



San Bernardino Community College District
 Board Meeting
 April 08, 2021
 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. 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. Submissions are considered a public record under the Public Records Act, and are therefore subject to public disclosure.

PUBLIC COMMENTS MUST BE SUBMITTED NO LATER THAN 24 HOURS IN ADVANCE OF THE MEETING BY EMAILING SNIKAC@SBCCD.EDU.

PUBLIC COMMENTS WILL BE READ BY STAFF AT THE TIME DESIGNATED ON THE AGENDA FOR PUBLIC COMMENTS.

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****April 8, 2021****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 no later than 24 hours in advance of the meeting by emailing snikac@sbccd.edu. Public comments will be read by staff at the time designated on the agenda for public comments.

III. APPROVAL OF MINUTES

A. 2021-03-11

B. 2021-03-15

IV. CELEBRATIONS/PRESENTATIONS

A. KVCR Staff Presentation

B. Public Agency Retirement Services (PARS)/Van Guard
 Maureen Toal, Executive Vice President, PARS
 Rachael Sanders, Sr. Manager, Consulting, PARS
 Brian Binkley, Sr. Investment Consultant, Vanguard

C. Applause Cards

D. Employee Anniversary Recognition

E. Retirements

V. ACTION AGENDA

A. Board Policies - First Reading

B. Board Policies - Second Reading and Final Approval

C. Prioritized Board Directives for the 2021-2022 SBCCD Budget

D. Review and Reaffirm Guiding Principles for FCC Auction Proceeds

E. Appoint Board Ad Hoc Committee to Determine the Instrument or
 Process to be Used in Board Self-Evaluation

F. Approval of the Integration of KVCR with the Institute of Media Arts of
 SBVC by June 2023

G. Award RFQP #CC03-3640.01 - CHC and Contract

H. Award RFQP #CC03-3640.01 - SBVC and Contract

- I. Resolution in Support of Equal Pay in California Community Colleges
- J. Resolution Declaring April as Diversity, Equity and Inclusion Awareness Month

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. Curriculum - CHC
- 2. Resolution #2021-04-08-SBVC-01 Authorizing a Change in Contact Person for the San Bernardino Valley College Child Development Center

B. **Human Resources**

- 1. Confidential Tuition Reimbursement
- 2. Management Job Description
- 3. Adjunct and Substitute Academic Employees
- 4. Non-Instructional Pay
- 5. Payment of Stipends

C. **Business & Fiscal Services**

- 1. Contracts at or Above \$96,700
- 2. District & College Expenses
- 3. Surplus Property and Authorization for Private Sale or Disposal
- 4. Vacation Payout

D. **Facilities**

- 1. Award Bid # CC02-3623-02.01 and Contract to Mariposa Landscapes, Inc. of Irwindale CA
- 2. Master Services Agreements & Task Orders for Bond Construction

VII. **REPORTS**

- A. Board Committee Reports
- B. Chancellor's Report
- C. Key Performance Indicators
- 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

VIII. INFORMATION ITEMS

- A. AB 705 Analysis
- B. Board Master Planning Action Calendar
- C. Budget Report
- D. Construction Contracts Below \$60,000
- E. Contracts Below \$96,700
- F. General Fund Cash Flow Analysis
- G. MOUs between SBCCD and the CSEA
- H. MOUs between SBCCD and the CTA
 - I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Orders
- K. Resignations
- L. Summary of Measure CC Construction Change Orders
- M. Volunteers

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, 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)
(2 cases)
- D. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1)

X. CONVENE CLOSED SESSION

XI. RECONVENE PUBLIC MEETING

XII. REPORT OF ACTION IN CLOSED SESSION

XIII. ADJOURN

The next meeting of the Board: Zoom Conference
<https://cccconfer.zoom.us/j/549366869>
Strategy Session - April 29, 2021 at 12pm

Supplemental Handouts (not part of the agenda)

CHC Report to the Board
EDCT Report to the Board
KVCR Report to the Board
SBVC Report to the Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Meeting Minutes of the Board of Trustees March 11, 2021 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

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Viricel called the meeting to order at 4:03pm. Trustee Singer led the pledge of allegiance. Chair Viricel read: *Prior to roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes, that this Board of Trustees meeting is conducted pursuant to California Government Code section 54953, as amended by Governor Gavin Newsom in Executive Order N-35-20 dated March 21, 2020, in that all Trustees are participating by remote video or teleconference and no physical location has been designated for this meeting.*

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

None.

III. APPROVAL OF MINUTES

A. 2021-02-11 Board Meeting Minutes

Trustee Longville moved to approve the minutes of 2/11/21. Trustee Singer seconded the motion.

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

NOES: None

ABSENT: Williams, Rios

ABSTENTIONS: Ramos

IV. CELEBRATIONS/PRESENTATIONS

A. 2019-20 Citizens Bond Oversight Committee Annual Report

Betsy Starbuck, Chair CBOC, gave a brief summary of the annual report as presented.

B. Applause Cards

C. Employee Anniversary Recognition

Applause recipients and employee anniversaries were recognized.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

V. ACTION AGENDA

A. Board Policies for 1st Reading

Trustee Harrison moved to approve the Board Policies for 1st reading. Trustee Reyes seconded the motion.

AP/BP 2435 Evaluation of the Chancellor
 AP/BP 2510 Collegial Consultation [Participation In Local Decision-Making]
 AP/BP 3515 Reporting of Crimes
 AP/BP 3518 Child Abuse Reporting
 AP/BP 3725 Information and Communications Technology Accessibility & Acceptable Use
 AP 4022 Course Approval
 AP/BP 4220 Standards of Scholarship - Delegation
 AP/BP 5030 Fees
 AP/BP 5035 Withholding of Student Records
 AP 6360 Contracts - Electronic Systems & Materials
 AP 6370 Contracts - Personal Services
 AP 6380 Vendors
 AP/BP 7130 Compensation
 AP/BP 7150 Evaluation
 AP 7231 Seniority
 AP 7235 Probationary Period - Classified Employees
 AP 7237 Layoffs
 AP/BP 7260 Classified Supervisors- Managers and Administrators
 AP/BP 7330 Communicable Disease
 AP 7342 Holidays
 AP 7348 Accommodations
 AP/BP 7350 Resignations
 AP 7366 Re-instatement

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

NOES: None

ABSENT: Rios

ABSTENTIONS: None

B. Election of seven members for the CCCT Board

Trustee Houston moved to approve the vote for seven members for the CCCT Board. Trustee Harrison seconded the motion.

Tina Arias Miller, Rancho Santiago CCD
 Bernardo Perez, Ventura County CCD
 Mark Edney, Imperial CCD
 Barbara Calhoun, Compton CCD
 Nan Gomez-Heitzeberg, Kern CCD
 Mary Lombardo, Copper Mountain CCD
 Deborah Ikeda, State Center CCD

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

NOES: None

ABSENT: Rios

ABSTENTIONS: None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

C. Review and Reaffirm Guiding Principles for FCC Auction Proceeds

Trustee Houston moved to table Guiding Principles for FCC Auction Proceeds to bring back with the Board Budget Directives. Trustee Harrison seconded the motion.

AYES: Viricel, Houston, Harrison, Longville, Reyes, 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. Curriculum – CHC – pulled for separate action

B. Human Resources

1. Appointment of Interim Managers – pulled for separate action
2. Appointment of Temporary Academic Employees
3. Adjunct and Substitute Academic Employees
4. Contracts for Tenure Track Academic Employees
5. Tenure
6. Instructional Laboratory Make-Up Hours
7. Non-Instructional Pay
8. Payment of Stipends
9. Demotion in Lieu of Layoff
10. Employee Transfers

C. Business & Fiscal Services

1. Independent Audit of the San Bernardino Community College District for 2019-20
2. Independent Audit of the District's Measure CC General Obligation Bond Program for 2019-20
3. Independent Audit of the District's Measure M General Obligation Bond Program for 2019-20
4. Independent Audit of KVCR TV and FM for 2019-20
5. Contracts at or Above \$96,700 – pulled for separate action
6. District & College Expenses
7. Individual Memberships
8. Resolution #2021-03-11-FS01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications
9. Surplus Property and Authorization for Private Sale or Disposal
10. Vehicle Donation - CHC

D. Facilities

1. Master Services Agreements & Task Orders for Bond Construction

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Brandon Harrison, Partner of Eide Bailey gave a summary of the 2019-20 independent audit reports for SBCCD, Measure CC General Obligation Bond Program, Measure M General Obligation Bond Program, and KVCR TV & FM. The Board requested for steps for corrective action to come back to the Board.

Trustee Harrison moved to approve the consent agenda with the exception of item 6A1, 6B1, and 6C5. Trustee Williams seconded the motion.

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

NOES: None

ABSENT: Rios

ABSTENTIONS: None

ITEM PULLED FOR SEPARATE ACTION

6.A.1 Curriculum – CHC

Trustee Williams moved to approve the CHC Curriculum. Trustee Reyes seconded the motion.

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

NOES: None

ABSENT: Rios

ABSTENTIONS: None

6.B.1 Appointment of Interim Managers

Trustee Williams moved to approve the Appointment of Interim Managers. Trustee Houston seconded the motion.

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

NOES: None

ABSENT: Rios

ABSTENTIONS: None

6.C.5 Contracts at or Above \$96,700

Trustee Reyes moved to approve Contracts at or Above \$96,700. Trustee Singer seconded the motion.

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

NOES: None

ABSENT: Rios

ABSTENTIONS: None

VII. REPORTS

A. Board Committee Reports

- Trustees Houston and Williams reported on ASU's California outreach strategy that includes connecting with community colleges to provide a different university experience, provide resources to help students, and find innovative ways to generate revenue for our students.
- Trustee Reyes reported for the Board Legislative Committee and their meetings with legislators.

B. Chancellor's Report

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- Interim Chancellor Torres provided a written report.
- C. Key Performance Indicators
 - No report
- D. San Bernardino Valley College Academic Senate
 - Davena Burns Peters gave a brief report.
- 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.
- H. Crafton Hills College Classified Senate
 - Alex Jaco – no report
- I. Crafton Hills College Associated Students
 - Alex Manjarrez – no report
- J. CSEA
 - Cassandra Thomas 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 gave a brief report and a written report was provided.
- N. Crafton Hills College President
 - President Horan gave a brief report and a written report was provided.

VIII. INFORMATION ITEMS

- A. AB 705 Analysis
- B. Board Master Planning Action Calendar
- C. Budget Report
- D. Construction Contracts, Change Orders and Amendments Subject to UCCAP (\$60,000-\$200,000)
- E. Contracts Below \$96,700
- F. General Fund Cash Flow Analysis
- G. Guided Pathways Scale of Adoption Assessment (SOAA) - CHC & SBVC
- H. MOUs between SBCCD and the CSEA
- I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Orders
- K. Quarterly Financial Status Report
- L. Resignations
- M. Volunteers

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, 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)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- D. Conference with Legal Counsel – Existing Litigation Government Code 54956.9(e)(3) or (d)(1) (1 case) Workers Comp Claim #584259

X. CONVENE CLOSED SESSION

Chair Viricel convened to closed session at 6:07pm.

XI. RECONVENE PUBLIC MEETING

Public meeting reconvened at 6:59pm.

XII. REPORT OF ACTION IN CLOSED SESSION

On March 11, 2021, the Board, by majority vote with one member absent, took action to approve settlement of Workers Comp Claim # 584259 with employee #25872.

XIII. ADJOURN

Chair Viricel adjourned the meeting at 6:59pm.

The next meeting of the Board: Board Mid-Year Retreat - March 15, 2021 at 9am

Location: Garcia Center for the Arts, 536 W 11th St, San Bernardino, CA 92410

Gloria Macias Harrison, Clerk
SBCCD Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Meeting Minutes of the Board of Trustees

March 15, 2021

9:00 am-4:00 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

Adrian Rios, SBVC Student Trustee

Alex Ramos Huaman, CHC Student Trustee

ADMINISTRATORS PRESENT

Jose Torres, Interim Chancellor

Diana Rodriguez, SBVC President

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Viricel called the meeting to order at 9:11am. Trustee Reyes led the pledge of allegiance.

Chair Viricel read: *Prior to roll call, I would like to make clear for the record of this meeting, and it should be reflected in the minutes, that this Board of Trustees meeting is conducted pursuant to California Government Code section 54953, as amended by Governor Gavin Newsom in Executive Order N-35-20 dated March 21, 2020, in that all Trustees are participating by remote video or teleconference and no physical location has been designated for this meeting.*

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

- Wallace Allen

III. PRESENTATIONS

A. KVCR Transition

B. KVCR Survey

- Interim chancellor reiterated the intention is not to eliminate KVCR. KVCR is a great asset that is under-utilized. The intention is to emerge student learning and engage the community. Our outreach in the community is not finished and will continue.
- We are changing the way we operate KVCR as we are not able to balance the budget.
- KVCR is a financial liability, but we can turn it into an asset that meets our mission.
 - Going back to our roots for our community.
 - We are not adequately tying KVCR educational efforts to benefit our students.
 - FNX Operational agreement with San Manuel
 - We have a lot of content with SBVC and San Manuel. Not tapping into our resources to use our students to develop the content.
 - As content is developed, it will be substituted. The programs will be transitioned over a period of time.
 - Linked-in type of content on demand. Recorded lectures can be uploaded.
 - Weekly programs 30 minutes in the morning and evening. Could start as early as spring 2022.
 - Increase college going rate and achieve higher education attainment.
 - Bring companies like Amazon to the table for their innovation.
 - Internships, apprenticeships, community involvement, and student involvement.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- Create membership where community can use facility.
- Look at communication and skill development toward the future.
- Strengthen donor database.
- Forge a stronger relationship with San Manuel.
- Staff to read public comments at board meetings.

The Board requested a summarized Board memo that includes the transition process, access to the community, developing local content, press releases, what are we doing with KVCR, student content, 24-hour program issue, faculty/students/community to speak for it. Plan to include person responsible, milestone, frequency of discussion, and address how the board will be kept up to date.

XIII. ADJOURN

Chair Viricel adjourned the meeting at 4:00pm.

The next meeting of the Board: Strategy Session

March 25, 2021 at 2pm

Location: Garcia Center for the Arts, 536 W 11th St, San Bernardino, CA 92410

Gloria Macias Harrison, Clerk
SBCCD Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Cassandra Thomas, CSEA President

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Cassandra Thomas, CSEA President

DATE: April 8, 2021

SUBJECT: KVCR/FNX Staff Presentation

RECOMMENDATION

For information only.

OVERVIEW

Today the board will decide the future of KVCR/FNX. The argument that the board should move to convert the station into a student lab is based on two ideas. First, the station is not self-sufficient. Second, the station is not serving students. Today we will show you how the station can once again be self-sufficient and once again serve the students of our community.

ANALYSIS

How did we get here?

- Years of mismanagement
 - Several general managers over 6 years
 - Misuse of funds
 - San Manuel Investment
 - Insufficient investment in KVCR endowment
- Lack of support for KVCR/FNX staff
- The disconnection of student programs from the station.

How can we make KVCR/FNX self-sufficient?

According to the data from the proposal on March 15th, the station will need \$8.7 million over the next 5 years to operate and will receive \$2.8 million from the KVCR/FNX fund/loans and \$2.5 million from the current FCC endowment. This leaves \$3.4 million unaccounted for. Here is how the district can help the station fill that gap:

- Rebuild the KVCR foundation
- Rebuild the Marketing Program
- Support the proposal for an investigative journalism program or other investors

If allowed to seek investors and rebuild the marketing and foundation programs, the station would exceed the funds needed to be self-sufficient.

What will our students and community get out of KVCR/FNX if the district continues to support them?

- A fully functioning radio station with affiliation to NPR and PBS
- A fully functioning radio and TV certificate/degree program utilizing the state-of-the-art equipment at the station
- A certificate/degree program that has NPR and PBS affiliation as a promising practice for work experience in the field

Yes, the district and our community can have both: an accessible NPR/PBS radio/TV station and a fully accredited educational radio/TV program and curriculum. We can do this by simply allowing the professional staff at the station to do their jobs.

BOARD IMPERATIVE

- 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

To Be Determined

PUBLIC
AGENCY
RETIREMENT
SERVICES

PARS

TRUSTED SOLUTIONS. LASTING RESULTS.



COMMUNITY COLLEGE
LEAGUE OF CALIFORNIA



SBCCD BOARD OF TRUSTEES

Pension Rate Stabilization Program (PRSP) Trust Client Review
April 8, 2021

PARS TRUST TEAM

Program Sponsor:



COMMUNITY COLLEGE LEAGUE OF CALIFORNIA

Trust Administrator & Consultant

PUBLIC
AGENCY
RETIREMENT
SERVICES

PARS

TRUSTED SOLUTIONS. LASTING RESULTS.

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

37

Years of Experience
(1984-2021)

2,000+

Plans under
Administration

1,000+

Public Agency
Clients

400+

115 Trust Clients

500K+

Plan Participants

\$5.1B

Assets under
Administration

Trustee

usbank

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

158

Years of Experience
(1863-2021)

\$5.0T

Assets under
Administration



Vanguard

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

46

Years of Experience
(1975-2021)

\$6.2T

Assets under
Management

PUBLIC
AGENCY
RETIREMENT
SERVICES

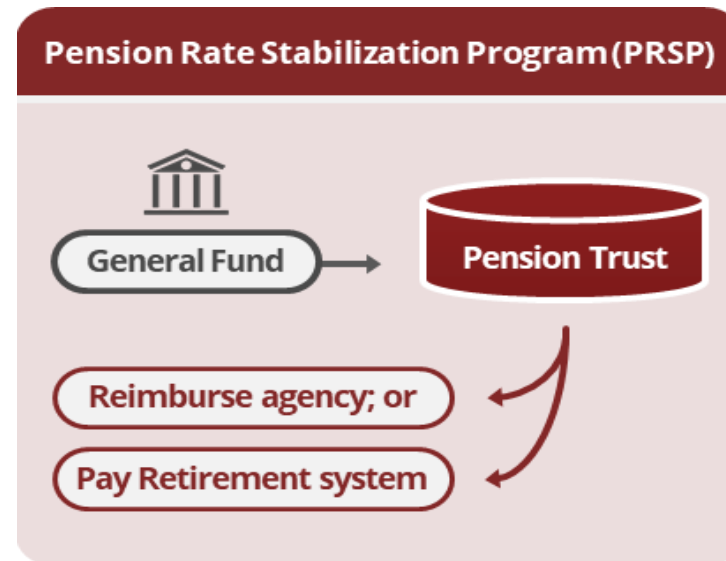
PARS

TRUSTED SOLUTIONS. LASTING RESULTS.



COMMUNITY COLLEGE
LEAGUE OF CALIFORNIA

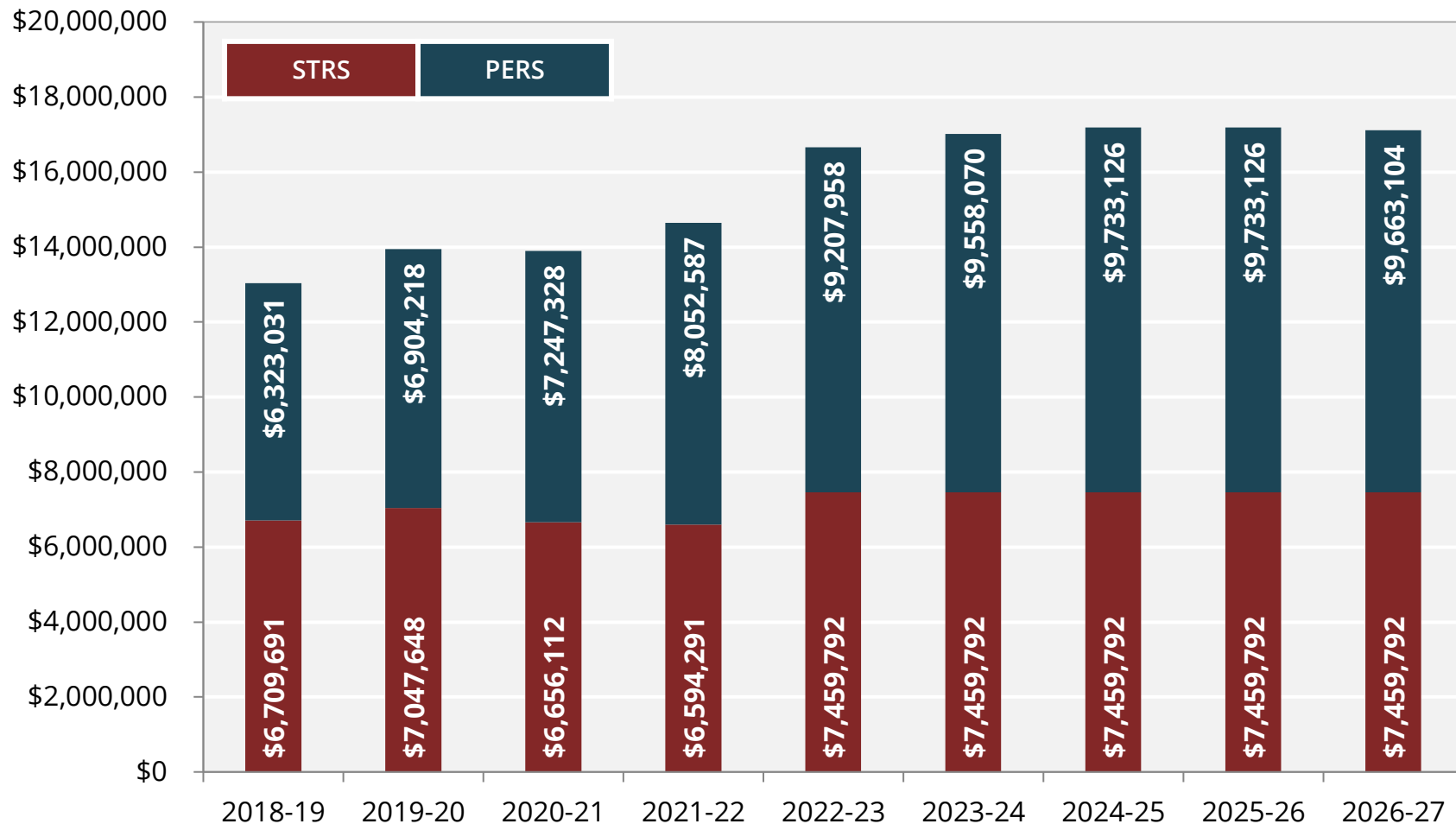
OVERVIEW – PARS IRS SECTION 115 TRUST



- **PARS pioneered concept** with first IRS Private Letter Ruling in 2015
- IRC Section 115 trust dedicated **solely for funding STRS and/or PERS costs**
- Irrevocable trust **permits for diversified investing under CA law** (for greater long term returns than general fund)
- **Sponsored by Community College League**
- **17 community college districts** and over 230 local governments total in CA

HOW DO RATE INCREASES AFFECT YOUR DISTRICT?

Annual pension costs increase from \$13.0 million to \$17.1 million in 2026-27



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

SUMMARY OF DISTRICT'S PLAN*

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

AS OF FEBRUARY 28, 2021:

Initial Contribution:	July 2017: \$5,000,000
Additional Contributions:	\$81,700,000
Total Contributions:	\$86,700,000
Disbursements:	(\$9,170,175)
Total Investment Earnings:	\$20,677,452**
Account Balance:	\$97,822,878

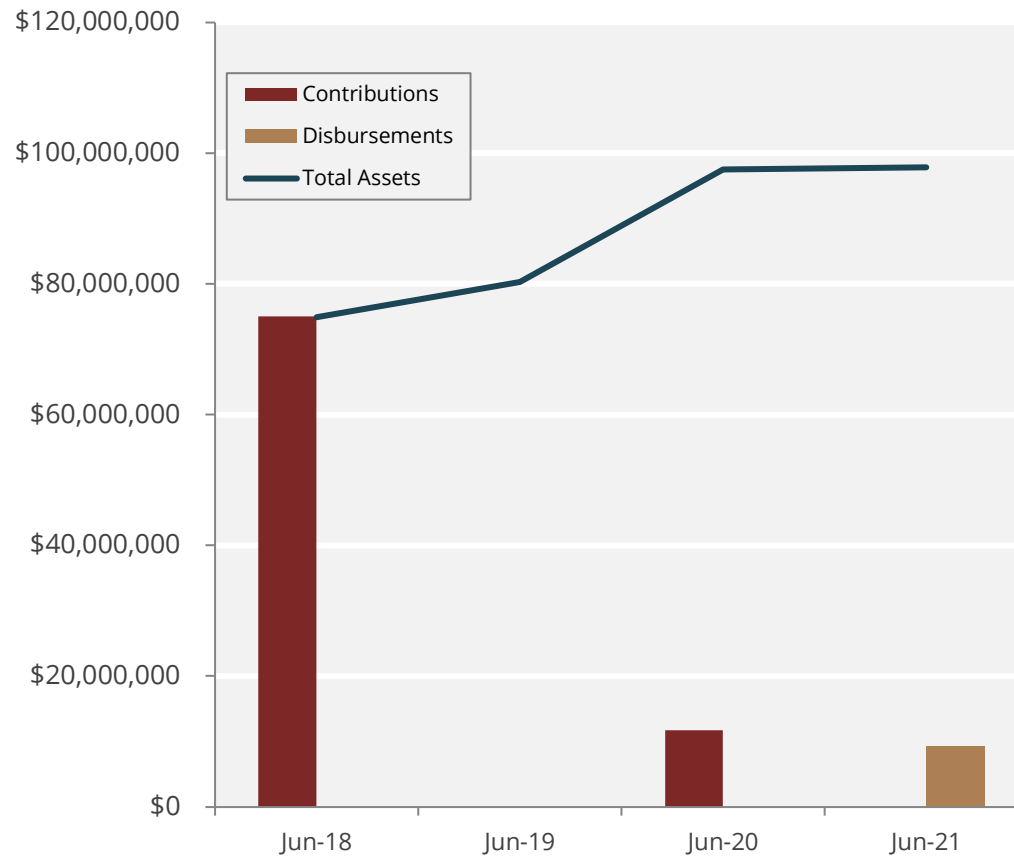
*District's account is made up of 12 individual sub-accounts

**Approximate cumulative return: 21.1%.



SUMMARY OF DISTRICT'S PLAN

CONTRIBUTIONS, DISTRIBUTIONS, AND TOTAL ASSETS AS OF FEBRUARY 28, 2021:



Plan Year Ending

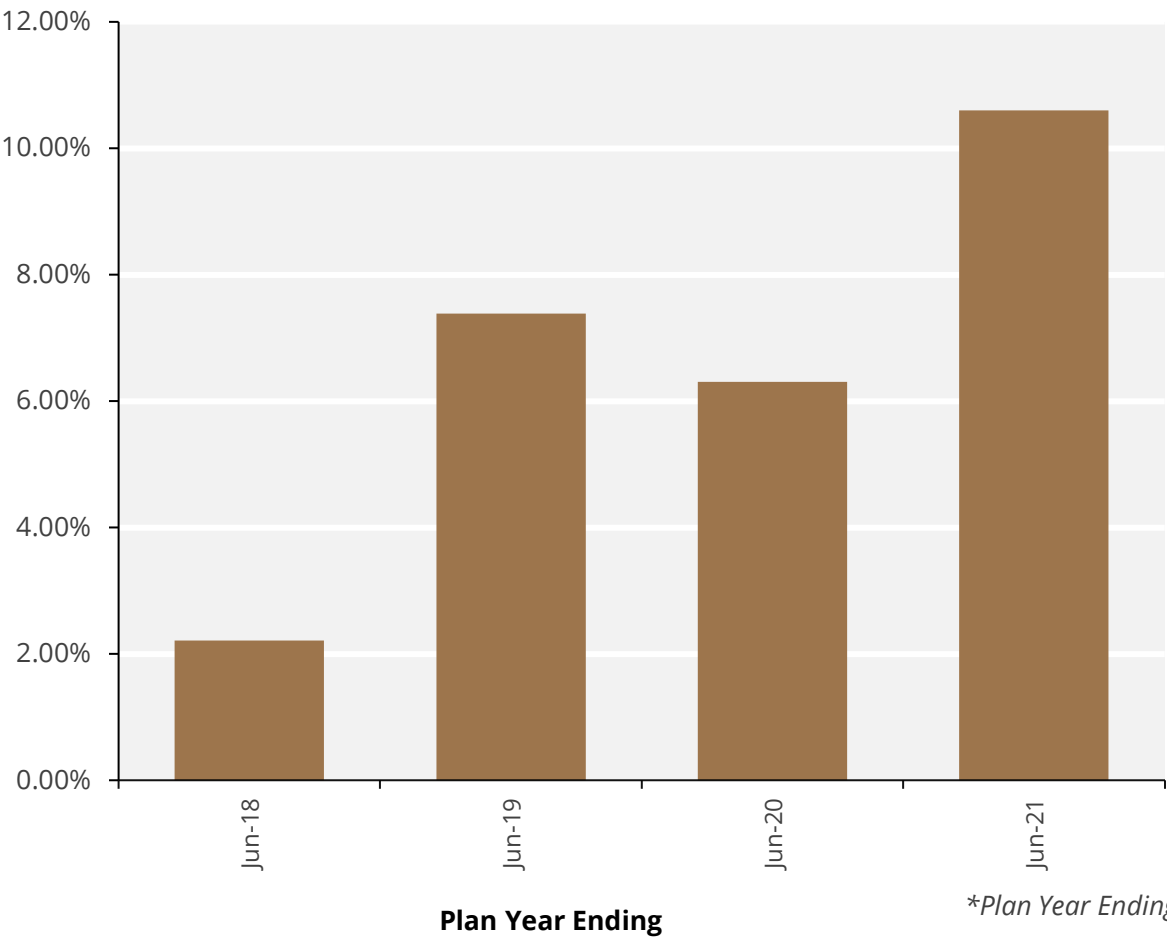
*Plan Year Ending June 2021 is based on 8 months of activity.

SUMMARY OF AGENCY'S SUB-ACCOUNT PENSION PLAN

Subaccount	Total Contributions	Transfer In	Transfer Out	Distributions	Total Investment Earnings	Account Balance
Original Account	\$25,000,000	---	\$25,875,282	---	\$936,719	\$0
General Fund	\$24,000,000	\$25,877,177	---	\$1,963,466	\$11,314,742	\$56,997,460
SBVC	\$5,000,000	\$3,016	---	---	\$1,285,976	\$5,628,670
CHC	\$2,700,000	---	---	\$130,000	\$376,978	\$2,941,341
MAE	\$9,000,000	\$321.94	\$2,290,000	---	\$1,292,412	\$7,983,263
KVCR	\$21,000,000	\$1,148,975	\$11,338,682	---	\$3,960,730	\$14,700,819
FNX	---	\$9,000,309	\$343,700	\$472,000	\$1,407,599	\$9,571,325
General Fund – Fixed Income	---	\$2,050,000	\$1,894	\$2,136,534	\$90,341	\$0
SBVC – Fixed Income	---	\$638,393	\$3,016	\$635,000	(\$169)	\$0
MAE – Fixed Income	---	\$2,290,000	\$321.94	\$2,290,000	\$805	\$0
KVCR – Fixed Income	---	\$2,338,682	\$1,148,975	\$1,200,000	\$11,424	\$0
FNX – Fixed Income	---	\$343,700	\$309	\$343,175	(\$105)	\$0
TOTALS	\$86,700,000	\$43,690,574	\$41,002,180	\$9,170,175	\$20,677,452	\$97,822,878

PLAN TOTAL RETURNS

AS OF PLAN YEAR END JUNE 30, 2021



Year	Returns
Jun-18	2.21%
Jun-19	7.39%
Jun-20	6.30%
Jun-21*	10.60%

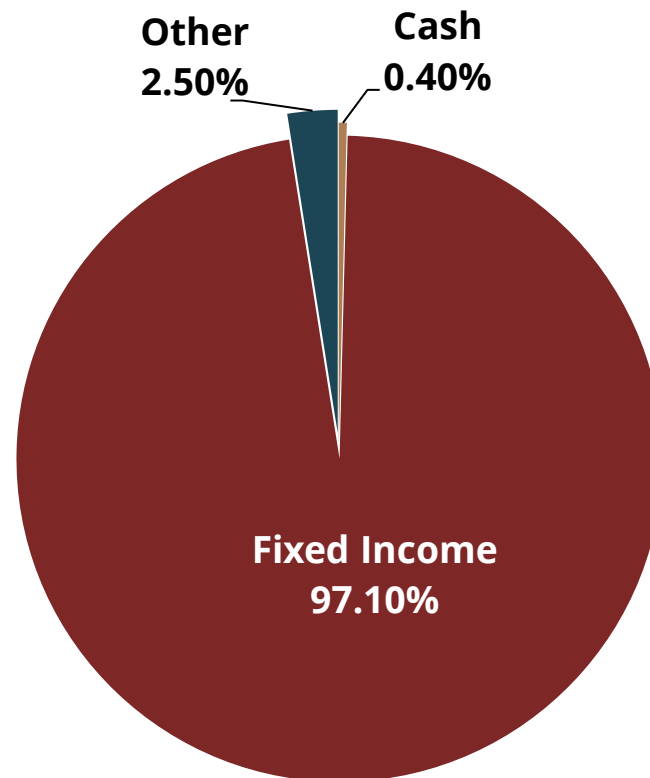
*Plan Year Ending June 2021 is based on 8 months of activity

Expected 10-Year Rates of Return:
Fixed Income: 1.37%
Conservative: 3.34%

VANGUARD ASSET ALLOCATION

As of December 31, 2020

Asset Class	Allocation (%)
U.S. Bond	62.50%
Non-U.S. Bond	34.60%
Cash	0.40%
Other	2.50%
TOTAL	100.00%

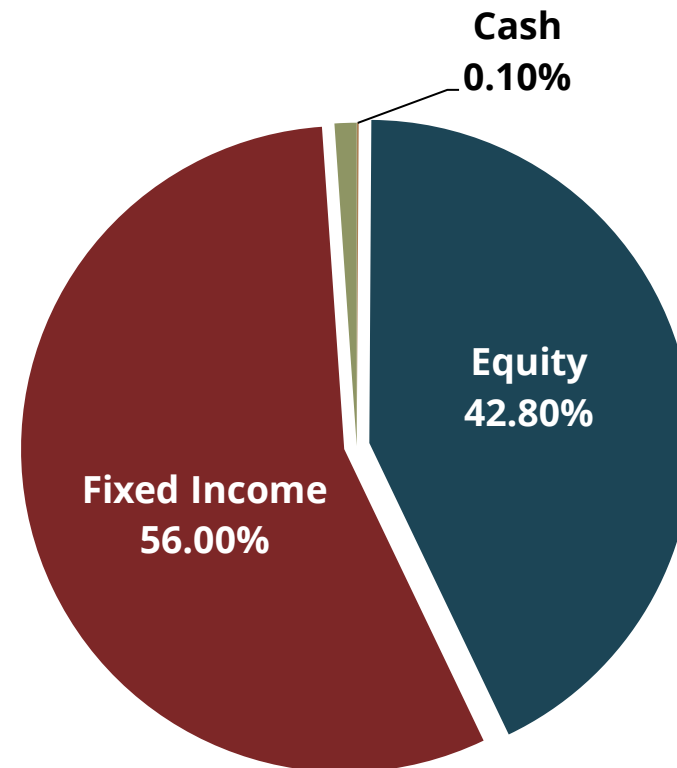


Fixed Income Portfolio

VANGUARD ASSET ALLOCATION

As of December 31, 2020

Asset Class	Allocation (%)
U.S. Equity	32.20%
Non U.S. Equity	10.60%
U.S. Bond	50.10%
Non-U.S. Bond	5.90%
Cash	0.10%
Other	1.10%
TOTAL	100.00%



Conservative Portfolio

JANUARY 2021 PORTFOLIO CHANGES

Strategy	Previous Target Allocations		New Target Allocations	
	Equity	Fixed Income	Equity	Fixed Income
Fixed Income	0%	100%	0%	100%
Conservative	43%	57%	40%	60%
Balanced	61%	39%	60%	40%
Growth	77%	23%	75%	25%

- Minor adjustments made to the four portfolios that allows Vanguard greater flexibility to change underlying sub-asset classes
- No impact to the overall objective and risk/return profile of the strategies
- Went into effect in January 4, 2021
- More detail on this with Vanguard 3/31 quarter end reports, available later in April

VANGUARD INVESTMENT RETURNS

As of December 31, 2020

Strategy	Equity (%)	1 Year	3 Years	5 Years	10 Years
Growth	76.90%	14.47%	10.02%	11.06%	9.49%
Balanced	60.90%	13.36%	9.16%	9.73%	8.37%
Conservative	42.80%	11.57%	8.05%	8.11%	7.06%
Fixed Income	0.00%	6.69%	5.12%	4.33%	3.82%

Returns are net of the fund expense ratio, gross of advisory fees.

Past performance does not guarantee future results; Returns are net of the fund expenses, and gross of advisory fees;

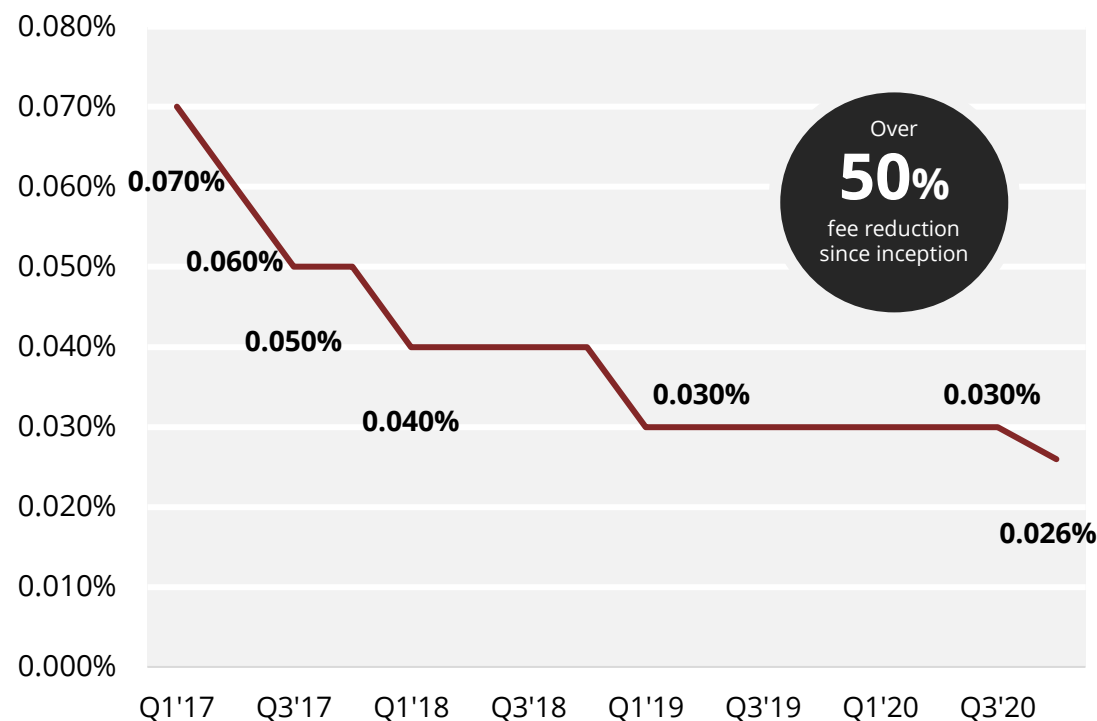
PARS is not licensed to provide and does not offer investment advice or recommendations of any kind;

All investment decisions in the PARS Section 115 Trust Programs are made at the sole discretion of the Agency, with or without the assistance of the Agency's selected investment advisors and/or managers.



INVESTMENT MANAGEMENT FEES

- Vanguard's investment management fees are based on total assets of all participants in the four portfolio options.
- **As of December 31, 2020, the investment management fee for Vanguard investment program members is 0.026% of assets (2.6 basis points).**



Vanguard Fee Schedule

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

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Prepared for

Public Agency Retirement Systems (PARS)

4Q 2020 Review

Agenda

- I. Vanguard strategies/projected return on assets
- II. 4Q 2020 capital markets review
- III. Market outlook

Vanguard strategies/projected return on assets

Prepared for PARS

Target allocations for suite of Vanguard strategies

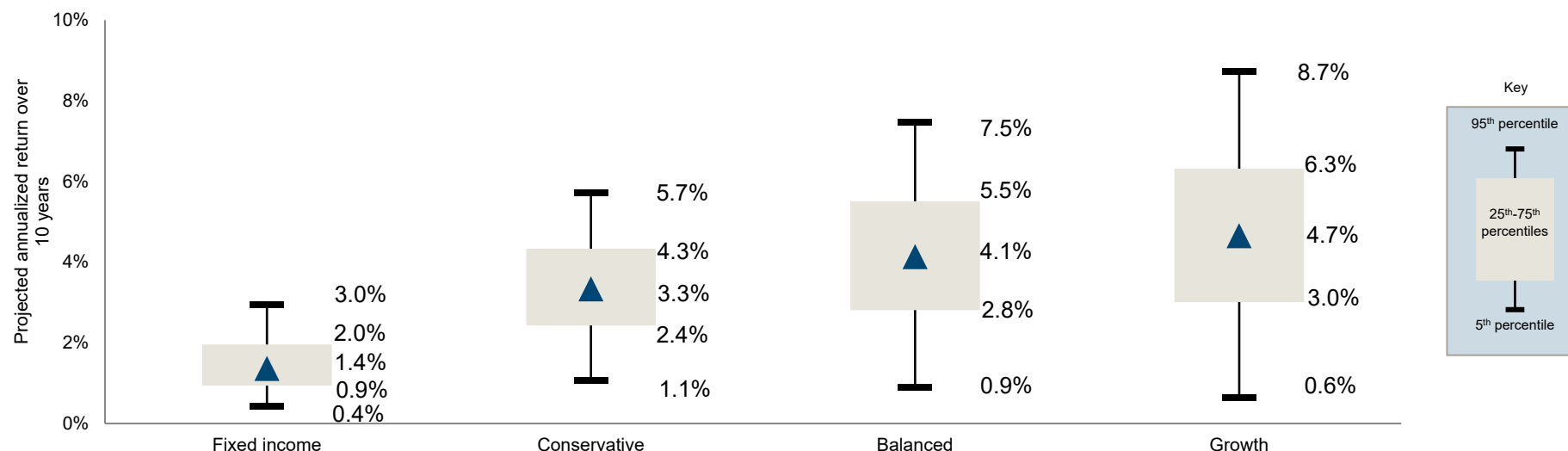
(equity/fixed income-%)	Fixed Income Strategy (0/100)	Conservative Strategy (40/60)	Balanced Strategy (60/40)	Growth Strategy (75/25)
Total Equity	0.0%	36%	54%	67%
• Total Stock Market Index Fund	0.0%	22%	33%	41%
• Total International Stock Market Index Fund	0.0%	14%	21%	26%
Total Fixed Income	100%	60%	40%	25%
• Total Bond Market Index Fund	45%	23%	15%	10%
• Total International Bond Market Index Fund	25%	15%	10%	5%
• Intermediate-Term Investment-Grade Fund	15%	14%	10%	7%
• Short-Term Investment-Grade Fund	15%	8%	5%	3%
Total Real Estate	0%	4%	6%	8%
• Real Estate Index Fund	0%	4%	6%	8%
Portfolio weighted average expense ratio	0.08%	0.08%	0.08%	0.08%
Advisory fee	0.03%	0.03%	0.03%	0.03%
All-in fee	0.11%	0.11%	0.11%	0.11%



Asset allocation analysis: 10-year outlook

Asset classes	Fixed income	Conservative	Balanced	Growth
U.S. Equity	-	22%	33%	41%
Non-U.S. Equity	-	14%	21%	26%
REITs	-	4%	6%	8%
U.S. Aggregate Bonds	45%	23%	15%	10%
Non-U.S. Bonds	25%	15%	10%	5%
Intermediate-Term Credit	15%	14%	10%	7%
Short-Term Credit	15%	8%	5%	3%
Median expected outcomes				
Returns	1.37%	3.34%	4.14%	4.66%
Volatility	3.23%	6.52%	9.50%	11.83%
Sharpe ratio	0.07	0.33	0.33	0.32
EQ/FI/REITS (%)	0/100/0	36/60/4	54/40/6	67/25/8

Strategy nominal return distributions (10-year horizon)



IMPORTANT: The projections or other information generated by the Vanguard Capital Markets Model®(VCMM) regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. Distribution of return outcomes from VCMM derived from 10,000 simulations for U.S. equity returns and fixed income returns. Simulations as of December 31, 2020. Results from the model may vary with each use and over time. For more information on VCMM, see the Important Information slide.

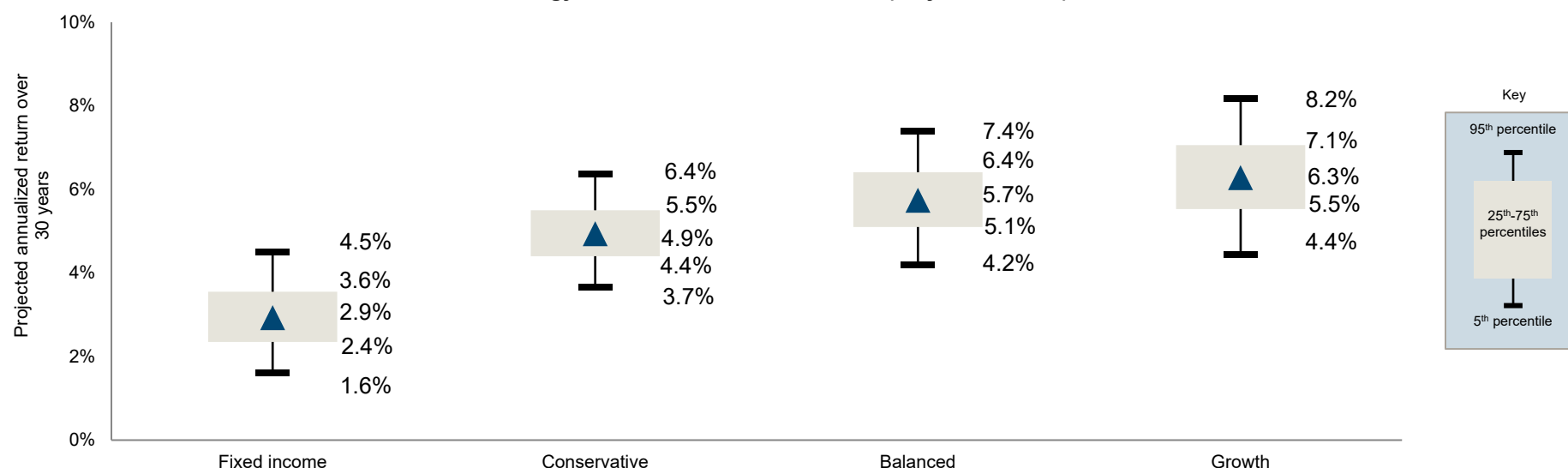
Note: Returns, real returns, and Sharpe ratio listed above represent the median value for 10,000 scenarios. The Sharpe ratio calculates return (or reward) per unit of risk; $(R_x - r_f) / \sigma(x - r)$; R_f = cash. The risk-free rate is based on VCMM's projections for cash.

Source: Vanguard, Investment Strategy Group.

Asset allocation analysis: 30-year outlook

Asset classes	Fixed income	Conservative	Balanced	Growth
U.S. Equity	-	22%	33%	41%
Non-U.S. Equity	-	14%	21%	26%
REITs	-	4%	6%	8%
U.S. Aggregate Bonds	45%	23%	15%	10%
Non-U.S. Bonds	25%	15%	10%	5%
Intermediate-Term Credit	15%	14%	10%	7%
Short-Term Credit	15%	8%	5%	3%
Median expected outcomes				
Returns	2.93%	4.94%	5.74%	6.28%
Volatility	4.14%	6.88%	10.01%	12.48%
Sharpe ratio	0.14	0.39	0.37	0.36
EQ/FI/REITS (%)	0/100/0	36/60/4	54/40/6	67/25/8

Strategy nominal return distributions (30-year horizon)



IMPORTANT: The projections or other information generated by the Vanguard Capital Markets Model®(VCMM) regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. Distribution of return outcomes from VCMM derived from 10,000 simulations for U.S. equity returns and fixed income returns. Simulations as of December 31, 2020. Results from the model may vary with each use and over time. For more information on VCMM, see the Important Information slide.

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

Source: Vanguard, Investment Strategy Group.

Important information

IMPORTANT: The projections or other information generated by the Vanguard Capital Markets Model® (VCMM) regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. VCMM results will vary with each use and over time.

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

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

For more information about Vanguard funds, visit vanguard.com or call 866-499-8473 to obtain a prospectus or, if available, a summary prospectus. Investment objectives, risks, charges, expenses, and other important information are contained in the prospectus; read and consider it carefully before investing.

