it to Admissions so A&R can enter those numbers into Colleague. The system also allows the faculty to upload their daily attendance sheets. After the faculty submits their attendance numbers, a copy of the PDF will be sent to A&R and also to the faculty who entered the numbers as confirmation. These attendance numbers are then automatically imported into Colleague saving time and effort of A&R staff.

# SBVC CANVAS OEI TRUST RELATIONSHIP

In the next step into becoming fully integrated with the Online Education Initiative we are starting the process of building the trust relationship between SBVC and the "teaching college" within the OEI. This allows our students to find classes at these institutions (Foothill-DeAnza CCD, Lake Tahoe CC, Los Rios CCD, Coast CCD) if they cannot be found locally. We are working with the OEI on the technical aspects of this trust relationship after discussion at the DECC.

#### **ADMINISTRATIVE APPLICATIONS**

#### SPAM APPLICATIONS

External players are still submitting false student applications in the hopes of gaining access to student specific benefits such as Office 365 and Google related products. We have seen a recent uptick in the amount of spam applications and are taking additional local measures to try and stop them before they are imported into Colleague. A way of checking the IP address of where spammers are putting in the applications was developed and by default not allowing applications that come from outside the country. Staff are able to selectively white-list applications that they feel are not spam and allow those to be imported into Colleague. Another method we are exploring is doing address verification to make sure the address within the OpencCCApply application is at least valid before allowing it to be imported

# WEBADVISOR TO SELF-SERVICE MIGRATION

As Ellucian starts to sunset the WebAdvisor application at the end of the 2021 calendar year, SBCCD is looking to fully migrate to the self-service (SS) platform. Currently we use self-service for various functions such as payments, financial aid and student education plans. The first step was to assess and evaluate all the customizations we have done to WebAdvisor over the years and see which ones needs to be moved over to self-service or if self-service has an equivalent function that we can use out of the box. This assessment was done in conjunction with Ellucian engineers and a final document was produced (with feedback from the functional users) of what custom processes we need migrated to SS, what

custom processes we need migrated to SS, what functionalities we can use in SS baseline and what customizations we no longer need at all.

#### **CRAFTON HILLS TECHNOLOGY SERVICES**

#### **UPGRADED SIM LAB**

CHC Technology Services recently completed a project to upgrade the Sim Lab at the Public Safety & Allied Health building. The upgraded technology includes 4 control stations that are mini video production studios that interact with a live lab. Each station has 2-way communication with the students in the lab, controls for PTZ cameras, and video recording controls. recordings are full HD video that can be accessed through the network for review and archival. With this project, the conference room was upgraded as well to view live videos as the labs are in progress as well as upgraded network equipment and wireless video. A huge shoutout to Shane Veloni for heading up the project from start to finish!

#### CHC BACKUP TO CLOUD

CHC Technology Services is moving to a cloud backup solution! New backup software has been purchased and is in the process of being installed and configured. Long term backups will be stored offsite in a secure cloud for Disaster Recovery.

#### **Working Remote Support**

CHC Technology Services is continuing to provide support to our faculty, staff and students remotely as we continue to work remotely. Students are able to check out hotspots and Chromebooks from the Library. Faculty and staff can check out laptops, monitors, hotspots, wireless mice and headsets from Technology Services. Please contact Melissa Oshman at moshman@craftonhills.edu for scheduling.



#### **TESS TECHNOLOGY SERVICES**

#### SENDSAFELY SOFTWARE

TESS has purchased 20 user licenses for SendSafely. This product allows for secure file uploads and transfers. We have deployed 3 SendSafely Dropzones for EDCT. This will allow their users to upload the appropriate documents securely. The documents are stored in an encrypted format while they wait to be retrieved.

#### CISCO'S EXPRESSWAY SERVICE

TESS is exploring the use of Cisco's Expressway service. With Expressway our users will be able to use our voice services offsite without the use of a VPN. Expressway provides a secure mechanism to login to our voice servers. This will allow our remote users access to make and answer calls from their SBCCD phone numbers through their laptops..

#### SBCCD FILE SHARE

Over the years our file shares have grown in size and are beginning to become difficult to manage and back up the data. In the coming months TESS will be working with users to cleanup file shares to remove any unneeded information. Once the shares have been cleaned up they will be migrated to the new District Support Offices File share server.