Mutual funds and all investments are subject to risk, including the possible loss of the money you invest. Prices of mid- and small-cap stocks often fluctuate more than those of large-company stocks. Investments in stocks or bonds issued by non-U.S. companies are subject to risks including country/regional risk and currency risk. These risks are especially high in emerging markets. Funds that concentrate on a relatively narrow sector face the risk of higher share-price volatility.

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

The information contained herein does not constitute tax advice, and cannot be used by any person to avoid tax penalties that may be imposed under the Internal Revenue Code. We recommend that you consult a tax or financial advisor about your individual situation.

Advice services are provided by Vanguard Advisers, Inc., a registered investment advisor.

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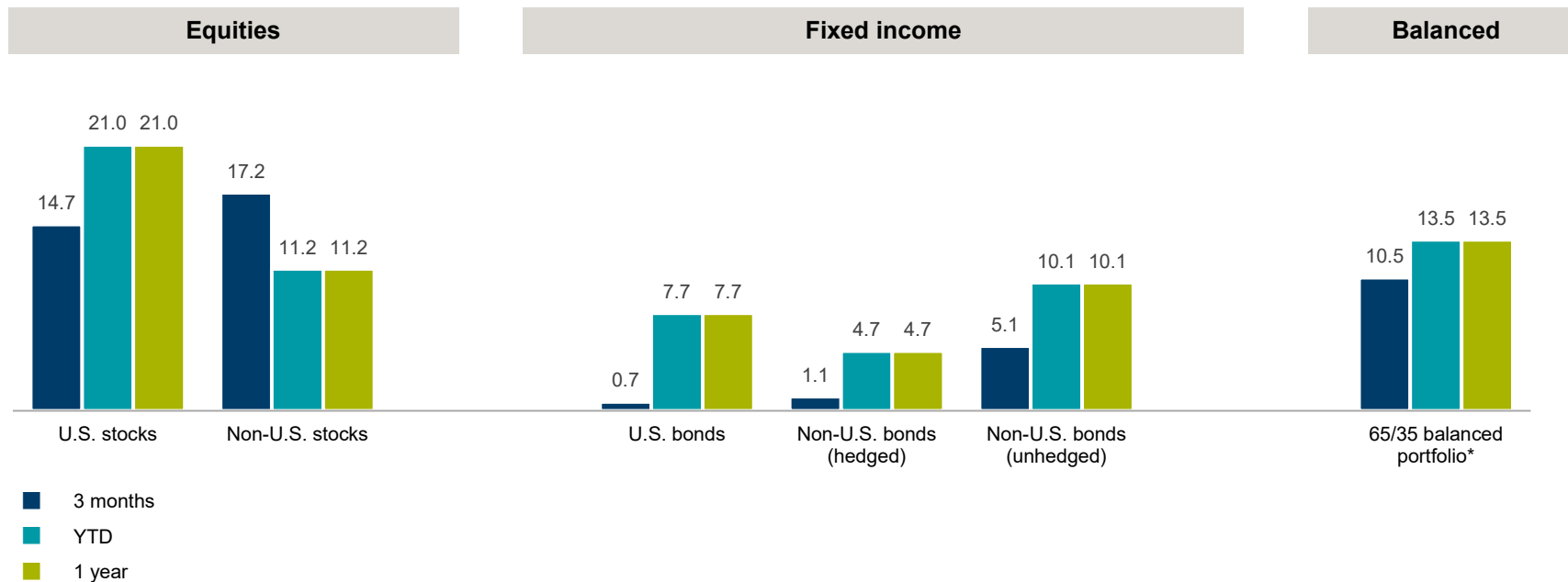
Prepared for Public Agency Retirement Systems (PARS)

4Q 2020 capital markets review

Global markets post strong results in anticipation of pandemic decline

- As the coronavirus pandemic continues to impact global economies, markets are assessing length and shape of recovery in progress
- Global equities sold off sharply when the pandemic first broke, driving markets briefly into bear market territory, yet have recovered and rallied significantly over the last several months
- Fixed income delivered positive returns as Treasury yields reached record lows and credit bonds weathered the impact of the uncertainty

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



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

Sources: Bloomberg Barclays, CRSP, and FTSE.

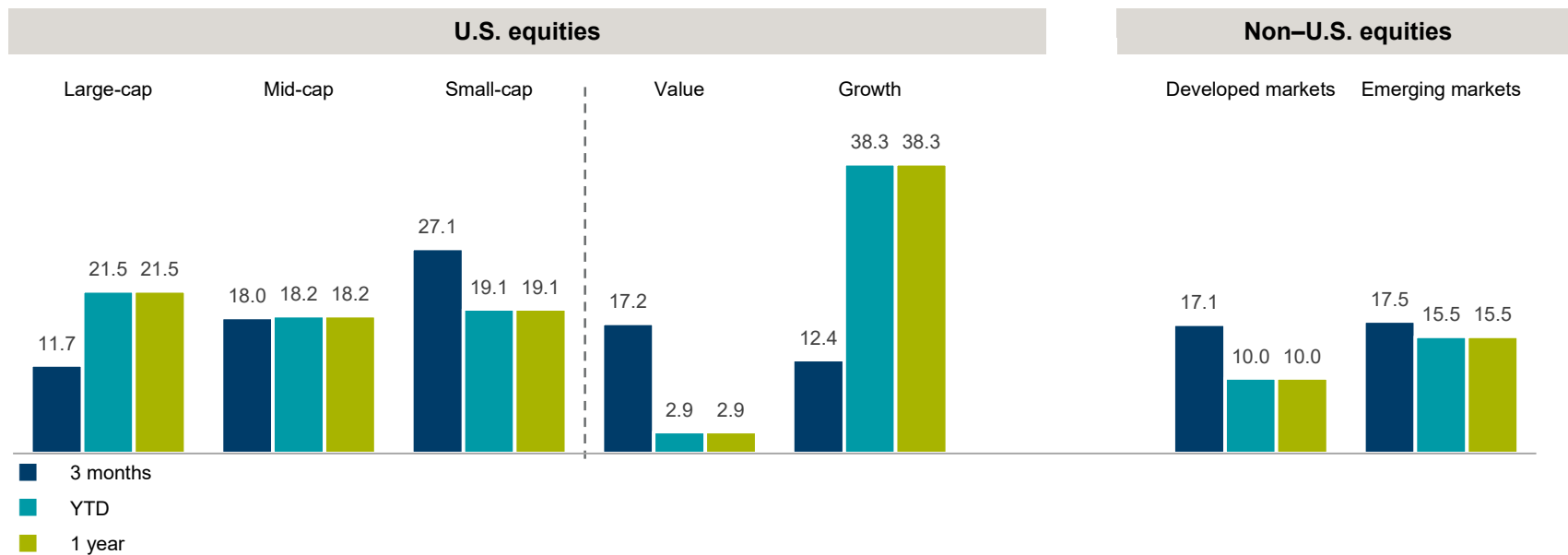
U.S. stocks (CRSP U.S. Total Market Index), non-U.S. stocks (FTSE Global All-Cap ex-US Index), U.S. bonds (Bloomberg Barclays U.S. Aggregate Float Adjusted Index), non-U.S. bonds hedged (Bloomberg Barclays Global Aggregate ex-USD Float Adjusted RIC Capped Index hedged), non-U.S. bonds unhedged (Bloomberg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

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

Stocks across market cap and style see significant divergence

- Large-cap stocks led returns by market cap during the trailing 12 months, but small-cap stocks have posted stronger results during the latest quarter
- Growth stocks, led by a select group of mega-cap companies, have significantly outperformed value stocks, extending their recent performance advantage of the last couple years
- In non-U.S. equity markets, emerging markets have outperformed developed markets recently, yet both have fallen short of U.S. market returns

Global equity market returns as of December 31, 2020 (%)



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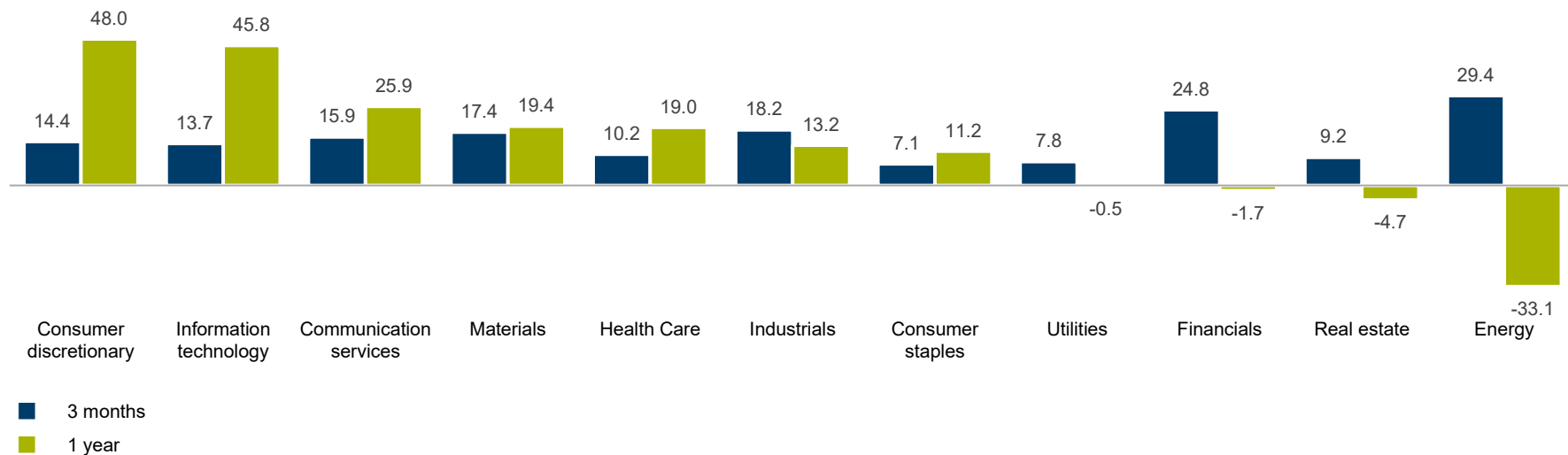
Sources: CRSP, FTSE, and Russell.

Large-cap (CRSP U.S. Mega Cap Index), mid-cap (CRSP U.S. Mid Cap Index), small-cap (CRSP U.S. Small Cap Index); value (Russell 3000 Value Index), growth (Russell 3000 Growth Index); developed markets (FTSE Developed All Cap ex-U.S. Index), emerging markets (FTSE Emerging Markets All Cap China A Inclusion Index).

U.S. sector performance – Strength present in many industries

- No sector escaped the sell-off in the first quarter as steep losses were booked across industries, yet growth-oriented companies have led the recovery over the past several months
- Wide divergence in 12-month returns between the top and bottom sectors illustrates the benefit of diversification
- Energy has posted the deepest loss over the trailing 12 months, impacted by a severe demand shock from the COVID-19 pandemic

U.S. equity sector returns as of December 31, 2020 (%)



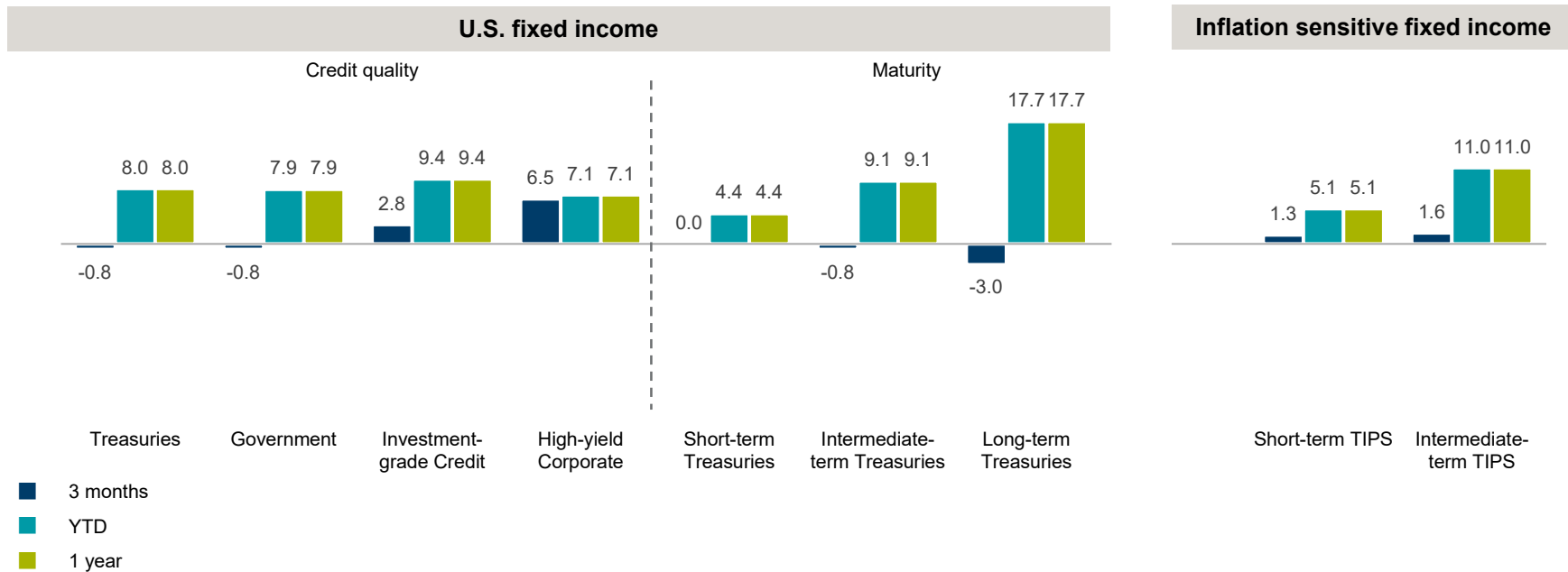
Past performance is no guarantee of future returns. The performance of an index is not an exact representation of any particular investment, as you cannot invest directly in an index.

Source: FactSet.
 U.S. markets measured by CRSP U.S. Total Market Index.

Bonds deliver strong returns during tumultuous year

- Treasury yields hit record lows across the curve as investors fled risky assets and the Federal Reserve cut short-term rates to near-zero early in the year in response to the pandemic
- Credit spreads widened sharply during the initial outbreak and market reaction, yet both Investment-grade and High-Yield bonds have recovered during the past several months
- Treasuries have had exceptionally strong performance for the year as economic activity contracted and expectations have refocused on a gradual recovery

Domestic fixed income market returns as of December 31, 2020 (%)



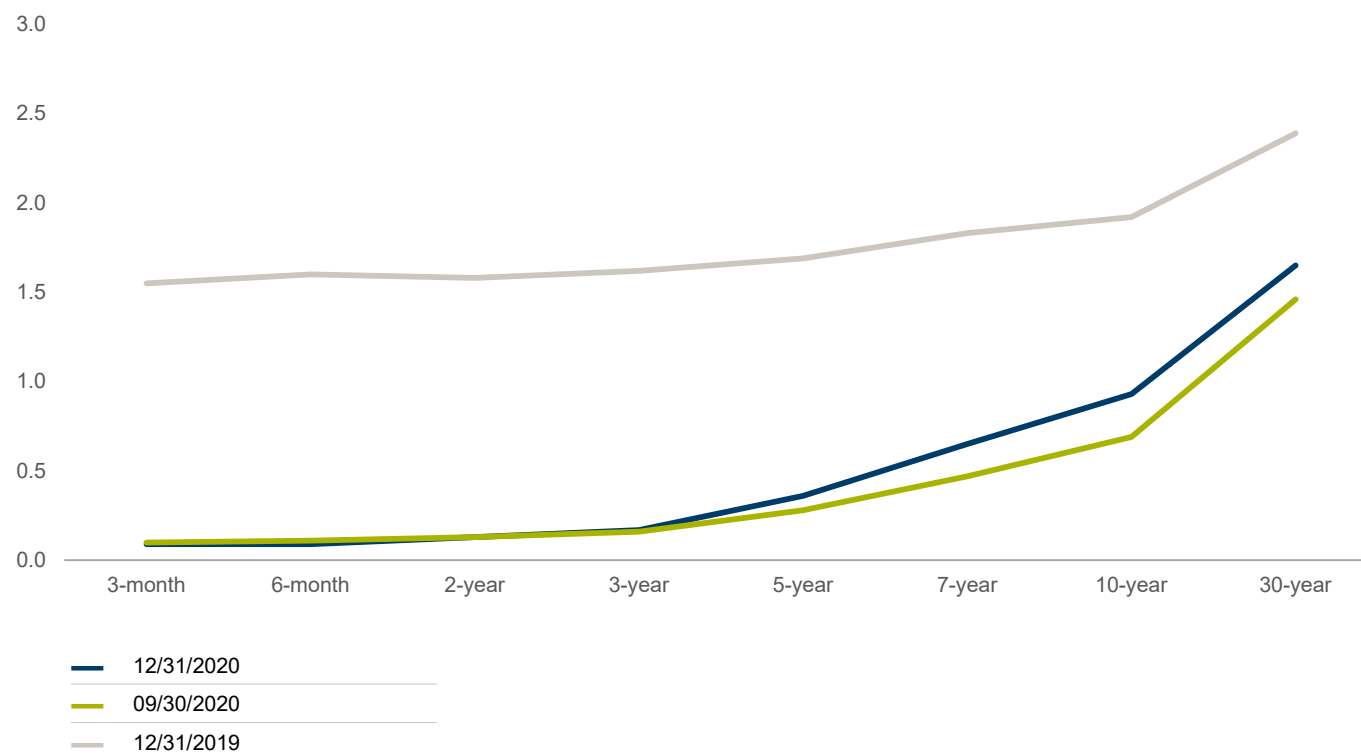
Past performance is no guarantee of future returns. The performance of an index is not an exact representation of any particular investment, as you cannot invest directly in an index.

Source: Bloomberg Barclays.

Treasuries, government, investment-grade credit; high-yield (Bloomberg Barclays U.S. Treasury/Government/Credit/Corporate High-Yield Indices); short-inter-long-term Treasuries (Bloomberg Barclays U.S. 1-5/5-10/Long Treasury Indices); short-term TIPS (Bloomberg Barclays U.S. Treasury 0-5 Year Inflation-Protected Index); intermediate-term TIPS (Bloomberg Barclays U.S. Treasury Inflation-Protected Index).

U.S. Treasury yield curve—Rates remain at or near historic lows

Yield (%) and change (bps)	3-month	6-month	2-year	3-year	5-year	7-year	10-year	30-year
Current yield (%)	0.09	0.09	0.13	0.17	0.36	0.65	0.93	1.65
3 mo. Δ	-1	-2	0	1	8	18	24	19
12 mo. Δ	-146	-151	-145	-145	-133	-118	-99	-74



Market outlook

Economic scenarios for 2021

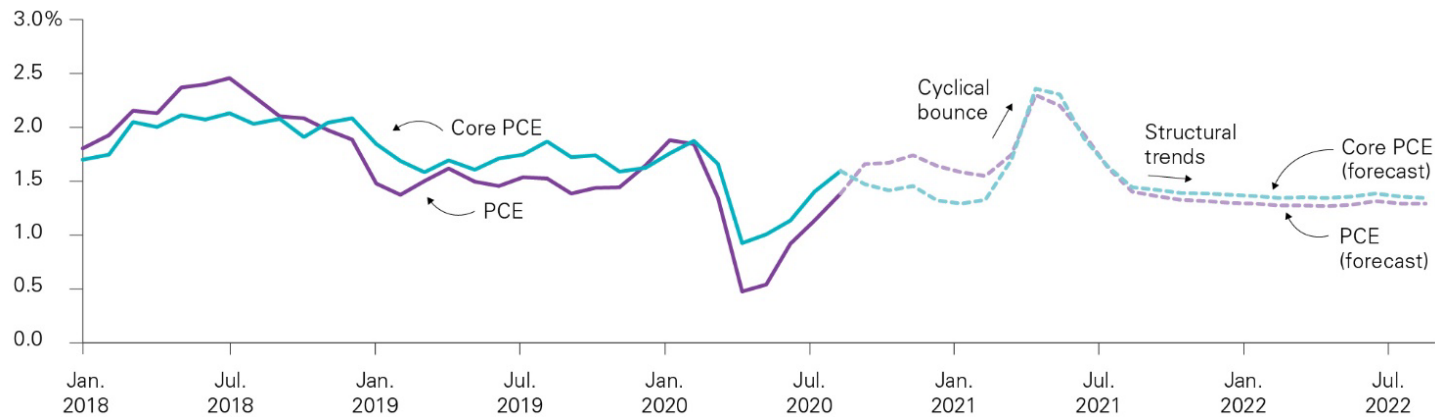
Vanguard assessment of risks			
	Downside risk	Base case	Upside surprise
	10%	60%	30%
Immunity gap	Little progress on infection immunity by end of 2021	Major economies achieve infection immunity by end of 2021	Major economies achieve infection immunity by mid-2021
Reluctance gap	Social and business activity hampered through 2021	Social and business activity normalizes by the second half of 2021	Social and business activity normalizes in the first half of 2021
Economic recovery	<p>Labor market scarring possible given persistently high and long-term unemployment</p> <p>Inflation persistently below target</p> <p>Pre-pandemic level of output not achieved in 2021</p>	<p>Unemployment rate falls through year-end 2021</p> <p>Inflation moves toward target in 2021</p> <p>Pre-pandemic level of output reached by end of 2021</p>	<p>Unemployment rate falls and full employment is achieved by end of 2021</p> <p>Inflation overshoots in 2021</p> <p>Pre-pandemic level of output reached mid-2021</p>

Source: Vanguard, as of November 30, 2020.

Note: The odds for each scenario are based on the assessment of members of Vanguard's Global Economics and Capital Markets Outlook Team.

After midyear cyclical bounce, outlook for inflation remains subdued

PCE and core PCE forecast



Sources: Vanguard calculations, based on data from Moody's Data Buffet and Refinitiv, as of November 30 2020.

Notes: The dotted lines represent our forecast for the inflation index, which is indicated by solid lines. The forecast is obtained from Vanguard proprietary inflation forecasting models. Core PCE removes the more volatile food and energy components of inflation.

Equity markets' ten-year return outlook: Setting reasonable expectations

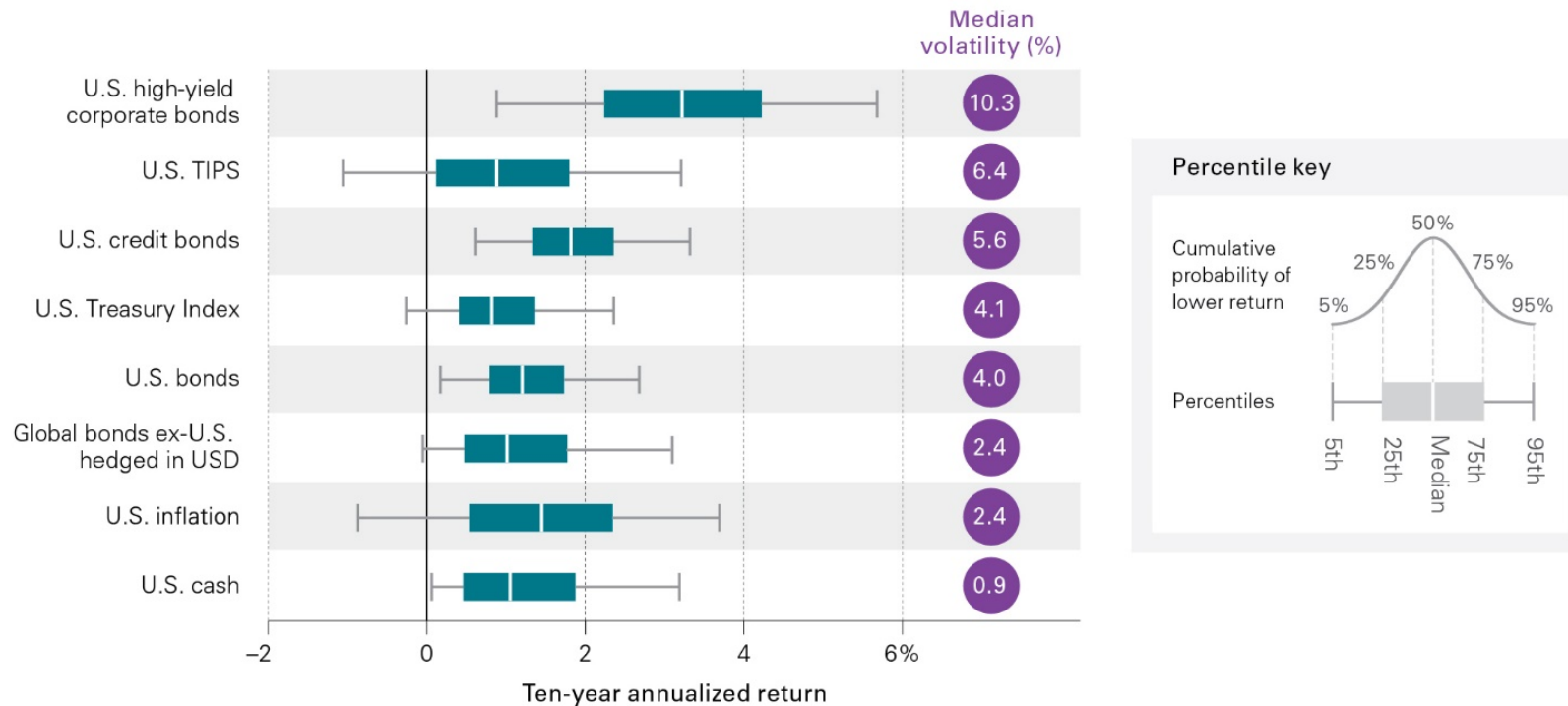


IMPORTANT: The projections and other information generated by the Vanguard Capital Markets Model (VCMM) regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results.

Source: Vanguard, as of September 30, 2020.

Notes: The forecast corresponds to distribution of 10,000 VCMM simulations for ten-year annualized nominal returns as of September 2020 in USD for asset classes highlighted here. Median volatility is the 50th percentile of an asset class's distribution of annualized standard deviation of returns. Asset class returns do not take into account management fees and expenses, nor do they reflect the effect of taxes. Returns do reflect reinvestment of dividends and capital gains. Indexes are unmanaged; therefore, direct investment is not possible. See the section titled "Indexes for VCMM simulations" for further details on asset classes.

Lower interest rates have pushed expected bond returns lower



IMPORTANT: The projections and other information generated by the Vanguard Capital Markets Model regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results.

Source: Vanguard, as of September 30, 2020.

Notes: The forecast corresponds to distribution of 10,000 VCMM simulations for ten-year annualized nominal returns as of September 30, 2020, in USD for asset classes highlighted here. Median volatility is the 50th percentile of an asset class's distribution of annualized standard deviation of returns. Asset class returns do not take into account management fees and expenses, nor do they reflect the effect of taxes. Returns do reflect reinvestment of dividends and capital gains. Indexes are unmanaged; therefore, direct investment is not possible. See the section titled "Indexes for VCMM simulations" for further details on asset classes.

Important information

The asset-return distributions shown here represent Vanguard's view on the potential range of risk premiums that may occur over the next ten years; such long-term projections are not intended to be extrapolated into a short-term view. These potential outcomes for long-term investment returns are generated by the Vanguard Capital Markets Model® (VCMM) and reflect the collective perspective of our Investment Strategy Group. The expected risk premiums—and the uncertainty surrounding those expectations—are among a number of qualitative and quantitative inputs used in Vanguard's investment methodology and portfolio construction process.

IMPORTANT: The projections and other information generated by the Vanguard Capital Markets Model regarding the likelihood of various investment outcomes are hypothetical in nature, do not reflect actual investment results, and are not guarantees of future results. VCMM results will vary with each use and over time.

The VCMM projections are based on a statistical analysis of historical data. Future returns may behave differently from the historical patterns captured in the VCMM. More important, the VCMM may be underestimating extreme negative scenarios unobserved in the historical period on which the model estimation is based. Distribution of return outcomes from the VCMM are derived from 10,000 simulations for each modeled asset class. Simulations are as of September 30, 2020. Results from the model may vary with each use and over time.

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

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

The primary value of the VCMM is in its application to analyzing potential client portfolios. VCMM asset-class forecasts—comprising distributions of expected returns, volatilities, and correlations—are key to the evaluation of potential downside risks, various risk–return trade-offs, and the diversification benefits of various asset classes. Although central tendencies are generated in any return distribution, Vanguard stresses that focusing on the full range of potential outcomes for the assets considered, is the most effective way to use VCMM output. The VCMM seeks to represent the uncertainty in the forecast by generating a wide range of potential outcomes. It is important to recognize that the VCMM does not impose “normality” on the return distributions, but rather is influenced by the so-called fat tails and skewness in the empirical distribution of modeled asset-class returns. Within the range of outcomes, individual experiences can be quite different, underscoring the varied nature of potential future paths. Indeed, this is a key reason why we approach asset-return outlooks in a distributional framework.

All investing is subject to risk, including the possible loss of the money you invest. Past performance is no guarantee of future returns. Diversification does not ensure a profit or protect against a loss in a declining market. There is no guarantee that any particular asset allocation or mix of funds will meet your investment objectives or provide you with a given level of income. The performance of an index is not an exact representation of any particular investment, as you cannot invest directly in an index.

Stocks of companies in emerging markets are generally more risky than stocks of companies in developed countries. U.S. government backing of Treasury or agency securities applies only to the underlying securities and does not prevent price fluctuations. Investments that concentrate on a relatively narrow market sector face the risk of higher price volatility. Investments in stocks issued by non-U.S. companies are subject to risks including country/regional risk and currency risk.

Bond funds are subject to the risk that an issuer will fail to make payments on time, and that bond prices will decline because of rising interest rates or negative perceptions of an issuer's ability to make payments. High-yield bonds generally have medium- and lower-range credit-quality ratings and are therefore subject to a higher level of credit risk than bonds with higher credit-quality ratings. Although the income from U.S. Treasury obligations held in the fund is subject to federal income tax, some or all of that income may be exempt from state and local taxes.

Important information

For more information about any fund, visit institutional.vanguard.com or call 866-499-8473 to obtain a prospectus or, if available, a summary prospectus. Investment objectives, risks, charges, expenses, and other important information are contained in the prospectus; read and consider it carefully before investing.

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

Mutual funds and all investments are subject to risk, including the possible loss of the money you invest. Prices of mid- and small-cap stocks often fluctuate more than those of large-company stocks. Investments in stocks or bonds issued by non-U.S. companies are subject to risks including country/regional risk and currency risk. These risks are especially high in emerging markets. Funds that concentrate on a relatively narrow sector face the risk of higher share-price volatility. It is possible that tax-managed funds will not meet their objective of being tax-efficient. Because company stock funds concentrate on a single stock, they are considered riskier than diversified stock funds.

Investments in bond funds are subject to the risk that an issuer will fail to make payments on time and that bond prices will decline because of rising interest rates or negative perceptions of an issuer's ability to make payments. High-yield bonds generally have medium- and lower-range credit quality ratings and are therefore subject to a higher level of credit risk than bonds with higher credit quality ratings. Although the income from a municipal bond fund is exempt from federal tax, you may owe taxes on any capital gains realized through the fund's trading or through your own redemption of shares. For some investors, a portion of the fund's income may be subject to state and local taxes, as well as to the federal Alternative Minimum Tax. Diversification does not ensure a profit or protect against a loss.

While U.S. Treasury or government agency securities provide substantial protection against credit risk, they do not protect investors against price changes due to changing interest rates. Unlike stocks and bonds, U.S. Treasury bills are guaranteed as to the timely payment of principal and interest.

Investments in Target Retirement Funds or Trusts are subject to the risks of their underlying funds. The year in the fund name refers to the approximate year (the target date) when an investor in the fund or trust would retire and leave the workforce. The fund or trust will gradually shift its emphasis from more aggressive investments to more conservative ones based on its target date. An investment in the Target Retirement Fund or Trust is not guaranteed at any time, including on or after the target date.

Vanguard collective trusts are not mutual funds. They are collective trusts available only to tax-qualified plans and their eligible participants. Investment objectives, risks, charges, expenses, and other important information should be considered carefully before investing. The collective trust mandates are managed by Vanguard Fiduciary Trust Company, a wholly owned subsidiary of The Vanguard Group, Inc.

A stable value investment is neither insured nor guaranteed by the U.S. government. There is no assurance that the investment will be able to maintain a stable net asset value, and it is possible to lose money in such an investment.

Factor funds are subject to investment style risk, which is the chance that returns from the types of stocks in which the fund invests will trail returns from U.S. stock markets. Factor funds are subject to manager risk, which is the chance that poor security selection will cause the fund to underperform relevant benchmarks or other funds with a similar investment objective.

The information contained herein does not constitute tax advice and cannot be used by any person to avoid tax penalties that may be imposed under the Internal Revenue Code. We recommend that you consult a tax or financial advisor about your individual situation.

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Vanguard Marketing Corporation, Distributor of the Vanguard Funds. U.S. Patent Nos. 6,879,964; 7,337,138; 7,720,749; 7,925,573; 8,090,646; 8,417,623; and 8,626,636.

Important information

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PARS Investment Partnership - Fixed Income Strategy

Overview

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

Investment objective

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

Investment strategy

The Fixed Income Strategy invests in Vanguard mutual funds using an asset allocation strategy designed for investors seeking current income. The underlying funds are: Vanguard Total Bond Market Index Fund, Vanguard Total International Bond Index Fund, Vanguard Intermediate-Term Investment-Grade Fund, Vanguard Short-Term Investment-Grade Fund, and Vanguard Short-Term Inflation-Protected Securities Fund.

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

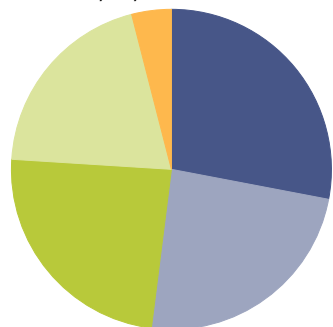
Fees

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

PARS Investment Partnership - Fixed Income Strategy

Holdings

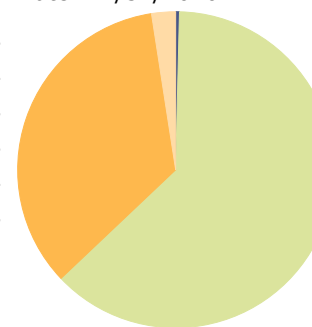
Date: 12/31/2020



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

Asset allocation

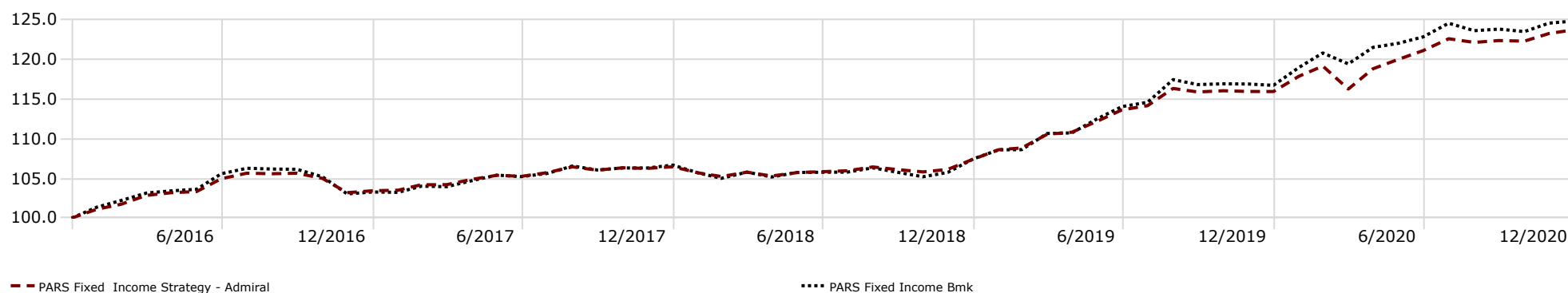
Date: 12/31/2020



	%
Cash	0.4
US Equity	-
Non-US Equity	0.0
US Bond	62.5
Non-US Bond	34.6
Other	2.4
Total	100.0

Investment growth

Time Period: 1/1/2016 to 12/31/2020

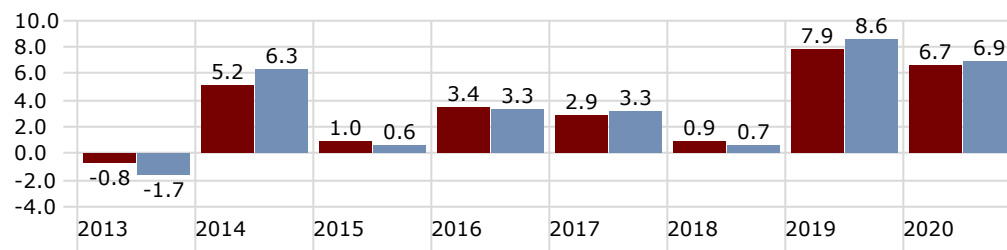


Trailing Returns - Annualized after one year

As of Date: 12/31/2020

	YTD	One Year	Three Years	Five Years	Eight Years	Ten Years
PARS Fixed Income Strategy - Admiral	6.69	6.69	5.12	4.33	3.36	3.82
PARS Fixed Income Bmk	6.92	6.92	5.36	4.52	3.46	3.98

Annual returns



Strategy

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

Benchmark

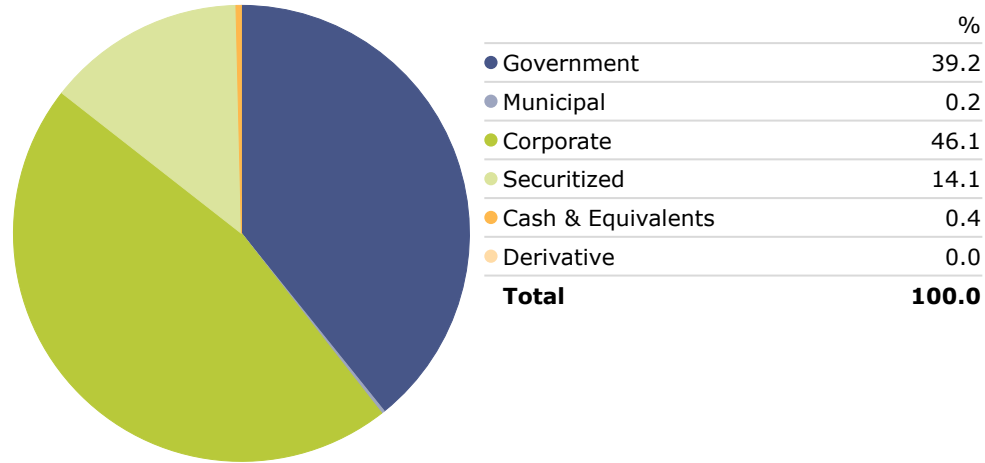
100% Spliced Barclays US Aggregate Float-Adjusted Bond Index through October 16, 2012/ 96% Spliced Barclays US Aggregate Float-Adjusted Bond Index, 4% Barclays US 0-5 Year TIPS Index through May 31, 2013/ 72% Spliced Barclays US Aggregate Float-Adjusted Bond Index, 24% Barclays ex-USD Flood Adjusted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

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

PARS Investment Partnership - Fixed Income Strategy

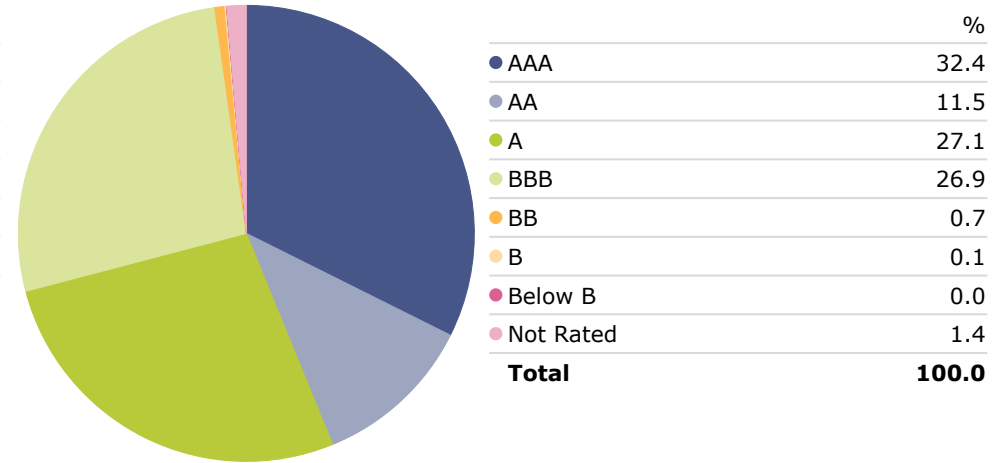
Fixed income sectors

Date: 12/31/2020



Fixed income credit quality

Date: 12/31/2020



PARS Investment Partnership - Conservative Strategy

Overview

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

Investment objective

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

Investment strategy

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

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

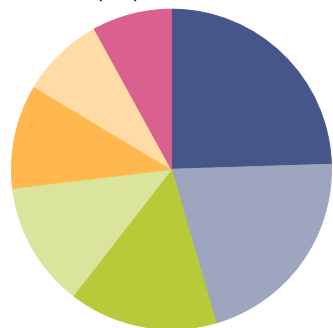
Fees

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

PARS Investment Partnership - Conservative Strategy

Holdings

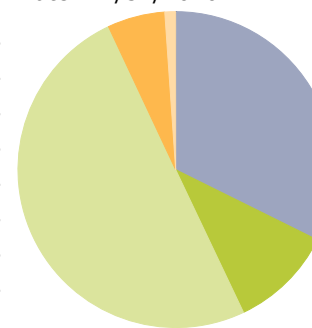
Date: 12/31/2020



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

Asset allocation

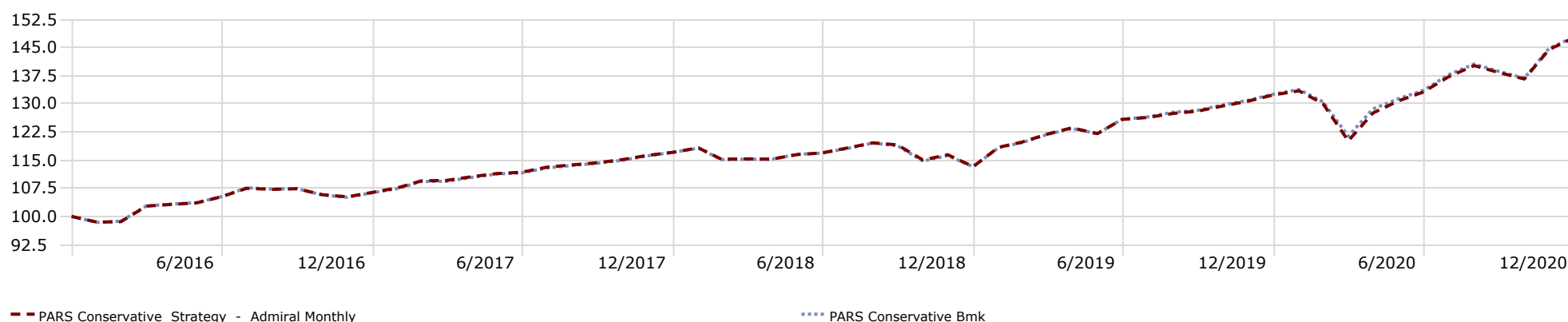
Date: 12/31/2020



	%
Cash	0.1
US Equity	32.2
Non-US Equity	10.6
US Bond	50.1
Non-US Bond	5.9
Other	1.1
Total	100.0

Investment growth

Time Period: 1/1/2016 to 12/31/2020

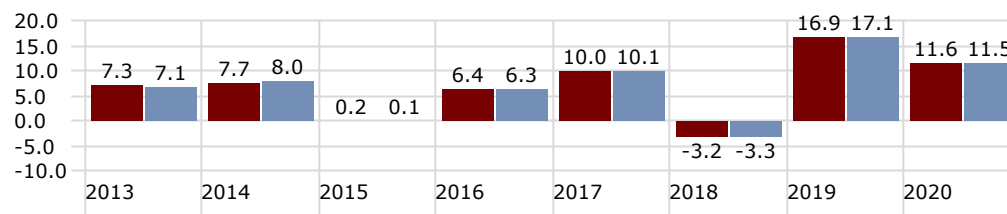


Trailing Returns - Annualized after one year

As of Date: 12/31/2020

	YTD	One Year	Three Years	Five Years	Eight Years	Ten Years
PARS Conservative Strategy - Admiral Monthly	11.57	11.57	8.05	8.11	6.93	7.06
PARS Conservative Bmk	11.53	11.53	8.09	8.14	6.95	7.08

Annual returns



Benchmark

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

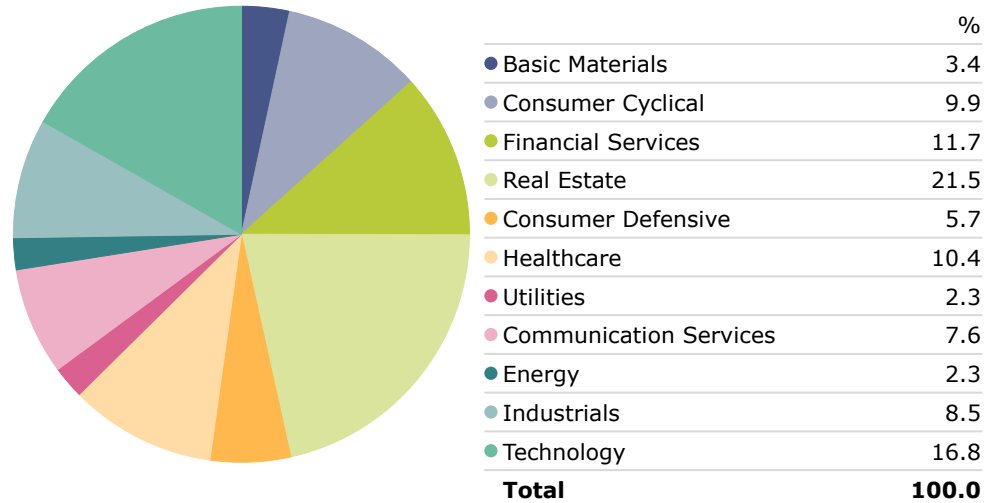
The performance data shown represent past performance, which is not a guarantee of future results. Investment returns and principal value will fluctuate, so investors' shares, when sold, may be worth more or less than their original cost. Current performance may be lower or higher than the performance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