#### ALTERNATE TEXT PRODUCTION CENTER



The ATPC grant serves the needs of students with print disabilities throughout the California Community College system by providing electronic and braille textbooks at no cost. We currently house over 36,000 textbooks that are available to all 115 colleges and serve approximately 10,000 requests per year. this year we are seeing a drop in these numbers due to the Covid-19 pandemic.

This fiscal year we have processed 4878 new accessible electronic textbook requests for students across the state. Of these books, 123 were transcribed into braille. We have continued to participate in the Accessibility Standards Workgroup (ASWG) in conjunction with the California Community College Chancellor's Office to develop a statewide accessibility standard.

#### **VALLEY TECHNOLOGY SERVICES**

#### **PRINT SHOP**

Printshop is continuing to provide the district with COVID signs on request. We are also expecting two new copiers in the near future, a Canon color copier C810 and a Canon black ink copier VP140. They are scheduled to be delivered sometime between November 20th and November 24th.



#### AMAZON WORKSPACES FOR STUDENTS

SBVC Campus Technology Services has provided virtual workstations to students in Math, Business, Art, Electronics, Accounting, and The Media Academy. These services are offered to the students by their instructors and the instructor sends the request to campus technology services. Students can use their Chromebook or other personal computing device to access the Workspace. It provides them a Windows virtual computer via the browser on their device.

#### BACKUP OF SERVERS TO THE CLOUD

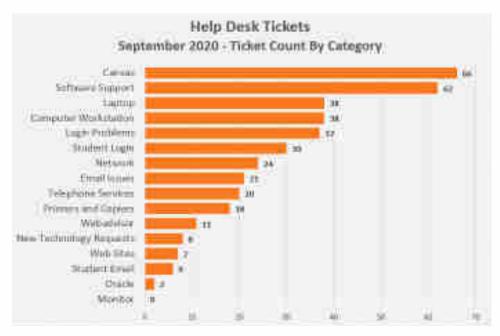
SBVC Campus Technology Services has moved backup of all servers to Amazon Cloud Services. This eliminate the need for us to purchase hardware to store the backups. It also provides for Disaster Recovery (DR). Having DR in the cloud will provide assurance that we can recover in the event of a local disaster much faster.

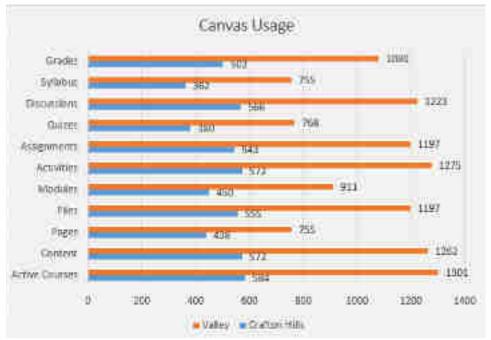
#### SUPPORT FOR EMPLOYEES DURING COVID-19

Support for Employees During Covid-19 – As part of our response to Covid-19 we purchased 280 laptop computers using Cares Act funding. These computers were issued to employees. Many of them were used to recover laptops loaned from instructional carts. We are down to less than 80 computers in stock. We have allocated additional Cares Act funds to move all employee workstations to laptops, docking stations, and dual monitors allowing for a mobile workforce. The project to move everyone to laptops and docking stations will take the rest of the 20-21 academic year to complete.

#### HELP DESK AND CANVAS DASHBOARDS

The first chart below shows the type of Help Desk tickets that are received by volume. Over the past 30 days the Service Desk received 388 tickets excluding project requests. The second chart below shows the activity on Canvas. There has been a steady increase in the overall usage of Canvas by both colleges.







#### **ORACLE UPDATE**

District Support Services and ideaMetrics, our Oracle consultant, are working through examining the latest upgrade (20D) Oracle Support installed in our TEST system on November 6th. Our system functionality will test be comprehensive test of all modules and functionality SBCCD utilizes. The improvements will be available to everyone on Monday, November 23rd. Any changes that will affect district users, be it functionality or display, will be communicated at the end of the testing phase.