Source: Morningstar Direct

PARS Investment Partnership - Conservative Strategy

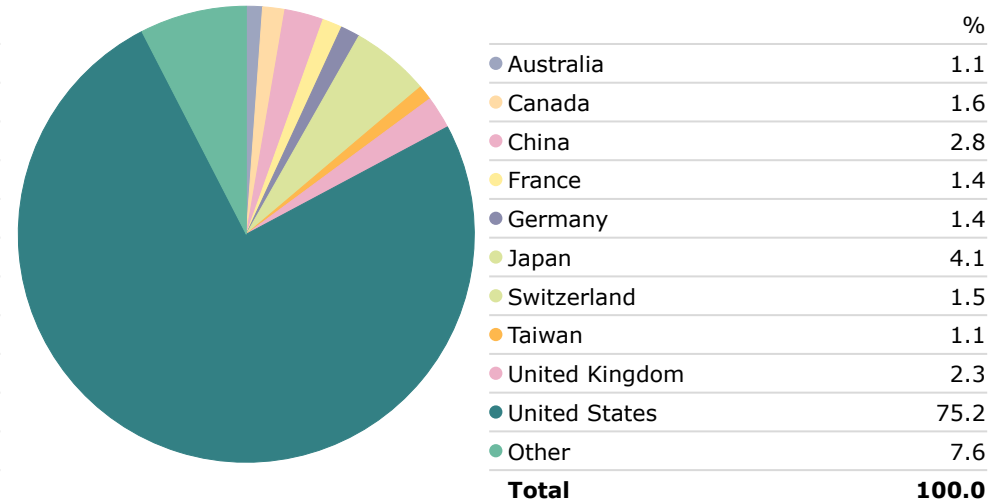
Equity sectors

Date: 12/31/2020



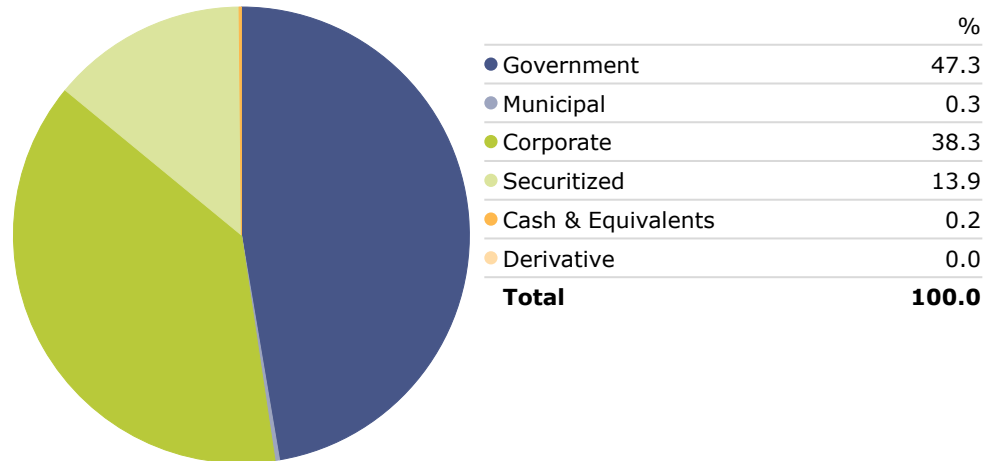
Equity country exposure

Date: 12/31/2020



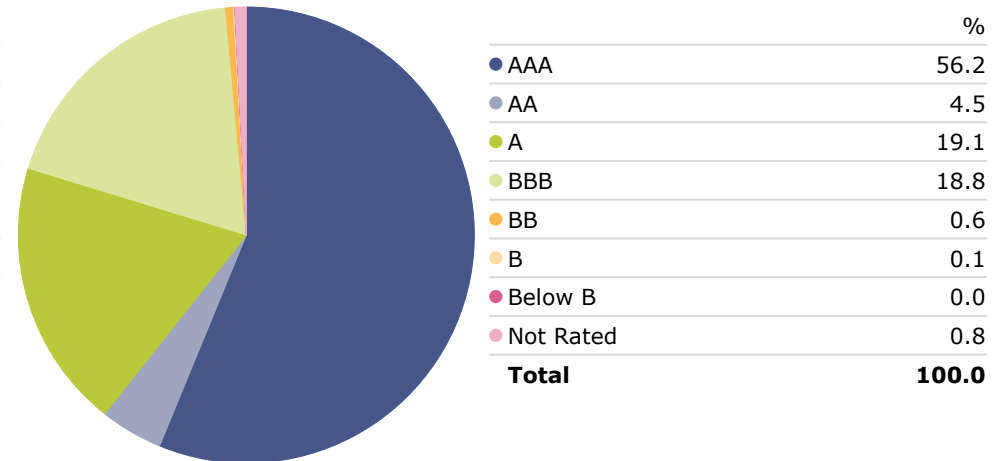
Fixed income sectors

Date: 12/31/2020



Fixed income credit quality

Date: 12/31/2020



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 8, 2021

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 April 8, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Kelly	Boebinger	Chemistry	Thank you, Kelly for stepping up to the plate for the Physics adjunct peer evaluation for Spring '21. Really appreciate this gesture of kindness.	Sam Truong / Anatomy & Physiology
Crafton Hills College	Kristen	Clements	EMS/Paramedic Department	Thank you for going above and beyond for the pop-up vaccination clinic, your flexibility and efforts resulted in 90 vaccinations being administered!	Kevin Horan
Crafton Hills College	Chloe	De Los Rios	English	Great job with One Book/One College! You have shown great vision and leadership in consistently moving this project forward!	Keith Wurtz
Crafton Hills College	Troylynn	Dial	Counseling	Thank you for the continuing great articulation work.	Sam Truong / Anatomy & Physiology
Crafton Hills College	Tracy	Gray	Technology Services	Thank you, Tracy for keeping my laptop working properly. You are quick to respond and so very helpful. I can't thank you enough for going above and beyond, especially while working remotely. You are AWESOME!	Cyndie St. Jean



Applause Cards

Submitted for Information April 8, 2021

Crafton Hills College	Kashaunda	Harris	EOPS	Great job with One Book/One College! You have shown great vision and leadership in consistently moving this project forward!	Keith Wurtz
Crafton Hills College	Kashaunda	Harris	Professional Development/EOPS	You rocking it Kashaunda! You are doing such an awesome job with Professional Development! Thank you so much for all of the hard work!	Keith Wurtz
Crafton Hills College	Krista	Ivy	Library	Great job with One Book/One College! You have shown great vision and leadership in consistently moving this project forward!	Keith Wurtz
Crafton Hills College	Elizabeth	Langenfeld	English	Great job with One Book/One College! You have shown great vision and leadership in consistently moving this project forward!	Keith Wurtz
Crafton Hills College	Dr. Phong	Nguyen	EMS/Paramedic Department	We can't thank you enough for making the pop-up vaccination clinic possible! Because of your generosity, our staff, faculty & paramedic students were able to administer 90 vaccinations. Thank you!	Kevin Horan



Applause Cards

Submitted for Information April 8, 2021

Crafton Hills College	Ericka	Paddock	Student Life	Great job with One Book/One College! You have shown great vision and leadership in consistently moving this project forward!	Keith Wurtz
Crafton Hills College	Cyndie	St. Jean	President's Office	When presented with a very short timeline to schedule and facilitate and vaccine clinic at Crafton, Cyndie rose to the occasion and scheduled 90 people in less than 10 hours. Her attention to detail and organizational skills allowed the event to happen seamlessly. She was a pleasure to work with!	Amanda Ward, EMS Dept
Crafton Hills College	Cyndie	St. Jean	Office of the President	Thank you for going above and beyond for the pop-up vaccination clinic, your flexibility and efforts resulted in 90 vaccinations being administered.	Kevin Horan
Crafton Hills College	Christina	Sweeting	Division of Social, Information and Natural Sciences	Christina has been incredible in helping the Honors Institute with our financial and budget paperwork. She is efficient, knowledgeable, professional, and an all-around nice person to work with.	Judy Cannon



Applause Cards

Submitted for Information April 8, 2021

Crafton Hills College	Amanda	Ward	EMS/Paramedic Department	Thank you for going above and beyond for the pop-up vaccination clinic, your flexibility and efforts resulted in 90 vaccinations being administered!	Kevin Horan
Crafton Hills College	Kay	Weiss	Instruction	Kay has provided great leadership and vision to the One Book/One College program at Crafton. Great job Kay!	Keith Wurtz
Crafton Hills College	Dan	Word	EMS/Paramedic Department	Thank you for going above and beyond for the pop-up vaccination clinic, your flexibility and efforts resulted in 90 vaccinations being administered!	Kevin Horan
Crafton Hills College	Keith	Wurtz	Vice President of Instruction Office	Thank you tremendously for leading the Accreditation team to achieve the highest possible outcome of reaccreditation. You are much appreciated by this campus community.	Sam Truong / Anatomy & Physiology
DSO	Dione	Borges	District Police	Dione assisted on a report of a fire on the Crafton Hills College campus. She quickly located the smoke and her quick deployment of her fire extinguisher was vital in preventing the fire from growing. The fire was put out and no damage was caused to the campus and everyone was safe. Great job Dione!	Blake Bonnet, Sergeant, SBCCD Police



Applause Cards

Submitted for Information April 8, 2021

DSO	Jason	Brady	TESS	Thank you for fixing my student Gmail account.	Enrique Amador
DSO	Gustavo	Chavez	Human Resources	Gustavo, thank you for being so kind and helpful. Glad to be working with you!	Brittany Sysawang Nair
DSO	Kelly	Goodrich	Executive Vice Chancellor's Office	Your assistance in helping with research & providing a template for a resolution for one of are VP offices was sincerely appreciated. We appreciate all you do for us at SBVC.	Debby Gallagher
DSO	Rosita	Moncada	TESS	Thank you for fixing my student Gmail account.	Enrique Amador
DSO	Michael	Nguyen	Environmental Health & Safety	Michael is awesome to work with, he is always very helpful and willing to do what it takes to help you!!!	Tina Marie Gimple-Edwards
DSO	Stacey	Nikac	Chancellor's Office	Your assistance in helping and determining the submission with the resolution for one of are VP offices to assure it was submitted to board was sincerely appreciated. We appreciate all you do for us at SBVC.	Debby Gallagher



Applause Cards

Submitted for Information April 8, 2021

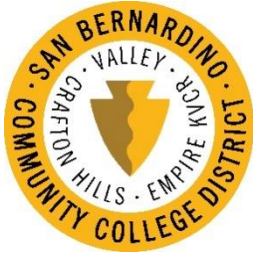
DSO	Jose	Plasencia	District Police	Jose apprehended a suspect who recklessly started a fire in the dry brush area on the Crafton Hills College campus. Following the investigation the suspect was booked at a local jail and charges will be filed with the District Attorney's office. Great job Jose!	Blake Bonnet, Sergeant, SBCCD Police
DSO	Roger	Robles	TESS	Roger always goes above and beyond to fix any and all IT issues for the District Police. He is a vital asset to our dept and this district. Thank you Roger!	Blake Bonnet, Sergeant, SBCCD Police
DSO	Jeremy	Sims	TESS	Thank you for fixing my student Gmail account.	Enrique Amador
San Bernardino Valley College	Erica	Begg	Counseling	You consistently bring your all and I truly appreciate that. Congratulations on a job well done! Thank you for being such a great team member on the High School Counselor and Career Technician Conference.	Andrea Hecht



Applause Cards

Submitted for Information April 8, 2021

San Bernardino Valley College	Davena	Burns-Peters	Academic Senate President, DE Committee Co-Chair, Modern Languages Faculty Co-Chair,	Davena wears many hats and she wears each one well. I appreciate her ability to lead the Modern Languages Department particularly recently at our department meeting when Davena took the time to learn and share with department members the significance of the magic FTE number 525. Thank you!	Nori Sogomonian
San Bernardino Valley College	Lucas	Cuny	Film, Television & Media	Recognition for showing up with 100% enthusiasm and willingness to contribute to improve our campus.	Nori Sogomonian
San Bernardino Valley College	Rocio	Delgado	Financial Aid	For being diligent and going above and beyond for our students.	Raquel Villa
San Bernardino Valley College	Armando	Garcia	Counseling	Great job participating and helping with the High School Counselor and Technician to make it a success.	Andrea Hecht
San Bernardino Valley College	Armando	Garcia	Counseling	For going above and beyond for our students. His patience for difficult situations and challenging students. He is so valuable to SBVC.	Raquel Villa



Applause Cards

Submitted for Information April 8, 2021

San Bernardino Valley College	Rania	Hamdy	Professional & Organizational Development	Thank you for keeping it light! The Canvas work group meeting was the best ever thanks to Rania and her team building abilities!	Nori Sogomonian
San Bernardino Valley College	Rania	Hamdy	Professional Development	Thank-you for your Professional Development Talks during are Quarterly All Secretaries Meeting. Our group appreciates all you do for us!	Debby Gallagher
San Bernardino Valley College	Andrea	Hecht	Counseling	Thank you so much for taking my appointments and assisting me with my schedule.	Michelle Tinoco
San Bernardino Valley College	Jamie	Herrera	Counseling	Great job on participating and hosting the High School Counselor and Technician Conference	Andrea Hecht
San Bernardino Valley College	Jamie	Herrera	Counseling	Thank you so much for assisting me with my schedule.	Michelle Tinoco
San Bernardino Valley College	Patrice	Hollis	Financial Aid	For being diligent and going above and beyond for our students.	Raquel Villa
San Bernardino Valley College	Patrice	Hollis	Financial Aid	For being diligent and going above and beyond for our students/staff.	Raquel Villa
San Bernardino Valley College	Patty	Jones	Counseling	Great job participating and helping with the High School Counselor and Technician to make it a success.	Andrea Hecht



Applause Cards

Submitted for Information April 8, 2021

San Bernardino Valley College	Deana	Kelly-Silagay	Counseling	Great job participating and helping with the High School Counselor and Technician to make it a success.	Andrea Hecht
San Bernardino Valley College	Rhiannon	Lares	IT/Canvas Administrator	Taking time to assist newly hired adjunct faculty with the intricacies of how to operate within Canvas. Your knowledge, patience, kindness are much appreciated.	Nori Sogomonian
San Bernardino Valley College	Debbie	Orozco	Counseling	You consistently bring your all and I truly appreciate that. Thank you for being such a great team member on the High School Counselor and Career Technician Conference.	Andrea Hecht
San Bernardino Valley College	Karol	Pasillas	Administrative Services	Thank-you for always answering my questions and being so patient. I appreciate how hard you work for the SBVC. You make a difference.	Maureen Ryan
San Bernardino Valley College	Karol	Pasillas	Administrative Services	Thank you for all you do for all of us at SBVC during the developmental budget process, questions on BT, JE or various questions regarding budgets and entering items in Questica. You are appreciated!	Debby Gallagher



Applause Cards

Submitted for Information April 8, 2021

San Bernardino Valley College	Matt	Robles	Guided Pathways	Recognized for his patience and dedication to assisting faculty with their GP maps and their understanding of the process	Nori Sogomonian
San Bernardino Valley College	Maria del Carmen	Rodriguez	Student Equity & Success	Dean Rodriguez always shows love and support to women on our campus. She sent quotes by women out for the month of March. I appreciate her support (and I'm not even in her division!).	Bethany Tasaka
San Bernardino Valley College	Aldo (Uvaldo)	Sifuentes	CTS	Thank you for doing the training sessions for One Drive & Adobe Acrobat Pro during our Quarterly All Secretaries zoom meeting. We appreciate all you do for us!	Debby Gallagher
San Bernardino Valley College	Michelle	Tinoco	Counseling	Great job on leading the High School Counselor and Technician Conference	Andrea Hecht
San Bernardino Valley College	Julie	Ulloa	Admissions & Records	Julie helped me to understand the intricacies of the Modification of Major form and process. She is a stickler for details and a champion at her job. She deserves recognition every day! Thank you, Julie. You are much appreciated.	Nori Sogomonian



Applause Cards

Submitted for Information April 8, 2021

San Bernardino Valley College	Maggie	Worsley	Music	Recognized for her commitment to excellence and ability to make meetings fun!	Nori Sogomonian
San Bernardino Valley College	Cedric	Wrenn	Technology Support Specialist	Thank you for assisting me remotely with my district issued lap top. Your skill and efficiency are remarkable and your kind assistance is much appreciated. Thank you!	Nori Sogomonian
San Bernardino Valley College	Cedrick	Wrenn	CTS	Thank you for doing the training sessions for One Drive & Adobe Acrobat Pro during our Quarterly All Secretaries zoom meeting. We appreciate all you do for us!	Debby Gallagher
San Bernardino Valley College	Nathan	Yearyean	CTS	Thank you for doing the training sessions for One Drive & Adobe Acrobat Pro during our Quarterly All Secretaries zoom meeting. We appreciate all you do for us!	Debby Gallagher

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 8, 2021
SUBJECT: Employee Anniversary Recognition

RECOMMENDATION

This item is for information only.

OVERVIEW

The Board would like to recognize the following staff for their anniversary with San Bernardino Community College District. The organization depends on the dedication of each employee to their job and the quality work they do. Congratulations to those with an anniversary date during this month.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Years of Service Recognition

Presented for Information April 8, 2021

[v.3.16.2021.p.1|3]

Employee Name	Assignment	30+ Years of Service
Molina, Linda	Admissions & Records Evaluator	41
Newton, Kelly	Administrative Assistant II	36

Employee Name	Assignment	21-25 Years of Service
Karge, Sandy	Senior Child Development Teacher	25
Winters, Dennis	Printing Operations Specialist	24
Fulgham III, Abe	Grounds Caretaker	23
Bedoya, Michael	Lab Technician, Art	21

Employee Name	Assignment	16-20 Years of Service
Alamsyah, Lidya	Accountant	20
Davis-Brackins, Audrey Annette	Child Development Teacher	19
Shafer, Kristopher	Maintenance Technician	19
Wall, Patricia	Librarian, Reference	19
Huckaby, Melissa	Child Development Assistant	18



Years of Service Recognition

Presented for Information April 8, 2021

[v.3.16.2021.p.2|3]

Employee Name	Assignment	11-15 Years of Service
Fleming, David	Producer, Radio	15
Freeman, Rance	Lab Technician, Art	14
Marquez, Vivian	Administrative Secretary	14
Mcnichols, Emily	Secretary II	14
Bender, Robyn	Secretary II	13
Parada, Osman	Senior Technology Support Specialist	12
Tram, Yvette	Business Systems Administrator	12
Pinon, Gloria	Child Development Assistant	11

Employee Name	Assignment	6-10 Years of Service
Grishow, Kevin	Maintenance & Grounds Supervisor	9
Hosford, Timothy	Library Technical Assistant I	8
Nguyen, Phuong	Tool Room Supervisor	8
Thomure, Bernnae	Clerical Assistant II	8
Abeyta, Rebecca	Secretary II	6
Rodriguez, Oscar	Coordinator of SSSP	6



Years of Service Recognition

Presented for Information April 8, 2021

[v.3.16.2021.p.3|3]

Employee Name	Assignment	1-5 Years of Service
Audet, Carrie	Development Coordinator	5
Sutton, Kevin	Printing Operations Specialist	4
Coats, Cherishea	Distance Education System Administrator	3
Lopez, Maria	Adult Education Block Counselor	3
Robles, Roger	Senior Technology Support Specialist	3
Stytle, Timothy	Producer/Director, TV	3
Miller, Karen	Child Development Assistant	2
Molina, Melinda	Food Service Worker	2
Navarrete, Belinda	Admissions & Records Technician	2
Torres, Arnoldo	Library Media Clerk	2
Rodriguez Flores, Samuel	Multimedia Specialist	1

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 8, 2021
SUBJECT: Retirement Recognition

RECOMMENDATION

This item is for information only

OVERVIEW

The Board would like to recognize and celebrate the following staff on their retirement from San Bernardino Community College District.

- Kirsten Colvey, Dean Support Services/Counseling & Matriculation

Ms. Kirsten Colvey has submitted a letter of intent to retire effective June 30, 2021, after 40.5 years of service to the District. Ms. Colvey began her employment as a Learning Disability Specialist at CHC in 1981. In 2001, she was promoted to Dean, Student Services, Counseling & Matriculation where she has served for the last 20 years. Her commitment and dedication to student success is unwavering. The District is truly grateful for 40 plus years of service and congratulates her on her retirement.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 8, 2021

SUBJECT: Accept Board Policies for First Reading

RECOMMENDATION

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

AP/BP 3600 Auxiliary Organizations
 AP/BP 4105 Distance Education
 AP/BP 4231 Grade Changes
 AP/BP 4235 Credit for Prior Learning
 AP/BP 6320 Investments
 AP/BP 6550 Disposal of Property
 AP/BP 7100 Commitment to Diversity
 AP/BP 7230 Classified Employees
 AP/BP 7265 Management Internship
 AP/BP 7270 Student Employees (formerly Student Workers)
 AP/BP 7335 Health Examinations

ANALYSIS

The changes to these policies include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the district. At its meeting on March 2, 2021, 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: 8971607



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Jose Torres: Document Owner - Chapter 6</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Legally Required</i>

BP 3600 Auxiliary Organizations

~~From current SBCCCD BP 3600 titled Auxiliary Organizations~~

The Board of Trustees may recognize and approve auxiliary organizations established for the purpose of providing to the District any and all supportive services, specialized programs, and functions identified in Title 5.

The Chancellor shall establish the administrative procedures necessary to fully comply with California law relating to auxiliary organizations, and to submit this policy and those procedures to the State Chancellor's Office for the California Community Colleges as required by law. At a minimum, the procedures shall address the subjects required by Title 5.

Recognition and establishment of auxiliary organizations shall include a public hearing on the recommendation to recognize or establish an auxiliary organization; Board approval of the auxiliary organization; and approval of a written agreement between the District and the auxiliary organization describing the services, programs, or functions to be performed. All such written agreements shall comply fully with the requirements of Title 5, Section 59257(j).

Any auxiliary organization recognized by the Board shall conduct its business in accordance with the administrative procedures adopted by the Chancellor pursuant to this policy. Notwithstanding anything contained in the administrative procedures, any auxiliary organization recognized by the Board shall comply with Education Code provisions regarding:

- the composition of a board of directors and the way in which it conducts its meetings;
- conducting an annual audit;
- employing its work force;
- expending and appropriating its funds, and keeping its records.

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations that constrain community college districts or providing the District with an unfair advantage with respect to any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

References:

Education Code Sections 72670, et seq.;
Title 5, Sections 59250, et seq.

Current Status: *Draft*

PolicyStat ID: 8879387



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

AP 3600 Auxiliary Organizations

AP 3600 Auxiliary Organizations

NOTE: This procedure is **legally required**. Local practice may be inserted. The following complies with all requirements of statute and Title 5. This procedure template reflects a set of implementing procedures for auxiliary organizations, under the Education Code and Title 5. Local practices should be inserted, if the District adopts AP 3600 as its auxiliary implementing procedures. After inserting local practice, the District must submit AP 3600 to the California Community Colleges Chancellor's Office for approval as the District's auxiliary implementing procedures.

DEFINITIONS

Board of Directors: The term board of directors as used herein means the governing board of an auxiliary organization.

Board of Trustees: The term Board of Trustees as used herein means the Board of Trustees of the District.

Board of Governors: The term Board of Governors as used herein means the Board of Governors of the California Community Colleges.

CEO:Chancellor: The term ~~CEO (chief executive officer)~~Chancellor as used herein means the Chancellor ~~or Superintendent~~ of the District or designee.

District: The term District as used herein means the ~~[name of District]~~San Bernardino Community College District.

Associated Student Body: The terms Associated Student Body, Associated Student Organization, Student Association, Student Organization, or ASB as used herein means an organization formed by any group of students from a College of the District in accordance with the provisions of Education Code Section 76060. All clubs and organizations recognized by an Associated Student Body or Organization shall be included in any auxiliary organization established by the Student Body or Organization.

Recognition and Establishment of Auxiliary Organizations

The ~~[CEO]~~Chancellor shall submit a recommendation to the Board of Trustees to establish an auxiliary organization when the organization will serve the District. The recommendation includes, but is not limited to, the following:

- The purpose(s) for which the auxiliary organization is to be established;
- Whether the proposed auxiliary organization will primarily serve the District or a particular college;
- The functions which the auxiliary organization is intended to perform;

- The proposed bylaws and articles of incorporation for the auxiliary organization, including the size and composition of the board of directors; and
- The proposed written agreement between the auxiliary organization and the District addressing, among other things, all of the requirements of Title 5 Section 59257 subdivision (j).

The process of recognition shall be as follows:

- When the ~~[-CEO]~~Chancellor receives a request to establish an auxiliary organization, the ~~[-CEO]~~Chancellor shall submit a recommendation concerning the establishment of the organization to the Board of Trustees within three months.
- The Board of Trustees shall hold a public hearing on each recommendation concerning the establishment of an auxiliary organization.

At a subsequent scheduled meeting after the public hearing, the board shall announce its decision concerning the establishment of the organization, and, if approved, authorize the functions it may perform, identify the number and category or categories of the board of directors and approve contractual arrangements.

At such time as the District recognizes an auxiliary organization, it shall submit to the California Community Colleges Chancellor's Office any written agreements with the auxiliary organization, as well as the articles of incorporation, bylaws, or other governing instruments.

Recognized Services, Programs, and Functions

Auxiliary organizations may be recognized and established by the Board of Trustees to perform services, programs and functions which are an integral part of the community college educational programs. The following supportive services and specified programs have been determined to be appropriate:

- Student association or organization activities;
- Bookstores;
- Food and campus services;
- Student union programs;
- Facilities and equipment, including parking;
- Loans, scholarships, grants-in-aid;
- Workshops, conferences, institutes and federal and specially funded projects;
- Alumni activities;
- Supplementary health services;
- Gifts, bequests, devises, endowments and trusts; and
- Public relations programs.

This section shall not be construed to prohibit an auxiliary organization from taking actions essential to satisfy the non-profit corporation or tax laws of the State of California or the Federal tax laws.

Operations of commercial services on a campus shall be self supporting when operated by an auxiliary organization.

Authority and Responsibility of Auxiliary Organizations

All services, programs, and activities that may be undertaken by an auxiliary organization must be for the purposes of providing activities that are an integral part of the community college educational programs. For example, upon Board of Trustees approval, an auxiliary organization may assume any of the services, programs, and activities listed in these procedures in order:

- To provide the fiscal means and the management procedures that allow the District to carry on

educationally related activities not normally funded by State apportionment;

- To eliminate the undue difficulty that would otherwise arise under the usual governmental budgetary, purchasing and other fiscal controls except as expressly prohibited by the Education Code or Title 5, or the District's procedures; or
- To provide fiscal procedures and management systems that allow effective coordination of the auxiliary activities with the District in accordance with sound business practices.

Composition of Boards of Directors

The board of directors of each auxiliary organization shall have the following composition:

~~Student Associations or Organizations: The board of directors shall consist primarily of students. The [designate position] Director of Student Life may attend and participate in meetings of the board of directors in order to advise on policy and to provide for the control and regulation required by Education Code Section 76060.~~

Other Auxiliary Organizations: Any other District approved auxiliary organization that is established pursuant to Education Code Sections 72670 et seq. shall have a board of directors appointed in accordance with the organization's articles of incorporation or bylaws and consisting of voting membership from one or more of the following categories: administration, staff; members of the community; students.

The size of the board of directors of an auxiliary organization shall be at least large enough to accommodate the one or more categories from which board members are selected.

The board of directors shall have the advice and counsel of at least one attorney admitted to practice in California and at least one certified public accountant. Upon being notified of the certified public accountant selected by an auxiliary organization, the District shall forward the applicable auditing and reporting procedures to the selected certified public accountant.

Conduct of Boards of Directors

No member of the board of directors of an auxiliary organization shall be financially interested in any contract or other transaction entered into by the board of which he/she is a member. Any contract or transaction entered into in violation of this section is void.

No contract or other transaction entered into by the board of directors of an auxiliary organization is void under the provisions of Education Code Section 72677; nor shall any member of such board be disqualified or deemed guilty of misconduct in office under such provisions, if pursuant to Education Code Section 72678 both of the following conditions are met:

- The fact of such financial interest is disclosed or known to the board of directors and noted in the minutes, and the board thereafter authorizes, approves, or ratifies the contract or transaction in good faith by a vote sufficient for the purpose without counting the vote or votes of such financially interested member or members.
- The contract or transaction is just and reasonable as to the auxiliary organization at the time it is authorized or approved.

The provisions of Education Code Section 72678 shall not be applicable if any of the following conditions are met:

- The contract or transaction is between an auxiliary organization and a member of the board of directors of that auxiliary organization.
- The contract or transaction is between an auxiliary organization and a partnership or unincorporated

association of which any member of the governing board of that auxiliary organization is a partner or in which he/she is the owner or holder, directly or indirectly, of a proprietorship interest.

- The contract or transaction is between an auxiliary organization and a corporation in which any member of the board of directors of that auxiliary organization is the owner or holder, directly or indirectly, of five percent or more of the outstanding common stock.
- A member of the board of directors of an auxiliary organization is interested in a contract or transaction within the meaning of Education Code Section 72677 and without first disclosing such interest to the governing board at a public meeting of the board, influences or attempts to influence another member or members of the board to enter into the contract or transaction.

It is unlawful for any person to utilize any information, not a matter of public record, which is received by the person by reason of his/her membership on the board of directors of an auxiliary organization, for personal pecuniary gain, regardless of whether he/she is or is not a member of the board at the time such gain is realized.

To help ensure compliance with these provisions, the Board of Directors of any auxiliary organization should adopt a conflict of interest policy. Each director must review and acknowledge the conflict of interest policy annually. The conflict of interest policy may address, among other things, the following: appropriate board conduct, gifts, confidentiality, fiduciary responsibilities, and conflicts of interest.

Bylaws

The bylaws of an auxiliary organization shall include, but not be limited to, specifying:

- The number of members of the board of directors, the categories from which members shall be selected and the method by which they shall be selected.
- The size of the board of directors.
- That at least one public business meeting will be held each quarter.
- The time table for the preparation and adoption of its program and annual budget and the submission of both for review to the ~~[CEO]~~ Chancellor.
- That an attorney admitted to practice in this state and a licensed certified public accountant shall be selected to provide advice and counsel to the board of directors. Each shall have experience appropriate to the responsibility and shall have no financial interest in any contract or other transaction entered into by the board which he/she serves. Neither the attorney nor the certified public accountant needs to be a member of the board of directors.
- The procedures for approving expenditures.
- The procedures for accepting gifts, donations, bequests, trusts, and specially funded grants and other income.

Master Agreement between District and Auxiliary Organizations

In the recognition and establishment of an auxiliary organization, there shall be a written agreement between the District and the auxiliary organization which sets forth the purposes of the auxiliary organization as permitted under this Regulation, and Title 5 Section 59259.

Should an auxiliary organization provide more than one service, program or function, such service, program or function may be authorized in one of more written contracts with the District. Such services, programs and functions thereby performed by an auxiliary organization may also be part of a joint powers agreement in accordance with Education Code Section 72671 and Government Code Sections 6500 et seq.

An auxiliary organization shall provide only those services, programs or functions authorized by a written agreement. No other service, program or function shall be permitted or performed unless a written agreement

between the District and the auxiliary organization is amended to provide otherwise.

The agreement shall include, but is not limited to, the following provisions:

- The services, programs, or functions the auxiliary organization is to manage, operate or administer.
- A statement of the reasons for administration of the functions by the auxiliary organization instead of by the District under usual District procedures.
- The areas of authority and responsibility of the auxiliary organization and the District or College.
- The facilities and services to be made available by the District to permit the auxiliary organization to perform the services, programs or functions specified in the written agreement.
- The charge or rental to be paid to the District by the auxiliary organization for the facilities used or services provided in connection with the performance of its function. The charge or rental specified shall be identified in sufficient time before it is incurred so that the organization may determine to what extent it is liable.
- Full reimbursement to the District for services performed by the District or by District employees in support of the auxiliary organization. No more than 50% of the reimbursement may be made in the form of non-monetary benefits that the auxiliary organization provides to the District, such as increased community awareness or other such benefits that are agreed upon by authorized District officials and the auxiliary organization. The District shall assign a good-faith reimbursement value to such non-monetary benefits. Student body auxiliary organizations may be exempt from reimbursing all or any portion of the costs for such services, unless the organization was established as an "auxiliary organization" pursuant to Education Code Sections 72670 et seq.
- Simple and equitable methods of proration where services are performed by District employees for the organization shall be mutually determined.
- A simple and stable mutually agreed upon method of determining in advance to what extent the organization shall be liable for indirect costs relating to specially funded programs (including federally sponsored programs).
- The responsibility for maintenance and payment of operating expenses.
- Proposed expenditures for public relations or other purposes which would serve to augment District appropriations for operation of the District. With respect to these expenditures, the auxiliary organization may expend funds in such amount and for such purposes as are approved by the board of directors of the auxiliary organization. The board of directors shall file with the ~~CEO~~ Chancellor, a statement of such policy on accumulation and use of public relations funds. The statement shall include the policy and procedure on solicitation of funds, source of funds, amounts, and purpose for which the funds will be used, allowable expenditures, and procedures of control.
- The disposition to be made of net earnings derived from the operation of the auxiliary organization, including earnings derived from facilities owned or leased by the auxiliary organization, and provisions for reserves.
- The disposition to be made of net assets and liabilities on dissolution of the auxiliary organization or cessation of the operations under the agreement.
- The covenant of the auxiliary organization to maintain its organization and to operate in accordance with Education Code Sections 72670-72682 and with Title 5 Sections 59250 et seq. as well as board policy and these procedures.
- The understanding that the auxiliary organization shall obtain the services and counsel of an attorney admitted to practice in the State of California whenever the need arises.
- The understanding that the auxiliary organization shall not enter into any contract or other business arrangement involving real property either by lease involving payments of more than \$25,000 per annum and duration terms of more than one year, or by purchase without prior notification and consultation with

the ~~CEO~~ Chancellor.

Personnel

Each auxiliary organization shall develop general regulations to govern its operations, including policies and regulations concerning the salaries, working conditions and benefits of its employees.

The aforesaid regulations shall not conflict with the implementing policies adopted by the Board of Trustees or with these procedures.

Except as otherwise provided in any board rules, the board of directors of each auxiliary organization shall, pursuant to Education Code Section 72672, provide salaries, working conditions and benefits for its full-time employees that are comparable to those provided District employees performing substantially similar services. For those full-time employees who perform services that are not substantially similar to the services performed by District employees, the salaries established shall be at least equal to the salaries prevailing in other educational institutions in the area or commercial operations of like nature.

Regular District employees may be employed by the auxiliary organization. District employees must resign or request a personal leave of absence from the District in order to accept employment with the auxiliary organization. District officers and employees who are required by the District's Conflict of Interest Code (AP 2712) to file disclosure of financial information are responsible to determine whether they are eligible to accept employment with the auxiliary organization immediately upon resignation from the District.

- **Educational Administrators or other Management Employees** may be granted a personal leave of absence for two semesters, which may be extended to a maximum of ten consecutive semesters
- **Classified management employees** may be granted a personal leave of absence for up to one year. This leave may not be extended beyond one year without the employee first having returned to active duty.
- **Academic (faculty) employees** may be granted personal leave of absence for two semesters. The leave may be extended for not more than six consecutive semesters.
- **Classified employees** may be granted a personal leave of absence for up to one year. This leave may not be extended beyond one year without the employee first having returned to active duty.

The board of directors of each auxiliary organization may provide retirement benefits different from those provided comparable District employees and may withhold retirement benefits or permanent status benefits or both from temporary employees and executive employees. For the purposes of this procedure, a "temporary employee" is:

- An employee employed for a specific research project, workshop, institute or other special project funded by any grant, contract or gift; or
- An employee whose contract of employment is for a fixed term not exceeding three years.

For the purposes of this procedure, an "executive employee" is any management employee with responsibility for the development and execution of the auxiliary organization's policies and includes, but is not limited to, general managers, business managers, directors and the like, as determined by the board of directors of each auxiliary organization.

Should retirement benefits be provided, they may but need not be provided by the Public Employees' Retirement System. Any newly created auxiliary organization is exempted from the requirement of providing retirement benefits for a period not to exceed three years from the date on which the Board of Trustees recognizes the establishment of such auxiliary organization.

An auxiliary organization may contract with the District for the services of a District employee and reimburse

the District for that portion of the employee's full-time assignment (and corresponding benefits) that is spent in providing services.

Accounting and Reporting for Auxiliary Organizations

The fiscal year of the auxiliary organization shall coincide with that of the District.

Each auxiliary organization shall develop an accounting system that is in accordance with generally accepted accounting principles.

The auxiliary organization shall implement financial practices that will assure its fiscal viability. Such standards shall include professional management, adequate working capital, adequate reserve funds for current operations, capital replacements, contingencies and adequate provisions for new business requirements.

Each auxiliary organization serving the District shall submit its programs and budgets for review at a time and in a manner specified by the ~~{CEO}~~Chancellor.

Funds derived from indirect cost payments shall only be appropriated with the specific approval of the ~~{CEO}~~Chancellor. All uses of such funds shall be regularly reported to the District's governing board.

Should the ~~{CEO}~~Chancellor determine that any program or appropriation planned by an auxiliary organization is not consistent with District policy, the program or appropriation shall not be implemented. Further, should a program or appropriation which has received approval, upon review, be determined by the ~~{CEO}~~Chancellor to be operating outside the acceptable policy of the Board of Governors or the District, then that program or appropriation shall be discontinued by direction of the ~~{CEO}~~Chancellor until further review is accomplished and an appropriate adjustment is made.

The board of directors of an auxiliary organization shall approve all expenditure authorizations.

~~NOTE: The following language applies only if auxiliary organizations receive or accrue in any fiscal year gross revenues of \$2 million or more.~~

If the auxiliary organization receives or accrues in any fiscal year gross revenue of two million dollars (\$2,000,000) or more, it shall also include in its bylaws an audit committee appointed by the board of directors. The audit committee may include persons who are not members of the board of directors, but the member or members of the audit committee shall not include any members of the staff, including the president or chief executive officer and the treasurer or chief financial officer. If the auxiliary committee has a finance committee, it must be separate from the audit committee.

Members of the audit committee shall not receive any compensation from the auxiliary in excess of the compensation, if any, received by members of the board of directors for service on the board and shall not have a material financial interest in any entity doing business with the auxiliary. Subject to the supervision of the board of directors, the audit committee shall be responsible for recommending to the board of directors the retention and termination of the independent auditor and may negotiate the independent auditor's compensation, on behalf of the board of directors.

The auxiliary organization must also make its annual audited financial statements available to the public in the same manner prescribed by IRS for Form 990 and no later than nine months after the close of the fiscal year to which the statements relate.

The board of directors, or an authorized committee of the board, shall review and approve the compensation, including benefits, of the President or Chief Executive Officer and the Treasurer or Chief Financial Officer to assure that it is just and reasonable. This review and approval shall occur initially upon the hiring of the officer,

whenever the term of employment, if any, of the officer is renewed or extended, and whenever the officer's compensation is modified. Separate review and approval shall not be required if a modification of compensation extends to substantially all employees.

Records and Annual Report of Auxiliary Organizations

Personnel and payroll records shall be maintained as permanent records by each auxiliary organization.

Adequate records of all other transactions of an auxiliary organization shall be maintained for a minimum of five years, or as otherwise prescribed by any document retention policy adopted by the organization, which may set different retention periods. Transactions of the organization include, but are not limited to, purchases, disbursements, and investments.

An annual report shall be submitted to the Board of directors of the auxiliary organization and to the ~~CEO~~ Chancellor by September 15. The report shall include, but is not limited to:

- All financial statements required to be filed with the California Community Colleges Chancellor's Office
- A comparison of budgeted and actual expenditures
- A description of major accomplishments of the organization
- A description of improvements proposed for operation of the organization.

Records maintained by an auxiliary organization shall be available to the public to inspect or copy at all times during the office hours of the auxiliary organization, pursuant to and with the exceptions provided in Education Code Sections 72690 et seq.

Annual Audit

Each auxiliary organization shall have an annual fiscal audit of any and all funds. The audit shall be performed by a certified public accountant in accordance with procedures prescribed by the Chancellor. Copies of the annual audit report shall be submitted to the Board of Trustees and to the California Community Colleges Chancellor's Office within 30 days after it is received by the auxiliary organization. Thereafter, it shall be a public record, except as otherwise provided by law. Such audits may be conducted as part of a fiscal audit of the District itself.

Auxiliary organizations shall annually publish an audited statement of their financial condition, which shall be disseminated as widely as feasible and be available to any person on request. A reasonable fee may be charged to cover the costs of providing a copy. An auxiliary organization shall comply with this requirement by:

- Publishing the audited financial statement in a campus newspaper; or
- Publishing a notice in a campus newspaper indicating the on-campus location where copies of the financial statement may be obtained or reviewed; or
- Publishing or noticing the audited statement in a campus bulletin or other appropriate medium if a campus newspaper is unavailable.

The audited financial statements shall also be available for inspection by the Attorney General and shall be made available to members of the public in the same manner prescribed by IRS for Form 990 and no later than nine months after the close of the fiscal year to which the statements relate.

Insurance

An auxiliary organization shall secure and maintain insurance adequate to protect its operations from catastrophic losses and as required by law, including but not limited to, the following:

- Comprehensive general liability;

- Property and extended coverage, when applicable;
- All risks, money and securities;
- Fidelity and performance bonds covering its chief fiscal officer;
- Automotive liability when applicable; and
- Workers' Compensation

In any insurance policy secured by the auxiliary organization, the District shall be named as additional insured.

A copy of each policy or endorsement or insurance certificates setting forth the coverage and limits shall be provided to the District within 30 days from the receipt of the document.

In obtaining the insurance coverage, the auxiliary organization may secure the insurance directly through its own broker or through the District.

Auxiliary Organizations: Use of Facilities

Facilities may be made available by the District to an auxiliary organization to perform the functions specified in these regulations or in an agreement, under the following circumstances:

- The auxiliary organization may occupy, operate, and use such District facilities as are mutually identified as appropriate for the functions or activities that have been undertaken by the auxiliary organization.
- The auxiliary organization shall pay to the District a charge or rental for the District facilities used by it in connection with the performance of its function or functions.
- The charge or rental to be paid by the auxiliary organization shall not require involved methods of computation, and shall be identified by the District and the auxiliary organization in sufficient time before it is incurred so that the auxiliary organization may determine to what extent it shall be liable.
- The charge or rental to be incurred by an auxiliary organization for use of District facilities shall be incorporated into the agreement between the parties.
- An auxiliary organization shall provide full reimbursement to the District for any services performed by District employees under the direction of the auxiliary organization. Methods of proration where services are performed by District employees for the auxiliary organization shall be simple and equitable.

List of Auxiliary Organizations in Good Standing

Each year, the ~~[-CEO-]~~Chancellor shall provide to the Board of Trustees a list of all auxiliary organizations in good standing. All auxiliary organizations which, after periodic review in the manner specified hereinafter in these regulations, are found to be in compliance with applicable laws, policies and regulations shall be included in the list.

When the ~~[-CEO-]~~Chancellor has reason to believe that a particular organization should be removed from the list of auxiliary organizations in good standing, a conference shall be held to determine whether such grounds for removal do in fact exist. The ~~[-CEO-]~~Chancellor shall be present at the conference, along with other appropriate District representatives, as determined by the ~~[-CEO-]~~Chancellor. The District shall give the auxiliary organization Board of Directors reasonable notice that such conference will be held, and representatives of the Board shall be entitled to be present at the conference, and to be heard. The board of directors of such organization shall be entitled to participate in this conference and shall have a minimum of one month's notice to prepare response to the issues which have been raised.

Based upon such conference, the ~~[-CEO-]~~Chancellor shall recommend to the District's governing board whether the particular organization shall be removed from the list of auxiliary organizations in good standing. The District's governing board may, in its sole discretion, remove such an auxiliary organization from the list, and may make such other provisions consistent with law as may be appropriate with respect to an auxiliary

organization not included on the list.

An organization so removed shall not be permitted to do any of the following:

- Use the name of the District;
- Have as a director any official in the District acting in his/her official capacity;
- Operate a commercial service for the benefit of the District or any of its Colleges; and
- Receive gifts, property, or funds to be used for the benefit of the District or any of its colleges.

If the auxiliary organization is dissolved or ceases operations upon removal from the list of organizations in good standing, its net assets and liabilities shall be distributed according to the terms of the written agreement between the organization and the District.

Limitation on Transfer of Funds to Auxiliary Organizations

No funds or resources, other than funds or resources derived from gifts or bequests, shall be transferred by the District to any of its auxiliary organizations for the purpose of either avoiding laws or regulations which constrain community college districts or providing the District with an unfair advantage with respect to the application of any state funding mechanism. Such state funding mechanisms include, but are not limited to, general apportionment funding, capital outlay funding, Extended Opportunity Programs and Services funding, and funding for programs and services for disabled students.

Compliance Review by ~~{the Chancellor-CEO}~~

All auxiliary organization procedures and practices shall be reviewed to determine compliance with Education Code Sections 72670 et seq., and the policies, rules and regulations of the Board of Governors, and of the District. The [~~CEO~~] shall designate the individual to conduct this review, which shall be conducted at the end of the first complete fiscal year after its establishment and at least once every three years thereafter.

When the ~~{CEO}~~Chancellor's designee determines, after inspection and review, that certain auxiliary organization procedures and practices are not in compliance with policies, rules, and regulations of the Board of Governors and the District, a recommendation concerning the items of noncompliance shall be communicated in writing to the ~~{CEO}~~Chancellor and to the board of directors of the auxiliary organization. The board of directors shall reply in writing within one month, either describing the actions which will be taken, including time table, to bring procedures and practices into compliance; or describing the reasons why the board considers the procedures already to be in compliance.

If the ~~{CEO}~~Chancellor's designee considers the proposed corrective actions to be acceptable, the auxiliary organization shall be so informed. A second compliance review shall be held at the end of the time agreed to and the results communicated in writing to the ~~{CEO}~~Chancellor and to the board of directors.

When the auxiliary organization fails to provide an acceptable proposal for corrective actions or fails to implement successful corrective actions within the agreed upon time, the ~~{CEO}~~Chancellor shall inform the board of directors of such further action as he/she considers appropriate, which may include a recommendation to the Board of Trustees for termination of the contract.

Revision of Rules and Procedures and Reports to the California Community Colleges Chancellor's Office

Rules and procedures for the administration of auxiliary organizations may be revised as necessary by the ~~{CEO}~~Chancellor or designee. The board of directors of each auxiliary organization in good standing shall be promptly notified in writing of such revisions and be informed of the date by which any changes in the organization's procedures must be accomplished.

Any such revisions shall be submitted to the California Community Colleges Chancellor's Office for approval. The District shall report, as may be required from time to time, on the operation of its auxiliary organizations.

References:

Education Code Sections 72670 et seq.;

Government Code Sections 12580 et seq.;

Title 5 Sections 59250 et seq.

Attachments

No Attachments

Comment by Stat, Policy

12/2/2020, 4:22PM EST

12/2/20 Chancellor's Cabinet agreed the Director of Student Life is the designated position to attend and participate in meetings of the board of directors in order to advise on policy and to provide for the control and regulation required by Education Code Section 76060.

Comment by Goodrich, Kelly

12/8/2020, 1:04PM EST

2021-02-02 DA First Read

Comment by Goodrich, Kelly

2/22/2021, 10:36AM EST

3/2/2021 DA 2nd Read

Current Status: *Draft*

PolicyStat ID: 9325359



Origination: N/A
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 Next Review: N/A
 Owner: *Academic Senates Academic Senates*
 Policy Area: *Chapter 4 Academic Affairs*
 References: *Legally Required*

BP 4105 Distance Education

(Replaces current SBCCD BP 4108)

In order to expand access and provide greater flexibility, the Chancellor is responsible for establishing **procedures** for distance education programs. ~~These programs will utilize current and new technologies to deliver quality educational opportunities and will facilitate the attainment of students' personal and academic goals.~~

All distance education programs will adhere to the same programmatic requirements as ~~traditional~~ **in-person** classroom programs.

References:

Title 5 Sections 55200 et seq.

Attachments

[BP 4105 Distance Education - Comments](#)
[BP 4105 Distance Education - Legal Citations](#)
[BP4105-OLD.pdf](#)

Comment by Goodrich, Kelly

2/22/2021, 9:58AM EST

Updated Per Academic Senate President Bailes;
3/2/2021 DA Info

Comment by Goodrich, Kelly

2/22/2021, 10:14AM EST

2/2/2021 DA Minutes

It was noted the AP and BP do not reflect each other, further delegation should be built into the AP, and the suggested language received by the Senates should be added. Academic Senates to review and bring back to DA with recommended language.

3/2/2021 DA Info Only

Current Status: *Draft*

PolicyStat ID: 7667507



Origination:	N/A
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Owner:	<i>Academic Senates Academic Senates</i>
Policy Area:	<i>Chapter 4 Academic Affairs</i>
References:	<i>Legally Required</i>

AP 4105 Distance Education

(Replaces current SBCCD AP 4108)

The Federal Regulations require districts to have processes in place to ensure that the student who registers in a distance education ~~or correspondence education~~ course or program is the same student who participates in and completes the program and receives academic credit. A district will meet this requirement if it follows the language below. Note that the Federal Regulations do not require districts to charge students fees associated with the verification of the student's identity. However, any district that does charge a fee, must notify the student in writing of the estimated amount of those fees in addition to a statement of the processes used to protect the student's privacy.

Consistent with federal regulations pertaining to federal financial aid eligibility, the District must authenticate or verify that the student who registers in a distance education or correspondence education courses is the same student who participates in and completes the course or program and receives the academic credit. The District will provide to each student at the time of registration, a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any.

The District shall utilize secure credentialing/login and password to authenticate or verify the student's identity.

~~The District~~ Technology & Educational Coordinating Committee Support Services (DECGTESS) shall establish procedures for providing a statement of the process in place to protect student privacy and estimated additional student charges associated with verification of student identity, if any, to each student at the time of registration.

Definition: The colleges may mark courses in which the instructor and student are separated by distance and interact through the assistance of communication technology as Distance Education ~~means instruction in which the instructor and student are separated by distance and interact through the assistance of communication technology.~~

Course Approval: Each proposed or existing course offered by distance education shall be reviewed and approved separately. Separate approval is mandatory if any portion of the instruction in a course or a course section is designed to be provided through distance education.

The review and approval of new and existing distance education courses shall follow the curriculum approval procedures outlined in Administrative Procedure 4020, Program and Curriculum Development. Distance education courses shall be approved under the same conditions and criteria as all other courses.

Certification: When approving distance education courses, the Board of Trustees will certify the following:

- **Course Quality Standards:** The same standards of course quality are applied to the distance education

courses as are applied to ~~traditional classroom courses~~ in-person classes.

- **Course Quality Determinations:** Determinations and judgments about the quality of the distance education course were made with the full involvement of the curriculum committee approval procedures.
- **Instructor Contact:** Each section of the course that is delivered through distance education will include regular effective contact between instructor and students, as well as among students, either synchronously or asynchronously.
- **Addendum to Course Outline:** An addendum to the official course outline of record shall be made if any portion of the instruction of a new or existing course is provided through distance education. The addendum must be approved according to the District's curriculum approval procedures. The addendum must address the following:
 - Course outcomes;
 - Regular and effective contact between instructors and students; and
 - Requirements of the Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act of 1973.
- **Duration of Approval:** Courses will be reviewed following the 6-year curriculum review process. Outside of the 6-year review process, all distance education courses approved under this procedure will continue to be in effect unless there are substantive changes of the course outline.

References:

Title 5 Sections 55200 et seq.

34 CF Section 602.17 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);

ACCJC Accreditation Standard. II.A.1

Attachments

[AP 4105 Distance Education - Comments](#)
[AP 4105 Distance Education - Legal Citations](#)
[AP 4105 Update #30.pdf](#)
[AP4105-OLD.pdf](#)
[Update 35 Overview.docx](#)

Comment by Gilbert, Jeremiah

2/14/2020, 7:31PM EST

Language added comes from Legal Update #35.

Comment by Goodrich, Kelly

9/18/2020, 2:31PM EDT

10-06-2020 DA 1st Read

Comment by Goodrich, Kelly

10/12/2020, 6:04PM EDT

11/03/2020 DA 1st Read (2nd Month)

Comment by Stat, Policy

10/28/2020, 7:32PM EDT

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PolicyStat ID: 8598882



Origination: N/A
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 Next Review: N/A
 Owner: *Academic Senates Academic Senates*
 Policy Area: *Chapter 4 Academic Affairs*
 References: *Legally Required*

BP 4231 Grade Changes

~~(Replaces current SBCCD BP 4234)~~

~~**NOTE:** The language in current SBCCD BP 4234 reflects the **legally required**~~

~~• **From current SBCCD BP 4234 titled Grade Changes**~~

The Chancellor shall implement procedures to assure the accuracy and integrity of all grades awarded by faculty. The procedures shall include, but not necessarily be limited to, the following:

- Assurance that in the absence of mistake, bad faith, fraud, or incompetence, the grades awarded by faculty shall be final.
- Procedures for students to challenge the correctness of a grade.
- The installation of security measures to protect grade records and grade storage systems from unauthorized access.
- Limitations on access to grade records and grade storage systems.
- Discipline for students or staff who are found to have gained access to grade records without proper authorization or to have changed grades without proper authorization.
- Notice to students, faculty, transfer institutions, accreditation agencies, and law enforcement agencies if unauthorized access to grade records and grade storage systems is discovered to have occurred.

Also see BP 3310 titled Records Retention and Destruction, AP ~~4234~~ ~~4234~~ 4231 titled Grade Changes, ~~and~~ BP/AP 5040 titled Student Records and BP/AP 5530 titled Student Rights and Grievances.

References:

Education Code Sections 76224 and 76232;
Title 5, Section 55025

Attachments

[BP 4231 Grade Changes - Comments](#)
[BP 4231 Grade Changes - Legal Citations](#)
[BP4231-OLD.pdf](#)

Current Status: Draft

PolicyStat ID: 8598873



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Last Approved:	N/A
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Next Review:	N/A
Owner:	Academic Senates Academic Senates
Policy Area:	Chapter 4 Academic Affairs
References:	Legally Required

AP 4231 Grade Changes

~~(Replaces current SBCCD AP 4234)~~

- ~~• From current SBCCD AP 4234 titled Grade Changes~~

Changing Grades

~~The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence.~~ The instructor of the course shall determine the grade to be awarded to each student. The determination of the student's grade by the instructor is final in the absence of mistake, fraud, bad faith, or incompetence.

No individual or group, whether acting on a grievance or in some other manner, has the authority to change a grade determined by an instructor unless persuasive evidence is presented by the student in accordance with the provisions as outlined in the law.

Accordingly, students are advised not to initiate an appeal involving grades unless it is accompanied by persuasive evidence of mistake, fraud, bad faith, or incompetence. "Mistake" may include, but is not limited to errors made by an instructor in calculating a student's grade and clerical errors. "Fraud" may include, but is not limited to, inaccurate recording or change of a grade by any person who gains access to grade records without authorization. Procedures for the correction of grades given in error shall include expunging the incorrect grade from the record.

The removal or change of an incorrect grade from a student's record shall only be done pursuant to Education Code ~~Section~~Section 76232 or by an alternative method that ensures that each student shall be afforded an objective and reasonable review of the requested grade change.

If the procedure requires that a student first request a grade change from the instructor, provisions shall be made to allow another faculty member to substitute for the instructor if the student has filed a discrimination complaint, if the instructor is not available or where the ~~D~~istrict determines that it is possible that there may have been gross misconduct by the original instructor.

In the case of fraud, bad faith, or incompetency, the final determination concerning removal or change of grade will be made by the College President after consultation with the President of the Academic Senate or his/her designee.

In all cases, the instructor who first awarded the grade will be given written notice of the change.

Grades will not be changed for any reason or under any circumstances after 36 months from the end of the

term in which the grade was assigned.

Security of Grade Records

The District shall implement security measures for student records that assure no person may obtain access to student grade records without proper authorization. These measures shall be installed as part of any computerized grade data storage system.

The measures implemented by the District shall include, but not necessarily be limited to, password protection for all student grade databases, locking mechanisms for computer stations from which student grade databases can be viewed, and strict limits on the number of persons who are authorized to change student grades.

Persons authorized to change grades shall be designated by the Vice President of Student Services. No more than five District employees may be authorized to change student grades. Only regular full-time employees of the District may be authorized to change grades. Student workers shall not have access to grade records, and student workers may not change grades at any time.

Any person who discovers that grades have been changed by someone other than the persons authorized to do so shall notify the Vice President of Student Services immediately. The Vice President of Student Services shall immediately take steps to lock the grade storage system entirely while an investigation is conducted.

If any student's grade record is found to have been changed without proper authorization, the District will notify 1) the student; 2) the instructor who originally awarded the grade; 3) any educational institution to which the student has transferred; 4) the accreditation agency; and 5) appropriate local law enforcement authorities.

Whenever a grade is changed for any reason, corrected transcripts will be sent to any educational institution to which a student has transferred.

Any student or employee who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be subject to discipline in accordance with District policies and procedures.

Any person who is found to have gained access to grade recording systems without proper authorization, or who is found to have changed any grade without proper authority to do so, shall be reported to the appropriate law enforcement agency having jurisdiction over the college where the incident occurred.

~~NOTE: The District may insert procedures related to processes for seeking grade changes, time limits, if any, and appeals to the Chancellor. Suggested procedures for doing so are contained in AP 5530 titled Student Grievance Procedures.~~

Also see BP 3310: ~~titled~~titled Records Retention and Destruction ~~and~~ BP/~~AR AP~~AR AP 5040: ~~titled~~ titled Student Records and BP/AP 5530 titled Student Grievance Procedures.

References:

Education Code Sections 76224, ~~and~~and 76232;
Title 5, Section 55025

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PolicyStat ID: 9129226



Origination: N/A

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Next Review: N/A

Owner: *Academic Senates Academic Senates*Policy Area: *Chapter 4 Academic Affairs*References: *Legally Required*

BP 4235 Credit for Prior Learning

~~(Replaces current SBCCD BP 4235)~~

~~Credit may be earned by students who satisfactorily pass authorized examinations. The Chancellor is responsible for establishing administrative regulations to implement this policy.~~

Credit for prior learning may be earned for eligible courses approved by the district for students who satisfactorily pass an authorized assessment. Authorized assessments may include the evaluation of approved external standardized examinations, joint services transcripts, student-created portfolios, and credit by examination. The Chancellor shall establish administrative procedures to implement this policy. The Chancellor is responsible for establishing administrative regulations to implement this policy.

Reference:

Title 5 Section 55050

Attachments

[BP 4235 Credit by Examination - Comments](#)

[BP 4235 Credit by Examination - Legal Citations](#)

[BP4235 -OLD.pdf](#)

Comment by Stat, Policy

2/19/2019, 7:08PM EST

11/8/18 BOT 1st reading

12/13/18 BOT 2nd reading

Draft saved by Stat, Policy

9/9/2020, 9:29PM EDT

Draft saved by Goodrich, Kelly

1/14/2021, 3:19PM EST

Draft discarded by Goodrich, Kelly

1/14/2021, 3:19PM EST

Draft saved by Goodrich, Kelly

1/14/2021, 3:22PM EST



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 Owner: *Academic Senates Academic Senates*
 Policy Area: *Chapter 4 Academic Affairs*
 References: *Good Practice/Optional*

AP 4235 Credit for Prior Learning

~~(Replaces current SBCCD AP 4235)~~

~~Credit by Examination may be obtained by one of the following methods:~~

Students may demonstrate proficiency in a course eligible for Credit for Prior Learning and receive college credit through the approved alternative methods for awarding credit listed below:

- Achievement of a score of 3 or higher on an Advanced Placement Examination administered by the College Entrance Examination Board.
- Achievement of a score that qualifies for credit by examination in the College Level Examination Program (CLEP).
- Evaluation of joint service transcript (JST) that considers the credit recommendations of the American Council on Education pursuant to Education Code 66025.71.
- Evaluation of industry-recognized credential documentation.
- Evaluation of student-created portfolios.
- Credit by satisfactory completion of an examination administered by the college in lieu of completion of a course listed in the college catalog.
- Achievement of an examination administered by other agencies approved by the college.
- Assessment approved or conducted by proper authorities of the college.

Determination of Eligibility ~~to Take the Examination~~ for Credit for Prior Learning:

- The student must be currently registered in the college and in good standing.
- The student must have previously earned credit or noncredit from the college or be currently registered in the college.
- Current students must have an education plan on file.
- The student is not currently enrolled in the course to be challenged.
- Credit by Examination: The student is registered in the college and not currently enrolled in nor received credit for a more advanced course in the same subject (may be waived by discipline faculty). The determination to offer credit by examination rests solely on the discretion of the discipline faculty.

Credits acquired by examination shall not be counted in determining the 12 semester hours of credit in residence required for an ~~Associate~~ associate's degree.

Eligibility

~~The Credit by Examination option is available to students who are currently enrolled and have completed 12 units or more at the college where the credit is to be earned. This requirement may be waived for permanent employees of the District. Eligibility for credit by examination is determined by faculty in the appropriate discipline and the appropriate administrator(s).~~

~~A. Administration~~

~~Upon filing of the application, the student will be directed to the appropriate instructor who will determine and administer the examination(s). The grade(s) earned on the examination(s) will be the final grade reported for the course. Such grade will be consistent with the grading system of the college.~~

~~B. Notation to Record~~

~~The student's permanent record shall be clearly annotated to reflect that credit was earned by examination.~~

~~C. Financial Aid~~

~~Credits earned through credit by examination are not eligible for financial aid.~~

~~D. Waivers~~

~~The 12-unit residency rule may be waived by the Vice President of Instruction for special circumstances on a case-by-case basis. A specific request and review of the circumstances must be presented in writing by the person(s) requesting the waiver.~~

~~In the case of Tech Prep students who are requesting credit for an approved, articulated high school course, the 12-unit residency rule is waived.~~

- : A fee may be charged for administering an examination provided that the fee does not exceed the enrollment fee which would be associated with enrollment in the course for which the student seeks credit by examination.

The student's academic record shall be clearly annotated to reflect that credit was earned by assessment of prior learning.

Upon a student's demonstration of sufficient mastery through an examination or assessment, an award of credit should be made, if possible, to:

- : California Intersegmental General Education Transfer Curriculum (IGETC).
- : California State University General Education (CSUGE) Breadth.
- : The college's general education requirements or requirements for a student's chosen program, or
- : Electives for students who do not require additional general education or program credits to meet their goals.

Grading shall be according to the regular grading system approved by the governing board, except that students shall be offered a "pass-no pass" option if that option is ordinarily available for the course.

The SBCCD Board of Trustees will review the credit for prior learning policy every three years and report the findings to the California Community College Chancellor's Office that include the following:

- : The number of students who received credit for prior learning.
- : The number of credits awarded per student.
- : Retention and persistence rates of students earning credit for prior learning.
- : Completion data (for certificate, degree, and transfer) for students earning credit for prior learning, and
- : Qualitative assessments by students of the policies and procedures.

Current Status: *Draft*

PolicyStat ID: 9081316



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

BP 6320 Investments

(Replaces current SBCCD BP 6320)

It is the policy of the San Bernardino Community College District to invest public funds in a manner providing the highest investment return with the maximum security while meeting the daily cash flow demands of the District, and conforming to all applicable federal, state and local laws governing the investment of public funds.

This Policy shall be reviewed annually by the Board of Trustees.

The Chancellor is responsible for ensuring that the funds of the District that are not required for the immediate needs of the District are invested properly and in harmony with the requirements of the California Community Colleges Budget and Accounting Manual established pursuant to *Education Code* Section 84030. Investments shall be in accordance with law, including Government Code Sections 53600 which states:

“The Legislature hereby finds that the solvency and creditworthiness of each individual local agency can impact the solvency and creditworthiness of the state and other local agencies within the state. Therefore, to protect the solvency and creditworthiness of the state and all of its political subdivisions, the Legislature hereby declares that the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern.”

Investments shall be made based on the following criteria:

- The preservation of principal shall be of primary importance.
- The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
- Transactions should be avoided that might impair public confidence.

This Policy applies to all funds of the District.

The authority to invest funds not deposited with the San Bernardino County Treasurer is granted to the Chancellor. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program, consistent with applicable law and this Policy, may be delegated at the discretion of the Chancellor.

District funds may be invested in any of the following:

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of *Government Code* Section 53651, namely:
 - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including

the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.

- b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
 - d. Registered warrants of California.
 - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
 - f. State of California notes.
 - g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
 3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to *Government Code* Section 53635.2.
 4. San Bernardino County Treasurer's Office, whenever required by law.

Pursuant to *Government Code* Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. Investment officers acting in accordance with written procedures, and investment policy and exercising due diligence shall be relieved of personal responsibility of an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

The Chancellor, pursuant to *Government Code* Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees. Said report shall detail:

- Investment types
- Names of issuers
- Maturity dates
- Par and dollar amounts invested in each security, investment, and money
- Weighted average maturity of investments

- Any funds being managed by contracted parties
- Market value as of date of report and source of valuation
- Description of compliance with investment policy
- Current market value of funds managed by a consultant

The primary objectives of the District's investment activities shall be:

1. SAFETY

Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.

2. LIQUIDITY

The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.

3. RETURN ON INVESTMENT

The District's investment portfolio shall be structured with the objective of attaining a rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow characteristics of the portfolio.

References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq.*, 53387 *et seq.*, 53600 *et seq.*, 53635.2, 53464, 53651, 53820

Attachments

[BP 6320 Investments - Comments](#)

[BP 6320 Investments - Legal Citations](#)

Comment by Goodrich, Kelly

1/5/2021, 2:36PM EST

2021-01-05 Reviewed by Director of Fiscal Larry Strong; recommend no changes; will forward to March DA as FYI.

Draft saved by Goodrich, Kelly

1/5/2021, 2:36PM EST

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Owner: *Business & Fiscal Services*
Business & Fiscal Services
Policy Area: *Chapter 6 Business & Fiscal Services*
References: *Legally Required*

AP 6320 Investments

(Replaces current SBCCD AP 6320)

All funds of the San Bernardino Community College District (SBCCD) deposited with the San Bernardino County Treasurer shall be invested in accordance with Government Code Section 27000.5, in accordance with Board Policy 6320, and under the direction of San Bernardino County's investment Advisory Committee.

Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions.

Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

Acceptable and Prohibited Investments

Funds invested by SBCCD shall be in the following instruments, under the parameters outlined in Government Code Sections 53635, 53601, and 53631.5:

- Negotiable Certificates of Deposit
- Money Market Funds
- Collateralized Bank Deposits
- Time Deposits
- County Pooled Investment Funds

Pursuant to Government Code Section 53601.6, funds of the San Bernardino Community College District shall not be invested in any of the following instruments:

- Inverse Floaters
- Range Notes
- Interest Only Strips
- Any Security That Could Result in ZERO INTEREST ACCRUAL

Authorized Personnel

The Chancellor, Executive Vice Chancellor, or designee shall request approval from the Board to

~~investment~~invest surplus funds.

Both the Chancellor or designee and the Executive Vice Chancellor must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

All security transactions entered into by SBCCD shall be conducted on a delivery-versus-payment basis. Securities will be held by a third party custodian designated by the Chancellor and Executive Vice Chancellor and evidenced by safekeeping receipts with a written custodial agreement. The securities will be held directly in the name of the San Bernardino Community College District as beneficiary.

Recording and Reconciliation

Investment statements shall be provided to Fiscal Services for review, recording of investment activity, and reconciliation. Journal entries to record investment activity and the reconciliation of the investment statement shall be prepared by an accountant or designee, and approved by the Director of Fiscal Services or designee.

References:

Government Code Sections 53600 et seq., 87200

Attachments

No Attachments

Draft saved by Goodrich, Kelly

1/5/2021, 2:37PM EST

Comment by Goodrich, Kelly

1/5/2021, 2:38PM EST

2021-01-05 minor clerical edit to be moved forward to March DA as Info Only.

Comment by Goodrich, Kelly

2/22/2021, 9:42AM EST

3/2/2021 DA Info Only (Minor Clerical Change)

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Business & Fiscal Services
 Policy Area: *Chapter 6 Business & Fiscal Services*
 References: *Legally Required*

BP 6550 Disposal of Property

~~(Replaces current SBCCD BP 6550)~~

~~**NOTE:** The language in current SBCCD BP 6550 parallels the language recommended by the Policy and Procedure Service.~~

• ~~From current SBCCD BP 6550 titled Disposal of Property~~

The Chancellor is delegated authority by the Board ~~of Trustees~~ of Trustees to declare as surplus such personal property of the District as is no longer useful for District purposes, and shall establish procedures to dispose of such property in accordance with applicable law. All sales of surplus personal property shall be reported to the Board on a periodic basis. This policy shall not be construed as authorizing any representative of the District to dispose of surplus real property at any time.

References:

Education Code Sections 70902 subdivision (b)(6), ~~81383, 81384, 81452 81360 et seq., and 81450 et seq.~~ 81360 et seq., and 81450 et seq.

Attachments

[BP 6550 Disposal of Property - Comments](#)
[BP 6550 Disposal of Property - Legal Citations](#)
[BP6550 -OLD.pdf](#)

Comment by Goodrich, Kelly

11/13/2020, 1:25PM EST

Minor updates as part of regularly scheduled review.

Comment by Goodrich, Kelly

11/16/2020, 4:26PM EST

12/01/2020 DA 1st Read

Comment by Goodrich, Kelly

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Business & Fiscal Services
 Policy Area: *Chapter 6 Business & Fiscal Services*
 References: *Legally Advised*

AP 6550 Disposal of Property

(Replaces current SBCCD AP 6550)

NOTE: *This procedure is . Local practice may be inserted, but should include :*

- *Delegation by the Chancellor to appropriate administrator(s) of authority to dispose of property to highest bidder after payment has been received by the District*
- *Schedule for disposal of personal property (e.g., library books, theatre props)*
- *Schedule for disposal of equipment (e.g., computers, copiers, vehicles)*
- *Authority to dispose of property in lots*
- *Requirement for posting in at least three public places in the District for not less than two weeks, or publication at least once a week for a period of not less than two weeks in a District newspaper*
- *Provision that staff may dispense with posting/publication and sale to the highest bidder if:*
- *the surplus property is exchanged with, sold, or donated to a school district, community college district, or other public entity; or*
- *the proceeds from sale or lease are expended for capital outlay purposes related to qualified community college facilities and the District complies with specified conditions*
- *Schedule for reporting to Board (e.g., annually, quarterly)*
- *Provision, if the District chooses to include it, that District employees may not buy property declared to be surplus (this is an element of conflict of interest)*
- *Provision for Board action for disposal of property under \$5,000.*

NOTE: *The following is an example.*

~~The District may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.~~ The District may sell for cash any District personal property if the property is not required for District purposes, or if it should be disposed of for the purpose of replacement, or if it is unsatisfactory or not suitable for use.

- ~~From current SBCCD AP 6550 titled Disposal of Property~~

Disposal of assets shall be in accordance with Education Code guidelines. When items are determined to be no longer of use, the department is to complete a Property Change Request form and forward with the asset to the applicable Warehouse for processing. The Warehouse Technician or Purchasing staff will "Retire" the asset in the Fixed Asset Property database and note the Date Retired as the Board Meeting Date to which the assets will be placed on the agenda. Otherwise, the retired date is the most appropriate date of transfer. Assets that are delivered to the Warehouse without an accompanying Property Change Request form will be

returned to the respective department.

~~Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the district for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the district and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the District; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.~~ Property cannot be sold until notice has been given. Notice must be posted in at least three public places in the District for not less than two weeks; notice can also be by publication for at least once a week for a period of not less than two weeks in a newspaper published in the District and having a general circulation. If there is no such newspaper, then notice can be published in a newspaper having a general circulation in the District; or if there is no such newspaper, then in a newspaper having a general circulation in the county in which the District or any part thereof is situated.

~~The [insert designee] shall sell the property to the highest responsible bidder, or shall reject all bids.~~ The Business Manager shall sell the property to the highest responsible bidder, or shall reject all bids.

~~Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District.~~ Personal property authorized for sale as surplus may also be disposed of by means of a public auction conducted by employees of the District, or by other public agencies, or by contract with a private auction firm. The personal property shall be sold or transferred to the highest responsible bidder upon completion of the auction and after payment has been received by the District or auction firm.

~~The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:~~ The District can also exchange for value, sell for cash, or donate any personal property belonging to the District without complying with the preceding procedures if all of the following criteria are met:

- a. ~~The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.~~ The District determines that the property is not required for District purposes, that it should be disposed of for the purpose of replacement, or that it is unsatisfactory or not suitable for school use.
- b. ~~The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.~~ The property is exchanged with, or sold or donated to, a school district, community college district, or other public entity that has had an opportunity to examine the property proposed to be exchanged, sold, or donated.
- c. ~~The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.~~ The receipt of the property by a school district or community college district will not be inconsistent with any applicable district wide or school site technology plan of the recipient district.

~~If the Board, by a unanimous vote of those members present, finds that the property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold by [insert designee] at private sale without advertising.~~ If the Board, by a unanimous vote of those members present, finds that

the property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold, auctioned, or exchanged for value by the Business Manager at private sale without advertising.

~~Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by [insert designee] at private sale without advertising.~~ Any item or items of property having previously been offered for sale as provided in Education Code Section 81450, but for which no qualified bid was received, may be sold by the Business Manager at private sale without advertising.

~~In addition, the Board may sell or lease real property belonging to the District under the following conditions:~~ In addition, the Board may sell or lease real property belonging to the District under the following conditions:

~~If the District has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Board, the Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.~~ If the District has received only one sealed proposal from a responsible bidder that conforms with the standard rate or rates for the lease of its real property established by a majority vote of the Board, the Board may by majority vote delegate to an officer or employee the power to enter into leases, for and in behalf of the District, of any real property of the District.

~~Generally, the funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the District if, prior to the sale or lease, the Board has determined that the district has no anticipated need for additional sites or building construction for the five-year period following the sale or lease.~~ Generally, the funds derived from the sale or from a lease with an option to purchase shall be used for capital outlay or deferred maintenance. However, the proceeds of property sold or leased that was first offered for park or recreational purposes where applicable and then offered for sale or lease with an option to purchase at fair market value may be deposited in the general fund of the District if, prior to the sale or lease, the Board has determined that the district has no anticipated need for additional sites or building construction for the five-year period following the sale or lease.

References:

Education Code ~~Sections~~ Sections 70902 subdivision (b)(6); ~~81360 et seq., and 81360 et seq., and 81450 et seq. 81450.5; 81450.5; et seq.~~

Attachments

AP 6550 Disposal of Property - Comments
AP 6550 Disposal of Property - Legal Citations
AP6550 -OLD.pdf

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Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Legally Required</i>

BP 7100 Commitment to Diversity

(Replaces current SBCCD BP 7100)

The District commits to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all programs. The District recognizes the rights of all individuals to mutual respect; acceptance of others without biases based on differences of any kind. The District makes a commitment to individual and organizational efforts to build respect, dignity, fairness, caring, equality, and self-esteem. The District acknowledges and honors the fundamental value of all individuals and pledges to create and maintain an environment that respects diverse traditions, heritages, and experiences.

The District is committed to employing qualified administrators, faculty, and staff members who are dedicated to student success. The Board of Trustees recognizes that diversity in the academic environment fosters cultural awareness, promotes mutual understanding and respect, and provides suitable role models for all students. The Board is committed to hiring and staff development processes that support the goals of equal opportunity and diversity, and provide equal consideration for all qualified candidates.

~~The District commits to equitable treatment and elimination of discrimination in all its forms at all organizational levels and throughout all programs. The District recognizes the rights of all individuals to mutual respect; acceptance of others without biases based on differences of any kind. The District makes a commitment to individual and organizational efforts to build respect, dignity, fairness, caring, equality, and self-esteem. The District acknowledges and honors the fundamental value of all individuals and pledges to create and maintain an environment that respects diverse traditions, heritages, and experiences.~~

This policy is consistent with the requirements and objectives set forth by the President's Order #11246 as amended by 11275 and 11478 by Revised Order Number 5 and amended, Title IX of the Education Amendment of 1972 and other Federal and State laws.

References:

Education Code Sections 87100 et seq.;
Title 5 Sections 53000 et seq.

Attachments

[BP 7100 Commitment to Diversity- Comment](#)
[BP 7100 Commitment to Diversity- Legal Citations](#)

Current Status: *Active*

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 Next Review: 07/2024
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 Policy Area: *Chapter 7 Human Resources*
 References: *Good Practice/Optional*

AP 7100 Commitment to Diversity

The District demonstrates its commitment to diversity by:

- ~~• Complying with all federal, state, and local laws and regulations regarding equal employment and discrimination in employment.~~
- ~~• Maintaining and abiding by the provisions of the District Equal Employment Opportunity Plan.~~
- ~~• Maintaining and abiding by the provisions of the Student Equity Plan.~~
- ~~• Employing qualified administrators, faculty and staff who are dedicated to student success across a diverse study body.~~
- Recruiting and retaining faculty and staff that reflect the diversity of the communities within the District.
- Fostering participation and respect for differences.
- Providing professional development opportunities for faculty and staff, related to equity, inclusion, and diversity.
- Designating specific persons within the District who are given positional authority and responsibility for consultation, oversight, and decision-making with regard to equity, inclusion, and diversity.
- Identifying and correcting barriers within organizational systems.
- Facilitating opportunities that result in effective and meaningful participation.
- Creating ideas and solutions built on a range of perspectives.
- Complying with all federal, state, and local laws and regulations regarding equal employment and discrimination in employment.
- Maintaining and abiding by the provisions of the District Equal Employment Opportunity Plan.
- Maintaining and abiding by the provisions of the Student Equity Plan.
- Employing qualified administrators, faculty and staff who are dedicated to student success across a diverse study body.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Stacey Nikac: Administrator	07/2018

Current Status: Pending

PolicyStat ID: 8378829



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 Policy Area: Chapter 7 Human Resources
 References: Legally Required

BP 7230 Classified Employees

(Replaces current SBCCD BP 7230)

Employees represented by CSEA ~~and CTA~~ should refer to their respective bargaining unit ~~agreements~~ agreement for information specific to their unit.

Classified employees are those who are employed in positions that are not academic positions. The employees and positions shall be known as the classified service.

The classified service does not include the following:

- Substitute and short-term employees who are employed and paid for less than 75 percent of the fiscal year.
- Part-time apprentices and professional experts employed on a temporary basis for a specific project, regardless of length of employment.
- Full-time students employed part-time, and part-time students employed part-time in any college work-study program or in a work experience education program conducted by the District.

The Board of Trustees shall fix and prescribe the duties of the members of the classified service. (See Board Policy 7110 titled **Delegation of Authority**.)

~~Before a short term employee is employed, the Board, at a regularly scheduled meeting, shall specify the service required to be performed and certify the ending date of the service. The Board may later act to shorten or extend the ending date, but shall not extend it beyond 75 percent of an academic year.~~

The Chancellor is responsible for establishing procedures to assure that the requirements of state law and regulations regarding the classified service are met.

The probationary period for classified employees shall be one year.

References:

Education Code Sections 88003; 88004; 88009; and 88013

Attachments

[BP 7230 Classified Employees - Comments](#)

Current Status: Draft

PolicyStat ID: 8394244



Origination: N/A
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 Last Revised: N/A
 Next Review: 08/2018
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References:

AP 7230 Classified Employees

(Replaces current SBCCD AP 7230)

AP 7230 is being recommended for deletion.

NOTE: This procedure is **optional**. The classified staff of the District has been addressed by BP 7230 titled Classified Employees, and additional procedures are not legally mandated. However, local practice, if any, may be inserted. The contents of any such procedure will be subject to consultation with a classified senate or similar group. The classified staff of the District has been addressed by BP 7230 Classified Employees, and additional procedures are not legally mandated.

Sample from another District

In addition to the collective bargaining agreement between the District and the Employees, Chapter 535, classified employees are also guided by the Classified/Confidential Employees Handbook. This handbook is reviewed and updated annually and can be found on the District's website.

Sample from another District

The District employs persons in positions that are not academic positions. The Board of Trustees shall classify these employees into positions.

The employees and positions shall be known as the classified service. The Board of Trustees shall fix and prescribe the duties to be performed by all persons in the classified service and other nonacademic positions of the District.

• From current SBCCD AP 7230 titled Classified Employees, Non-Management

The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open, inclusive, and lawful, hiring process that supports the goals of diversity and equal opportunity providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the most qualified candidate who best meets the needs of our students both directly and indirectly.

The administration, faculty, and staff recognize the importance of an effective hiring process that reflects mutual professional responsibility and interest in achieving the common goal of hiring outstanding employees who will enhance the learning experience for all students and fulfill the mission and goals of the College and the District.

~~Hiring faculty, classified and confidential staff, and administrators is accomplished through screening Committees which produce a recommendation from the President or other appropriate administrators, to the Chancellor who recommends the candidate to the Board for employment.~~

~~All Short-Term, Full-time Faculty, Classified, Confidential, Management, and Academic Management positions being requested to be filled in the District must be approved by the Vice Chancellor of Human Resources & Employee Relations or Designee and the Board of Trustees prior to the start of employment with the District.~~

~~All Substitute, Professional Expert, Student Workers, and Adjunct Faculty must be approved by the Vice Chancellor of Human Resources or Designee prior to the start of employment with the District.~~

RECRUITMENT AND HIRING

HIRING QUALIFICATIONS

The San Bernardino Community College District has established the following hiring qualifications for all classified positions:

Employment Testing

1. The Office of Human Resources will administer skills testing to all applicants for classified positions requiring job-related skills proficiency. The Director of Human Resources will select the appropriate testing instruments for those positions that require skills testing. Objective criteria will be used to establish performance levels or capabilities measured by employment tests. Testing instruments will be evaluated periodically for currency and relevancy.
2. Any test or skill demonstration must be administered to the candidates in a consistent manner. An individual who has a known disability, which prevents them from taking the test or performing the skill demonstration, may request accommodation. Reasonable accommodations may include, but are not limited to, use of adaptive equipment or aids, modification of the methods for providing instructions, or substitution of another method for evaluating the knowledge, skills and abilities.
3. Only those that pass the employment tests will be included in the Qualified Applicant Pool.

GENERAL HIRING PROVISIONS

A. Approval to Fill a Position

Requests to fill new or vacant positions must be processed through the appropriate Administrator, College President, Fiscal Services and the Office of Human Resources, and must receive the approval of the Vice Chancellor of Human Resources & Employee Relations or Designee.

B. Online Employment Application Process

The Office of Human Resources implemented this system in order to automate and streamline many of the paper-driven aspects of the employment application process. All requested positions must be submitted through the Online Application System. After the requested information for the vacant position is filled out and submitted, the request will then be approved by the appropriate administrators. The receipt of the Personnel Requisition Form by the Office of Human Resources and budget authorization by Fiscal Services indicates approval to begin the recruitment process.

C. Recruitment

The District shall maintain a program of verifiable Equal Employment Opportunity recruitment of qualified members of historically underrepresented groups in all job categories and classifications, including but not

limited to faculty, classified and confidential employees; categorically funded positions; and all other executive, administrative and managerial positions.

D. Job Announcements

Job announcements shall clearly state job specifications setting forth the knowledge, skills, and abilities necessary for job performance. All job specifications which the District wishes to utilize shall be reviewed by the appropriate Administrator and the Office of Human Resources before the position is announced to ensure conformity with the requirements of Title 5 and both State and Federal non-discriminatory laws. The content of the job announcement is the responsibility of the appropriate Administrator and the Office of Human Resources and must be approved by the Vice Chancellor of Human Resources & Employee Relations or Designee.

The position announcement must include the following:

1. A description of the duties and responsibilities;
2. Minimum Qualifications;
3. Additional desirable qualifications that are job related and support the responsibilities of the position;
4. Provision for presentation of qualifications that are equivalent to the minimum qualifications;
5. Notification of testing if required; and
6. Legal qualifiers, established by the Office of Human Resources to comply with Federal, State, and District regulations (e.g., Title 5, Title VII, EEO and ADA).

E. Pre-Screening Process

The Office of Human Resources will pre-screen the applications to ensure that applicants meet minimum qualifications and requirements as set forth in the position announcement and, on that basis, will certify the pool of applicants.

In the event of the equivalencies, the Screening Committee will make the equivalency determination.

F. The Screening Committee

1. The Screening Committee shall review the applications meeting minimum qualifications to make recommendations for interview.
2. The appropriate Administrator in consultation with the Office of Human Resources will designate the composition of the Screening Committee to ensure appropriate representation from the affected department.
3. The Screening Committee for Classified positions shall have no less than three (3) and no more than seven (7) members who have been trained by the Office of Human Resources.
4. All Screening Committee members must receive training on equal opportunity, diversity, and the employment process for each Screening Committee on which they serve. Such training will be provided by the Office of Human Resources.
5. The majority of the members shall be those with applicable knowledge in the job category or classification with at least one member being directly from the affected department.
6. Every Screening Committee shall have at least one management member and one California Schools Employee Association (CSEA) appointee and when appropriate an appointee from the Academic Senate.

7. The appropriate Administrator of the vacant position will appoint or request as appropriate, the remaining members of the Screening Committee. Each Screening Committee will also include an Equal Employment Opportunity representative designated by the Office of Human Resources.
8. The Equal Employment Opportunity representative's role and responsibility is to maintain confidentiality and ensure the hiring process remains fair and equitable.
9. Every effort must be made to incorporate broad representation on every Screening Committee to bring a variety of perspectives to the screening process.
10. The appropriate Administrator of the vacant position submits the membership of the Screening Committee to the Office of Human Resources for approval.

G. Interview Process

1. In cases where fewer than three (3) candidates are invited for 1st level interview, the Screening Committee Chair shall provide written justification to the Office of Human Resources.
2. The Screening Committee develops job related interview questions. All questions will be reviewed by the Vice Chancellor of Human Resources & Employee Relations or Designee. All interview questions are confidential.
3. The Screening Committee will determine the candidates, date, and time to interview.
4. The Office of Human Resources will contact the candidates to be interviewed. The appropriate Administrator will coordinate with the Office of Human Resources the arrangements for the time and place of the interview.
5. The 1st level interview will be conducted by the members of the Screening Committee. Each candidate will be asked the same questions, in the same way, for a fair and consistent basis in assessing all the interviewees.
6. All Screening Committee members must sign a Confidentiality statement prior to the interviews and are required to fill out an evaluation form and rank all interviewees.
7. If a Screening Committee member is absent from any part of the interview process, that member is disqualified from any future participation, unless otherwise determined by the Vice Chancellor of Human Resources & Employee Relations.
8. After the 1st level interviews are concluded, each member of the Screening Committee will evaluate and rank the qualifications of the interviewees. The EEO representative will be responsible for all documentation of the interview and recommendation. The Screening Committee will identify strengths and concerns of all candidates advancing to the next level.
9. The Supervisor may participate on the 1st level interviews based on the recommendation of the appropriate Administrator. In unique situations where the only representative of the affected department is the Supervisor, the Office of Human Resources will assess the particular circumstance.
10. The Screening Committee will recommend at least three (3) candidates to the appropriate Administrator for 2nd level interviews. The Screening Committee shall recommend no less than three (3); unless fewer were interviewed or unless the Screening Committee presents written justification for submitting fewer than three (3) for 2nd level interview.
11. Second level interviews will be conducted on all finalists by the appropriate Administrator or Designee.

12. ~~The Office of Human Resources will contact the finalists to be interviewed at 2nd level and communicate the arrangements for the time and place for the 2nd level interview, as determined by the appropriate Administrator or Designee.~~

H. Selection Process

~~The appropriate Administrator or Designee shall select one of the finalists, who is best qualified to fill the position and shall recommend such person to the Chancellor.~~

~~The appropriate Administrator or Designee will submit an online notification to the Office of Human Resources to forward the selection to the Board of Trustees for approval.~~

I. Reference Check

~~Upon receipt of the selected candidate, the Office of Human Resources will conduct reference check in accordance with the policies and principles of Equal Employment Opportunity.~~

~~The Office of Human Resources will contact the successful candidate to make a provisional offer of employment, contingent upon passing the Department of Justice clearance, pre-employment physical, and Board of Trustee approval.~~

~~Once the successful candidate has accepted the offer, the Office of Human Resources will notify the unsuccessful candidates in writing of non-selection.~~

EMPLOYMENT REQUIREMENTS

~~All classified employees will be required to comply with all federal, state, and local requirements for employment.~~

~~(See BP/AP 7120 titled Recruitment and Hiring, AP 7126 titled Verification of Eligibility for Employment, AP 7335 titled Health Examinations, AP 7336 titled Certification of Freedom from Tuberculosis, AP 7337 titled Fingerprints, and AP 7365 titled Discipline and Dismissal, Classified Employees)~~

A. Fingerprints

1. ~~Each person employed in a position not requiring certification qualifications shall, prior to employment, have two 8" x 8" finger-print cards bearing the legible rolled and flat impressions of such person's fingerprints together with a personal description of the employee prepared by a local public law enforcement agency having jurisdiction in the area of the school district. The cost of the fingerprinting shall be borne by the employee.~~
2. ~~Substitute and temporary employees employed for less than a school year are exempted from the fingerprint requirement.~~

B. Examination for Tuberculosis

1. New Employees:

~~All employees must file with the Personnel Office a certificate of evidence showing the employee was examined and found free from active tuberculosis. This evidence must be filed prior to the date of the original employment. An intradermal tuberculin test is provided free of charge at each college's Health Services Office. Any charge for an exam by an outside agency will be borne by the employee.~~

2. Renewals

- a. ~~Thereafter, all employees shall be required to undergo an x-ray of the lungs or an approved intradermal tuberculin test that, if positive, shall be followed by an x-ray of the lungs every four years. Intradermal tests are available as described above.~~
- b. ~~Notice of renewal requirements shall be the responsibility of the District Personnel Office and will be mailed to the home 45 days prior to the expiration date.~~
- c. ~~Adequate release time from the employee's workstation will be allowed to comply with this requirement.~~
- d. ~~Failure to comply with this policy may result in immediate suspension without pay until such time as the employee undergoes such examination and presents evidence thereof to school officials.~~
- e. ~~Requests for exemptions for religion or other reasons will not be approved.~~
- f. ~~The tuberculosis provisions shall not apply to those employees not requiring certification qualifications who are employed for any period of time less than a school year whose functions do not require frequent or prolonged contact with pupils.~~

~~C. Loyalty Oath~~

~~All employees will be required to sign the legally prescribed oath of allegiance upon employment with the District.~~

~~D. Employment Eligibility Verification I-9~~

~~All new employees are required to satisfy the requirements of the Employment Eligibility Verification Form I-9.~~

~~E. Pre-employment Physical Examination~~

- 1. ~~As a condition for initial employment, candidates for maintenance, custodial, grounds, and security positions will be required to take a pre-employment physical examination. An applicant, who because of a medical condition is able only to perform the prescribed duties of the assigned classification in a manner that would endanger his/her health or safety and the safety of others, will not be eligible for employment.~~
- 2. ~~The District will select the examining physician. All costs incurred for the medical examinations shall be borne by the District.~~

~~F. Classified employees shall be employed under a set of Rules and Regulations and not under a yearly contract.~~

~~1. Probationary Period~~

~~The probationary period shall be a period of nine months for classified bargaining unit members and twelve months for confidential and supervisory employees.~~

~~2. Status of Permanent Employee~~

~~No person in the regular classified service shall be suspended, demoted, or dismissed except for reasonable cause designed by these rules as detrimental to the efficiency of the service or the welfare of the District. Nothing in these rules shall be construed to prevent layoffs for lack of work or lack of funds.~~

~~3. Definitions~~

- a. ~~Suspension means either temporary removal of an employee from his/her position with loss of~~

~~pay as a disciplinary measure, or his/her removal preliminary to investigation of charges pending demotion or dismissal.~~

- ~~b. Demotion means reduction of an employee from a given class (or group of similar positions combined under a common title) to a class having a lower salary rate.~~
- ~~c. Dismissal means separation, discharge, or permanent removal of an employee from his position for cause in accordance with the provisions of the Education Code and these rules.~~

4. ~~Causes for Suspension, Demotion, or Dismissal~~

~~One or more of the following causes may be grounds for suspension, demotion, or dismissal of any person employed in the classified service:~~

- ~~a. Incompetency or inefficiency in the performance of the duties of his/her position.~~
- ~~b. Insubordination including, but not limited to, refusal to do assigned work.~~
- ~~c. Carelessness or negligence in the performance of duty or in the care or use of District property.~~
- ~~d. Discourteous, offensive, or abusive conduct or language toward other employees, pupils, or the public.~~
- ~~e. Dishonesty.~~
- ~~f. Drinking alcoholic beverages on the job, or reporting to work while intoxicated.~~
- ~~g. Addiction to the use of narcotics.~~
- ~~h. Personal conduct unbecoming an officer or employee of the District.~~
- ~~i. Engaging in political activity during assigned hours of employment.~~
- ~~j. Conviction of any crime involving moral turpitude.~~
- ~~k. Arrest for sex offense as defined in the Education Code.~~
- ~~l. Repeated and unexcused absence or tardiness.~~
- ~~m. Abuse of illness leave privilege.~~
- ~~n. Continuing illness of a disabling nature after the exhaustion of illness leave and leave of absence privileges.~~
- ~~o. Falsifying any information supplied to the school district including, but not limited to, information supplied on application forms, employment records, or any other school district records.~~
- ~~p. Persistent violation or refusal to obey safety rules or regulations made applicable to public schools by the governing board or by any appropriate state or local governmental agency.~~
- ~~q. Offering of anything of value or offering any service in exchange for special treatment in connection with the employee's job or employment, or the accepting of anything of value or any service in exchange for granting any special treatment to another employee or to any members of the public.~~
- ~~r. Willful or persistent violation of the Education Code or rules of the governing board.~~
- ~~s. Any willful failure of good conduct tending to injure the public service.~~
- ~~t. Abandonment of position.~~
- ~~u. Advocacy of overthrow of federal, state, or local government by force, violence, or other unlawful means.~~

~~v. Membership in the Communist Party.~~

~~5. Hearing Procedure~~

~~Any regular employee who is suspended, demoted, or dismissed from the classified service shall be given immediate notice of the cause therefore. Within a reasonable time from the effective date of the disciplinary action, the employee may make request for a hearing and shall be given notification of the date of such hearing in sufficient time to permit said employee to prepare an appeal. A hearing shall be conducted by the governing board or its designated representative. At the conclusion of the hearing, the decision to sustain or deny the appeal shall be made by the governing board.~~

References:

~~Education Code Sections 88003, 88004, 88009, and 88013 and 88024; Penal Code Section 11077.1~~

Attachments

AP 7230 Classified Employees - Comments
AP 7230 Classified Employees - Legal Citations
AP7230 -OLD.pdf

Comment by Goodrich, Kelly

9/18/2020, 5:50PM EDT

10-06-2020 DA 2nd Read

Comment by Goodrich, Kelly

10/21/2020, 7:33PM EDT

11-03-2020 pulled from October agenda; repeat DA 2nd read

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PolicyStat ID: 9125464



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Next Review: 10 years after approval

Owner: Human Resources Human Resources

Policy Area: Chapter 7 Human Resources

References: Legally Required

BP 7265 Management Internship

~~(Replaces current SBCCD BP 7270)~~

~~The District shall establish a management internship program to create opportunities for faculty/staff to acquire on-the-job management experience and create a pool of management candidates from within existing ranks.~~

Reference:

No references

Attachments

BP 7265 Management Internship - Comments
BP 7265 Management Internship - Legal Citations
BP7265-OLD.pdf

Comment by Quinones, Brooke

1/14/2021, 9:19AM EST

As this BP is optional (not legally required) it is being recommended for deletion./bq

Edited by Quinones, Brooke

1/14/2021, 9:19AM EST

Policy Deletion

Comment by Goodrich, Kelly

2/22/2021, 9:35AM EST

3/2/2021 DA 2nd Read

Current Status: Pending

PolicyStat ID: 3915510



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 Last Revised: 01/2021
 Next Review: 05/2019
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References:

AP 7265 Management Internship

~~(Replaces current SBCCD AP 7270)~~

- ~~A. The District's management internship program shall create opportunities for faculty/staff to acquire on-the-job management experience and create a pool of management candidates from within existing ranks.~~
- ~~B. Specific goals and objectives of the program are to:~~
- ~~1. Create a career path/ladder within the District organization that will provide encouragement and support for employees wanting to obtain experience in management functions.~~
 - ~~2. Identify and train a pool of potential management personnel.~~
 - ~~3. Maximize the utilization of existing human resources within the District by allowing managers to delegate selected projects to interns under the auspices of a mutually beneficial program.~~
 - ~~4. Provide work experience training in management skills related to program administration, personnel relations, planning, coordination and research.~~
 - ~~5. Create a formal procedure by which the specialized training and knowledge of individual faculty and staff may be applied to specific District operations and projects.~~
 - ~~6. Allow current managers to strengthen their own skills in planning, directing, controlling, and coordinating by serving as mentors to interns.~~
 - ~~7. Foster a broader understanding among faculty and staff of the management role, thereby enhancing faculty/staff attitudes and perceptions relative to the management process.~~
- ~~C. The only officers eligible to have interns shall be:~~
- ~~1. Chancellor~~
 - ~~2. District Officer~~
 - ~~3. College Presidents~~
 - ~~4. Full Deans~~
- ~~D. The manager shall serve as supervisor of the intern. The prospective intern and manager shall work together to define projects, duties and responsibilities.~~
- ~~E. Proposed intern positions shall be submitted in writing to the Chancellor in November. The proposal shall include:~~
- ~~1. Statement of need~~
 - ~~2. Job description~~

~~3. Benefit to the District~~

~~4. Time needed, if any~~

~~5. Method of evaluation, etc.~~

~~F. Intern proposals shall be reviewed by the Chancellor and the Chancellor's Cabinet. Approved positions that require no reassignment or major expenditure may be forwarded to the Board for approval upon the Chancellor's recommendation. Approved positions that require reassignment or major expenditures shall be advertised internally and shall go through the regular hiring process. The name of the successful candidate shall be submitted to the Board for approval in February.~~

~~G. An internship shall not exceed two years or be less than three months in length. Interns may serve without release time and, in some cases, may be hired as paid consultants for a short-term project.~~

~~H. Approved internships should carry management intern titles and interns should be provided with office space and a telephone.~~

~~I. Management interns shall be treated as managers thereby allowing them to attend appropriate management meetings, etc. Furthermore, experience as an intern should be awarded FTE credit in management for job application purposes.~~

~~J. Opportunities to attend conferences and workshops should be provided interns as a means of providing further professional growth.~~

~~K. The Management Internship Program shall be subject to Affirmative Action guidelines.~~

~~L. Interns involved in internship of six months duration or longer shall be evaluated under current performance evaluation procedures for management personnel. Interns who are engaged in internships of less than six months shall prepare a self-evaluation in narrative form in consultation with his/her internship supervisor.~~

Reference:

No references

Attachments

[AP 7265 Management Internship - Comments](#)
[AP 7265 Management Internship - Legal Citations](#)
[AP7265-OLD.pdf](#)

Sent for re-approval by BeDell, Susann

8/7/2017, 4:42PM EDT

Administrator override by Torres, Maria

8/24/2017, 7:29PM EDT

updated next review date

Administrator override by Stat, Policy

8/29/2017, 1:01PM EDT

updated workflow

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PolicyStat ID: 9368200



Origination: N/A

Last Approved: N/A

Last Revised: N/A

Next Review: N/A

Owner: *Human Resources Human Resources*Policy Area: *Chapter 7 Human Resources*References: *Legally Required*

BP 7270 Student ~~Workers~~ Employees

(Replaces current SBCCD BP 7240)

The District shall provide employment opportunities for its students through various federal, state, and locally funded programs.

Reference:

Education Code Sections 69960(f) and 88003

Attachments

[BP 7270 Student Workers - Comments](#)
[BP 7270 Student Workers - Legal Citation](#)
[BP7270-OLD.pdf](#)

Comment by Goodrich, Kelly

9/18/2020, 6:30PM EDT

10-06-2020 DA 2nd Read - FYI Only - No Changes

Comment by Goodrich, Kelly

10/22/2020, 1:52PM EDT

11-03-2020 Repeat DA 2nd Read - FYI Only - No Change (pulled from October 6 agenda)

Comment by Goodrich, Kelly

11/13/2020, 3:12PM EST

12-01-2020 Pulled from November DA Agenda; Repeat 2nd Read - FYI Only - No Changes

Comment by Goodrich, Kelly

2/22/2021, 9:37AM EST

3/2/2021 DA 2nd Reading (No Changes)

Comment by Goodrich, Kelly

3/1/2021, 10:43AM EST

Changed title to Student Employees per 2/2/2021 DA

Current Status: Pending

PolicyStat ID: 8378851



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 Next Review: 10 years after approval
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References: Good Practice/Optional

AP 7270 Student Employees

(Replaces current SBCCD AP 7240)

- Education Code Section 88003 allows part-time employment of students outside the classified service.
- Limit(s) on hours that a student may work when enrolled in classes.
- Processes for hiring student ~~workers~~employees.
- The District provides employment opportunities for its students through various federal, state, and locally funded programs related to FWS work-study, work experience, and CalWORKs/welfare to work, veterans, international students, and student ~~workers~~employees.

Only students who demonstrate current enrollment within the San Bernardino Community College District can be employed as student ~~workers~~employees. Student ~~workers~~employees may only be employed as student assistants hired by specific departments or placed in particular departments/offices through the work-study program while enrolled in classes.

Full and part-time students in the District shall only be employed part-time regardless of funding source and shall not be a part of the classified service (see education code 88003) nor perform tasks commensurate with an established classified position. Student ~~workers~~employees are hired to gain work experience and develop new skills. Tuberculosis tests are required for all student ~~workers~~employees. Additional clearances (e.g., fingerprinting, etc.) may be required based on the work location and assigned responsibilities. Student ~~workers~~employees can only work in one capacity (i.e., cannot work as a student ~~worker~~employee and a short-term or professional expert or substitute).

~~Specific procedures governing hiring processes, applications, and eligibility requirements for student workers can be found in the District's Short Term and Student Worker Information Booklet available on the Human Resources website.~~

A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is defined as a student ~~worker~~employee. Student ~~workers~~employees shall not be part of the classified service and do not earn benefits; however, student ~~workers~~employees are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student ~~workers~~employees must meet all human resources employment criteria prior to beginning employment as a student ~~worker~~employee.

Fall and Spring Semester Employment

In order to be employed as a student ~~worker~~employee during the fall and/or spring semester(s), a student must be enrolled at least half time (six units). Enrolled student ~~workers~~employees may work up to 20 hours per week except as outlined below.

A. Intersession Employment

Student ~~workers~~employees may be permitted to work up to 40 hours per week when classes are not in session as follows:

1. Between spring semester and summer session, if enrolled at least half time during the spring semester and for the summer session. (Note: To be considered half time for a nonstandard term, such as summer session, generally requires an enrollment period of at least six weeks and at least two units.)
2. Between summer session and fall semester, if enrolled at least half time during the spring semester or the summer session and enrolled at least half time for the fall semester.
3. Between fall and spring semesters, if enrolled at least half time during both the fall and spring semesters.
4. During spring break, if enrolled at least half time during the spring semester.
5. If adequate funding is available to cover the student wage, student employees may continue employment in the summer if they have been employed in spring, enrolled at least half time for the spring semester, and are enrolled at least half time for the fall semester.

B. Summer Employment

District-funded student ~~workers~~employees may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student ~~workers~~employees not enrolled for summer classes may be permitted to work up to 40 hours per week; however, federal work-study students must be enrolled

C. New Students

Students newly enrolled at the college may begin their work assignment two weeks prior to the start of the semester for training purposes. (Flex week signifies the start of each semester.)

D. Pre-hire Requirements

In order for student employees to begin employment and be paid, they must complete a hiring packet within the department hiring the student, CalWORKS, veterans, etc. Any department completing the hiring packets must submit the hiring packets to Human Resources. No student employee can begin employment until Human Resources provides an approval start date.

E. Breaks

Student employees may not work for longer than 5.5 hours without an unpaid lunch break of at least 30 minutes. Student employees are also entitled to one ten minute break after four hours of work, up to a maximum of two breaks in an eight-hour period.

F. Classified Hourly Time Sheets

Classified Hourly Time Sheets must be completed at the end of each pay period, signed by both the student employee and the non-faculty supervisor (manager on record), and submitted to the Payroll Department (see payroll time sheet deadlines <https://wiki.sbccd.org/FiscalServices/Payroll/Pages/Payroll.aspx>).

G. Other Funding Sources and Student Populations

Regulations may vary depending on the funding source or student program (i.e. federal work-study, CalWORKs, veterans, international students). Please contact the appropriate program staff for the most up-to-date information.

A student employed by the college on a part-time basis and meeting the relevant enrollment criteria below is

defined as a student ~~worker~~employee. Student ~~workers~~employees shall not be part of the classified service and do not earn benefits; however, student ~~workers~~employees are covered by Worker's Compensation for injuries or death incurred while performing services for the District. Student ~~workers~~employees are limited to work a maximum of 195 days per fiscal year. Student ~~workers~~employees must be at least 18 years of age to be employed by the District. unless student has graduated high school or obtained GED.

~~Fall and Spring Semester Employment~~

~~In order to be employed as a student worker during the fall and/or spring semester(s), a student must be enrolled at least half time (six units). Enrolled student workers may work up to 19.5 hours per week in all combined assignments, except as outlined below.~~

~~A. Intersession Employment~~

~~Student workers may be permitted to work up to 40 hours per week when classes are not in session as follows:~~

- ~~1. Between spring semester and summer session, if enrolled at least half time during the spring semester and for the summer session. (Note: To be considered half time for a nonstandard term, such as summer session, generally requires an enrollment period of at least six weeks and at least two units.)~~
- ~~2. Between summer session and fall semester, if enrolled at least half time during the spring semester or the summer session and enrolled at least half time for the fall semester.~~
- ~~3. Between fall and spring semesters, if enrolled at least half time during both the fall and spring semester.~~
- ~~4. During spring break, if enrolled at least half time during the spring semester.~~
- ~~5. If adequate funding is available to cover the student salary, student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week.~~

~~B. Summer Employment~~

~~Student workers may continue employment in the summer if they have been enrolled at least half time for the spring semester and have an enrollment record for at least half time for the summer session or fall semester, whichever occurs next on the calendar. Depending on the funding source, some student workers not enrolled for summer classes may be permitted to work up to 40 hours per week. Additional policies and regulations apply and should be obtained from the appropriate office (financial aid, CalWORKS, international students, veterans, etc.).~~

~~C. New Students~~

~~Students newly enrolled at the college may begin their work assignment two weeks prior to the start of the semester for training purposes. (Flex week signifies the start of each semester.)~~

~~D. Pre-hire Requirements~~

~~In order for student workers to begin employment and be paid, they must complete a hiring packet within the department hiring the student, CalWORKS, veterans, etc. Any department completing the hiring packets must submit the hiring packets to human resources. No student worker can begin employment until human resources provides an approval start date.~~

~~E. Breaks~~

~~Student workers may not work for longer than 5.5 hours without an unpaid lunch break of at least 30 minutes. Student workers are also entitled to one ten minute break after four hours of work, up to a maximum of two breaks in an eight-hour period.~~

~~F. Time Cards~~

~~Time cards must be completed at the end of each pay period, signed by both the student worker and the supervisor, and submitted to the Payroll Department (see payroll time sheet deadlines <https://wiki.sbccd.org/FiscalServices/Payroll/Pages/Payroll.aspx>).~~

~~G. Other Funding Sources and Student Populations~~

~~Regulations may vary depending on the funding source or student program (i.e. federal work study, CalWORKs, veterans, international students). Please contact the appropriate program staff for the most up-to-date information.~~

1. In no case will a student perform services which supplant work being accomplished by any district permanent employee.
2. Students dropping below the required units per semester shall be disqualified from student employment for the remainder of the semester (additional policies and regulations apply and should be obtained from the appropriate office (CalWORKs, veterans, international students)).

Federal Work-Study Program

The Federal Work-Study Program is for students who have been determined, through the Financial Aid application process, to have financial eligibility and who are in need of earnings to pursue a course of study at the District. A secondary purpose of the program is intended to broaden the range of worthwhile job opportunities for qualified students.

- ~~From current SBCCD AP 7240 titled Student Employees~~

EMPLOYMENT OPPORTUNITIES

A. Enrollment

A student must be continuously enrolled in six (6) or more units of credit classes during a regular session, or three (3) or more units during a summer session in a college of the District in order to qualify for employment. Enrollment must be maintained at or above the minimum level throughout the period of employment. Units that are "challenged" for credit do not count toward meeting the minimum.

B. Benefits

Student ~~workers~~employees do not qualify for District-paid health and welfare benefits, social security, Medicare, or retirement benefits, nor are they paid a shift differential.

CALWORKS STUDENTS

A. Definition

CalWORKs students are required, by the county, to participate in an approved activity which could be a combination of school and work totaling up to thirty-two (32) hours per week.

B. Authorization

The Chancellor or his/her designee must approve CalWORKs employment before any pay warrant is issued. Authorization for employment is obtained through the CalWORKs Department at SBVC and the Campus Business Office at CHC. All authorizations expire at the end of the fiscal year on June 30 and must be renewed if the student works into the new fiscal year.

C. Limits

A CalWORKs student may be employed on work-study for as many hours a week as is needed to meet their weekly work requirement as determined by the County Welfare Office.

D. Rates of Pay

Rates of pay for all student ~~workers~~employees will be consistent with state and federal employment regulations.

References:

Education Code Sections 69960(f) and 88003

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Draft discarded by Quinones, Brooke		5/18/2020, 5:09PM EDT
Draft saved by Quinones, Brooke		5/18/2020, 5:18PM EDT
Edited by Quinones, Brooke		7/28/2020, 11:54AM EDT
2020 HR review/bq		
Draft saved by Goodrich, Kelly		8/7/2020, 1:03PM EDT
Comment by Goodrich, Kelly		9/18/2020, 6:14PM EDT
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Draft saved by Goodrich, Kelly		10/22/2020, 1:47PM EDT
Draft discarded by Goodrich, Kelly		10/22/2020, 1:47PM EDT
Administrator override by Goodrich, Kelly		10/22/2020, 1:49PM EDT
Removed reference to old AP		
Comment by Goodrich, Kelly		10/22/2020, 1:50PM EDT
11-03-2020 Repeat DA 2nd Read (pulled from October 6 agenda)		

Current Status: *Draft*

PolicyStat ID: 8394282



Origination: N/A
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 Last Revised: N/A
 Next Review: N/A
 Owner: [Human Resources Human Resources](#)
 Policy Area: [Chapter 7 Human Resources](#)
 References: [Legally Advised](#)

BP 7335 Health Examinations

The Chancellor may require medical examinations of candidates for appropriate positions prior to assuming the duties of the position. Such pre-employment medical examinations may only be required after a conditional job offer has been made, and shall be required of any candidate for a position for which a pre-employment medical examination has been deemed appropriate. No candidate shall be required to participate in such an examination on the basis of the candidate's age or disability.

The Board of Trustees authorizes the Chancellor to require any employee to undergo a physical or mental examination at any time it appears to be in the District's interest to obtain verification of an employee's fitness for duty. Such medical examinations shall be at the District's expense and shall be conducted by a physician chosen by the District.

References:

Government Code Section 12940;
 42 U.S. Code Section 12112;
 29 Code of Federal Regulations, Part 1630

Attachments

[BP 7335 Health Examinations- Comments](#)
[BP 7335 Health Examinations- Legal Citations](#)

Administrator override by Stat, Policy

10/28/2020, 7:40PM EDT

Deleted approval workflow: "BOT Approved"

Comment by Goodrich, Kelly

11/16/2020, 4:36PM EST

12/01/2020 DA 1st Read - FYI Only (No Changes)

Comment by Goodrich, Kelly

2/22/2021, 9:40AM EST

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 Last Approved: N/A
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 Next Review: 09/2019
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References: Good Practice/Optional

AP 7335 Health Examinations

~~NOTE: This procedure is optional. Statute requires districts to certify that employees are free from any communicable disease that makes the applicant unfit to instruct or associate with students (see BP/AP 7330 titled Communicable Disease and AP 7336 titled Certification of Freedom from Tuberculosis). Procedures that require further health examinations in accordance with BP 7335 titled Health Examinations, if any, should be included here.~~

~~Sample from another District~~

~~The primary purpose of the pre-placement physical is to provide a safe work environment for all District employees under the District's legal obligation. It results in a healthier employee population, improved morale, and may avoid unnecessary injuries. An offer of employment to the person selected for a position is contingent upon successful completion of a pre-placement physical exam at District expense. No candidate shall be required to participate in such an examination solely on the basis of the candidate's age or disability.~~

~~A candidate or employee must be able to do the essential job functions stated in the job description with or without accommodations. The Americans with Disabilities Act (ADA) requires that an individual with a disability is evaluated in relation to the job's essential job functions. An accommodation is any modification or adjustment to a job or work environment that will enable a qualified applicant, candidate, or employee with a disability to participate in the application process or perform essential job functions. These adjustments are made to assure that a qualified individual with a disability has rights and privileges in employment equal to those of employees without disabilities. The District will only look at the position the candidate was hired for and not for another position in the District for which the person may be suited.~~

~~Physical Examination of Employees~~

~~All candidates who have successfully completed the selection process and have been offered employment for regular positions shall be required to complete a pre-placement physical examination in order to determine their ability to perform the essential job functions.~~

~~Candidates will execute an authorization or release of medical information for this examination only after an offer of employment has been made (post-offer) and as a condition of employment. These examinations will be at the District's expense. Applicants for temporary positions designated as "high risk" or "moderate risk" may be required to complete a physical examination to determine their ability to perform the essential job functions without risk to themselves or others. Physical agility testing for a high level of physical work may be included in the physical examination.~~

~~Campus Police officers are required under the Peace Officer Standards and Training (P.O.S.T.) to complete the Medical Examination Report (POST2-253), which will be more extensive and thorough than the pre placement physical examination mentioned above.~~

~~Reasonable accommodation of disabled applicants and employees will be provided in accordance with federal (ADA and Section 504 of the Rehabilitation Act) and state (FEHA) mandates.~~

~~The District may require a "fitness-for duty" health examination of any regular or substitute employee where doubt exists as to the ability to continue to perform the essential job functions of the position. Such examination will be conducted by any of the licensed physicians authorized to conduct health examinations for the District at no expense to the employee.~~

~~Mental Health Screenings~~

~~The District may require an employee to obtain a psychiatric clearance whenever, in the judgment of the District, such employee shows evidence of deviation from normal mental health of such a degree as to render the employee incompetent to perform the essential job functions and "Emotional Effort" as identified in the job description. The selection of the physician and the cost of the examination shall be the responsibility of the District.~~

~~Appeal Process~~

~~If, as a result of such examination or screening, the candidate/employee is determined to be unable to perform the essential job functions of his/her position, an evaluation by the designated physician will be conducted to determine whether his/her needs can reasonably be accommodated on either a temporary and/or permanent basis.~~

~~The District must conduct an interactive process meeting with the candidate/employee, the employee's immediate supervisor, the appropriate division head, and the District's Director of Risk Management/ADA Coordinator, with input from the examining medical/mental health provider, to review the physical abilities and restrictions of the person, and determine if the position for which the person has been selected can be modified in order to accommodate his/her restrictions. The candidate must sign an authorization form for Use of Disclosure of Protected Health Information to permit the medical facility to release the information regarding physical/mental limitations. If the candidate does not release the information regarding these limitations or if it is determined the candidate cannot perform the essential job functions with or without reasonable accommodations, the employment may be denied. If the candidate has any questions on the results, he/she is free to contact the medical facility and the physician after he/she receives the results from the District.~~

~~Sample from another District~~

~~The following positions are designated for pre-employment medical examinations (clerical positions in these departments are excluded):~~

- ~~▪ Operations~~
- ~~▪ Grounds~~
- ~~▪ Maintenance~~
- ~~▪ Police and Security~~
- ~~▪ IT Instructional Support Techs~~
- ~~▪ Mechanics~~
- ~~▪ Warehouse/Shipping/Receiving Clerks~~

- ~~Mailroom staff~~

~~Sample from another District~~

~~Certain jobs in departments within the District may require a prospective employee to submit to a pre-employment physical examination (that can include x rays) after a conditional offer of employment, but prior to assuming the duties of the position. Those departments are, but are not limited to: Campus Police Services, Safety and Security and Grounds and Custodial.~~ Specific positions in departments within the District may require a prospective employee to submit to a pre-employment physical examination after a conditional offer of employment, but prior to assuming the duties of the position. Those departments are, but are not limited to: District Police Department.

~~Upon receipt of a conditional offer of employment, the prospective employee will be given an order for a physical examination to be performed at a clinic location of the District's choosing and at the District's expense. The clinic will be given a copy of the job description for the prospective employee.~~ Upon receipt of a conditional offer of employment, the prospective employee will be given an order for a physical examination to be performed at a clinic location of the District's choosing and at the District's expense. The clinic will be given a copy of the job description for the prospective employee.

~~Once the examination is completed the results will be transmitted to the Human Resources office via fax, email, or U.S. Mail. Said results will indicate whether the prospective employee has a disability or condition that poses a direct threat to health or safety, based on the essential job functions.~~ Once the examination is completed the results will be transmitted to the Human Resources office. Said results will indicate whether the prospective employee has a disability or health condition that poses a direct threat to health or safety, based on the essential job functions.

~~If the prospective employee is cleared to perform the essential job functions, he/she will be notified and may begin work as soon as he/she has been cleared.~~ If the prospective employee is cleared to perform the essential job functions, he/she will be notified and may begin work as soon as he/she has been cleared.

~~If the prospective employee is not cleared by the pre-employment physical examination to perform the essential job functions, the Human Resources Department will notify the prospective employee, by phone, of the results and inform the prospective employee that he/she does not qualify for the position based on the results. The applicant may get a second opinion, at his/her own expense, from his/her personal physician, which will be taken into consideration. If requested, the District will give the prospective employee a copy of the report showing the results of the pre-employment physical examination.~~ If the prospective employee is not cleared by the pre-employment physical examination to perform the essential job functions, the Human Resources Department will notify the prospective employee, that he/she does not qualify for the position based on the results. The applicant may get a second opinion, at his/her own expense, from his/her personal physician, which will be taken into consideration. If requested, the District will give the prospective employee a copy of the report showing the results of the pre-employment physical examination.

~~Also see BP/AP 7330 titled Communicable Disease and AP 7336 titled Certification of Freedom from Tuberculosis~~ Also see BP/AP 7330 titled Communicable Disease and AP 7336 titled Certification of Freedom from Tuberculosis

References:

Government Code Section 12940;
42 U.S. Code Section 12112;
29 Code of Federal Regulations, Part 1630

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 8, 2021

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 2435 Evaluation of the Chancellor
 AP/BP 3515 Reporting of Crimes
 AP/BP 3518 Child Abuse Reporting
 AP/BP 3725 Information and Communications Technology Accessibility & Acceptable Use
 AP 4022 Course Approval
 AP/BP 4220 Standards of Scholarship - Delegation
 AP/BP 5030 Fees
 AP/BP 5035 Withholding of Student Records
 AP 6360 Contracts - Electronic Systems & Materials
 AP 6370 Contracts - Personal Services
 AP 6380 Vendors
 AP/BP 7130 Compensation
 AP/BP 7150 Evaluation
 AP 7231 Seniority
 AP 7235 Probationary Period - Classified Employees
 AP 7237 Layoffs
 AP/BP 7260 Classified Supervisors- Managers and Administrators
 AP/BP 7330 Communicable Disease
 AP 7342 Holidays

AP 7348 Accommodations
AP/BP 7350 Resignations
AP 7366 Reinstatement

The Board approved first reading on March 11, 2021. 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: 8975598



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 2435 Evaluation of the Chancellor

~~(Replaces current SBCCD BP 2175)~~

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

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

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

Reference:

[Education Code Section 87663:](#)

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

Attachments

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

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

Comment by Goodrich, Kelly

12/8/2020, 5:30PM EST

Updated to reflect Legal Update 37: The Service updated this policy to add a legal citation to Education Code Section 87663.

Comment by Goodrich, Kelly

12/8/2020, 5:30PM EST

2021-02-02 DA Info

Draft saved by Goodrich, Kelly

12/8/2020, 5:31PM EST

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PolicyStat ID: 8975647



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

AP 2435 Evaluation of the Chancellor

~~(Replaces current SBCCD AP-2175)~~

A. Frequency of Evaluation

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

B. Evaluation Committee

If necessary, the Board and the Chancellor will meet and mutually agree upon the formation of a Board Evaluation Ad-Hoc Committee.

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

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

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

The evaluation shall be signed by all members of the Board. The Chancellor shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within fifteen working days. This response may offer clarification, additional information, or a rebuttal. There will be only three copies of a completed evaluation. One copy will remain in the possession of the Chancellor one copy will remain with the Board's attorney, and the original will become a part of the official file in the Human Resources Office.

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

Reference:

[Education Code Section 87663:](#)

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

Attachments

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

Current Status: *Active*

PolicyStat ID: 2997848



Origination: 11/2016
Last Approved: 01/2017
Last Revised: 01/2017
Next Review: 01/2023
Owner: [Chancellor's Cabinet](#)
Policy Area: [Chancellor's Cabinet:](#)
References: [Chapter 3 General Institution](#)
[Legally Required](#)

BP 3515 Reporting of Crimes

As required by law, the Chancellor shall assure that District Police prepares reports of all occurrences of and arrests for crimes committed on campus that involve violence, hate violence, theft or destruction of property, illegal drugs, or alcohol intoxication. The Chancellor shall further assure that required reports of non-criminal acts of hate violence are prepared. Such reports shall be made available as required by law.

Reference:

Education Code Section 67380

Attachments

No Attachments

Initial import

11/16/2016, 4:03PM EST

Accepted by Stat, Policy

11/17/2016, 4:45PM EST

Administrator override by Stat, Policy

12/22/2016, 6:59PM EST

Administrator override by Stat, Policy

12/23/2016, 2:35PM EST

Administrator override by Stat, Policy

1/4/2017, 12:13PM EST

Administrator override by Stat, Policy

1/10/2017, 5:48PM EST

ownership change

Administrator override by PolicyStat Staff

2/23/2017, 9:16AM EST

PolicyStat added a new feature to allow hyperlinks directly to policy headings. For more details about this feature, see this [article](#).

Current Status: *Pending*

PolicyStat ID: 8702428



Origination: 04/2016
Last Approved: N/A
Last Revised: 11/2020
Next Review: 10 years after approval
Owner: BOT Board of Trustees:
Policy Area: Chapter 3 General Institution
References: Legally Required

AP 3515 Reporting of Crimes

Members of the San Bernardino Community College District who are witnesses or victims of a crime should immediately report the crime to the District Police Department.

In the event an employee is assaulted, attacked or menaced by a student, the employee shall notify his/her supervisor as soon as practical after the incident. The supervisor of any employee who is attacked, assaulted, or menaced shall assist the employee to promptly report the attack or assault to the District Police Department. The supervisor himself/herself shall make the report if the employee is unable or unwilling to do so. Reporting a complaint to local law enforcement will not relieve the District of its obligation to investigate all complaints of harassment.

The District will instruct members of the District Police Department to notify students and employees complaining of sexual violence of their right to file a sex discrimination complaint with the District in addition to filing a criminal complaint, and to report incidents of sexual violence to Human Resources/ Vice President of Student Services, if the complainant consents.

The District shall publish warnings to the campus community about the following crimes:

- Criminal homicide – murder and non-negligent manslaughter;
- Criminal homicide – negligent manslaughter;
- Sex offenses – forcible and non-forcible sex offenses;
- Domestic violence, dating violence and stalking;
- Robbery;
- Aggravated assault;
- Burglary;
- Motor vehicle theft;
- Arson;
- Arrests for liquor law violations, drug law violations, and illegal weapons possession;
- Persons who were not arrested for liquor law violations, drug law violations, and illegal weapons possession, but who were referred for campus disciplinary action for same;
- Crimes that manifest evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity, or disability and involve larceny-theft, simple assault, intimidation, destruction/damage/vandalism of property, or any other crime involving bodily injury;
- Those reported to the District Police Department; and
- Those that are considered to represent a continuing threat to other students and employees.

In the event that a situation arises, either on or off campus, that, in the judgment of the Chief of Campus Police or President of the College, constitutes an ongoing or continuing threat, a campus wide "timely warning" will be

issued. The warning will be issued through the college e-mail system to students, faculty, staff and the campus' student newspaper. The information shall be disseminated by the Emergency Manager in a manner that aids the prevention of similar crimes.

Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Emergency Manager may also post a notice on the campus-wide electronic bulletin board on the District website at www.sbccd.org, providing the community with more immediate notification. The electronic bulletin board is immediately accessible via computer by all faculty, staff and students. Anyone with information warranting a timely warning should report the circumstances to the District Police, by phone 909-384-4491 or in person at the police station at Crafton Hills College or San Bernardino Valley College.

The District shall not be required to provide a timely warning with respect to crimes reported to a pastoral or professional counselor.

If there is an immediate threat to the health or safety of students or employees occurring on campus, the District shall follow its emergency notification procedures.

The District shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall annually collect and distribute statistics concerns crimes on campus. All college staff with significant responsibility for student and campus activities shall report crimes about which they receive information.

The District shall publish an Annual Security Report every year by October 1 that contains statistics regarding crimes committed on campus and at affiliated locations for the previous three years. The Annual Security Report shall also include policies pertaining to campus security, alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, victims' assistance program, student discipline, campus resources and other matters. The District shall make the report available to all current students and employees. The District will also provide perspective students and employees with a copy of the Annual Security Report upon request. A copy of the Annual Security Report can be obtained by contacting the District Police Department or at the Website address published ~~in~~www.sbccd.org/police.

To Report a Crime:

Contact at and dial 9-1-1 (emergencies only). Any suspicious activity or person seen in the parking lots or loitering around vehicles or inside buildings should be reported to the police department. In addition, you may report a crime to the following areas:

- CHC-Student Health Services 909-389-3271
- SBVC-Student Health Services 909-384-8273
- SBVC-Title IX coordinator 909-384-8992
- CHC Title IX coordinator 909-389-3355
- Human Resources 909-382-4041
- SBVC Vice President of Student Services 909-384-8992
- CHC Vice President of Student Services at 909-389-3355

If you are the victim of a crime and do not want to pursue action within the District's System or the criminal justice system, you may still want to consider making a confidential report. With your permission, the District Police Department can file a report on the details of the incident without revealing your identity. The purpose of

a confidential report is to comply with your wish to keep the matter confidential, while taking steps to ensure the future safety of yourself and others. With such information, the District can keep an accurate record of the number of incidents involving students, determine where there is a pattern of crime with regard to a particular location, method, or assailant, and alert the campus community to potential danger. Reports filed in this manner are counted and disclosed in the annual ~~crimes~~crime's statistics for the institution.

The District Police Department encourages anyone who is the victim or witness to any crime to promptly report the incident to the police. Because police reports are public records under state law, the District Police Department cannot hold reports of crime in confidence. Confidential reports for purposes of inclusion in the annual disclosure of crime statistics can generally be made to other campus security authorities as identified below. Confidential reports of crime may also be made to SBVC or Crafton Hills Vice President of Student Services at 909-384-8992.

~~To assist Districts comply with this reporting requirement, the California Attorney General's Office and University of California Office of the President, in partnership with the Alameda County and San Bernardino County District Attorney's Offices and San Francisco and Oxnard Police Departments, has published a Model Memorandum of Understanding that Districts may use as a template to help them comply with their reporting requirements. This templates, and instructions on how to use the template, are available on the Attorney General's website (<http://oag.ca.gov/campus-sexual-assault>). Districts should still consult with their own legal counsel before finalizing any Memorandum of Understanding between the District and local law enforcement.);~~

The District may disclose the final results of a student disciplinary proceeding to a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, regardless of the outcome. The District may also disclose to anyone, the final results of a student disciplinary proceeding in which it concludes that a student violated District policy with respect to a crime of violence or non-forcible sex offense. The offenses that apply to this permissible disclosure are:

- Arson
- Assault offenses; Burglary
- Criminal homicide manslaughter by negligence
- Criminal homicide murder and non-negligent manslaughter
- Destruction, damage, or vandalism of property
- Kidnapping or abduction
- Robbery
- Forcible sex offenses

The disclosure may only include the final result of the disciplinary proceeding with respect to the alleged criminal offense. The District shall not disclose the name of any other student, including a victim or witness, unless the victim or witness has waived his/her right to confidentiality.

Required Reports to Local Law Enforcement Agency

Any report of willful homicide, forcible rape, robbery, aggravated assault, sexual assault, or hate crime, committed on or off campus, that is received by a campus security authority and made by the victim for the purposes of notifying the institution or law enforcement must be immediately, or as soon as practicably possible, disclosed to the local law enforcement agency. The report shall not identify the victim, unless the victim consents to being identified after the victim has been informed of his/her right to have his/her ~~personal~~personally identifying information withheld. If the victim does not consent to being identified, the alleged assailant shall not be identified in the information disclosed to the local law enforcement agency unless the institution determines that both of the following apply, in which case the institution shall disclose the identity of the alleged assailant to the local law enforcement agency and notify the victim of the disclosure:

~~the alleged assailant represents a serious or ongoing threat to the safety of~~

- the alleged assailant represents a serious or ongoing threat to the safety of students, employees, or the institution; and
- the immediate assistance of the local law enforcement agency is necessary to contact or detain the assailant.

~~contact or detain the assailant.~~

Any sexual assault or physical abuse, including but not limited to, rape, domestic violence, dating violence, sexual assault, or stalking, as defined by California law, whether committed by an employee, student, or member of the public, occurring on District property, 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 or at another location, or on an off-campus site or facility maintained by the District, or on grounds or facilities maintained by a student organization, is a violation of District policies and regulations, and is subject to all applicable punishment, including criminal procedures and employee or student discipline procedures. (See also AP 5500 titled Standards of Student Conduct.)

"Sexual assault" includes but is not limited to rape, forced sodomy, forced oral copulation, rape by a foreign object, sexual battery, or threat of sexual assault.

"Dating violence" means violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a romantic or intimate relationship will be determined based on the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.

"Domestic violence" includes felony or misdemeanor crimes of violence committed by:

- a current or former spouse of the victim
- a person with whom the victim shares a child in common
- a person who is cohabitating with or has cohabitated with the victim as a spouse; a person similarly situated to a spouse of the victim under California law or
- a person similarly situated to a spouse of the victim under California law; or
- any other person against an adult or youth victim who is protected from that person's acts under California law

"Stalking" means engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her safety or the safety of others, or to suffer substantial emotional distress.

It is the responsibility of each person involved in sexual activity to ensure that he/she has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent.

"Affirmative consent" means affirmative, conscious, and voluntary agreement to engage in sexual activity.

These written procedures and protocols are designed to ensure victims of domestic violence, dating violence, sexual assault, or stalking receive treatment and information. (For physical assaults/violence, see also AP 3500, 3510, and 3515.)

All students, faculty members or staff members who allege they are the victims of domestic violence, dating

violence, sexual assault or stalking on District property shall be provided with information regarding options and assistance available to them. Information shall be available from Human Resources which shall maintain the identity and other information about alleged sexual assault victims as confidential unless and until the Vice Chancellor of Human Resources and Police Services or Designee is authorized to release such information.

The Vice Chancellor of Human Resources and Police Services or Designee shall provide all alleged victims of domestic violence, dating violence, sexual assault, or stalking with the following:

- A copy of the District's policy and procedures regarding domestic violence, dating violence, sexual assault, or stalking
- A list of personnel on campus who should be notified and procedures for such notification, if the alleged victim consents [District Police Department, SBVC or CHC Vice President of Student Services]
Information about the importance of preserving evidence and the identification and location of witnesses.
- A description of available services, and the persons on campus available to provide those services if requested. Services and those responsible for providing or arranging them include:
 - Vice Chancellor of Human Resources and Police Services or Designee
 - transportation to a hospital, if necessary
 - counseling by District Designee, or referral to a counseling center
 - a list of other available campus resources or appropriate off-campus resources
- The victim's option to:
 - notify proper law enforcement authorities, including on-campus and local police
 - be assisted by campus authorities in notifying law enforcement authorities if the victim so chooses;
and
 - decline to notify such authorities
- Information about the participation of victim advocates and other supporting people
- The rights of victims and the institution's responsibilities regarding orders of protection, no contact orders, or similar lawful orders issued by a court
- Information about how the District will protect the confidentiality of victims
- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement.
- A description of each of the following procedures:
 - criminal prosecution
 - civil prosecution (ie. lawsuit)
 - District disciplinary procedures, both student and employee
 - modification of class schedule
 - tutoring, if necessary

The Vice Chancellor of Human Resources and Police Services or Designee should be available to provide assistance to District law enforcement unit employees regarding how to respond appropriately to reports of sexual violence.

The District will investigate all complaints alleging sexual assault under the procedures for sexual harassment investigations described in AP 3435, regardless of whether a complaint is filed with local law enforcement.

All alleged victims of domestic violence, dating violence, sexual assault, or stalking on District property shall be kept informed, through Human Resources of any ongoing investigation. Information shall include the status of any student or employee disciplinary proceedings or appeal; alleged victims of domestic violence, dating violence, sexual assault, or stalking are required to maintain any such information in confidence, unless the

alleged assailant has waived rights to confidentiality.

A complainant or witness who participates in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic honesty.

In the evaluation of complaints in any disciplinary process, it shall not be a valid excuse to alleged lack of affirmative consent that the accused believed that the complainant consented to the sexual activity under either of the following circumstances:

- The accused's belief in affirmative consent arose from the intoxication or recklessness of the accused.
- The accused did not take reasonable steps, in the circumstances known to the accused at the time, to ascertain whether in the complainant affirmatively consented.

In the evaluation of complaints in the disciplinary process, it shall not be a valid excuse that the accused believed that the complainant affirmatively consented to the sexual activity if the accused knew or reasonably should have known that the complainant was unable to consent to the sexual activity under any of the following circumstances:

- The complainant was asleep or unconscious.
- The complainant was incapacitated due to the influence of drugs, alcohol, or medication, so that the complainant could not understand the fact, nature, or extent of the sexual activity.
- The complainant was unable to communicate due to a mental or physical condition.
- The District shall maintain the identity of any alleged victim, witness, or third-party reporter of domestic violence, dating violence, sexual assault, or stalking on District property, as defined above, in confidence unless the alleged victim, witness, or third-party reporter specifically waives that right to confidentiality. All inquiries from reporters or other media representatives about alleged domestic violence, dating violence, sexual assaults, or stalking on District property shall be referred to the District designated office, which shall work with the Human Resources Department to assure that all confidentiality rights are maintained.

Additionally, the Annual Security Report will include a statement regarding the District's programs to prevent sexual assault, domestic violence, dating violence, and stalking and procedures that should be followed after an incident of domestic violence, dating violence, sexual assault, or stalking has been reported, including a statement of the standard of evidence that will be used during any in any district proceeding arising from such a report.

The statement must include the following:

- A description of educational programs to promote the awareness of rape, acquaintance rape, other forcible and non-forcible sex offenses, domestic violence, dating violence, or stalking;
- Procedures to follow if a domestic violence, dating violence, sex offense, or stalking occurs, including who should be contacted, the importance of preserving evidence to prove a criminal offense, and to whom the alleged offense should be reported;
- Information on a student's right to notify appropriate law enforcement authorities, including on-campus and local police, and a statement that campus personnel will assist the student in notifying these authorities, if the student so requests, and the right to decline to notify these authorities;
- Information about how the District will protect the confidentiality of victims; Information for students about existing on- and off-campus counseling, mental health, victim advocacy, legal assistance, or other services for victims;

- Written notification of victims about options for, and available assistance in, changing academic, living, transportation, and working situations, if requested and if such accommodations are reasonably available, regardless of whether the victim chooses to report the crime to campus police or local law enforcement; Procedures for campus disciplinary action in cases of an alleged domestic violence, dating violence, sexual assault, or stalking including a clear statement that:
 - Such proceedings shall provide a prompt, fair, and impartial resolution;
 - Such proceedings shall be conducted by officials who receive annual training on the issues related to domestic violence, dating violence, sexual assault, and stalking and how to conduct an investigation and hearing process that protects the safety of victims and promotes accountability;
 - The accuser and the accused are entitled to the same opportunities to have others present during a disciplinary proceeding; and
 - Both the accuser and the accused must be informed of the outcome of any institutional disciplinary proceeding resulting from an alleged domestic violence, dating violence, sexual assault, or stalking, the procedures for the accused and victim to appeal the results of the disciplinary proceeding, of any chances to the results that occurs prior to the time that such results become final, and when such results become final. Compliance with this paragraph does not violate the Family Educational Rights and Privacy Act. For the purposes of this paragraph, the outcome of a disciplinary proceeding means the final determination with respect to the alleged domestic violence, dating violence, sex offense, or stalking and any sanction that is imposed against the accused.
- A description of the sanctions the campus may impose following a final determination by a campus disciplinary proceeding regarding rape, acquaintance rape, or other forcible or non-forcible sex offenses, domestic violence, dating violence, or stalking.

Education and Prevention Information

The Vice Chancellor of Human Resources and Police Services or Designee shall:

- Provide, as part of each campus's established on-campus orientation program, education, prevention and outreach information about domestic violence, dating violence, sexual assault, and stalking. The information shall be developed in collaboration with campus-based and community-based victim advocacy organizations and shall include the District's sexual assault policy and prevention, awareness raising campaigns, primary prevention, bystander intervention, and risk reduction.

The outreach programming included as part of an incoming student's orientation must include, at a minimum, all of the following:

- The warning signs of intimate partner and dating violence.
- Campus polices and resources relating to intimate partner and dating violence.
- Off-campus resources and centers relating to intimate partner and dating violence
- A focus on prevention and bystander intervention training as it relates to intimate partner and dating violence.
- Post sexual violence prevention and education information on the campus internet website regarding domestic violence, dating violence, sexual assault and stalking.

References:

Education Code Sections 212, 67380, 67383, and 87014;

Penal Code Sections 245 and 422.55;

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1998;

20 United States Code Section 1232g;

Current Status: *Draft*

PolicyStat ID: 8975933



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

BP 3518 Child Abuse Reporting

The Chancellor shall establish procedures related to the responsibility of employees, within the scope of employment or in their professional capacity, to report suspected abuse and neglect of children.

References:

~~Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;~~

~~Welfare and Institutions Code Sections 300, 318, and 601;~~

~~Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892~~

Penal Code Sections 11164 et seq.

Attachments

[BP 3518 Child Abuse Reporting- Comments](#)

[BP 3518 Child Abuse Reporting- Legal Citations](#)

[Legal Update 32 Overview Rev. 4-21-18.docx](#)

Comment by Goodrich, Kelly

12/8/2020, 6:12PM EST

Legal Update 37 - The Service updated this policy to streamline and simplify the legal references to cite to the California Child Abuse and Neglect Reporting Act (Penal Code Sections 11164 et seq.), which governs mandated reporting requirements.

Comment by Goodrich, Kelly

12/8/2020, 6:12PM EST

2021-02-02 DA Info

Current Status: *Draft*

PolicyStat ID: 8975719



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Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Chancellor's Cabinet</i>
	<i>Chancellor's Cabinet:</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Legally Advised</i>

AP 3518 Child Abuse Reporting

The District recognizes the responsibility of its staff to report to the appropriate agency when there is a reasonable suspicion that an abuse or neglect of a child may have occurred. Mandated reporters include faculty, educational administrators and classified staff. Volunteers are not mandated reporters, but are encouraged to report suspected abuse or neglect of a child.

Child abuse is defined as physical abuse, neglect, sexual abuse ~~and/or~~ emotional maltreatment. This procedure addresses the sexual assault, sexual exploitation, ~~and/or~~ or sexual abuse of a child; the willful cruelty or unjustifiable punishment of a child; incidents of corporal punishment or injury against a child; abuse in out-of-home care; and the severe ~~and/or~~ general neglect of a child (definitions contained in Penal Code Section 11165).

"Reasonable suspicion" occurs when "it is objectively reasonable for a person to entertain such a suspicion, based upon facts that could cause a reasonable person in a like position drawing when appropriate on his/her/~~their~~ training and experience, to suspect child abuse" (Penal Code Section 11166(a)).

A child protective agency is a police or sheriff's department, a county probation department, or a county welfare department. School district police or security departments are not child protective agencies (Penal Code Section 11165.9).

Mandated reporters are required by law to report child abuse and neglect when suspected and receive annual training on the mandated reporting requirements (AB1432). Mandated reporters are identified as persons who have regular or intermittent contact with minors (Penal Code 11165.7 (a)).

Any person not mandated by law to report suspected child abuse has immunity unless the report is proven to be false and the person reporting knows it is false, or the report is made with reckless disregard of the truth or falsity of the incident (Penal Code Section 11172(a)). Reporting is an individual responsibility. An employee making a report cannot be required to disclose his/her/~~their~~ identity to the employer (Penal Code Section 11166(h)). However, a person who fails to make a required report is guilty of a misdemeanor punishable by up to six months in jail ~~and/or~~ up to a \$1,000 fine (Penal Code Section 11172(e)).

Mandated reporters must report immediately any reasonable suspicion of child abuse to a local child protective agency and follow up with a written report within 36 hours. ~~[List local child protective services]~~. The written report may be mailed or submitted by facsimile or electronic transmission. Local child protective services:

- **San Bernardino County Child & Family Services Administration, 150 S Lena Rd, San Bernardino, CA 92415, (800)827-8724**
- **County of Riverside Department of Public Social Services, 11070 Magnolia Ave. Suite A, Riverside CA 92505, (800)442-4918**

Child abuse reporting forms are available at the District Police Department.

No mandated reporter who reports a known or suspected instance of child abuse shall be civilly or criminally liable for any report required or authorized by the Penal Code. Any person other than a child care custodian reporting a known or suspected instance of child abuse shall not incur any liability as a result of making any report of child abuse, unless it can be proven that a false report was made and the person knew that the report was false. (Penal Code Section 11172(a))

When the mandated reporter releases a minor pupil to a peace officer for the purpose of removing the minor from the campus, the District official shall take immediate steps to notify the parent or guardian regarding the release of the minor to the officer, and regarding the place to which the minor is reportedly being taken (Education Code Section 87044), except when a minor has been taken into custody as a victim of suspected child abuse, as defined in Penal Code Section 11165 or pursuant to Welfare and Institutions Code Section 305. In those cases, the official shall provide the peace officer with the address and telephone number of the minor's parent or guardian.

Non-accidental physical injury is considered to be a health and safety emergency; and parental consent is not required for release of student information under the Family Education Rights and Privacy Act, or the California Student Records Act (Education Code Sections 76200 et seq.).

Information relevant to the incident of child abuse may be given to an investigator from a child protective agency who is investigating the known or suspected cause of child abuse (Penal Code Section 11167(b)).

The District shall provide a mandated reporter with a statement informing the employee that he/she/they is a mandated reporter and inform the employee of his/her/their reporting obligations under Penal Code Section 11166 and of his/her/their confidentiality rights under subdivision (d) of Penal Code Section 11167. The District shall provide a copy of Penal Code Sections 11165.7, 11166, and 11167 to the employee. Prior to commencing his/her/their employment and as a prerequisite to that employment, employee shall sign and return the statement to the District. The signed statements shall be retained by the District (Penal Code Section 11166.5).

The District will distribute this procedure to all employees.

References:

~~Penal Code Sections 261, 264.1, 273a, 273d, 285, 286, 288, 288a, 289, 647a, and 11164-11174.3;~~

~~Welfare and Institutions Code Sections 300, 318, and 601;~~

~~Family Code Sections 7802, 7807, 7808, 7820-7829, 7890, and 7892~~

Education Code Sections 76200 et seq. and 87044;

Penal Code Sections 11164 et seq.

Attachments

[AP 3518 Child Abuse Reporting- Comments](#)

[AP 3518 Child Abuse Reporting- Legal Citations](#)

[Legal Update 32 Overview Rev. 4-21-18.docx](#)

Current Status: *Active*

PolicyStat ID: 6771072



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Last Revised: 07/2020
Next Review: 07/2030
Owner: [Luke Bixler](#)
Policy Area: [Chapter 3 General Institution](#)
References: [Good Practice/Optional](#)

BP 3725 Information and Communications Technology Accessibility & Acceptable Use

The governing board shall ensure equal access to instructional materials and information and communication technology (ICT) for all and particularly for individuals with disabilities, in a timely manner.

As it relates to equally effective alternative access to instructional materials and ICT, timely manner means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

The Chancellor shall establish administrative procedures to comply with the requirements specified in Section 508 of the Rehabilitation Act and its implementing regulations.

References:

Government Code Sections 7405, 11135, and 11546.7; Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701); Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d); 36 Code of Federal Regulations Parts 1194.1 et seq. Also see BP/AP 3410 Nondiscrimination, BP/AP 3720 Computer and Network Use, AP 3725 Accessibility and Acceptable Use, BP/AP 5140 Disabled Student Programs and Services, and AP 6365 Contracts – Accessibility of Information Technology.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
	Policy Stat	07/2020
	Policy Stat	07/2020

Current Status: *Draft*

PolicyStat ID: 8975983



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Owner:	<i>Luke Bixler</i>
Policy Area:	<i>Chapter 3 General Institution</i>
References:	<i>Good Practice/Optional</i>

AP 3725 Information and Communications Technology Accessibility & Acceptable Use

Definitions

The following definitions apply to this procedure:

Accessible: An individual with a disability is afforded the opportunity to acquire the same information, engage in the same interactions, and enjoy the same services as a person without a disability in an equally effective and equally integrated manner, with substantially equivalent ease of use.

Equally Effective: Alternative access for individuals with disabilities to instructional materials and information and communication technology that (1) is timely, (2) is accurate in translation, (3) is delivered in a manner and medium appropriate to the disability of the individual, and (4) affords the individual with a disability the opportunity to obtain the information as fully, equally and independently as a person without a disability with substantially equivalent ease of use. Note, such alternative(s) are not required to produce the identical result or level of achievement, but must afford individuals with disabilities equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement in the most integrated setting appropriate to the person's needs.

Individual with a Disability: An individual who has one or more physical or mental impairments that substantially limit one or more major life activities.

Information and Communication Technology (ICT): Encompasses electronic and information technology covered by Section 508 of the Rehabilitation Act of 1973, as well as telecommunications products, interconnected Voice over Internet Protocol (VoIP) products, and Customer Premises Equipment (CPE) covered by Section 255. Examples of ICT include computers, information kiosks and transaction machines, telecommunications equipment, multifunction office machines, software, Web sites, and electronic documents.

Web Page Standards: The San Bernardino Community College District (District) is committed to providing information via the Internet and Web pages that is reasonably accessible to all students and interested parties regardless of physical ability. The District will establish and maintain Web Page Accessibility Standards. A Web Standards committee will be established and be responsible for establishing and documenting the Web Page Accessibility Standards for the district and the colleges. The approved Standards will be available electronically on the district and college web sites. The information will be available in alternative formats as needed. Web Page Accessibility Standards compliance is inclusive of all web pages for colleges, departments, and the District. It is encouraged, but not required, to have individual faculty, staff and student web pages comply with the accessibility standards. Mandatory compliance, however, is required for any faculty, staff or student web page that contains information necessary for students to complete required course work; these

pages must comply with the accessibility standards or be made available to students in an alternative format when requested, consistent with ADA regulations concerning reasonable accommodation.

Instructional Materials: Includes electronic instructional materials, such as, syllabi, textbooks, presentations and handouts delivered within CCC's learning management system, via email or via another electronic means for face-to-face classes as well as e-learning courses. It also includes electronic instructional activities such as instructional videos, online collaborative writing, Web conferencing, blogging, and any other instructional materials as technology evolves.

Timely: As it relates to equally effective alternative access to instructional materials and ICT, timely means that the individual with a disability receives access to the instructional materials or ICT at the same time as an individual without a disability.

ICT and Instructional Material Accessibility Standard Statement

The District is committed to ensuring equal access to instructional materials and ICT for all, and particularly for individuals with disabilities in a timely manner. In accordance with Government Code Sections 7405, 11135, and 11546.7, and best practices, the District will comply with the accessibility requirements of Section 508 of the Federal Rehabilitation Act of 1973 by:

- Developing, purchasing ~~and/or~~ acquiring, to the extent feasible, instructional materials and ICT products that are accessible to individuals with disabilities;
- Using and maintaining instructional materials and ICT that is consistent with this Standard; and
- Promoting awareness of this Standard to all relevant parties, particularly those in roles that are responsible for creating, selecting, or maintaining electronic content and applications.

Ensuring equal access to equally effective instructional materials and ICT is the responsibility of all District administrators, faculty, and staff.

References:

Government Code Sections 7405, 11135, and 11546.7; Section 504, Rehabilitation Act of 1973 (29 U.S. Code Section 701); Section 508, Rehabilitation Act of 1973 (Federal Electronic and Information Technology) (29 U.S. Code Section 794d); 36 Code of Federal Regulations Parts 1194.1 et seq.

Attachments

No Attachments

Comment by Goodrich, Kelly

12/8/2020, 6:20PM EST

Legal Update 37 - The Service updated this procedure to provide flexibility for districts to indicate when an individual with a disability will receive access to instructional materials or ICT under this procedure.

Comment by Goodrich, Kelly

12/8/2020, 6:20PM EST

2021-02-02 DA Info

Draft saved by Goodrich, Kelly

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Owner: [Academic Senates Academic Senates](#)
Policy Area: [Chapter 4 Academic Affairs](#)
References: [Good Practice/Optional](#)

AP 4022 Course Approval

The District will rely primarily upon the Academic Senate for all recommendations for new courses, changes or revision of courses, or other modifications of curriculum. These recommendations must be approved by the respective college curriculum committee, following all locally approved processes, prior to approval by the Board of Trustees and submission to the State Chancellor's Office as required.

By September 30 of each year, the District shall submit a certification to the State Chancellor's Office, verifying that the persons who will serve on the Curriculum *Advisory* Committee, and others who will be involved in the curriculum approval process at the college, have received training consistent with guidelines prescribed by the State Chancellor on stand-alone credit course approval and relevant regulations.

Reference:

Title 5 Section 55100

Attachments

[AP 4022 Course Approval- Comments](#)
[AP 4022 Course Approval- Legal Citations](#)

Comment by Goodrich, Kelly

9/18/2020, 2:26PM EDT

10-06-2020 DA 1st Read

Comment by Goodrich, Kelly

10/12/2020, 6:01PM EDT

11/03/2020 DA 1st Read (2nd Month)

Administrator override by Stat, Policy

10/28/2020, 7:40PM EDT

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Comment by Goodrich, Kelly

11/16/2020, 12:38PM EST

12/01/2020 DA Agenda - Academic & Professional Review (3rd Month)

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 Owner: [Academic Senates Academic Senates](#)
 Policy Area: [Chapter 4 Academic Affairs](#)
 References: [Legally Required](#)

BP 4220 Standards of Scholarship - Delegation

(Replaces current SBCCD BP 4220)

The Chancellor is responsible for establishing procedures that delineate the standards of scholarship consistent with the provisions of Title 5 Sections 55020 et seq., 55030 et seq., 55040 et seq., ~~55050 et seq.~~, and Board policy.

These procedures shall address: grading practices, academic record symbols, grade point average, credit by examination, academic and progress probation, academic and progress dismissal, academic renewal, course repetition, limits on remedial coursework, and grade changes.

These procedures shall be described in the college catalogs.

References:

Education Code Section 70902 [subdivision\(b\)\(3\)](#);

Title 5 Sections [51002](#), 55020 et seq., 55031 et seq., ~~and~~ 55040 et seq., ~~and~~ [55050 et seq.](#)

Attachments

[BP 4220 Standards of Scholarship - Comments](#)
[BP 4220 Standards of Scholarship - Legal Citations](#)
[BP4220 -OLD.pdf](#)
[Legal Update 32 Overview Rev. 4-21-18.docx](#)

Comment by Torres, Maria

6/13/2018, 5:36PM EDT

4/24/18 Legal Update: BP 4220 Standards of Scholarship – This policy was updated to include legal citations Title 5 Sections 51002 and 55050 et seq.

Draft saved by Goodrich, Kelly

9/18/2020, 4:27PM EDT

Comment by Goodrich, Kelly

9/18/2020, 5:04PM EDT

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 Owner: *Academic Senates Academic Senates*
 Policy Area: *Chapter 4 Academic Affairs*
 References: *Good Practice/Optional*

AP 4220 Standards of Scholarship - Delegation

Introduction

This procedure addresses standards of scholarship to include the following:

- A. Academic record symbols and grading practices;
- B. Credit by examination;
- C. Probation/Dismissal;
- D. Alleviating substandard work by course repetition;
- E. Academic renewal;
- F. Remedial Course Limit;
- G. Excess Units; and
- H. Course repetition absent substandard work.

These procedures shall be printed and described in each college catalog.

I. Academic Record Symbols and Grading Practices (Title 5, 55022, 55023)

Refer to Administrative Procedure 4230 for the San Bernardino Community College District Grading and Academic Record Symbols.

II. Credit by Examination (Title 5, 55050)

Each SBCCD college may grant credit to any student who satisfactorily passes an examination approved and conducted by an instructor in a specific discipline of the college. Such credit may be granted only to a student who is registered at the college and in good standing and only for a course listed in the college catalog as eligible for credit by examination. All regulations and procedures pertaining to credit by examination must be published in the college catalog.

Refer to Administrative Procedure 4235: Credit by Examination for further information.

III. Probation/Dismissal (Title 5, 55030, 55031, 55032, 55033, 55034)

Refer to Administrative Procedure 4250: Probation and Administrative Procedure 4255: Disqualification & Readmission.

IV. Alleviating Substandard Work by Course Repetition (Title 5, 55042)

The San Bernardino Community College District, per Title 5 regulations, permits students to repeat courses not designated as repeatable when the student has done substandard work defined as "D," "F," "FW," and/or "NP". Per Title 5, section 55042, a student may only repeat a course twice to alleviate substandard work. When repetition occurs, the following guidelines must be met:

- A. The permanent academic record shall be annotated in such a manner that all work remains legible, ensuring a true and complete academic history;
- B. Nothing shall be done to conflict with the Education Code and Title 5 regulations pertaining to the finality of grades assigned by instructors;
- C. Repetition may be permitted of any course taken in an accredited college or university for which substandard academic performance is recorded; when such courses are repeated for a maximum of two attempts, the previous grades and credit will be disregarded;
- D. Courses repeated will not carry additional unit credit.

In computing grade point averages, units attempted, units passed (if any) and grade point (if any) for previous attempts shall be excluded when the following conditions are met:

1. The student formally requests permission to repeat the course(s) using an Academic Exception Petition form from the Admissions and Records web page;
2. The request is in compliance with such additional requirements and limitations as the district may establish;
3. The request is approved by the college official designated (as noted on the repetition form); and
4. Single courses in which a grade of D, F, FW, and NP was received may be repeated in the district, upon submission of the "Academic Exception Petition" form (available on the Admissions and Records web page) to Admissions and Records. The new grade and units shall be substituted and the previous grade and credit will be disregarded in the computation of the cumulative grade point average and the transcript shall be so annotated.

When a course is repeated to alleviate a substandard grade or because a 'W' was received, per State apportionment the course may only be taken three (3) times maximum.

V. Academic Renewal (Without Course Repetition) (Title 5, 55046)

Refer to Administrative Procedure 4240: Academic Renewal.

VI. Remedial Course Limit

Per Title 5, section 55035, no student shall receive more than 30 semester units (or 45 quarter units) for remedial coursework. Remedial coursework is defined as "pre-collegiate basic skill instruction delivered in the non-degree applicable credit mode."

Students enrolled in one or more courses of English as a Second Language (ESL) and students identified by the district/colleges as having a learning disability (defined in section 56036) are exempted from the limitation on remedial coursework.

A student who has exhausted the unit limitation on remedial coursework may apply for a waiver for a specified period of time or for a specified number of units. Waivers will be granted to students who show significant, measureable progress toward the development of skills appropriate to his/her enrollment in college-level courses.

Also refer to Administrative Procedure 4222: Remedial Coursework.

VII. Excess Units

Students may not carry more than 18 units at the SBCCD Colleges without prior approval. Students must obtain Counselor approval for enrollment in more than 18 units. Under no circumstances will a SBCCD College grant approval above 25 units for all SBCCD Colleges.

Granting approval for excess units should be the exception and not standard practice.

The maximum number of units for the Summer Session is 10.

VIII. Course Repetition Absent Substandard Work (Title 5, 55040 thru 55044, 55253, 56029)

Refer to Administrative Procedure 4225, Course Repetition and Repeatable Courses.

Reference:

CA Education Code Section 70902 subdiviion(b)(3) and (d);

~~Title 5 Sections 55020 et seq., 55030 et seq., and 55040 et seq.~~

~~Education Code Sections 70902(d)~~

Title 5 Section 51002

Attachments

[Legal Update 32 Overview Rev. 4-21-18.docx](#)

Comment by Torres, Maria

6/13/2018, 5:54PM EDT

4/24/18 Legal Update: AP 4220 Standards of Scholarship – Delegation – This procedure was updated to add legal citations Education Code Section 70902 subdivision (b)(3) and Title 5 Section 51002, and also update the note to list all matters identified by Title 5 as standards of scholarship.

Draft saved by Stat, Policy

9/18/2020, 3:20PM EDT

Draft saved by Goodrich, Kelly

9/18/2020, 4:13PM EDT

Comment by Goodrich, Kelly

9/18/2020, 4:14PM EDT

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Administrator override by Stat, Policy

10/28/2020, 7:40PM EDT

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Owner: *Academic Senates Academic Senates*
Policy Area: *Chapter 5 Student Services*
References: *Legally Required*

BP 5030 Fees

~~*(Replaces current SBCCD BP 5030 and BP 5033)*~~

The Board of Trustees authorizes the following fees. All fees must comply with Education Code and Title 5 regulations. The Chancellor is responsible for establishing procedures for the collection, deposit, waiver, refund, and accounting for fees as required by law. The procedures shall also assure those who are exempt from or for whom the fee is waived are properly enrolled and accounted for. Fee amounts shall be published in the college catalogs or class schedules (Schedule of Classes).

Enrollment Fee (Education Code Section 76300)

Each student shall be charged a fee for enrolling in credit courses as required by law.

Course Auditing Fees (Education Code Section 76370)

Persons auditing a course shall be charged a fee (see AP 5030). The fee amount shall be adjusted proportionally based upon the term length. Students enrolled in classes to receive credit for 10 or more semester credit units shall not be charged this fee to audit three or fewer units per semester.

Parking Fee (Education Code Section 76360)

Students shall be required to pay a fee (see AP 5030).

To encourage ride sharing, a student may certify in writing at the time of payment of the fee that he/she regularly has two or more passengers commuting with him/her.

Instructional Materials (Education Code Section 76365; Title 5 Sections 59400 et seq.)

Students may be required to provide required instructional and other materials for a credit or non-credit course, provided such materials are of continuing value to the student outside the classroom and provided that such materials are not solely or exclusively available from the District. (See BP/AP 5031 titled Instructional Materials Fees)

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course shall be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee (Education Code Section 76060.5)

Students will be charged a fee (see AP 5030) to be used to provide support for student governmental affairs representation. A student may refuse to pay the fee and shall submit such refusal on a form provided by the District to collect fees.

Student Transportation Costs (Education Code Section 76361)

Students shall be charged a fee (see AP 5030) for the purpose of recovering transportation costs incurred by the District for services provided by common carriers to students. These fees will only paid by students who use the transportation services, unless a vote of the students in accordance with the Education Code establishes otherwise.

Transcript Fees (Education Code Section 76223)

The District shall charge a reasonable amount for furnishing copies of any student record to a student or former student. The Chancellor is authorized to establish the fee (see AP 5030), which shall not to exceed the actual cost of furnishing copies of any student record. No charge shall be made for furnishing up to two transcripts of students' records, or for two verifications of various records. There shall be no charge for searching for or retrieving any student record.

International Students Application Processing Fee (Education Code Section 76142)

The District shall charge students who are both citizens and residents of a foreign country a fee to process his/her application for admission. This processing fee and regulations for determining economic hardship may be established by the Chancellor. The fee shall not exceed the lesser of 1) the actual cost of processing an application and other documentation required by the U.S. government; or 2) one hundred dollars (\$100), which shall be deducted from the tuition fee at the time of enrollment.

Fee Refunds

The Board of Trustees authorizes refunds to be made according to administrative procedures established by the Chancellor. All refunds must comply with Education Code and Title 5 regulations, and the refund schedule shall be published in the college catalogs and class schedules.

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, 76300.5, 76370, 76360, 76365, 76395, 76060.5, 76361, 76223, and 76142

Title 5 Sections 51012, 58520, 58629, and 59400 et seq

California Community College Chancellor's Office (CCCCO) Student Fee Handbook

ACCJC Accreditation Standard I.C.6

Attachments

[BP 5030 Fees - Comments](#)

[BP 5030 Fees - Legal Citations](#)

Comment by Goodrich, Kelly

12/8/2020, 6:43PM EST

2021-02-02 DA Info - Minor Clerical Edit

Draft saved by Goodrich, Kelly

12/8/2020, 6:43PM EST

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PolicyStat ID: 8976023



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 Owner: [Academic Senates Academic Senates](#)
 Policy Area: [Chapter 5 Student Services](#)
 References:

AP 5030 Fees

(Replaces current SBCCD AP 5030 and AP 5033)

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)

As prescribed by state law.

- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):

As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.

- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);
- All students, other than non immigrant aliens under 18 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the State Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
- Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902(b)(9))

- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901(b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902(a))
- Physical fitness test (Education Code Section 70902(b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902(b)(9))
- Credit Card Use (Education Code Section 70902(b)(9))
- International Student Medical Insurance (Education Code Section 70902(b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- ~~Field trip (Title 5 Sections 55450 and 55451)~~
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime though writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)

- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

- A. Associated Students Discount Sticker
 - \$9.50 - CHC
 - \$7.50 - SBVC
 - \$4.00 - Replacement for lost card**
- B. Breakage/Lost Property Fee
 - Replacement cost of item(s) broken or lost
- C. Campus Center Fee
 - \$1.00/unit (not to exceed \$10 per fiscal year)
- D. Capital Outlay Fee

As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.

- A. **Catalog**
 - \$6.00 - purchased on campus**
- B. Credit by Examination
 - \$20.00 plus class unit fee
- C. Document Fee Handling
 - \$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents; minimum charge of 1 hour
 - \$0.15 per side copy cost
 - Fees must be paid prior to document release
- D. Enrollment Fee
 - \$46.00/unit
- E. Insufficient Funds Check
 - \$15.00
- F. International Student Application
 - \$25.00 (nonrefundable)
- G. **Key Deposit/Replacement**
 - \$15.00 plus cost of rekeying if needed (metal/electronic key)**
- H. Learning Center Reproduction Fees, SBVC
 - \$0.20 - Laser printout: text, black and white printer
 - \$0.50 - Laser printout: graphics, black and white printer (over ½ page)
 - \$1.00 - Laser printout: graphics and/or text, color
 - \$2.00 - Scan text or graphics to disk, per scan
- I. Library Fines – SBVC/CHC
 - \$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value

\$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value

\$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals

\$2.00 - replacement for lost library card

J. Parking Permit Fees

\$100.00 - annual permit

\$39.00 - one semester (\$20 BOGG student)

\$22.00 - summer session

\$3.00 - daily

K. Parking Violation Fees

\$ 50.00 - illegal parking

\$ 50.00 - decal violation

\$275.00 - handicap violation

L. Refund Processing Charge

A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.

M. Replacement – Diploma/Certificate

\$10.00

N. Student Health and Accident Insurance

\$21.00 - per semester (includes \$1.50 accident insurance)

\$18.00 - summer session (includes \$1.50 accident insurance)

\$1.50 - accident insurance only

O. Student Representation

\$2.00

P. Supplemental Health Services Fee

\$10.00 - TB skin test (one-step test)

\$10.00 - TB skin test (two-step test)

At cost - All Vaccines

\$25.00 - Physical Exams

\$50.00 - DMV Physical Exams

At cost - Prescription medications

At cost - In-house Lab Tests

At cost - Lab Test sent to external lab

At cost - Optional Medical Procedures

At cost - Optional Medical Supplies

\$ 8.00 - Vision screening (Titmus vision tester)

\$ 2.00 per item - Duplication of medical records

\$10.00 - Hearing Screening (Audiometer)

At cost - Birth Control Pills

Q. Testing Fees

At cost - Paramedic National Registry Testing

\$ 25.00 - Retest per skill

\$ 10.00 - CPR card

Repeat course from Career Tech Department

0.5 units - \$12.00

1.0 units - \$23.00

2.0 units - \$46.00

3.0 units - \$70.00

R. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

S. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

T. Crafton Hills College Recreation Fee

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:

\$8.00 per semester

Fee Refunds

A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee
10. Student Transportation Fee

B. Conditions

If a refund is requested for parking or student services card fees, the parking decal or the student services card must be attached to the refund request.

C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected

student, refund the entire enrollment fee unless academic credit is awarded.

D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

1. Fees collected in error

Fees collected in error will be refunded in their entirety.

2. Class cancelled by the college

If a class is cancelled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.

3. Withdrawal from the College

- a. Enrollment Fee/Nonresident Tuition

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.

- b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for cancelled classes or over-payment.

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5; ~~76370, 76360, 76365, 76395, 76060.~~

~~Title 5, 76361, 76223, and 76142~~

~~Title 5~~ Sections 51012, 58520, ~~and 58629, and 59400 et seq~~

California Community College Chancellor's Office (CCCCO) Student Fee Handbook
ACCJC Accreditation Standard I.C.6

Attachments

[AP 5030 Fees- Comments](#)

[AP 5030 Fees- Legal Citations](#)

Comment by Goodrich, Kelly

12/8/2020, 6:35PM EST

Legal Update 37 - The Service updated this procedure to remove field trip fees as a prohibited fee.

Comment by Goodrich, Kelly

12/8/2020, 6:36PM EST

2021-02-02 DA Info

Draft saved by Goodrich, Kelly

12/8/2020, 6:39PM EST

DRAFT

Current Status: *Draft*

PolicyStat ID: 9110637



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: [Academic Senates Academic Senates](#)
 Policy Area: [Chapter 5 Student Services](#)
 References: [Legally Advised](#)

BP 5035 Withholding of Student Records

(Replaces current SBCCD BP 5035)

Students or former students who have been provided with written notice that they have failed to pay a proper financial obligation shall have grades, ~~transcripts~~, diplomas, and registration privileges withheld until the outstanding obligation is paid or otherwise settled.

Reference:

Title 5 Section 59410

Attachments

[BP 5035 Withholding of Student Records - Comments](#)
[BP 5035 Withholding of Student Records - Legal Citations](#)

Comment by Goodrich, Kelly

1/11/2021, 6:57PM EST

Legal Update 37 The service updated this policy to remove transcripts as a student record that may be withheld to comply wit the Educational Debt Collection Practices Act.

Added to 2021-02-02 DA Agenda as Info only.

Current Status: *Draft*

PolicyStat ID: 8976052



Origination: N/A

Last Approved: N/A

Last Revised: N/A

Next Review: N/A

Owner: *Academic Senates Academic Senates*Policy Area: *Chapter 5 Student Services*References: *Legally Required*

AP 5035 Withholding of Student Records

~~(Replaces current SBCCD AP 5035)~~

The Director of Admissions & Records or designee may withhold grades, ~~transcripts~~, diplomas, and registration privileges from any student or former student who fails to pay a proper financial obligation to the District. The student shall be given written notification and the opportunity to explain if the financial obligation is in error.

The definition of proper financial obligation shall include, but is not limited to: student fees; obligations incurred through the use of facilities, equipment or materials; library fines; unreturned library books; materials remaining improperly in the possession of the student; and/or any other unpaid obligation a student or former student owes to the District. A proper financial obligation does not include any unpaid obligation to a student organization.

Reference:

Title 5 Section 59410

Attachments

[AP 5035 Withholding of Student Records- Comments](#)

[AP 5035 Withholding of Student Records- Legal Citations](#)

Comment by Goodrich, Kelly

12/8/2020, 6:51PM EST

Legal Update 37 -- The Service updated this procedure to remove transcripts as a student record that may be withheld to comply with the Educational Debt Collection Practices Act.

Comment by Goodrich, Kelly

12/8/2020, 6:52PM EST

2021-02-02 DA Info

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 Owner: *Business & Fiscal Services*
Business & Fiscal Services
 Policy Area: *Chapter 6 Business & Fiscal Services*
 References: *Legally Advised*

AP 6360 Contracts - Electronic Systems and Materials

References:

~~Education Code Sections 81641 et seq., and 81651;~~
~~Public Contract Code Sections 20651 et seq.~~

Note: ~~Procedures on contracts for electronic systems and materials are legally advised. Local practice may be inserted. The following language is typical and complies with general requirements.~~

~~The District may contract with any vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services.~~

~~Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6340 titled Bids and Contracts.~~

~~Criteria to determine what constitutes a responsive bid shall be established by **[list appropriate District staff.]**~~

~~Supplemental instructional software packages may be purchased without taking estimates or advertising for bids.~~

~~Sale and leaseback of data processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the district for use by the district following the sale. The Governing Board shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data processing equipment or other major items of equipment to the District.~~

SUGGESTED DELETION.

Attachments

No Attachments

Current Status: *Draft*

PolicyStat ID: 4728239



Origination: N/A
 Last Approved: N/A
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 Next Review: N/A
 Owner: *Business & Fiscal Services*
Business & Fiscal Services
 Policy Area: *Chapter 6 Business & Fiscal Services*
 References: *Legally Required*

AP 6370 Contracts - Personal Services

~~AP 6370 CONTRACTS - PERSONAL SERVICES~~

~~AP 6370 Contracts - Personal Services~~

~~References:~~

~~Education Code Section 88003.1;~~
~~Government Code Section 53060;~~
~~Labor Code Section 3353;~~
~~Public Contract Code Section 10335.5~~

~~Note: Procedures on personal services contracts are legally required. Local practice may be inserted, but must comply with the following conditions.~~

~~The District may enter into personal services contracts to achieve cost savings when each of the following conditions are met:~~

- ~~• It can be clearly demonstrated that the proposed contract will result in actual overall cost savings to the District;~~
- ~~• The contractor's wages are at the industry's level and do not undercut District pay rates;~~
- ~~• The contract does not cause the displacement of district employees;~~
- ~~• The savings are large enough to ensure that employees will not be eliminated by private sector and District cost fluctuations that could normally be expected during the contracting period;~~
- ~~• The amount of savings clearly justifies the size and duration of the contracting agreement;~~
- ~~• The contract is awarded through a publicized, competitive bidding process;~~
- ~~• The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards;~~
- ~~• The potential for future economic risk to the District from potential contractor rate increases is minimal;~~
- ~~• The contract is with a firm; and~~
- ~~• The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the District.~~

~~Personal service contracts are also permissible when any one of the following conditions is met:~~

- ~~• the contract is for new functions mandated or authorized by Legislature to be performed by independent contractors;~~

- ~~the services are not available within the District or cannot be satisfactorily performed by district employees;~~
- ~~the services are incidental to a purchase or lease contract;~~
- ~~the policy, administrative, or legal goals and purposes of the District cannot be accomplished through the regular or ordinary hiring process;~~
- ~~the work meets the criteria for emergency appointment;~~
- ~~equipment, materials, facilities, or support services could not feasibly be provided by the District; or~~
- ~~the services are of an urgent, temporary, or occasional nature.~~

~~Note: The following language is optional and provides definitions of types of personal services contracts.~~

General Contract Procedures

Refer to AP 6340 titled Bids and Contracts section "General Contract Procedures", parts A through G.

Professional Services

Professional ~~Experts~~—~~Contracts for the services of persons who qualify as professional experts~~service contracts may be let without competitive bidding. Professional ~~experts~~service providers are persons specially qualified to provide services and advise in financial, economic, accounting, engineering, legal or administrative matters. They must be specially trained, experienced and competent to perform the services required. Compensation for special services and advice from professional ~~experts~~service providers may be paid from available funds in the amounts deemed proper for the services rendered.

~~Independent Contractors—To be an independent contractor, substantial conformance with the following conditions must exist:~~

- ~~The contractor controls the way in which work is performed.~~
- ~~The contractor sets his or her own hours.~~
- ~~The contractor is not restricted from taking jobs from other businesses at the same time that they are doing work for the District.~~
- ~~No District employees have duties similar to the independent contractor.~~
- ~~The District does not provide assistants to the contractor.~~
- ~~The duration of employment is for a specific job, not for a specified period of time.~~
- ~~The District does not furnish tools, training, or equipment to the contractor. Contractors should be able to perform their services without the District's facilities (e.g., equipment, office furniture, machinery).~~
- ~~The contractor's investment in his or her trade must be real, essential, and adequate.~~
- ~~The contractor has employer identification numbers with the Internal Revenue Service and the California Employment Development Department for reporting employer payroll taxes and employee wages.~~
- ~~The individual is not presently employed by the District to do the same type of work.~~
- ~~Contractors are hired to provide a result and usually have the right to hire others to do the actual work.~~
- ~~Contractors are hired for the final result, and therefore should not be asked for progress or interim reports.~~
- ~~Contractors are generally responsible for their incidental expenses.~~
- ~~Contractors should be able to make a profit or a loss. Five circumstances show that a profit or loss is possible:~~
 - ~~If the contractor hires and pays assistants~~
 - ~~If the contractor has his own office, equipment, materials, or facilities~~
 - ~~If the contractor has continuing and reoccurring liabilities~~
 - ~~If the contractor has agreed to perform specific jobs for prices agreed upon in advance~~
 - ~~If the contractor's services affect his own business reputation~~

~~Contractors can't be fired so long as they produce a result that meets the contract specifications.~~

~~Contractors are responsible for the satisfactory completion of a job or they may be legally obligated to compensate the hiring firm for failure to complete.~~

~~Consultants — Consulting services contracts refer to all services that:~~

- ~~• are of an advisory nature,~~
- ~~• provide a recommended course of action or personal expertise,~~
- ~~• have an end product which is basically a transmittal of information either written or verbal, and,~~
- ~~• are obtained by awarding a procurement type contract, a grant, or any other payment of funds for services of the above type.~~
- ~~• The product may include anything from answers to specific questions to design of a system or plan, and includes workshops, seminars, retreats, and conferences for which paid expertise is retained by contract.~~

References:

~~Section 508 of the Rehabilitation Act of 1973 (29 U.S. Code Section 794d);~~

~~36 Code of Federal Regulations Sections 1194.1 et seq.;~~

~~Government Code Section 11135;~~

~~Title 5 Sections 59300 et seq.~~

Conflict of Interest

SBCCD will not execute a professional service contract or agreement with the intent of delegating decision making authority on behalf of the District to a consultant. In the event that an extenuating condition exists where a consultant is given this authority, he or she will be subject to compliance with SBCCD's conflict of interest code and will be required to complete a statement of economic interests. See BP 2710 titled Conflict of Interest and AP 2712 titled Conflict of Interest Code.

Employees as Professional Service Providers

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

Contracts

Each professional services provider will have an approved agreement or contract on file in Business Services prior to beginning the service that has been negotiated through SBCCD's contracting process.

References:

Ed Code 88003.1.

Gov Code 53060.

Labor Code 3353.

Public Contract Code 10335.5, and the IRS 20-point Checklist

Current Status: *Draft*

PolicyStat ID: 8769787



Origination: N/A
 Last Approved: N/A
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 Next Review: N/A
 Owner: *Business & Fiscal Services*
Business & Fiscal Services
 Policy Area: *Chapter 6 Business & Fiscal Services*
 References: *Good Practice/Optional*

AP 6380 Vendors

~~**Note:** A procedure on vendors is **optional**. Should colleges wish to develop a separate procedure, the criteria listed may be used as a guide. Insert local practice.~~

~~A number of sample policies and procedures pertain to outside vendors, franchises, advertisers and revenue producing services on campus, and these are listed. Legal references are included in those policies and procedures. Districts should consult with counsel on a case by case basis if there are any questions.~~

~~Permitting a vendor to operate on a district campus entails the following policies and procedures.~~

- ~~• BP and AP 3600 titled Auxiliary Organizations~~
- ~~• BP and AP 3900 titled Speech: Time, Place, and Manner~~
- ~~• BP and AP 6300 titled Fiscal Management~~
- ~~• BP 6340 titled Contracts~~
- ~~• AP 6340 titled Bids and Contracts~~
- ~~• BP and AP 6500 titled Property Management~~
- ~~• BP and AP 6540 titled Insurance~~

~~**Note:** The following criteria may be addressed in the procedure and should comply with or reference the policies and procedures listed above:~~

- ~~• Process for student groups, employees, and external groups to apply for consent to vend on campus~~
- ~~• Responsibility to comply with related policies and procedures~~
- ~~• College personnel with approval authority~~
- ~~• Guidelines for establishing rental fees and other revenue to the college, if any.~~
- ~~• Guidelines for use of the revenue generated, if any.~~

SUGGESTED DELETION.

Attachments

[AP 6380 Vendors Rev. 11-24-15.doc](#)

Current Status: *Active*

PolicyStat ID: 6287582



Origination: 11/2016
Last Approved: 03/2019
Last Revised: 03/2019
Next Review: 03/2025
Owner: [Human Resources Human Resources](#)
Policy Area: [Chapter 7 Human Resources](#)
References: [Legally Required](#)

BP 7130 Compensation

(Replaces current SBCCD BP 7130)

Salary schedules, compensation and benefits, including health and welfare benefits, for all classes of employees and each administrator employed pursuant to a contract under Education Code section 72411, shall be established by the Board of Trustees.

Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.

Prohibition of Incentive Compensation

Except as applicable to foreign students residing in foreign countries who are not eligible to receive federal student assistance, the District shall not provide any commission, bonus, or other incentive payment based, directly or indirectly, on the success in securing enrollments or financial aid, to any person or entity engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance. Employees covered by this ban shall be referred to as "covered employees" for purposes of this policy.

References:

Education Code Sections 70902(b)(4), 72411, 87801, and 88160;

Government Code Section 53200; 34 Code of Federal Regulations 668 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended)

Attachments

[BP 7130 Compensation - Comments](#)
[BP 7130 Compensation - Legal Citations](#)

Current Status: *Draft*

PolicyStat ID: 8394236



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Kristina Hannon</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Good Practice/Optional</i>

AP 7130 Compensation

~~(Replaces current SBCCD AP 7130)~~

~~Employees represented by CSEA and CTA should refer to their respective bargaining unit agreements for information specific to their unit.~~

~~The following general benefits are provided for all employees employed 50% or More in a Full-Time Position.~~

- ~~• Dental Insurance~~
- ~~• Leaves of Absence as specified in collective bargaining contracts and/or Board policy~~
- ~~• Life Insurance~~
- ~~• Medical Insurance~~
- ~~• Retirement (PERS or STRS)~~
- ~~• Social Security for those who belong to the PERS retirement system~~
- ~~• Unemployment Insurance~~
- ~~• Vacation~~
- ~~• Workers' Compensation Insurance~~

~~The District, as a receiver of federal awards, follows its Board Policies and Administrative Procedures to ensure compliance with the Code of Federal Regulations, Title 2, Part 200. The District compensates employees engaged in work on federal awards in a manner that is consistent with that paid for similar work in other activities of the District.~~

~~The District pays fringe benefits to employees engaged in work on federal awards, including costs of leave, employee insurance, pensions, unemployment benefit plans, and other benefits. The District ensures that the costs of fringe benefits are reasonable and are as required by law, District employee agreements, or District policies.~~

References:

~~Education Code Sections 87801 and 88160;~~

~~Government Code Section 53200;~~

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

~~Code of Federal Regulations, Title 2, 200.430, 200.431~~

AP 7130 is being recommended for deletion.

It is an optional procedure since compensation must be approved by the Board and salaries for represented employees are established through collective bargaining.

Attachments

[AP 7130 Compensation - Comments](#)
[AP 7130 Compensation - Legal Citations](#)
[AP7130 -OLD.pdf](#)
[Changes Prior to Federal Language Revision](#)

Draft saved by Goodrich, Kelly

7/30/2020, 10:43PM EDT

Comment by Goodrich, Kelly

10/21/2020, 6:34PM EDT

11-03-2020 DA 1st Read - Suggested Deletion.

Administrator override by Stat, Policy

10/28/2020, 7:40PM EDT

Deleted approval workflow: "BOT Approved"

Comment by Goodrich, Kelly

11/13/2020, 2:31PM EST

12/01/2020 DA 2nd Read - Suggested Deletion

Current Status: Pending**PolicyStat ID:** 8021373

Origination: 05/2013
Last Approved: N/A
Last Revised: 10/2020
Next Review: 10 years after approval
Owner: Human Resources Human Resources
Policy Area: Chapter 7 Human Resources
References: Legally Required

BP 7150 Evaluation

(Replaces current SBCCD BP 7251)

All employees will periodically undergo a performance evaluation, at prescribed intervals. The Chancellor shall assure periodic and systematic evaluations of faculty, managers, confidential employees, and classified members.

The criteria for management and confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the manager or confidential employee and the supervisor.

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

Reference:

WASC/ACCJC Accreditation Standard III.A.1.b

Attachments

[BP 7150 Evaluation- Comments](#)
[BP 7150 Evaluation- Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
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Comment by Stat, Policy

10/19/2018, 4:47PM EDT

AP 7150 Send to DA for 1st reading (scheduled for Nov DA)

BP 3/8/18 Board approved 2nd reading

Comment by Torres, Maria

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Owner: Human Resources Human Resources
Policy Area: Chapter 7 Human Resources
References: Legally Required

AP 7150 Evaluation

(Replaces current SBCCD AP 7251)

Frequency of Evaluation

Each manager will be evaluated once per year for the first two years of employment and every three years thereafter. Evaluations may be held on a more frequent basis as appropriate.

For managers within the first year of evaluation, the supervising manager and manager being evaluated will establish goals and objectives to be accomplished. The supervising manager will be solely responsible for providing an evaluation within the first six months of hire. In the subsequent year, and each year thereafter, the evaluation committee process will be instituted.

Interim Managers will be evaluated during the sixth month of interim appointment, and annually thereafter if the assignment is greater than one semester in length. The supervising manager will be solely responsible for providing the evaluation. A survey will be sent campus/district wide for all interims when appropriate. Evaluations may be held on a more frequent basis as appropriate.

EVALUATION TIMELINE:

No later than October 1 of each calendar year the supervising manager and manager will meet to initiate the evaluation process. This meeting will entail the review of prior goals, if applicable, and the establishment of new goals for the current year.

By November 1 of each year, the committee shall be formed. The committee will convene and provide a written report to the supervising manager no later than December 31 of each calendar year.

The final evaluation report shall be provided to the manager no later than January 31 of each calendar year.

Goals/Objectives

Each manager will meet with his/her supervising manager at the beginning of each academic year to review the goals and objectives set for the prior year and to discuss the extent to which the goals and objectives were met. They will review the job description and, by mutual agreement, revise, update, or set new short- and long-range goals and objectives.

In an effort to ensure that evaluations are completed in a timely manner, the following process will be followed by Human Resources:

1. The supervising manager will receive an email from Human Resources notifying him or her that an evaluation of the manager is due.

2. The person to whom the supervising manager reports will also receive the email and will be responsible for ensuring the evaluation is completed and forwarded to Human Resources within the required timeframe.
3. The President of the College and the appropriate Vice President will be copied on the email.

Committee

In the case of campus Directors, Deans, and Vice Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the President, one faculty member appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the College Presidents, the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, two faculty members appointed by the Academic Senate, and one classified employee appointed by CSEA.

In the case of the district-level Directors, Executive Directors, Associate Vice Chancellor(s), Vice Chancellor(s) and Executive Vice Chancellor(s), the committee shall include the supervising manager as chairperson, one manager appointed by the Chancellor, one faculty member appointed by the Academic Senate at San Bernardino Valley College, one faculty member appointed by the Academic Senate at Crafton Hills College, and one classified employee appointed by CSEA.

All supervisors and managers will be evaluated by the supervising manager.

In the event a committee member is unable to participate, an alternate can be appointed if selected prior to the first committee meeting. Once the committee has met, no new members may be added.

At the discretion of the supervising manager, committee meetings may take place using teleconference and/or video conferencing.

Campus/District Survey

As appropriate to the assignment, the supervising manager shall seek written feedback from the campus and/or district community. In obtaining this feedback, the supervising manager shall use an approved evaluation form. Using the approved form, the supervising manager shall seek input from applicable managers, faculty, classified staff and any others who are in a position to know how effectively the manager is performing assigned responsibilities. Responses on the approved form shall be signed, and the supervising manager shall prepare a consolidated summary of the ratings and comments. Original survey documents will be destroyed once the consolidated summary is prepared. A copy of the consolidated summary will be made available to the committee.

Evaluatee

Prior to the evaluation conference, the manager being evaluated will submit, to their supervising manager, a written self-evaluation of his/her performance, which shall be based on the approved job description and previously established, mutually agreed upon goals and objectives. The manager may submit a portfolio of representative work, or any other items he/she considers appropriate.

Evaluation Report

The supervising manager will produce a written evaluation report by January 31. The report shall include:

1. A summary of duties from the job description, which shall serve as a basis for the evaluation.
2. A summary list of the goals and objectives from the prior year that have been mutually agreed upon by

the manager and his/her supervising manager.

3. An assessment of the extent to which the manager meets his/her stated goals and objectives.
4. An assessment of the management and leadership strengths of the manager.
5. The identification of any areas in which the manager can improve his/her performance or management skills.
6. A copy of the consolidated summary of the ratings and comments

The written report shall specify one of the following:

1. Commendation for superior performance;
2. Confirmation of satisfactory performance;
3. Recommendation for improvement and/or further evaluation as indicated by unsatisfactory performance.

The evaluation record shall be read and signed by the supervising manager and the manager before being placed in the manager's file. The manager shall receive a copy of the evaluation report, and will have an opportunity to attach a written response within 15 working days. The response may offer clarification, additional information, or a rebuttal, as the person being evaluated may wish.

An official file of evaluation reports shall be maintained in Human Resources. Evaluation reports shall not be retained in the file beyond a four-year period if the manager requests that they be expunged.

There will be only two copies of a completed evaluation. One copy will remain in the possession of the manager being evaluated and the original will become a part of the official file in Human Resources.

Procedures in the Case of Unsatisfactory Performance of Responsibilities

When a manager's performance is judged unsatisfactory, corrective measures will be initiated. The manager shall develop a work plan with measurable goals, objectives and a timetable to correct the areas judged unsatisfactory. This work plan shall be reviewed and approved by the supervising manager (or Board of Trustees, in the case of the Chancellor) who shall be responsible for monitoring and assisting the manager with the corrective measures. If desired, the supervising manager will work with the manager to identify a mentor to provide guidance and advice.

In order to ascertain the extent to which corrective measures have succeeded, the re-evaluation of the manager shall be undertaken as soon as deemed appropriate by the supervising manager, but in no case later than six months after the initial findings of the supervising manager. The re-evaluation process shall include the submission of new goals and objectives to the supervising manager, the formation of a new evaluation committee, the collection of new survey data, and the preparation of an updated evaluation report that assesses the progress (or lack of progress) made since the last evaluation.

Nonrenewal of Contract, Dismissal, or Penalty of Limited Duration

In the case of unsatisfactory progress following re-evaluation, managers shall be notified of contract non-renewal, dismissal, or penalty of limited duration by action of the Board of Trustees in accordance with the Education Code.

Non-Management Employees

Refer to the collective bargaining agreements regarding evaluation processes for applicable collective bargaining groups.

The criteria for confidential employee evaluations shall be based on board policy, the job descriptions, and performance goals and objectives developed mutually by the ~~manager~~ confidential employee and the supervisor.

Additional documents related to evaluation can be reviewed on the Human Resources web-page.

Also see BP/AP 2435 titled Evaluation of the Chancellor

Reference:

Accreditation Standard III.A.5 (formerly III.A.1.b)

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
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 Next Review: 09/2018
 Owner: *Human Resources Human Resources*
 Policy Area: *Chapter 7 Human Resources*
 References: *Good Practice/Optional*

AP 7231 Seniority

AP 7231 is being recommended for deletion.

~~**NOTE:** This procedure is **optional**. Local practice may be inserted. Generally, use of seniority as a determining factor is mandated by law (e.g. as a factor during reductions in force) or has been established through collective bargaining.~~ This procedure is optional. Local practice may be inserted. Generally, use of seniority as a determining factor is mandated by law (e.g. as a factor during reductions in force) or has been established through collective bargaining.

~~The Board of Trustees shall make assignments and reassignments in a manner that employees shall be retained to render any service which their seniority and qualifications entitle them to render. The establishment of each employee's seniority within their particular unit shall be determined based on the employee's hire date as a permanent employee. A lottery system will be utilized in the case of a tie.~~

~~Procedures regarding classified employees should be read in conjunction with the appropriate collective bargaining agreement. In the event there is a conflict between these procedures and the language in the collective bargaining agreement, the collective bargaining agreement shall prevail.~~

References:

~~Education Code Sections 87743 et seq., 88017(b), 88117, and 88127~~

Attachments

No Attachments

Comment by Goodrich, Kelly

10/22/2020, 1:18PM EDT

11-03-2020 Submitted for DA 1st Read - Suggested Deletion

Administrator override by Stat, Policy

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Comment by Goodrich, Kelly

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 Owner: *Human Resources Human Resources*
 Policy Area: *Chapter 7 Human Resources*
 References: *Good Practice/Optional*

AP 7235 Probationary Period: Classified Employees

AP 7235 is being recommended for deletion.

This procedure is optional. As noted in BP 7230 titled Classified Employees, we recommend that the Board establish a probationary period of one year as permitted by statute.

Attachments

No Attachments

Comment by Goodrich, Kelly

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 Owner: [Human Resources Human Resources](#)
 Policy Area: [Chapter 7 Human Resources](#)
 References:

AP 7237 Layoffs

AP 7237 is being recommended for deletion.

NOTE: The minimum standards for reductions in force are stated in the Education Code, and it is not necessary to adopt additional procedures. Additional procedures, if any, may also be subject to collective bargaining, at least as to the effects of a decision to reduce staffing.

Attachments

No Attachments

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Comment by Goodrich, Kelly

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 02-02-2021 DA 2nd Read; corrected clerical error from AP 7260 is recommended for deletion to AP 7237 is recommended for deletion.

Current Status: Pending

PolicyStat ID: 8378886



Origination: 06/2004
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 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References: Legally Required

BP 7260 Classified Supervisors, Managers and Administrators

(Replaces current SBCCD BP 7260)

~~Classified managers are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District.~~

Classified managers and supervisors are those classified administrators, regardless of job description, having significant responsibilities for formulating District policies or administering District programs other than the educational programs of the District. In addition, having authority to hire, transfer, suspend, recall, promote, discharge, assign, reward, or discipline other employees, or having the responsibility to assign work to and direct them, adjust their grievances, or effectively recommend such action.

Classified administrators shall be compensated and employed in the manner provided for by the appointment or contract of employment. Compensation shall be set by the Board upon recommendation by the Chancellor. Supervisors, Managers, Administrators, Directors, Associate Directors, and Vice Presidents shall receive up to two (2) year contracts. Executive/Vice Chancellors shall receive up to three (3) year contracts. The District chancellor shall be given a contract length determined by the Board within the limitation of the Education Code.

~~Classified administrators shall be employed by an appointment or contract. Supervisors, Managers, Administrators, Directors, Vice Presidents, and Associate Vice Chancellors shall receive up to two (2) year contracts. Vice Chancellors shall receive up to three (3) year contracts. The District Chancellor shall be given a contract length determined by the Board within the limitations of the Education Code.~~

The Board may, with the consent of the administrator concerned, terminate, effective on the next succeeding first day of July, the terms of employment and any contract of employment with the administrator, and reemploy the administrator on any terms and conditions as may be mutually agreed upon by the Board and the administrator, for a new term to commence on the effective date of the termination of the existing term of employment.

If the Board determines that the administrator is not to be reemployed when his/her appointment or contract expires, notice to an administrator shall be in accordance with the terms of the existing contract. If the contract is silent, notice shall be in accordance with Education Code Section 72411.

Current Status: Pending

PolicyStat ID: 3915511



Origination: 06/2002
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 Last Revised: 10/2020
 Next Review: 03/2018
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References:

AP 7260 Classified Supervisors, Managers and Administrators

(Replaces current SBCCD AP 7260)

NOTE: This procedure is **optional**. BP 7260 titled Classified Supervisors and Managers addresses legal requirements related to educational administrators. Local practice regarding contracts for classified managers may be inserted, if any.

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

~~HOURS OF EMPLOYMENT~~

The workweek for all confidential and supervisory employees shall be a minimum of forty (40) hours.

~~TRANSFER AND REASSIGNMENT~~

All confidential/supervisory 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 who are qualified and desire to transfer to another position and/or location must apply for the vacant position with the Director, Personnel Services & Employee Relations.
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. The salary of the transferring employee shall be at a level of pay equal to the old pay range, but in no case greater than Step E of the new range.~~
- ~~8. An employee transferring within the class or taking a voluntary reduction in class will retain his/her old anniversary date and all seniority rights.~~
- ~~9. 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.~~
- ~~10. If no transfer or reassignment is requested, the vacancy will be announced publicly.~~

~~Approved: March 14, 1990~~

~~**NOTE:** The information in the following sections of current SBCCD AP 7260 is addressed in new APs 7233, 7234, 7237, 7340, 7366, and 7381.~~

~~RE-EMPLOYMENT AFTER LAYOFF~~

~~(NOTE: The information in the following section is addressed in new APs 7237 and 7366)~~

- ~~A. Confidential and supervisory employees who are terminated as a result of lack of work or lack of funds shall, upon re-employment 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.~~

~~Approved: March 14, 1990~~

~~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.~~
 - ~~4. **Overtime:** When hours worked are in excess of any shift, pay shall be at the overtime rate of that shift.~~
 - ~~5. Approval for shift change or overtime must be obtained in advance from the appropriate manager.~~

~~Approved: March 14, 1990~~

~~WORKING OUT OF CLASSIFICATION~~

~~(NOTE: The information in the following section is addressed in new AP 7233)~~

~~Any confidential/supervisory 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, Personnel Services & Employee Relations.~~
- ~~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~~

~~(NOTE: The information in the following section is addressed in new AP 7234)~~

- ~~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. Work performed for the Associated Students is not affected by the college policy. The hourly rate of pay for compensation received from the Associated Students has not been changed. Time and one-half pay is related only to work performed for the college.~~
- ~~D. Travel time of thirty (30) minutes each way will be allowed if the employee is called back for an emergency situation. If service is continuous, no travel time will be allowed.~~
- ~~E. All overtime for which employees are to be paid must be authorized in advance by the Chancellor, Chancellor's designee, or college president for the site.~~
- ~~F. Employees shall not be paid unauthorized overtime.~~

- ~~G. 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.~~
- ~~H. 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.~~
- ~~I. Positions in the Security Department are exempt from the provisions of this policy.~~

~~Approved: March, 1990~~

~~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	5-10	\$850
12-16	11-15	\$1000
17-21	16-20	\$1150
22-26	21-25	\$1300
27-31	26-30	\$1450

- ~~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/ Supervisory employees no later than December 10, 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 Bernardino payroll 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.~~
- ~~E. Any year in which an employee receives an unsatisfactory performance evaluation will not be counted as a year of service for the purpose of calculating long service recognition credit.~~

~~Approved: February 14, 2002~~

~~HEALTH AND WELFARE BENEFITS~~

~~(NOTE: The information in the following section is addressed in new AP-7381)~~

- ~~A. A program of health and welfare benefits shall be provided to all confidential and supervisory employees.~~
- ~~B. Hospitalization/Medical
The District pays the insurance premium for the Board approved hospitalization/medical plan for the employee, spouse, and dependents.~~
- ~~C. Dental
The District pays the insurance premium for the Board approved dental plan for the employee.~~

~~D. Life Insurance~~

~~The District pays the insurance premium for the Board approved life insurance plan for the employee.~~

~~E. Health Service, Continuation After Retirement~~

~~Any confidential or supervisory employee who opts for early retirement will continue to receive hospitalization/medical plan benefits available to classified 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 Public Employees Retirement System.~~

~~OR~~

~~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.~~

~~OR~~

~~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~~

~~(NOTE: The information in the following section could be addressed in new AP-7340)~~

~~A. Sick Leave~~

- ~~1. Every confidential or supervisory 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 or supervisory 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 or supervisory 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 or supervisory 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.~~
- ~~2. No such accumulated leave in excess of six days may be used in any school year. Request for such leave of absence shall be submitted to the Chancellor or College President as appropriate prior to absence, explaining the specific nature of the personal emergency.~~

E. Industrial Accident and Illness Leave

- ~~1. An employee must have been with the district a minimum of nine months.~~

- ~~2. Evidence must support the fact that the illness or accident arose out of employment. The Board of Trustees may require a physician's report on probable causes.~~
- ~~3. An employee absent from his/her duties due to an industrial accident or illness leave shall receive his/her full pay from the district. The employee is required to endorse temporary disability indemnity checks received from Workers' Compensation to the district. Arrangements may be made with Workers' Compensation to have the checks mailed directly to the district.~~
- ~~4. Industrial accident or illness leave of absence shall not exceed sixty days in any one fiscal year for the same accident or illness.~~
- ~~5. At such time as the employee has used his full entitlement of sixty days industrial leave, he/she may use his/her accumulated sick leave. Sick leave will be used at a rate equal to the pay received from the district less any contribution from Workers' Compensation. For example: An employee's daily rate is \$20.00; the district receives \$10.00 per day from Workers' Compensation. The employee receives his/her full pay but is charged only one-half sick leave.~~
- ~~6. Industrial leave is not accumulative.~~
- ~~7. When accident or illness overlaps into the next fiscal year, the employee is entitled only to the balance of the sixty days not used.~~
- ~~8. The employee may not leave the state during the leave period unless authorized by the Board of Trustees.~~
- ~~9. When all industrial leave and sick leave benefits have been exhausted, the employee must be placed on the reemployment list for a period of 30 months.~~

~~F. Military Leave~~

~~Regular employees or probationary employees whose combined district service and military service total one full year shall be entitled to full pay for the first 30 calendar days of absence for reserve training in any one fiscal year. Such leave must be verified by a copy of the military orders requiring military pay.~~

~~G. Jury Duty Leave~~

~~When a confidential or supervisory employee is absent because of a mandatory court appearance as a juror, said employee shall suffer no monetary loss by reason of said service. Such employee shall receive his/her regular salary upon receipt by the district of a valid jury duty verification, but shall reimburse to the district the amount of fees received from the court, excluding those paid for mileage.~~

~~H. Unpaid Leave~~

~~An unpaid leave of absence may be granted by the Board upon the recommendation of the Chancellor subject to the following provisions:-~~

- ~~1. A request for leave that clearly articulates the terms and conditions requested must be submitted to the immediate supervisor. The supervisor will act upon the request and, in the case of a favorable response, will forward the request through the appropriate channels. If the immediate supervisor opposes the leave, he/she shall notify the applicant within 15 working days of the date of submission. Applicants who are denied leave have the right to appeal through the usual organizational channels.~~
- ~~2. No more than one full year unpaid leave will be granted to an employee, and such leave shall not extend beyond one year.~~
- ~~3. No unpaid leave will be granted to an employee who takes a position with another organization that~~

~~by its nature is considered to be permanent and continuing.~~

- ~~4. An individual on unpaid leave retains the right to District employment at the end of the leave but does not retain the right to return to the specific position vacated.~~
- ~~5. A notice of intent to return must be filed in writing with the District Personnel Office three months prior to the anticipated date of return.~~
- ~~6. An unpaid leave will be treated as a "break" in service. An individual on unpaid leave will not receive advancement credit on any salary schedule, will not be credited with sick days or vacation days, and will not receive retirement credit while on leave.~~
- ~~7. An individual on unpaid leave may purchase continued coverage under District health, dental, and life insurance plans.~~

I. Family Care Leave

- ~~1. An employee with more than one year of continuous service with the District who is eligible for other leave benefits shall be granted upon request an unpaid family care leave up to a total of four months in any twenty-four month period pursuant to the requirements of this policy.~~
 - ~~a. For purposes of this policy, the term "family care leave" means either:~~
 - ~~1. Leave for reason of the birth of a child of the employee, the placement of a child with an employee in connection with the adoption of the child by the employee, or the serious illness of a child of the employee; or~~
 - ~~2. Leave to care for a parent or spouse who has a serious health condition.~~
- ~~2. An unpaid family care leave granted pursuant to this policy shall be in addition to any other leave pursuant to the Government Code Section 12945.2, except that an unpaid family care leave used in conjunction with a pregnancy leave of four months or more may be limited by the District within its discretion to one month.~~
- ~~3. An unpaid family care leave shall be treated as any other unpaid leave. During an unpaid family care leave, an employee shall retain employee status with the District, and such leave shall not constitute a break in service. An employee returning from an unpaid family care leave shall have no less seniority than when the leave commenced.~~
- ~~4. If an employee's need for an unpaid family care leave is foreseeable the employee shall provide the District with reasonable advance notice of the need for such leave. If the employee's need for such leave is foreseeable due to a planned medical treatment or supervision, the employee shall make a reasonable effort to schedule the treatment or supervision to avoid disruption to the operations of the District.~~
- ~~5. The District requires that an employee's request for an unpaid family care leave for the purposes of caring for a child, spouse or parent who has a serious health condition be supported by a written certification issued by the health care provider of the individual family member requiring care. This written certification must include:~~
 - ~~a. The date on which the serious health condition commenced;~~
 - ~~b. The probable duration of the condition;~~
 - ~~c. An estimate of the amount of time the health care provider believes the employee needs to care for the individual requiring care; and~~

- ~~d. A statement that the serious health condition warrants the participation of a family member to provide care during a period the treatment or supervision of the individual requiring care.~~
- ~~e. If additional leave is requested by the employee upon expiration of the time estimated by the health care provider, the employee must request such additional leave again supported by a written recertification consistent with the requirements for an initial certification.~~
- ~~6. Definitions—for purposes of this policy and consistent with current law:~~
 - ~~a. The term "child" mean a biological, adopted, or foster child, a step child, a legal ward, or a child of an employee standing in loco parentis who is either under eighteen years of age or an adult dependent child.~~
 - ~~b. The term "parent" means biological, foster, or adoptive parent, stepparent, or a legal guardian.~~
 - ~~c. The term "serious health condition" means an illness, injury, impairment, or physical or mental condition which warrants the participation of a family member to provide care during a period of the treatment or supervision, and involves either of the following:~~
 - ~~1. Inpatient care in a hospital, hospice, or residential health care facility; or~~
 - ~~2. Continuing treatment or continuing supervision by a health care provider.~~
 - ~~d. The term "health care provider" means an individual holding either a physician's and surgeon's certificate issued pursuant to applicable law, or an osteopathic physician's and surgeon's certificate issued pursuant to applicable law.~~
- ~~7. The District within its discretion may allow an employee upon written request to utilize accumulated illness and accident leave for the purpose of family care leave.~~
- ~~8. An employee taking unpaid family care leave pursuant to this policy shall continue to be entitled to participate in health plans and other benefits to the same extent and under the same conditions as apply to other unpaid leaves of absence.~~
- ~~9. The District may refuse to grant an employee's request for unpaid family care leave under this policy even though all requirements of this policy have been satisfied if:~~
 - ~~a. The refusal is necessary to prevent undue hardship to the operations of the District;~~
 - ~~b. The employee and the other parent would receive unpaid family care leave exceeding four months in any twenty-four hour period; or~~
 - ~~c. The other parent is also taking family care leave at the same time or is unemployed.~~
- ~~10. Any employee returning from an unpaid family care leave shall be assigned to the same or comparable position. For purposes of this policy and consistent with current law, the term "same or comparable position" means a position that has the same or similar duties and pay which can be performed at the same or similar geographic location as the position held prior to the leave.~~
- ~~11. This policy shall not be construed to require any changes in existing collective bargaining agreements during the life of the contract, or until January 1, 1993, whichever occurs first.~~
- ~~12. This policy shall not be construed to entitle the employee to receive disability benefits under Part I (commencing with Section 3200) of Division 4 of the Labor Code.~~

~~Approved: March 12, 1992~~

~~VACATIONS~~

- ~~A. Confidential and classified supervisory employees earn vacation at the rate of 1.91 days per month for each complete month of service. In determining vacation accrued at the end of any calendar month, the product of 1.91 X months worked shall be rounded to the nearest whole number.~~
- ~~B. All vacation computation is based on a fiscal year of July 1 to June 30.~~
- ~~C. New employees with an employment date other than the first working day of the month shall not start accruing vacation until the first working day of the following month of employment.~~
- ~~D. Each July all confidential and classified supervisory employees shall be notified by the Payroll Department of their June 30 accrued vacation credits. Confidential and supervisory employees can accrue vacation credits up to 46 days. Once vacation credits reach the maximum accrual level no more vacation credits will be earned.~~
- ~~E. Vacations will be set at the convenience of both the employee and the District, and are subject to the approval of the manager to whom he/she is responsible, and the Campus President or Chancellor, as appropriate.~~
- ~~F. Upon leaving the employment of the District, a confidential or classified supervisory employee shall be entitled to lump sum compensation for earned and unused vacation at his/her current salary. Payment shall be made up to the accrued number of vacation days not to exceed forty-six (46) days.~~

~~INTERRUPTION OR EARLY TERMINATION OF VACATION~~

- ~~A. Any permanent confidential or supervisory employee may interrupt or terminate his/her regular vacation leave, in case of illness, and use sick leave before continuing regular leave or returning to work.~~
- ~~B. The employee must notify the district personnel office and/or his/her supervisor of the interruption or termination of his/her vacation to use his/her sick leave.~~
- ~~C. The District Personnel Officer and/or the supervisor is responsible for notifying the employee if he/she may continue his/her vacation leave, after use of sick leave, or if he/she must report to his/her normally assigned work.~~
- ~~D. Upon returning to his/her regularly assigned work, the employee must furnish relevant supporting information regarding interruption or termination of vacation leave.~~

~~Approved: March 14, 1990~~

~~BREAK PERIODS~~

~~Break periods are allowed as released time from fatiguing work. Such periods shall not exceed fifteen minutes in the morning and fifteen minutes in the afternoon for full time employees. Half time employees have only one such break period.~~

~~Approved: March 14, 1990~~

~~STATUS REPORTS ON VACATION AND SICK LEAVE~~

~~The Payroll Office will issue all confidential and supervisory employees an individual status report of vacation entitlement and accrued sick leave quarterly.~~

~~Approved: March 14, 1990~~

~~PROFESSIONAL GROWTH~~

~~(NOTE: The information in the following section could be addressed in new AP 7160)~~

- ~~A. Classified Supervisors and Confidential Employees on the classified supervisory and confidential salary schedules shall be eligible for tuition cost reimbursement from an accredited institution.~~
- ~~B. Reimbursement will only be given for courses completed with a grade of "C" or better, "credit", or equivalent grade, which pertain to their position.~~
- ~~C. Such reimbursement shall not exceed costs of 18 semester units of course work per year.~~
- ~~D. Reimbursement shall not be allowed for courses carrying zero units.~~
- ~~E. No tuition cost paid by the District is to exceed 80% of a per unit basis cost of similar course work at the University of California.~~
- ~~F. Only Classified Supervisors and Confidential Employees who have completed their probation period as a Classified Supervisor or Confidential Employee shall be eligible for this benefit.~~
- ~~G. All courses for which a Classified Supervisor or Confidential Employee seeks tuition reimbursement must have prior approval by their Supervisor, the Chancellor, and the Board.~~

~~Approved: May 10, 2007~~

~~CELLULAR TELEPHONE USAGE~~

~~(NOTE: The information in the following section could be addressed in new AP 6450)~~

- ~~A. Authorization~~
~~Each college president and each vice chancellor may designate supervisors to receive partial reimbursement for the use of a cellular telephone in conducting District business.~~
- ~~B. Application~~
~~Supervisors shall make application through the appropriate channel. Approved applications shall be forwarded from the campus to the Vice Chancellor Fiscal Affairs for implementation.~~
- ~~C. Reimbursement~~
~~Reimbursement shall be at a rate not to exceed \$50 per month, which shall include purchase of the telephone, activation, monthly service charges, and air use time—including long distance calls. While monthly application for reimbursement is not required, periodic verification of telephone usage may be requested.~~
- ~~D. Review~~
~~This policy shall receive periodic review to assess the appropriateness of the reimbursement rate.~~

~~Approved: June 14, 2002~~

~~Also see BP/AP 7120 titled Recruitment and Hiring~~

Classified Supervisors, Managers and Administrators

The terms and conditions of employment for classified supervisors, managers and classified administrators shall be developed by the Chancellor under the recommendation of the Management Association. Recruitment and Hiring shall be in accordance with all state and federal guidelines and in accordance with AP 7120 and the District EEO Plan.

Faculty work

As indicated in Ed Code Section 87003, faculty members shall not be management. Therefore, Classified Supervisors, Managers, and Administrators shall not take on duties that are the purview of faculty. As well, in accordance with the Educational Employment Relations Act (EERA), Sections 3540.1(b) and (i) defining what the "Certified Organization" consists of, Classified Supervisors, Managers, and Administrators are excluded from the faculty bargaining- unit and shall not take faculty bargaining- unit work.

Reference:

Education Code Section 72411

Management Handbook 2018

Attachments

AP 7260 Classified Supervisors and Managers - Comments
 AP 7260 Classified Supervisors and Managers - Legal Citations
 AP7260 -OLD.pdf

Sent for re-approval by BeDell, Susann

8/7/2017, 4:42PM EDT

Draft saved by Stat, Policy

8/15/2017, 12:43PM EDT

Edited by Stat, Policy

8/15/2017, 12:43PM EDT

removed areas as they are covered in other policies and procedures.

Comment by Stat, Policy

8/15/2017, 2:23PM EDT

see the changes made to this AP

Administrator override by Torres, Maria

8/24/2017, 7:28PM EDT

updated next review date

Administrator override by Stat, Policy

8/29/2017, 1:01PM EDT

Current Status: Pending

PolicyStat ID: 3592938



Origination: 04/2016
 Last Approved: N/A
 Last Revised: 12/2020
 Next Review: 08/2019
 Owner: [Human Resources Human Resources](#)
 Policy Area: [Chapter 7 Human Resources](#)
 References:

BP 7330 Communicable Disease

All newly hired academic employees shall have on file a medical certificate indicating freedom from communicable diseases unfitting the employee to instruct or associate with students, including tuberculosis. No academic employee shall commence service until such medical certificate has been provided to the District.

All newly hired academic or classified employees must show that within the past 60 days they have submitted to a tuberculosis risk assessment and, if risk factors are present, been examined ~~within the past 60 days~~ to determine that they are free from active tuberculosis ~~by providing~~. If risk factors were present at the tuberculosis risk assessment, and an examination occurs, after the examination the employee shall provide the District with a certificate from the employee's examining physician showing that the employee was examined and found to be free from active tuberculosis.

All employees shall be required to undergo ~~an examination~~ a tuberculosis risk assessment within *four years of employment and every four years thereafter*, to determine if they are free from tuberculosis.

References:

Education Code Sections 87408, 87408.6, and 88021

Attachments

[BP 7330 Communicable Disease- Comments](#)
[BP 7330 Communicable Disease- Legal Citations](#)

Edited by Stat, Policy

5/8/2017, 1:22PM EDT

4/3/17 - Legal Update #30

Administrator override by Torres, Maria

8/24/2017, 7:32PM EDT

updated next review date

Administrator override by Stat, Policy

8/29/2017, 1:03PM EDT

updated workflow

Current Status: *Pending*

PolicyStat ID: 3915508



Origination: 11/2015
Last Approved: N/A
Last Revised: 11/2015
Next Review: 08/2019
Owner: [Human Resources Human Resources](#)
Policy Area: [Chapter 7 Human Resources](#)
References:

AP 7330 Communicable Disease

For successful applicants for academic positions:

- A medical certificate is required showing that the applicant is free from any communicable disease, including, but not limited to, active tuberculosis, unfitting the applicant to instruct or associate with students.
- The medical certificate shall be submitted by a physician as authorized by code.
- The medical examination is conducted not more than six months before the submission of the certificate and is at the expense of the applicant.
- A contract of employment may be offered to an applicant subject to the submission of the required medical certificate.
- The medical certificate becomes a part of the personnel record of the employee and is open to the employee or his/her designee.

References:

Education Code Sections 87408, 87408.6, and 88021

Attachments

[AP 7330 Communicable Disease- Comments](#)
[AP 7330 Communicable Disease- Legal Citations](#)

Sent for re-approval by BeDell, Susann

8/7/2017, 4:42PM EDT

Administrator override by Torres, Maria

8/24/2017, 7:33PM EDT

updated next review date

Administrator override by Stat, Policy

8/29/2017, 1:02PM EDT

updated workflow

Approval flow updated in place by Stat, Policy

8/29/2017, 2:32PM EDT

Current Status: *Draft*

PolicyStat ID: 8884073



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: 12/2019
 Owner: *Human Resources Human Resources*
 Policy Area: *Chapter 7 Human Resources*
 References: *Good Practice/Optional*

AP 7342 Holidays

AP 7342 is being recommended for deletion.

NOTE: This procedure is A similar procedure is provided at BP/AP 4010 titled Academic Calendar. Work year is a mandatory subject of bargaining for those employees represented by an exclusive representative. Procedures as to other employees ~~are~~ are at District discretion.

~~Sample from another District~~

~~Official District holidays will be established upon approval by the Board of Trustees. Designated holidays are determined through the annual state and federally approved holidays and in conjunction with the District's master calendar process and subject to the applicable collective bargaining agreement or employee handbook.~~

~~Also see BP/AP 4010 titled Academic Calendar~~

~~Sample from another District~~

~~Legal holidays are covered under Board Policy and Administrative Procedure 4010, titled Academic Calendar. Additional holiday information is covered under the Agreement between the District and the Classified Employees, Chapter 535, Article XVIII, the Agreement between the District and Chapter CCA/CTA/NEA, the Management Handbook and the Classified/Confidential Handbook. Any of these documents can be viewed on the District's website or in Human Resources.~~

~~Sample from another District~~

~~Eligibility~~

~~Every employee who is employed in a permanent/probationary full-time classified position shall be paid for every approved holiday. Permanent/probationary part-time classified employees will be paid ONLY for approved holidays that fall on a regularly scheduled work day (i.e. if an employee's regular work schedule is Tuesday – Thursday, the employee will not be paid for any Monday or Friday holidays. If an employee's regular work schedule is Tuesday – Friday, the employee will be paid for Friday holidays, provided the employee meets all other criteria for holiday pay). Temporary employees such as short-term temporary, substitutes, professional experts, etc, are not eligible for paid holidays. Employees otherwise entitled to holiday pay must be in a paid status on either the last working day before OR the first working day after a holiday to receive holiday pay. NOTE: Regular part-time employees in a paid status on the last working day, of the employees'~~

~~regular weekly work schedule, before a holiday OR the first working day, of the employees' regular weekly work schedule, after a holiday, will be eligible to receive holiday pay. An employee who is on a leave of absence without pay or an unauthorized absence for any period of time either the regularly scheduled working day before the holiday or the regularly scheduled working day after the holiday shall not be paid for that holiday.~~

~~When a Holiday is Worked~~

~~When a permanent/probationary full-time or part-time classified employee is required, due to the nature of the employee's position, to work on an approved holiday, the employee shall be paid at time and one-half the employee's regular hourly rate in addition to the employee's normal salary for the holiday, OR the employee will be given the equivalent time off on a subsequent date with the approval of the department head. An employee will be permitted the opportunity of taking equivalent time off provided it is taken within a reasonable amount of time as agreed upon by the supervisor and the employee.~~

~~When a Holiday Falls on Scheduled Day Off (i.e., Alternative Schedules)~~

~~In any holiday week, every attempt shall be made by the immediate supervisor to adjust the work schedule of each affected full-time permanent/probationary employee working a Board-approved alternative work schedule, to an eight (8) hour per day, Monday–Friday schedule.~~

~~In rare instances where it is not possible to adjust an employee's work schedule to an eight (8) hour per day, Monday–Friday schedule, the employee shall be provided eight (8) hours of vacation time in lieu of the holiday, when the holiday falls on an employee's scheduled day off (i.e., holiday falls on Friday and the employee works a Board-approved alternative schedule Monday–Thursday 10 hours/day. Under this circumstance the employee will receive eight (8) hours of vacation in lieu of the Friday holiday).~~

~~To receive credit for vacation hours in lieu of the holiday, employees must complete the Vacation in Lieu of Holiday form and submit the form with their monthly time sheet to Human Resources. The Vacation in Lieu of Holiday form is located on the intranet. This form must be submitted with the employee's monthly time sheet. Regardless of the daily work hours associated with an approved alternative schedule, when a holiday falls on an employee's regularly scheduled day off, the employee will receive eight (8) hours of vacation in lieu of the holiday.~~

~~Special Note:~~

~~Employees who work a board approved alternative schedule, Monday–Thursday nine (9) hours per day and four (4) hours on Friday, will receive 8 hours of vacation in lieu of a Friday holiday.~~

~~When a holiday falls on a regularly scheduled work day for employees working a Board approved alternative schedule (i.e., Monday holiday and employee works Monday–Thursday, 10 hours per day), the employee will enter the hours he/she would normally have worked on that day, and code as exception hours using exception code "H" for holiday.~~

~~Reference:~~

~~Education Code Section 79020~~

Current Status: Pending

PolicyStat ID: 8829732



Origination: 12/2016
 Last Approved: N/A
 Last Revised: 11/2020
 Next Review: 10 years after approval
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References:

AP 7348 Accommodations

Absent undue hardship or direct threats to the health and safety of employee(s), the District provides employment-related reasonable accommodations to:

- qualified individuals with disabilities, both applicants and employees, to enable them to perform essential job functions;
- employees with conditions related to pregnancy, childbirth, or a related medical condition, if she so requests, and with the advice of her health care provider;
- employee victims of domestic violence, sexual assault, or stalking to promote the safety of the employee victim while at work; and
- employees who request reasonable accommodation to address a conflict between religious belief or observance and any employment requirement.

For Disabilities:

The District has an affirmative duty to provide reasonable accommodations to applicants or employees with disabilities unless the timely, good faith interactive process reveals that there is no reasonable accommodation that will allow the applicant or employee to perform essential job functions without causing the agency undue hardship or without presenting a direct threat to the health and safety of himself/herself or others.

For Pregnancy and Related Medical Conditions:

The District must provide an interactive process to assess reasonable accommodations, in addition to leave rights, to employees disabled by pregnancy and related medical conditions.

For Victims of Domestic Violence, Sexual Assault, or Stalking:

Effective January 1, 2014, the District also has an affirmative duty to provide reasonable accommodations to employee-victims of domestic violence, sexual assault, or stalking, that would protect the safety of the employee-victim while at work. As is the case with disability-related accommodations, the law requires a timely, good faith interactive process. The goal is to identify safety-related accommodations that do not cause undue hardship and that do not compromise the safety and health of all employees. Like the interactive process for disabilities, the agency has the duty to restart the interactive process if the employee requests new accommodation(s) due to changed circumstances.

For Religious Belief or Observance:

Unlike the other categories identified above, there is no legal requirement that the employer must use an interactive process to analyze potential reasonable accommodations of an employee's religious beliefs or observance, including religious dress or grooming practices. Accommodation for religious belief is included here because the law does require an employer to provide a reasonable accommodation unless the agency can prove an undue hardship. In addition, the employer is required to prove that it has explored any available

reasonable alternative means of accommodating the religious belief or observance. Though an interactive process is not legally mandated for religious accommodation, an interactive process meeting suggested as good practice and is an effective way for an employer to prove that it explored any available reasonable alternative means of accommodating the religious belief or observance.

Potential Accommodations for Religious Creed, Religious Dress Practice, or Religious Grooming Practice

NOTE: "Religious creed," "religion," "religious observance," "religious belief," and "creed" include all aspects of religious belief, observance, and practice, including religious dress and grooming practices. "Religious dress practice" is construed broadly to include the wearing or carrying of religious clothing, head or face coverings, jewelry, artifacts, and any other item that is part of the observance by an individual of his or her religious creed. "Religious grooming practice" is construed broadly to include all forms of head, facial, and body hair that are part of the observance by an individual of his/her religious creed.

- Disability Accommodation
- Supporting Documentation or Certification
- Reasonable Medical Documentation of Disability

NOTE: The District is entitled to request reasonable documentation confirming the existence of a disability, the need for a reasonable accommodation, and the functional limitations or work restrictions that apply to the employee's ability to perform the essential functions of the job. If an employee or applicant provides documentation that does not confirm the existence of a disability, the need for a reasonable accommodation, or his/her functional limitations in performing essential job functions, then the District should explain why the documentation is insufficient and allow the applicant or employee to provide a timely supplement.

- Interactive Communication or Interactive Process

NOTE: Employers must also be able to prove they acted with good faith during the interactive process. The District should create and maintain written documentation of its interactive process communications, including: letters to medical providers; letters to the employee to recap interactive process meetings; and notes to file regarding any analyses or consultations with experts as to potential accommodations. The documentation should be detailed and include: that the employee had the option to be represented and whether the representative attended the meetings; that the employer was flexible in scheduling the time and location of the meetings; whether the meeting was recorded; the accommodations that were suggested by the employer and the employee; the responses each party had to the suggested accommodations; and whether the interactive process meeting resulted in any agreements.

- Potential Accommodations for Applicants or Employees with Disabilities
- Potential Accommodations for Employees Affected by Pregnancy and Related Medical Conditions
- Determination Regarding Accommodation
- Certification of Victim Status

NOTE: The District may require a victim of domestic violence, sexual assault, or stalking and who requests an accommodation to provide for their safety at work, to provide a written statement regarding the need for the accommodation, and a certification of their status as a victim of domestic violence, sexual assault, or stalking. In addition, the District may request recertification of the documentation every six months. If circumstances change and the employee needs a new accommodation, the employer must restart the certification and interactive process.

Lactation Accommodation

Employees have the right to request lactation accommodation, and should make the request to the Human Resources Director. The Human Resources Director will respond to the request.

An overtime-eligible employee who wishes to express breast milk for their infant child during their scheduled work hours will receive additional unpaid time beyond the 15-minute compensated rest period. Employees desiring to take a lactation break must notify a supervisor prior to taking such a break. Breaks may be reasonably delayed if they would seriously disrupt operations. Once a lactation break has been approved, the break should not be interrupted except for emergency or exigent circumstances.

The District will make reasonable efforts to accommodate employees by providing an appropriate location to express milk in private. The District will attempt to find a location in close proximity to the employee's work area, and the location will be other than a toilet stall. Employees occupying such private areas shall either secure the door or otherwise make it clear to others through signage that the area is occupied and should not be disturbed. All other employees should avoid interrupting an employee during an authorized break under this section, except to announce an emergency or other urgent circumstance.

Any employee storing expressed milk in any authorized refrigerated area within the work area shall clearly label it as such. No expressed milk shall be stored at the work area beyond the employee's workday.

References:

29 U.S. Code Section 207(r);
 42 U.S. Code Sections 12101 et seq.;
 42 U.S. Code Sections 2000e et seq.;
 29 Code of Federal Regulations Parts 1605.1 et seq.;
 Government Code Sections 12926, 12940, and 12945;
 Labor Code Sections 230 and 1030 et seq.;
 Title 2 Sections 11040 et seq., 11050, et seq., and 11060 et seq.

Attachments

No Attachments

Approval Signatures

Step Description	Approver	Date
Draft saved by Quinones, Brooke		11/3/2020, 2:29PM EST
Edited by Quinones, Brooke		11/3/2020, 2:29PM EST
Legal update to add lactation accommodation request contact. / bq		
Draft saved by Stat, Policy		11/13/2020, 3PM EST

Current Status: *Active*

PolicyStat ID: 6761013



Origination: 06/2004
Last Approved: 07/2019
Last Revised: 07/2019
Next Review: 07/2029
Owner: [Human Resources Human Resources](#)
Policy Area: [Chapter 7 Human Resources](#)
References: [Legally Required](#)

BP 7350 Resignations

(Replaces current SBCCD BP 7350)

The Board of Trustees shall accept the resignation of any employee and shall fix the time when the resignation takes effect, which shall not be later than the close of the fiscal year during which the Board has received the resignation.

The Board of Trustees hereby delegates to the Chancellor the authority to accept resignations on its behalf at any time. Resignations shall be deemed accepted by the Board when accepted in writing by the Chancellor. When accepted by the Chancellor, the resignation is final and may not be rescinded.

The Chancellor or designee is authorized by the Board of Trustees to accept officially the resignation of any employee.

References:

Education Code Sections 87730; and 88201

Attachments

[BP 7350 Resignations - Comments](#)
[BP 7350 Resignations - Legal Citations](#)
[BP7350 -OLD.pdf](#)

Approval Signatures

Step Description	Approver	Date
	Policy Stat	08/2019
	Policy Stat	08/2019

Edited by Stat, Policy

8/5/2019, 1:54PM EDT

BOT final approval 7/11/19

Current Status: *Draft*

PolicyStat ID: 8394355



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: N/A
 Owner: *Human Resources Human Resources*
 Policy Area: *Chapter 7 Human Resources*
 References: *Good Practice/Optional*

AP 7350 Resignations

Resigning Employees

~~It is customary to give a minimum of two weeks' notice for classified and confidential staff; a minimum of 30 days' notice for management; a minimum of one semester's notice for faculty, OR, at the earliest feasible moment. All notifications must be submitted in writing to the appropriate manager with a copy to Human Resources, who will inform the Chancellor.~~

Retiring Employees

~~Retiring employees must submit a letter or separation form to document resignation for the purpose of retiring. If submitting a personal letter, the details must include the specific date of resignation. The retirement date may be noted in the letter but is not required.~~

~~The retirement date is between the employee and the retirement system. The following information is provided for retiring employees.~~

CalPERS

- ~~• Employee must contact CalPERS at 1-888-CalPERS or 1-888-225-7377 to obtain a Service Retirement Election Application and schedule an appointment with a CalPERS counselor.~~
- ~~• Before submitting completed application to CalPERS the employee must contact the HR Analyst at least 30 days prior to retirement regarding sick leave hours.~~
- ~~• For additional information you may visit the CalPERS website at www.calpers.ca.gov~~

CalSTRS

- ~~• Employee must contact CalSTRS at 1-800-228-5453 to obtain a retirement packet.~~
- ~~• Employee must contact HR Analyst to obtain an Express Benefits Report to submit with a completed retirement packet to CalSTRS no sooner than the Quarter prior to retirements~~
- ~~• Retirement workshops for academic employees are conducted by STRS.~~
- ~~• For additional information you may visit the CalSTRS website at www.calstrs.com~~

References:

~~Education Code Sections 87730 and 88204~~

AP 7350 is being recommended for deletion.

BP 7350 Resignations spells out the minimum requirements for acceptance of resignation, and delegates the authority to the CEO to accept a resignation.

Current Status: Draft

PolicyStat ID: 8394356



Origination: N/A
 Last Approved: N/A
 Last Revised: N/A
 Next Review: 05/2020
 Owner: Human Resources Human Resources
 Policy Area: Chapter 7 Human Resources
 References: Good Practice/Optional

AP 7366 Reinstatement

AP 7366 is being recommended for deletion.

NOTE: This procedure is **optional**. *Local practice, if any, may be inserted.*

~~Sample from another District~~

~~Classified Employees~~

~~Any permanent classified employee of a community college district, who voluntarily resigns from his/her permanent classified position, may be reinstated or re-employed by the Board of Trustees, within 30 months after the employee's last day of paid service and without further competitive examination, to a position in his/her former classification as a permanent or limited-term employee, or in a related lower class or a lower class in which the employee formerly had permanent status.~~

~~Academic Employees~~

~~Refer to Education Code Section 87744~~

~~Sample from another District~~

~~Classified Employees~~

~~If the Board of Trustees elects to reinstate or reemploy a person as a permanent employee pursuant to Education Code Section 88128, it shall disregard the break in service of the employee and classify him/her as, and restore to the employee all of the rights, benefits and burdens of, a permanent employee in the class to which he/she is reinstated or reemployed.~~

~~If a former permanent classified employee makes application for reinstatement to a vacant position in the class in which he/she formerly held status or to any position in a class with similar but lesser qualifications within 30 months following resignation, the Chancellor may recommend the appointment to the Board of Trustees without further examination~~

~~The employee, when appointed, may be placed on the step of the salary schedule to which he/she was assigned at the time of his/her resignation.~~

~~The break in service shall be disregarded and the employee shall have restored to him/her all rights and benefits of a permanent employee in the class to which he/she is reinstated or reemployed.~~

~~Academic Employees~~

~~A resignation by a contract (probationary) academic employee shall be considered a break in service. Reinstatement shall be under the same conditions as other entering employees. The reinstated employee would return at the same step on the salary schedule where they had been prior to the break.~~

~~Regular (tenured) academic employees who resign and who are reinstated within 39 months after the last day of paid service shall have the period of absence treated as a leave of absence and it shall not be considered as a break in the continuity of his/her service.~~

~~Sample from another District~~

~~Reinstatement is subject to the minimum standards outlined in the Education Code and the Collective Bargaining Agreements.~~

~~References:~~

~~Education Code Sections 871AA and 88128~~

Attachments

No Attachments

Comment by Goodrich, Kelly

10/22/2020, 2:01PM EDT

11-03-2020 DA 1st Read - Suggested Deletion

Administrator override by Stat, Policy

10/28/2020, 7:41PM EDT

Deleted approval workflow: "Non-Academic & Professional - Chapter 7"

Comment by Goodrich, Kelly

11/13/2020, 3:21PM EST

12-01-2020 DA 2nd Read - Suggested Deletion

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: Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

DATE: April 8, 2021

SUBJECT: Consideration of Final Approval to of the Prioritized Board Directives for Development of the 2021-22 SBCCD Budget

RECOMMENDATION

It is recommended that the Board of Trustees finally approve the Board Directives for development of the 2021-22 SBCCD budget, as attached.

OVERVIEW

District Administrative Procedure 6200, Budget Preparation, calls for the Board of Trustees to give initial direction concerning the distribution of resources for the 2021-22 budget prior to March 1, 2021. The directives were initially reviewed by the Board Finance Committee on January 14, 2021. That committee took action to recommend them to the full Board on February 11, 2021.

ANALYSIS

On February 11, 2021, the Board of Trustees discussed the directives and provided feedback. The revised document is attached and is being submitted today for final approval.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This Board item has no direct financial implications.

**Prioritized Board Directives for the
2021-22 SBCCD Budget**
(Submitted for Board Approval April 8, 2021)

[v.3.24.2021.p.1|1]

Consistent with SBCCD Administrative Procedure 6200 Budget Preparation, the Board of Trustees provides staff with initial direction concerning the distribution of resources for the next fiscal year's budget prior to March 1. SBCCD's budget shall be prepared in accordance with Title 5, the California Community Colleges Budget and Account Manual, and all other related State and federal laws and regulations.

- 1) Align unrestricted general fund and student success funding with the State Chancellor's Vision for Success and Guided Pathways frameworks.
- 2) Allocate resources to support college affordability.
- 3) Maintain a fund balance range of 10-15% in the Unrestricted General Fund, unless fund balance is utilized for specially identified *one-time*¹ needs as authorized by the Board of Trustees.
- 4) Allocate funding through the budget process for deferred maintenance.
- 5) Proposed new positions must be approved through the program review process or any other prioritization process established at SBCCD.

¹ *One-time* is defined as an expenditure that has no ongoing commitment. While one-time needs may be repeated in future years, the nature of the expenditure must conform to the definition.



Prioritized Board Directives for the **~~2020-21~~2021-22 SBCCD Budget**

*(Board Approved February 13, 2020)
(Submitted for Board Approval April 8, 2021)*

Consistent with SBCCD Administrative Procedure 6200 Budget Preparation, the Board of Trustees provides staff with initial direction concerning the distribution of resources for the next fiscal year's budget prior to March 1. SBCCD's budget shall be prepared in accordance with Title 5, the California Community Colleges Budget and Account Manual, and all other related state and federal laws and regulations.

- 1) Align unrestricted general fund and student success funding with the State Chancellor's Vision for Success and Guided Pathways frameworks.
- 2) Allocate funding ~~to support the implementation of the SBCCD Promise following the Guiding Principles for the FCC Auction Proceeds~~ resources to support college affordability.
- 3) Maintain a fund balance range of 10-15% in the Unrestricted General Fund, unless fund balance is utilized for specially identified *one-time*² needs as authorized by the Board of Trustees.
- 4) Allocate funding through the budget process for deferred maintenance.
- 5) New positions must be approved through the process of program review or any other prioritization process as established at SBCCD.

² *One-time* is defined as an expenditure that has no ongoing commitment. While one-time needs may be repeated in future years, the nature of the expenditure must conform to the definition.

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: Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

DATE: April 8, 2021

SUBJECT: Consideration of Approval to Review and Reaffirm Guiding Principles for the FCC Auction Proceeds

RECOMMENDATION

It is recommended that the Board of Trustees review and affirm the attached Guiding Principles for the FCC Auction Proceeds.

OVERVIEW

In July 2017, SBCCD was the recipient of \$157 million in FCC Auction Proceeds in exchange for the transition of KVCR-DT from UHF to VHF. After much discussion, a set of guiding principles was developed, reviewed by collegial process, and approved by the Board of Trustees.

It has been recommended by District Support Operations and the Board of Trustees Finance Committee that the Guiding Principles be reviewed periodically for revision or reaffirmation.

ANALYSIS

The attached Guiding Principles were reviewed on February 11, 2021 by the Board of Trustees Finance Committee which voted to forward the Principles to the full Board with a recommendation to reaffirm. They are now being submitted to the full Board for that purpose.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

Guiding Principles for the FCC Auction Proceeds Submitted for Review & Reaffirmation April 8, 2021

[v.3.19.2021.p.1|1]

Board Affirmed December 12, 2019

Overarching

1. Our students are our core mission and we will focus our resources on their success.
2. All FCC auction proceeds activity shall be transparent.

One-Time Expenditures

3. SBCCD will use the proceeds as a one-time investment in KVCR for the mandatory transition costs from UHF to VHF over-the-air and current broadcast standards.
4. SBCCD will be reimbursed for all costs related to the FCC auction.
5. One-time fund proceeds should help KVCR reach financial sustainability within a specified, board-approved timeframe.
6. The district unrestricted general fund balance shall be restored to a range of 10-15%.
7. With the exception of items 3-6 above, one-time expenditures shall support the approved program review, and educational and facilities master plans.

Principal Investment

8. Proceeds shall be invested in a manner that serves SBCCD for years to come.
9. Principal amount shall not be used as a resource for ongoing expenditures unless approved by the Board of Trustees.
10. Investments should include real estate and a diversified portfolio.

Revenue Generated from Investments

11. Revenue generated from the investment of proceeds shall help SBCCD meet its strategic goals as established in the comprehensive master plan.
12. Annual revenue amount shall be subject to annual allocation and follow existing collegial consultation and established budget processes.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 8, 2021

SUBJECT: Appoint Board Ad Hoc Committee to Determine the Instrument or Process to be Used in Board Self-Evaluation

RECOMMENDATION

It is recommended that the Board of Trustees appoint members of the BOT Executive Committee to serve as the BOT Ad Hoc Committee to determine the instrument or process to be used in Board self-evaluation.

OVERVIEW

Per Board Policy 2220, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

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

ANALYSIS

The Board of Trustees is committed to assessing its own performance as a Board in order to identify its strengths and areas in which it may improve its effectiveness. To this end the Board has established the following processes for evaluation: An ad hoc committee of the Board shall be appointed in April to determine the instrument or process to be used in Board self-evaluation. Any evaluation instrument shall incorporate criteria contained in Board Policy 2745 regarding Board operations, as well as criteria defining Board effectiveness promulgated by recognized practitioners in the field.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

No impact to the budget.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor
Diana Z. Rodriguez, SBVC President

REVIEWED BY: Jose F. Torres, Interim Chancellor
Diana Z. Rodriguez, SBVC President

PREPARED BY: Jose F. Torres, Interim Chancellor
Diana Z. Rodriguez, SBVC President

DATE: April 8, 2021

SUBJECT: Consideration of Approval of the Integration of KVCR with the Institute of Media Arts of SBVC by June 2023

RECOMMENDATION

It is recommended that the Board of Trustees approve the integration of KVCR with the Institute of Media Arts and other programs to create alignment between KVCR and San Bernardino Valley College (SBVC) by June 2023, incorporating the facility and equipment into the Institute of Media Arts (IMA) on the SBVC campus, and continuing expansion of curriculum to provide students with high-quality certificates and degrees.

OVERVIEW

On July 9, 2020, the Board of Trustees approved one strategic goal and four objectives which included the need to define KVCR's purpose and to take action. At its September 24, 2020 strategy session, the Board of Trustees discussed integration of the KVCR building and equipment into SBVC to be used as a student lab for the IMA and other programs by the end of June 2023.

On October 8, 2020, the Board of Trustees took action to approve the transition of the KVCR facility and equipment to SBVC to be used for a dramatically expanded IMA program, as well as other programs, by the end of June 2023, in order to align the facility and equipment with the student-centered SBCCD and SBVC Missions.

While the originally intended presentation was precluded by the postponement of the Board's January retreat due to the State mandated stay-at-home order, the Board discussed the elements for the rationale and the vision to integrate KVCR with the IMA of SBVC at its March 15th retreat.

All these elements were considered in the development of today's Board memo recommending approval of the integration of KVCR with the IMA of SBVC.

ANALYSIS

Alignment

KVCR currently provides Public Broadcasting Service (PBS) television programming and National Public Radio (NPR) content across Southern California through four TV channels and FM radio. The station is located on the SBVC Campus. Currently, students are not involved in the development of TV/radio content or PBS/NPR broadcast.

SBVC offers a comprehensive instructional program in radio and television broadcasting, digital film production, and digital audio and video production for use in multimedia and internet applications. This instructional program provides a two-year curriculum for students majoring in the field resulting in four different Associate of Arts Degrees, a transfer degree to a four-year institution, and four different Certificates of Achievement. It also provides elective courses for students interested in related fields such as Marketing, Journalism, Theater Arts, Multimedia, Web Page Design, And Data Communications.

This integration will provide the alignment between KVCR and SBVC which will be achieved by incorporating KVCR into the Institute of Media Arts and other academic disciplines on the SBVC campus with continued expansion of curriculum to provide our students with high-quality certificates and degrees. SBVC will assume responsibility for the operation of the KVCR facility. Studios will be used collaboratively by the academic programs of the Institute of Media Arts, Music and Theater, among others. Current and future curriculum will utilize the studio areas for instruction and student productions.

Curriculum and Full-time Equivalent Students (FTES)

SBVC offers a comprehensive instructional program through its IMA which leads to the following programs, certificates, and degrees:

Program	Certificate/Degree
Film	AA Degree
Film, Television, and Electronic Media	AS-Transfer
Media Development	Certificate
Media Production	AA Degree
Post-Production	Certificate
Production	Certificate
Social Media Field Production	Certificate
Social Media narrative Production	Certificate
Social Media Studio Production	Certificate
Television	AA Degree

As KVCR is integrated to SBVC, the existing courses will be reviewed and expanded through the curriculum and program review process. Programming will be student-produced, linked to curriculum, and supervised by faculty and classified professionals.

Initially, the 17 sections of FTVM will be offered, generating approximately 47 FTES. These 47 FTES would generate an estimated \$188,432 in revenue (\$4,009 x 47). Each year thereafter, FTES should increase 5% - 8% per year. It is important to note that many disciplines will be utilizing KVCR, which may increase overall FTES.

Jobs for Students

The careers/jobs most requested by IMA students are filmmaker, producer, and director. Also, a changing media job industry is leading to varied and exciting opportunities in businesses not directly categorized as a media entity. For example, to be successful in the ever-changing media industry, it is critical for graduates to be educated in overlapping disciplines (business, social media, marketing, etc.). Much of the recent change in traditional media has been a result of the impact of the digital revolution. News sources are often social, free, or low-cost, while major

digital-based social media entities have become central to the way in which businesses operate, affecting disciplines such as advertising and public relations.

An analysis of existing job openings and the SBCCD environmental scan show an existing need to have a KVCR lab as an educational and training asset for the region.

Sample Current Job Openings in the San Bernardino County Region	Employer
Communications Specialist	San Manuel
Supervisor, Audio/Visual	Department of Defense
Social Media Engagement Specialist	Cardenas Market
Videographer	Crestline
Multi-media Content Producer	Highland
Videographer/Animator	San Bernardino
Special Effects and Animation	Garner Holt Productions
Social Media Team Lead	ESRI
Marketing and Communications	San Manuel

The following table shows the gaps for the extended SBCCD Service Region, which includes Riverside, San Bernardino, Orange, Los Angeles, and San Diego Counties.

Program Title	Annual Job Openings	Annual Completions	Gap	Median Hourly Wage
Computer Graphics	171	76	95	\$34.25
Radio & Television	1,095	324	772	\$31.82
Graphic Design	414	182	232	\$31.30
Cinematography & Film/Video Production	357	283	74	\$38.87
Visual & Performing Arts, General	157	95	62	\$24.44
Drama & Dramatics/Theater Arts, General	68	38	30	\$24.97
Music, General	1,028	431	596	\$30.26

Reference: EMSI – San Bernardino Community College District – Program Demand Gap Analysis: Environmental Scan and Review of Academic Programs

Community Asset and KVCR Name

As an educational community access television and radio facility, the stations will have more freedom to air local community-produced programming. This offers accomplished alumni, community members, four-year universities, and other community organizations to produce and air programming. Additionally, the facility and programs will allow opportunities for work experience and internships which will serve our students, as well as businesses in the region. Input from the community will be solicited as we continue developing this community asset.

Furthermore, because the name Empire KVCR never received Board approval, once the integration is approved, the station will revert to its original name of KVCR.

Organization Management and Operating Budget

The program will be overseen by the Dean of Arts and Humanities and the Vice President of Instruction. Studio areas will be managed by the multi-media specialists, sound engineer, faculty, and clerical staff as appropriate. The new organizational structure may include, but not be limited to:

- 2 full time multimedia specialists: radio and TV
- 1 full time sound engineer
- 2 full time clerical staff
- 1 full time career development specialist
- 1 professional expert - fund developer/ad sales
- 2 interns each year (our students that are more advanced or partnership with CSUSB media program - graduate students)

Computers currently in place can be easily converted for use in student lab areas for performing post-production edits, recording, and programming. Office areas will remain for spaces to accommodate seven employees and faculty who are teaching in the building.

Additionally, some office space can be converted to studio instructional space, as well as a specialized area for all SBVC faculty to record lectures or online materials in an automated, sound-proofed booth. This booth will be equipped with state-of-the-art computers, recording and video equipment. The building, while recently renovated, cannot fulfill all the needs as is. A one-time expenditure of \$295,000 is requested for the conversion of spaces to accommodate all the planned curricular offerings. The following budget, to be sourced from the Capital Outlay fund, will allow for the creation of a successful asset for students learning, job preparation, and community engagement.

Annual Operating Budget	Amount
Revenues	
Media Academy Endowment Interest	\$400,000
Apportionment	190,000
Special Programs	105,000
Annual Memberships & Studio Rentals	30,000
Sponsorships	25,000
Total Revenues	\$750,000
Expenses	
Salaries and Benefits	\$645,000
Supplies, Materials, and other expenses	65,000
Capital Outlay	40,000
Total Expenditures	\$750,000
Net Surplus/(Deficit)	\$ 0

Back to Its Roots

KVCR radio dates back to 1953, when it launched on November 2 of that year, operating as a non-commercial educational radio station for students. Then in 1958, the board began considering the possibilities of developing an educational TV station, eventually acquiring a UHF channel. In 1962 KVCR started broadcasting PBS programming and in 1970, NPR radio programming. Approval of this integration will allow KVCR to get back to its roots helping students get skills and preparing them for jobs, while continuing to play a major role in the community.

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

The financial implications associated with this Board item is the elimination of the projected annual deficits for KVCR.

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: Farrah Farzaneh, Director of Facilities Planning, Emergency Management & Construction

DATE: April 8, 2021

SUBJECT: Consideration of Approval to Award RFQP #CC03-3640.01-CHC and Contract to Kitchell CEM of Riverside, CA

RECOMMENDATION

It is recommended that the Board of Trustees award #CC03-3640.01-CHC and contract to Kitchell CEM of Riverside, CA in an amount not to exceed \$6,116,686.00, inclusive of reimbursables, over a period of five years, for Measure CC Construction Management Services at Crafton Hills College.

OVERVIEW

Since receiving voter approval of Measure CC in November 2018, SBCCD has developed and implemented a procurement plan that embraces 1) the District's essential mission of providing a safe and secure learning environment for students, 2) the Board's desire to support local residents and businesses as outlined in BP 6610, and 3) fair and equitable competitive bidding practices in line with legal precedents and in consultation with legal counsel.

In accordance with SBCCD's fiduciary responsibility for the cost-effective use of public funds and its stewardship responsibility for the development and preservation of public assets, the *Construction Management Services Selection Process* was developed with the utmost care. That process was reviewed by the Board Finance Committee (BFC) on November 12, 2020, and approved by the full Board of Trustees on December 11, 2020.

ANALYSIS

Board Finance Committee Review and Recommendation of Construction Management (CM) Services Selection Process

Since the Board Finance Committee is charged with increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures, the Facilities team made a comprehensive presentation to the BFC at its November 12, 2020 meeting to review the proposed *Construction Management Services Selection Process*.

In that meeting, staff described a proposed process for selection of Construction Management services to support issuance of a Request for Qualifications and Proposal (RFQP). The presentation of the proposed process included:

- A timeline and the identification of the RFQP Facilitator.
- Specification that CM firms will be able to submit proposals for one or both colleges.
- Information on advertising and outreach.
- A request for a total of 24 CM team positions – 5 of which would be onsite full-time.
- The Bond Construction Project List Board approved May 14, 2020.
- Scoring criteria for evaluating technical qualifications, including
 - staff experience,
 - project experience,
 - sustainability experience,
 - CM organizational chart,
 - technical approach,
 - fee proposal,
 - staffing plan,
 - completeness and quality of submission, and
 - BP 6610 responsiveness.
- Determination of the top three firms to be moved onto Executive Committee interviews based on compilation of Technical Committee member evaluation and scoring of firm criteria.
- Executive Committee interview criteria and scoring focusing on CM firm organization and approach, CM team problem-solving, and the overall interview performance.
- Confirmation that CM firm references would be contacted.

The presentation was followed by discussion. Board Finance Committee members stressed the need to vet finalists. Additionally, staff was encouraged to use some of the smaller publications in the area, as well as social media, in its advertising and outreach efforts. Staff was also asked to develop a brief document to be distributed to SBCCD Trustees so that they could respond appropriately to any vendors that might reach out to them. The BFC then unanimously approved a motion to submit the process to the full Board.

Board of Trustees Approval of Construction Management Services Selection Process

Accordingly, the *Construction Management Services Selection Process* was presented to the Board of Trustees at its December 11, 2020, meeting. Advertisement and outreach, the scoring methodology, desired CM team composition and the timeline were highlighted, and links to more detailed information were provided in the agenda materials. There was an amendment to revise the newspaper advertisement list and the *Construction Management Services Selection Process* was unanimously approved. The Board approved RFQP process followed these steps:

1. Publish and release the RFQP
2. Receive proposal submittals from interested and responding firms
3. RFQP Technical Committee to review and rank the proposals received
4. RFQP Technical Committee to forward a shortlist of firms selected for interview

5. Interviews with the RFQP Executive Interview Committee
6. Final selection determined by Executive Interview Committee

Implementation of Approved Construction Management Services Selection Process

Staff proceeded to seek CM services in accordance with the Board-approved process. Adherence to the process was managed by the Facilities Director, the RFQP Facilitator and the Interim Vice Chancellor of Business and Fiscal Services.

The Request for Qualifications and Proposals was released December 21, 2020 and the District received responses from eight firms. Proposals were first reviewed for compliance with the requirements of the RFQP, and one of the proposals was determined to be non-responsive.

The remaining seven responsive proposals were reviewed and scored by a Technical Committee comprised of five SBCCD Facilities staff members, one staff member from the campus, and two program management team members. This process was extensive, involving the evaluation and awarding of points for the criteria outlined in the Board approved *Construction Management Services Selection Process*.

Each member of the Technical Committee independently evaluated and scored each proposal based on the criteria and points published in the RFQP including:

- project staff experience with previous community college work and relevance to the Measure CC project list,
- construction management approach and technical abilities,
- sustainability experience,
- proposed team composition,
- local business status,
- overall quality of submission,
- staffing plan, and
- fee proposal.

As part of the CM criteria for experience, proposers were requested to provide narratives for each project that included both firm and key individual experience on delivering similar successful bond programs and identifying the keys to those successful projects.

All seven of the responsive firms were awarded local business points for being located in San Bernardino and/or Riverside Counties as defined in BP 6610.

The Technical Committee's scoring of the proposals was tallied to calculate the final score of each proposal. The three responding firms with the highest scores were then "shortlisted" and invited to participate in interviews with the Executive Interview Committee, consisting of the Interim Chancellor, the Interim Vice Chancellor of Business & Fiscal Services, the College President, and the College Vice President of Administrative Services. Other members of the Facilities and Program Management team also attended the interviews in support of the Executive Interview Committee.

The process of "shortlisting" or selecting a limited number of firms to move forward in a selection process is common in qualifications-based selection processes across many industries. This process was determined to be in SBCCD's best interest because each interview requires a

significant time commitment from each member of the Executive Interview Committee in terms of preparation, participation in the interview, and deliberations. This “shortlist” process allows the Executive Interview Committee to focus on the three most technically qualified firms with the highest ranked proposals. The three shortlisted firms excelled in their staff experience, project experience, overall technical approach and fee proposals.

Prior to the Executive Committee interviews, each shortlisted firm was provided an agenda and asked to respond to the following with respect to further optimizing the performance of the bond program:

“As a steward of public funding and trust, it is imperative that the District implement the bond program in the most efficient manner possible with a high level of cost certainty through completion of the program. Please describe your firm’s approach to partnering with the District and how your proposal optimizes resource utilization relative to the District’s organizational structure and various funding sources, project types, project sizes and delivery methods. Identify any risks and opportunities for further optimization of resources based on your understanding of the District’s goals for the program.”

The Executive Interview Committee received input concerning Technical Committee findings and discussed same along with the outcomes of its scoring.

During the interviews, each firm introduced its team, presented its organization and approach, shared its Innovative Optimization Plan, participated in a question and answer period, discussed compliance with BP 6610, and made a closing statement. As with the Technical Committee, Executive Interview Committee members independently scored each firm.

Construction Management Services Selection Process Outcome

In accordance with SBCCD’s fiduciary responsibility for the cost-effective use of public funds and its stewardship responsibility for the development and preservation of public assets, the *Construction Management Services Selection Process* has indicated that the firm best suited to meet the need for Measure CC Construction Management Services at Crafton Hills College is **Kitchell CEM of Riverside CA**.

Kitchell’s response to the RFQP was well received and focused on several opportunities to optimize the focus of the bond program, including:

- Lean approach/multidisciplinary team
- Funding strategies including CARES Act and other state and federal opportunities
- Multi-disciplinary approach to QA/QC and constructability
- In-house architects and engineers, superintendents, and facilities management team
- Prequalification and bidder outreach program
- Pull planning and lean scheduling processes
- District of the State Architect closeout and certification expertise

Kitchell demonstrated technical expertise in managing public bond projects and programs, working with the Division of the State Architect, and a familiarity with Design Build delivery methods. Several team members have intimate knowledge of the campus facilities and existing

conditions. The team had good synergy with the Executive Interview Committee and showed versatility between roles and responsibilities of positions.

Kitchell has completed over 1,500 building programs and projects totaling \$14.7 billion for community college, university and K-12 clients, and has direct experience with the San Bernardino Community College District. The firm shared the its commitment to being a good steward of public funds by emphasizing its guiding principles in accountability, commitment, and creative and constructive interaction.

Kitchell is 100% employee owned, with extensive experience in providing construction management services for California Community Colleges, having served 27 districts. Four of the firm's five core team members are local and live in the Inland Empire.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this contract will be included in Bond Program budget.



CRAFTON HILLS COLLEGE ORGANIZATIONAL CHART



LEVERAGING THE PAST TO BUILD A NEW SUSTAINABLE FUTURE

KITCHELL
ADVANTAGE

- ▶ 27 Community College Districts served
- ▶ 20+ Years in the Inland Empire
- ▶ 1,200 completed education projects
- ▶ Experts in multiple delivery methods
- ▶ #1 CM firm 8 consecutive years by the Business Journal
- ▶ Depth of In-House Resources
- ▶ Commitment to Small and Local Business
- ▶ Bond modernization is what we do best!

FEATURED SOUTHERN CALIFORNIA CCD PROJECTS



Los Angeles CCD



MiraCosta Community College,
Program Implementation Plan Services



South Orange CCD, Science
Building at Saddleback College



Coast CCD, Orange Coast College
Planetarium & Recycling Center



Riverside Community College
District, Veterans Resource Center



Coast CCD - Criminal Justice Training
Center at Golden West College



Pasadena City College -
Armen Sarafian Bldg.





FOUNDER'S DAY 2020
SEPTEMBER 11, 2020
KITCHELL GIVES BACK!

3,000 HOURS
\$68,000K OVER THE
LAST THREE YEARS!



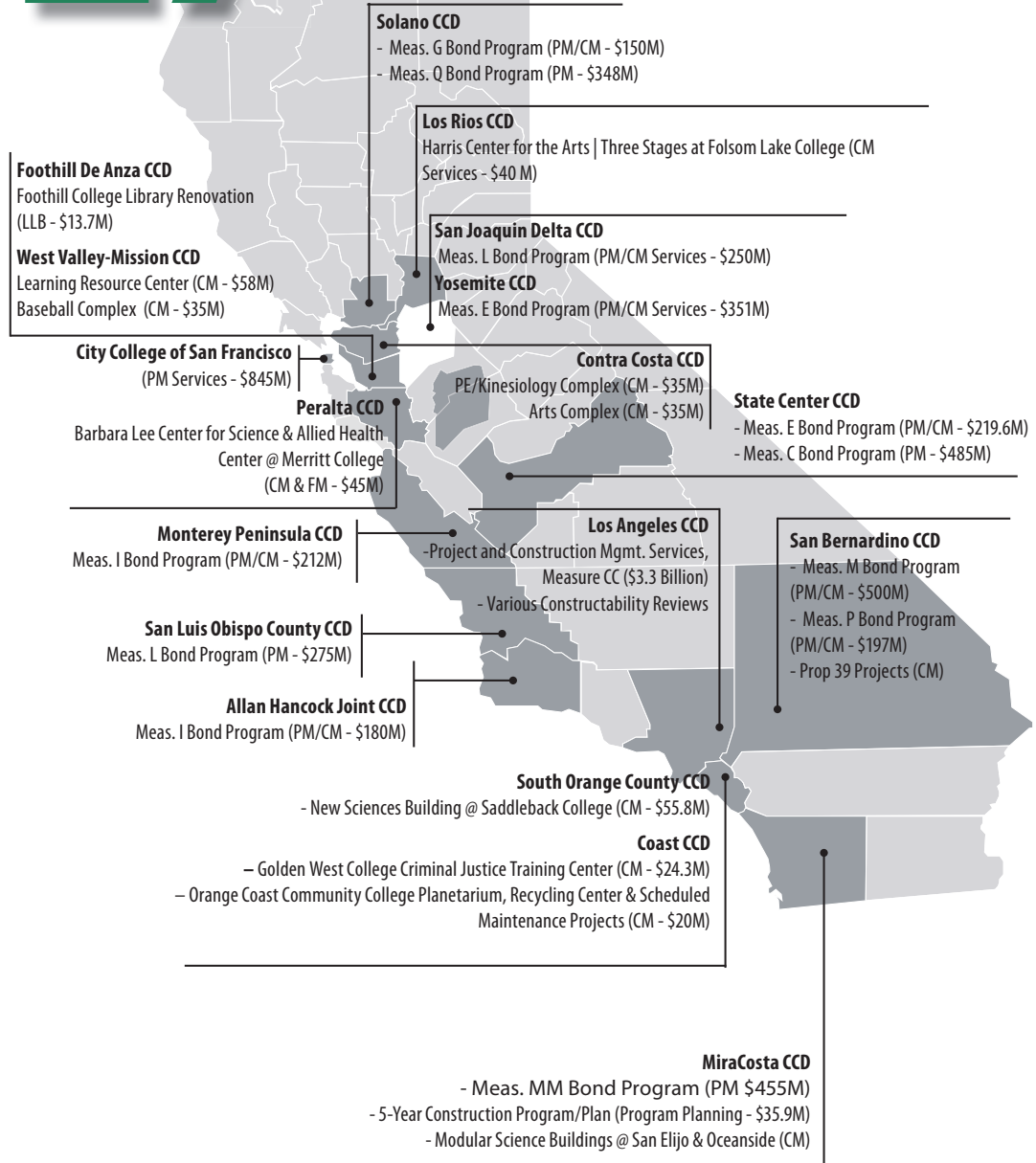
LOCAL CHARITIES

- ▶ City of Anaheim Park Cleanup
- ▶ LA Audobon Center
- ▶ Santa Monica High School Landscaping Project
- ▶ California Hospital Medical Center of Dignity Health - The Clothing Closet
- ▶ Feeding America in the Inland Empire
- ▶ Walk to Defeat ALS



27 Community College Experience

Our team's experience on over 27 community college districts and campuses throughout California provides us with a thorough understanding of the obstacles you can face when modernizing, renovating, replacing or constructing new facilities. Our extensive list of community college education projects demonstrates our commitment to the future.



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: Farrah Farzaneh, Director of Facilities Planning, Emergency Management & Construction

DATE: April 8, 2021

SUBJECT: Consideration of Approval to Award RFQP #CC03-3640.01-SBVC and Contract to SafeworkCM of Riverside, CA

RECOMMENDATION

It is recommended that the Board of Trustees award #CC03-3640.01-SBVC and contract to SafeworkCM of Riverside, CA in an amount not to exceed \$7,406,435.00, inclusive of reimbursables, over a period of five years, for Measure CC Construction Management Services at San Bernardino Valley College.

OVERVIEW

Since receiving voter approval of Measure CC in November 2018, SBCCD has developed and implemented a procurement plan that embraces 1) the District's essential mission of providing a safe and secure learning environment for students, 2) the Board's desire to support local residents and businesses as outlined in BP 6610, and 3) fair and equitable competitive bidding practices in line with legal precedents and in consultation with legal counsel.

In accordance with SBCCD's fiduciary responsibility for the cost-effective use of public funds and its stewardship responsibility for the development and preservation of public assets, the *Construction Management Services Selection Process* was developed with the utmost care. That process was reviewed by the Board Finance Committee (BFC) on November 12, 2020, and approved by the full Board of Trustees on December 11, 2020.

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In that meeting, staff described a proposed process for selection of Construction Management services to support issuance of a Request for Qualifications and Proposal (RFQP). The presentation of the proposed process included:

- A timeline and the identification of the RFQP Facilitator.
- Specification that CM firms will be able to submit proposals for one or both colleges.
- Information on advertising and outreach.
- A request for a total of 24 CM team positions – 5 of which would be onsite full-time.
- The Bond Construction Project List Board approved May 14, 2020.
- Scoring criteria for evaluating technical qualifications, including
 - staff experience,
 - project experience,
 - sustainability experience,
 - CM organizational chart,
 - technical approach,
 - fee proposal,
 - staffing plan,
 - completeness and quality of submission, and
 - BP 6610 responsiveness.
- Determination of the top three firms to be moved onto Executive Committee interviews based on compilation of Technical Committee member evaluation and scoring of firm criteria.
- Executive Committee interview criteria and scoring focusing on CM firm organization and approach, CM team problem-solving, and the overall interview performance.
- Confirmation that CM firm references would be contacted.

The presentation was followed by discussion. Board Finance Committee members stressed the need to vet finalists. Additionally, staff was encouraged to use some of the smaller publications in the area, as well as social media, in its advertising and outreach efforts. Staff was also asked to develop a brief document to be distributed to SBCCD Trustees so that they could respond appropriately to any vendors that might reach out to them. The BFC then unanimously approved a motion to submit the process to the full Board.

Board of Trustees Approval of Construction Management Services Selection Process

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3. RFQP Technical Committee to review and rank the proposals received
4. RFQP Technical Committee to forward a shortlist of firms selected for interview

5. Interviews with the RFQP Executive Interview Committee
6. Final selection determined by Executive Interview Committee

Implementation of Approved Construction Management Services Selection Process

Staff proceeded to seek CM services in accordance with the Board-approved process. Adherence to the process was managed by the Facilities Director, the RFQP Facilitator and the Interim Vice Chancellor of Business and Fiscal Services.

The Request for Qualifications and Proposals was released December 21, 2020 and the District received responses from six firms. Proposals were first reviewed for compliance with the requirements of the RFQP, and all compliant proposals were reviewed and scored by a Technical Committee comprised of five SBCCD Facilities staff members, one staff member from the campus, and two program management team members. This process was extensive, involving the evaluation and awarding of points for the criteria outlined in the Board approved *Construction Management Services Selection Process*.

Each member of the Technical Committee independently evaluated and scored each proposal based on the criteria and points published in the RFQP including:

- project staff experience with previous community college work and relevance to the Measure CC project list,
- construction management approach and technical abilities,
- sustainability experience,
- proposed team composition,
- local business status,
- overall quality of submission,
- staffing plan, and
- fee proposal.

As part of the CM criteria for experience, proposers were requested to provide narratives for each project that included both firm and key individual experience on delivering similar successful bond programs and identifying the keys to those successful projects.

All six of the responsive firms were awarded local business points for being located in San Bernardino and/or Riverside Counties as defined in BP 6610.

The Technical Committee's scoring of the proposals was tallied to calculate the final score of each proposal. The three responding firms with the highest scores were then "shortlisted" and invited to participate in interviews with the Executive Interview Committee, consisting of the Interim Chancellor, the Interim Vice Chancellor of Business & Fiscal Services, the College President, and the College Vice President of Administrative Services. Other members of the Facilities and Program Management team also attended the interviews in support of the Executive Interview Committee.

The process of "shortlisting" or selecting a limited number of firms to move forward in a selection process is common in qualifications-based selection processes across many industries. This process was determined to be in SBCCD's best interest because each interview requires a significant time commitment from each member of the Executive Interview Committee in terms of preparation, participation in the interview, and deliberations. This "shortlist" process allows

the Executive Interview Committee to focus on the three most technically qualified firms with the highest ranked proposals. The three shortlisted firms excelled in their staff experience, project experience, overall technical approach and fee proposals.

Prior to the Executive Committee interviews, each shortlisted firm was provided an agenda and asked to respond to the following with respect to further optimizing the performance of the bond program:

“As a steward of public funding and trust, it is imperative that the District implement the bond program in the most efficient manner possible with a high level of cost certainty through completion of the program. Please describe your firm’s approach to partnering with the District and how your proposal optimizes resource utilization relative to the District’s organizational structure and various funding sources, project types, project sizes and delivery methods. Identify any risks and opportunities for further optimization of resources based on your understanding of the District’s goals for the program.”

The Executive Interview Committee received input concerning Technical Committee findings and discussed same along with the outcomes of its scoring.

During the interviews, each firm introduced its team, presented its organization and approach, shared its Innovative Optimization Plan, participated in a question and answer period, discussed compliance with BP 6610, and made a closing statement. As with the Technical Committee, Executive Interview Committee members independently scored each firm.

Construction Management Services Selection Process Outcome

In accordance with SBCCD’s fiduciary responsibility for the cost-effective use of public funds and its stewardship responsibility for the development and preservation of public assets, the *Construction Management Services Selection Process* has indicated that the firm best suited to meet the need for Measure CC Construction Management Services at San Bernardino Valley College is **SafeworkCM of Riverside CA**.

SafeworkCM’s presentation was well received and focused on several opportunities to optimize the bond program, including specific recommendations related to the college’s central plant infrastructure and potential opportunities for alternate funding, i.e. public private partnerships, and federal grant funding.

The firm gained the confidence of the Executive Interview Committee through its diverse and experienced team, demonstrated technical expertise in managing public bond projects and programs, demonstrated experience working with the Division of the State Architect, and familiarity with Design Build delivery methods. The team members had good synergy and versatility between roles and responsibilities of positions.

SafeworkCM strives to follow its guiding principle, which is referred to as *Extreme Ownership*. It is described as the “practice of owning everything in your world to an extreme degree. It means you are responsible for not just those tasks that you directly control, but all those that affect whether or not your mission is successful.”

The firm has worked for 9 distinct California community college districts on over 70 different projects in the last 10 years and has managed over \$1 billion in southern California education projects.

SafeworkCM is a Women Owned Business and Small Business Enterprise, and has expressed its commitment to achieving SBCCD's local hire goals. SafeworkCM has 65 employees who live in the Inland Empire.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this contract will be included in Bond Program budget.



ABOUT OUR FIRM

OUR HISTORY

Established in 1992, SafeworkCM is a full-service construction management firm that specializes in providing Construction Management, Project Management, Construction Inspection, Labor Compliance, Safety Management services to education public clients in state and local governments and agencies throughout the Western United States. **As a Local, Woman, and Minority - Owned, certified DBE/SBE the company employs nearly 100 professionals representing the full range of project management services.** In addition, SafeworkCM has included a local DVBE firm to provide support services on the Measure CC Program. The SafeworkCM team embodies the skills, specializations and experience required to successfully deliver your projects in a cost-effective manner.



SafeworkCM's approach is based on demonstrated collaboration, client services and three decades of experience in providing superior construction management, QA/QC, safety, inspection services, risk management as well as scheduling and estimating disciplines. We understand the importance of collaboration with project stakeholders and bring our team's community college best practices in project execution.



OUR SERVICES

- Construction Management
- Administrative Support
- Program Implementation Planning
- Project Development
- State & Local Agency Coordination
- Estimating & Scheduling
- Constructability Review
- Space/Design/Document Standards
- Development of Contracts & Specs
- Bidding/Contractor Selection
- Claims Avoidance & Analysis
- Labor Compliance
- A/E Selection
- Facility Maintenance / Management
- Communications / Public Relations
- Building Information Modeling (BIM)
- Development of Contracts and Specifications
- Electronic Document Management Systems
- Construction Inspections
- Construction Safety Management & Oversight

OUR TEAM BY THE NUMBERS

490+ combined
years of industry
experience

\$1billion+
value of completed
SoCal educational
projects

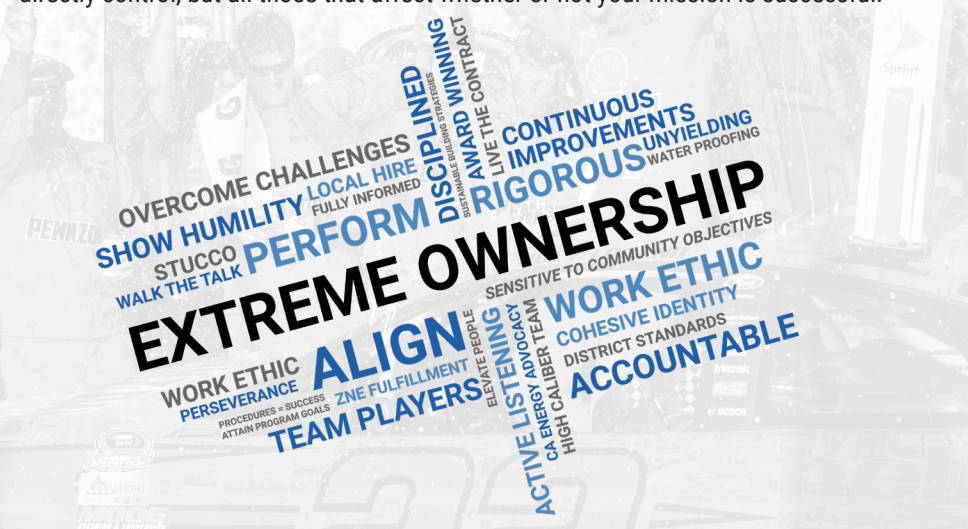
150+ completed
school building projects
in California

70+ community
college projects in
California in the past
10 years

65+ local Inland
Empire resident
employees

OUR PHILOSOPHY

EXTREME OWNERSHIP is a practice of owning everything in your world to an extreme degree. It means you are responsible for not just those tasks that you directly control, but all those that affect whether or not your mission is successful.





SAN BERNARDINO VALLEY COLLEGE



POINT OF CONTACT / PRINCIPAL-IN-CHARGE

Domingo Camarano, President
3615 Main Street, Suite 103
Riverside, CA 92501
Cell: (949) 413-8830
E-mail: domingo.camarano@safeworkcm.com

THE SAFEWORKCM ADVANTAGE



1. EXTREME OWNERSHIP
2. PROVEN TEAM
3. ECONOMIC ENRICHMENT
4. OPTIMIZED SOLUTIONS
5. COMPREHENSIVE SERVICES

FUELING THE COMMUNITY

- SafeworkCM has an established (30-year) student internship program, honoring a commitment to building future industry leaders. We look forward to having SBVC student interns.
- We are prevalent in the community, as active, long-term Inland Empire non-profit volunteers (thousands of hours of service over many years with Veronica's Home of Mercy, Boy Scouts, Girl Scouts, etc.), and members of our team serve as adjunct community college professors.



RACE FORWARD

Accelerating Your Vision to Transform Lives Through Education



FEATURED CCD EXPERIENCE

- Chaffey CCD | \$750M
- Los Angeles CCD | \$7B
- South Orange CCD | \$200M (CIP)
- Orange Coast CCD | \$390M
- Los Rios CCD | \$475M
- Ventura CCD | \$438M
- Riverside CCD | \$375M
- San Diego CCD | \$3B

ORGANIZATION CHART



MEASURE CC PROGRAM
MANAGEMENT OFFICE

SAFEWORKCM



PRINCIPAL-IN-CHARGE
Domingo Camarano,
Assoc. DBIA



PROJECT MANAGER
Michael Villegas, CCM, Assoc.
DBIA, LEED AP, QSP

CONSTRUCTION TEAM

Construction Manager
QA/QC Manager
Senior Project Manager
Project Engineer

SUPPORT SERVICES

SAFEWORKCM

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Angel Rodriguez, Senior District Director of Marketing, Public Affairs and Government Relations

DATE: April 8, 2021

SUBJECT: Adoption of Resolution in Support of Equal Pay in California Community Colleges

RECOMMENDATION

It is recommended that the Board of Trustees adopt this resolution in support of equal pay in California Community Colleges.

OVERVIEW

This resolution affirms that the San Bernardino Community College District joins the California Community Colleges Women's Caucus in urging the elimination of any wage gap based on gender, and supports the #EqualPayCA campaign led by First Partner Jennifer Siebel Newsom in partnership with The California Commission on the Status of Women and Girls (CCSWG).

This resolution also affirms SBCCD's support of the implementation the California Fair Pay Act by:

- Conducting an annual district gender pay analysis;
- Conducting regional analysis of gender pay for exempt employees;
- Reviewing hiring and promotion processes to reduce bias and barriers;
- Sharing information about the California Fair Pay Act with employees;
- Identifying and promoting best practices that will help close the pay gap, including clear processes against retaliation.

ANALYSIS

This resolution is consistent with:

- Board Policy 7100 Commitment to Diversity
- Board Policy 3410 Nondiscrimination
- Board Policy 3420 Equal Employment Opportunity

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION IN SUPPORT OF
EQUAL PAY IN CALIFORNIA COMMUNITY COLLEGES**

April 8, 2021

WHEREAS, California Community Colleges, the largest system of higher education in the country with more than 2.1 million students at 116 colleges, serves the most diverse student population of any system of higher education in the State; and

WHEREAS, The open-access mission of the California Community Colleges provides a path for economic and social mobility for its students, 43% of whom are the first in their families to attend an institution of higher education and 53% of enrolled students identify as female; and

WHEREAS, The California Community College system is composed of 58% female employees across administrators, tenured faculty, part-time faculty and classified employees; and

WHEREAS, The #EqualPayCA is a campaign led by First Partner Jennifer Siebel Newsom in partnership with The California Commission on the Status of Women and Girls (CCSWG) focused on closing the pay gap in California; and

WHEREAS, California has the strongest equal pay laws in the nation, but we recognize that change doesn't happen without education and implementation; and

WHEREAS, The #EqualPayCA campaign proposes closing the wage gap by promoting and distributing new resources from the CCSWG's Pay Equity Task Force, raising awareness about the pay gap and challenging businesses to commit to pay equity in the workplace through the CA Pay Equity Pledge; and

WHEREAS, Existing California law regulates the payment of compensation to employees by employers; and

WHEREAS, The Equal Pay Act prohibits an employer from paying any of its employees wage rates that are less than what it pays employees of the opposite sex, or of another race, or of another ethnicity for substantially similar work, when viewed as a composite of skill, effort, and responsibility, and performed under similar working conditions; and

WHEREAS, In 2019, the California wage gap data by race/ethnicity from the National Women's Law Center as compared to white men showed that California white women earn 80 cents, Asian women earn 75 cents, Black women earn 60 cents, Latinas earn 43 cents, to every dollar earned by white men; and

WHEREAS, The Commission on Status of Women reports that there is gender gap in 97% of occupations; and

WHEREAS, By tackling unequal pay, an employer can increase workplace efficiency and productivity because they will be able to attract a larger pool of applicants; and

WHEREAS, Forty one percent (41%) of mothers are the sole or primary breadwinners in their families and make on the average, 69 cents to the dollar, as compared to fathers; and

WHEREAS, Based on today's wage gap, women lose \$407,760 over the course of a 40 year career; and

WHEREAS, The pay gap is widest for women ages 55-64 indicating that the pay gap follows women into retirement; and

WHEREAS, The disparity in earning has a significant impact on the economic security and welfare of working women and their families; now, therefore, be it

RESOLVED, That the San Bernardino Community College District joins the California Community Colleges Women's Caucus in urging the elimination of any wage gap based on gender, and supports the #EqualPayCA campaign led by First Partner Jennifer Siebel Newsom in partnership with The California Commission on the Status of Women and Girls (CCSWG); and be it further

RESOLVED, That the San Bernardino Community College District joins First Partner Jennifer Siebel Newsom's #EqualPayCA pledge and supports the implementation the California Fair Pay Act by:

- a) Conducting an annual district gender pay analysis;
- b) Conducting regional analysis of gender pay for exempt employees;
- c) Reviewing hiring and promotion processes to reduce bias and barriers;
- d) Sharing information about the California Fair Pay Act with employees;
- e) Identifying and promoting best practices that will help close the pay gap, including clear processes against retaliation.

PASSED AND ADOPTED by the Board of Trustees on April 8, 2021, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

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

WITNESSED my hand this 8 day of April 2021.

Secretary of the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Angel Rodriguez, Senior District Director of Marketing, Public Affairs and Government Relations

DATE: April 8, 2021

SUBJECT: Adoption of Resolution Declaring April as Diversity, Equity and Inclusion Awareness Month

RECOMMENDATION

It is recommended that the Board of Trustees adopt this resolution declaring April 2021 as Diversity, Equity and Inclusion Awareness Month.

OVERVIEW

This resolution affirms that the San Bernardino Community College District joins the California Community Colleges Board of Governors and Chancellor's Office in declaring April 2021 as Diversity, Equity and Inclusion Awareness Month. While April is traditionally recognized as Community College Month across the nation, this resolution expands the focus to celebrate, spotlight and amplify the voices and contributions of students, faculty, and staff who reflect California's diversity.

Essentially, this resolution affirms that SBCCD will:

- Join the California Community College Board of Governors in declaring April 2021 and every year thereafter in April as Diversity, Equity and Inclusion Awareness Month.
- Celebrate its racial and ethnic diversity among students, faculty, staff and administrators and honor their tireless contributions to advancing diversity, equity, inclusion and anti-racism work that results in student success.
- Lead district-wide dialogue to nurture a collective understanding and appreciation for our colleges' rich diversity.

ANALYSIS

This resolution is consistent with:

- Board Policy 7100 Commitment to Diversity
- Board Policy 3410 Nondiscrimination

BOARD IMPERATIVE

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

FINANCIAL IMPLICATIONS

None.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
RESOLUTION DECLARING
APRIL AS DIVERSITY, EQUITY AND INCLUSION AWARENESS MONTH**

April 11, 2021

WHEREAS, for many Californians, the open-access mission of the California Community College system constitutes an accessible path to a better life and upward mobility for 43 percent of community college students who identify as first-generation; and

WHEREAS, with more than 2.1 million students at 116 colleges, the California Community Colleges is the largest system of higher education in the country and serves the most diverse student population of any segment in California; and

WHEREAS, the California Community Colleges student population reflects the racial and ethnic diversity of the state of California; and

WHEREAS, the *Vision for Success* calls on the system to integrate equity throughout its efforts to increase student success and to eliminate equity gaps by 2026-27.

WHEREAS, recognizing the diversity of students as one of the system's biggest assets and the importance of faculty and staff as key drivers of student success, the Board of Governors of the California Community Colleges has adopted the Diversity, Equity and Inclusion Integration Plan, consisting of 68 hiring, recruitment and retention strategies to address the lack of diversity among full-time and part time faculty, classified staff and educational administrators; and

WHEREAS, the Diversity, Equity and Inclusion Integration Plan, states, in part, "Vision for Success Commitment 5, Strategy A: Celebrate the diversity of our system and encourage statewide associations to publicize the accomplishments of our system;" and

WHEREAS, over the past months, the California Community College Chancellor's Office and system leaders have called for action and open dialogue across the system to strategize against structural racism and racial inequities; and

WHEREAS, April is nationally recognized as Community College Month and serves as an opportunity to honor and acknowledge the contributions of students, faculty, classified staff and administrators in our community colleges; and

WHEREAS, students, faculty, staff and administrators must work together to gain a deeper understanding of the lived experiences of people of color and create a more inclusive working and learning environment; now, therefore, be it

RESOLVED, that the San Bernardino Community College District joins the California Community College Board of Governors in declaring April 2021 and every year thereafter in April as Diversity, Equity and Inclusion Awareness Month in California's Community Colleges; and be it further

RESOLVED, that the San Bernardino Community College District will celebrate its racial and ethnic diversity among students, faculty, staff and administrators and honor their tireless

contributions to advancing diversity, equity, inclusion and anti-racism work that results in student success; and be it further

RESOLVED, that the San Bernardino Community College District will join the California Community College Board and Chancellor's Office in spotlighting and amplifying the role of students and staff dedicated to equity to give agency to those voices and perspectives, and leading district-wide dialogue to nurture a collective understanding and appreciation for our colleges' rich diversity.

PASSED AND ADOPTED by the Board of Trustees on April 8, 2021, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

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

WITNESSED my hand this 8 day of April 2021.

Secretary of the Board of Trustees

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose Torres, Interim Chancellor
REVIEWED BY: Dr. Kevin Horan, President, CHC
PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC
DATE: April 8, 2021
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 2021-2022 and 2022-2023 College Catalog.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
April 8, 2021

NEW COURSE

Discipline:	Business Administration
Department:	Business and Economics
Course ID:	BUSAD 225
Course Title:	Capitalism in America
Units:	3
Minimum Semester Hours:	
Lecture:	48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	The course will examine capitalism as a function in practice and how it relates to business. The purpose of the class is to view how capitalism in America has generated wealth and innovation. The topics will survey critical institutions in America including, but not limited to, banking, regulation, taxation, and trade. The course will investigate the positive and negative consequences of capitalism in America and help provide strategies for shaping capitalism in future decades.
Schedule Description:	The course will examine capitalism as a function in practice and how it relates to business. The purpose of the class is to view how capitalism in American has generated wealth and innovation. The topics will survey critical institutions in America including, but not limited to, banking, regulation, taxation, and trade. The course will investigate the positive and negative consequences of capitalism in America and help provide strategies for shaping capitalism in future decades.
Student Learning Outcomes:	New
Rationale:	The course is an elective course in business to help students help navigate our economic structure to be successful in business. The class is to help students in the field of management, public service, entrepreneurship, accounting, finance, and marketing. The course is also offered to assist students in personal growth and enrichment. Associate degree applicable and also transfers to CSU. Adding DE component.
Equate:	Course is not currently equated with SBVC
Effective:	Fall 2021

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

NEW COURSE

Discipline: English
Department: English and Reading
Course ID: ENGL 165
Course Title: African-American Literature
Units: 3

Minimum Semester Hours:

Lecture: 48

Prerequisite: ENGL 101 or ENGL 101H

Corequisite: None

Departmental Recommendation: None

Catalog Description:

This course is a comprehensive examination of African-American literature, including prose, poetry, and fiction, from the early oral tradition to present. The course also incorporates understanding of the cultural trends and time periods and their relationships to literature. This course is also offered as ETHS 165.

Schedule Description: This is a comprehensive examination of African-American literature, including prose, poetry, and fiction, from the early oral tradition to present.

Student Learning Outcomes: New

Rationale: As part of an ongoing commitment to equity and inclusion, this course will serve threefold for our English majors, but also to align with our mission and program outcomes and finally to support our upcoming ETHS studies area of study. ENGL 165 is associate degree applicable, transfers to CSU. It also may partially satisfy the requirement of many university English departments as a lower division literature course. This course introduces students to poems, plays, short stories and novels by African American writers.

Equate: ENGL 165

Effective: Fall 2021

NEW COURSE

Discipline: Ethnic Studies
Department: Social Sciences
Course ID: ETHS 165
Course Title: African-American Literature
Units: 3

Minimum Semester Hours:

Lecture: 48

Prerequisite: ENGL 101 or ENGL 101H

Corequisite: None

Departmental Recommendation: None

Catalog Description:

This course is a comprehensive examination of African-American literature, including prose, poetry, and fiction, from the early oral tradition to present. The course also incorporates understanding of the cultural trends and time periods and their relationships to literature. This course is also offered as ENGL 165.

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

Schedule Description:	This is a comprehensive examination of African-American literature, including prose, poetry, and fiction, from the early oral tradition to present.
Student Learning Outcomes:	New
Rationale:	As part of an ongoing commitment to equity and inclusion, this course will serve threefold for our English majors, but also to align with our mission and program outcomes and finally to support our upcoming ETHS studies area of study. ENGL 165 is associate degree applicable, transfers to CSU. It also may partially satisfy the requirement of many university English departments as a lower division literature course. This course introduces students to poems, plays, short stories and novels by African American writers.
Equate:	ENGL 165
Effective:	Fall 2021

NEW COURSE

Discipline:	Geography
Department:	Physical and Biological Sciences
Course ID:	Selected Studies in Geography
Course Title:	GEOG 246A
Units:	1
Minimum Semester Hours:	
Independent:	48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	GEOG 102 or GEOG 102H or GEOG 110 or GEOG 110H
Catalog Description:	Independent projects for students interested in the enrichment of their knowledge of geography. Assigned topics will involve research and/or field work.
Schedule Description:	Independent projects for students interested in the enrichment of their knowledge of geography.
Student Learning Outcomes:	New
Rationale:	Requires State approval
Equate:	Course is not currently equated with SBVC
Effective:	Fall 2021

NEW COURSE

Discipline:	Geography
Department:	Physical and Biological Sciences
Course ID:	Selected Studies in Geography
Course Title:	GEOG 246B
Units:	1
Minimum Semester Hours:	
Independent:	48
Prerequisite:	None

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

Corequisite:	None
Departmental Recommendation:	GEOG 102 or GEOG 102H or GEOG 110 or GEOG 110H
Catalog Description:	Independent projects for students interested in the enrichment of their knowledge of geography. Assigned topics will involve research and/or field work.
Schedule Description:	Independent projects for students interested in the enrichment of their knowledge of geography.
Student Learning Outcomes:	New
Rationale:	Requires State approval
Equate:	Course is not currently equated with SBVC
Effective:	Fall 2021

NEW COURSE

Discipline:	Geography
Department:	Physical and Biological Sciences
Course ID:	Selected Studies in Geography
Course Title:	GEOG 246C
Units:	1
Minimum Semester Hours:	
Independent:	48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	GEOG 102 or GEOG 102H or GEOG 110 or GEOG 110H
Catalog Description:	Independent projects for students interested in the enrichment of their knowledge of geography. Assigned topics will involve research and/or field work.
Schedule Description:	Independent projects for students interested in the enrichment of their knowledge of geography.
Student Learning Outcomes:	New
Rationale:	Requires State approval
Equate:	Course is not currently equated with SBVC
Effective:	Fall 2021

NEW COURSE

Discipline:	Geography
Department:	Physical and Biological Sciences
Course ID:	Selected Studies in Geography
Course Title:	GEOG 246D
Units:	1
Minimum Semester Hours:	
Independent:	48
Prerequisite:	None
Corequisite:	None

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

Departmental Recommendation:	GEOG 102 or GEOG 102H or GEOG 110 or GEOG 110H
Catalog Description:	Independent projects for students interested in the enrichment of their knowledge of geography. Assigned topics will involve research and/or field work.
Schedule Description:	Independent projects for students interested in the enrichment of their knowledge of geography.
Student Learning Outcomes:	New
Rationale:	Requires State approval
Equate:	Course is not currently equated with SBVC
Effective:	Fall 2021

NEW COURSE

Discipline:	Kinesiology – Dance Activities
Department:	Kinesiology and Health Education
Course ID:	KIN/D 150B
Course Title:	Belly Dancing II
Units:	.5 - 1
Minimum Semester Hours:	
Lab:	24 - 48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Learn muscle control and fluidity while strengthening the core, encouraging good posture, improving flexibility, and gaining body confidence. Learn intermediate movements and isolations as well as the posture and styling of belly dance. No previous dance experience necessary.
Schedule Description:	Learn muscle control and fluidity while strengthening the core, encouraging good posture, improving flexibility, and gaining body confidence. Learn intermediate movements and isolations as well as the posture and styling of belly dance. No previous dance experience necessary.
Student Learning Outcomes:	New
Rationale:	This course helps to improve the fitness level of our students, encourages the love of dance and exposes students to music and culture from various parts of the world. Adding DE component.
Equate:	Course is not currently equated with SBVC
Effective:	Fall 2021

NEW COURSE

Discipline:	Kinesiology – Fitness Activities
Department:	Kinesiology and Health Education
Course ID:	KIN/F 112A
Course Title:	Pole Fitness I
Units:	.5 - 1

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

Minimum Semester Hours:**Lab:** 24 - 48**Prerequisite:** None**Corequisite:** None**Departmental Recommendation:** None

Catalog Description: In Pole Fitness I students of all levels will learn fundamental pole movements and techniques to strengthen the entire body, improve flexibility, and build a foundational knowledge of pole skills.

Schedule Description: Learn fundamental pole movements and techniques to strengthen the entire body, improve flexibility, and build a foundational knowledge of pole skills.

Student Learning Outcomes: New

Rationale: Pole Fitness is a growing trend in the fitness, athletics, circus and dance community. Poling officially developed into a fitness activity and sport in the late 90's and early 2000's with the introduction of international and national pole competitions. The International Pole Sports Federation (IPSF) which was formed in 2009 has been working towards making poling an Olympic sport. The IPSF is a not-for-profit organization dedicated to positively promoting pole as an athletic sport. Students at Crafton have been asking the department about offering a Pole Fitness class for about four years now. With the addition of the circus curriculum and students being introduced to standard and flying pole we are being begged on a weekly basis to introduce a full course. Poling improves strength, endurance, and flexibility. It also introduces students to choreography.

Equate: Course is not currently equated with SBVC

Effective: Fall 2021

NEW COURSE**Discipline:** Kinesiology – Fitness Activities**Department:** Kinesiology and Health Education**Course ID:** KIN/F 112B**Course Title:** Pole Fitness II**Units:** .5 - 1**Minimum Semester Hours:****Lab:** 24 - 48**Prerequisite:** None**Corequisite:** None**Departmental Recommendation:** None

Catalog Description: Intermediate level pole movements and techniques to strengthen the entire body, improve flexibility, and build an expanded knowledge of pole skills.

Schedule Description: Intermediate level pole movements and techniques to strengthen the entire body, improve flexibility, and build an expanded knowledge of pole skills.

Student Learning Outcomes: New

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

Rationale:	Pole Fitness is a growing trend in the fitness, athletics, circus and dance community. Poling officially developed into a fitness activity and sport in the late 90's and early 2000's with the introduction of international and national pole competitions. The International Pole Sports Federation (IPSF) which was formed in 2009 has been working towards making poling an Olympic sport. The IPSF is a not-for-profit organization dedicated to positively promoting pole as an athletic sport. Students at Crafton have been asking the department about offering a Pole Fitness class for about four years now. With the addition of the circus curriculum and students being introduced to standard and flying pole we are being begged on a weekly basis to introduce a full course. Poling improves strength, endurance, and flexibility. It also introduces students to choreography. Level II gives students the option of continuing to expand their knowledge of poling while working on fitness.
Equate:	Course is not currently equated with SBVC
Effective:	Fall 2021

NEW COURSE

Discipline:	Theatre Arts
Department:	Fine Arts
Course ID:	THART 246B
Course Title:	Special Projects in Theatre Arts
Units:	1
Minimum Semester Hours:	
Independent:	48
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None

Catalog Description:	Laboratory projects for selected students in any area of theatre, with projects determined jointly by instructor and student.
Schedule Description:	Laboratory projects for selected students in any area of theatre, with projects determined jointly by instructor and student.
Student Learning Outcomes:	New
Rationale:	Requires State approval
Equate:	Course is not currently equated with SBVC
Effective:	Fall 2021

NEW COURSE

Discipline:	Theatre Arts
Department:	Fine Arts
Course ID:	THART 246C
Course Title:	Special Projects in Theatre Arts
Units:	1
Minimum Semester Hours:	

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

Independent: 48
Prerequisite: None
Corequisite: None
Departmental Recommendation: None
Catalog Description: Laboratory projects for selected students in any area of theatre, with projects determined jointly by instructor and student.
Schedule Description: Laboratory projects for selected students in any area of theatre, with projects determined jointly by instructor and student.
Student Learning Outcomes: New
Rationale: Requires State approval
Equate: Course is not currently equated with SBVC
Effective: Fall 2021

NEW COURSE

Discipline: Theatre Arts
Department: Fine Arts
Course ID: THART 246D
Course Title: Special Projects in Theatre Arts
Units: 1
Minimum Semester Hours:

Independent: 48
Prerequisite: None
Corequisite: None
Departmental Recommendation: None
Catalog Description: Laboratory projects for selected students in any area of theatre, with projects determined jointly by instructor and student.
Schedule Description: Laboratory projects for selected students in any area of theatre, with projects determined jointly by instructor and student.
Student Learning Outcomes: New
Rationale: Requires State approval
Equate: Course is not currently equated with SBVC
Effective: Fall 2021

MODIFY COURSE

COURSE ID	COURSE TITLE
DANCE 103	Ballet I

Student Learning Outcomes: New
Rationale: Six-year revision
Equate: DANCE 103A
Effective: Fall 2022

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

MODIFY COURSE

COURSE ID	COURSE TITLE
DANCE 104	Ballet II

Catalog Description:	A continuation of DANCE 103. Ongoing study of classical ballet movement, emphasizing ballet technique including barre exercise, center and across the floor combinations at an intermediate level and higher level codified ballet terminology. Further exploration of the history and culture of ballet and ballet theory.
Schedule Description:	A continuation of DANCE 103. Ongoing study of classical ballet movement, emphasizing ballet technique including barre exercise, center and across the floor combinations at an intermediate level and higher level codified ballet terminology.
Student Learning Outcomes:	New
Rationale:	Six-year revision
Equate:	DANCE 103B
Effective:	Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
EMS 026	Emergency Responder

Course Title:	Emergency Medical Responder
Departmental Recommendation:	None
Semester Units:	3.5
Minimum Semester Hours:	
Lecture:	48
Lab:	24 (Note: Lab hours are not changing)
Catalog Description:	The EMR course provides basic life support information and skills. This is an introduction in all facets required of an Emergency Medical Responder, per DOT T22CCR guidelines, AHA CPR and NREMT certification. This course meets the requirements for Public Safety First Aid.
Schedule Description:	The EMR course provides basic life support information and skills. This is an introduction in all facets required of an Emergency Medical Responder, per DOT T22CCR guidelines, AHA CPR, NREMT certification standards, and Public Safety First Aid.
Student Learning Outcomes:	Revised
Rationale:	Six-year revision; adding DE component
Equate:	Course is not offered at SBVC
Effective:	Fall 2022

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

MODIFY COURSE

COURSE ID	COURSE TITLE
FIRET 509	Intermediate Fire Behavior (S-290)

Prerequisite: FIRET 170
Schedule Description: Add to end of description: Graded on a Pass or No Pass basis only.
Student Learning Outcomes: New
Rationale: Six-year revision
Equate: Course is not offered at SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
GEOL 246A	Special Problems in Geology

Prerequisite: None
Departmental Recommendation: GEOL 100 or GEOL 100H or GEOL 101 or GEOL 101H
Student Learning Outcomes: New
Rationale: Six-year revision
Equate: Course is not currently equated with SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
GEOL 246B	Special Problems in Geology

Prerequisite: None
Departmental Recommendation: GEOL 100 or GEOL 100H or GEOL 101 or GEOL 101H
Student Learning Outcomes: New
Rationale: Six-year revision
Equate: Course is not currently equated with SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
GEOL 246C	Special Problems in Geology

Prerequisite: None
Departmental Recommendation: GEOL 100 or GEOL 100H or GEOL 101 or GEOL 101H

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

Student Learning Outcomes: New
Rationale: Six-year revision
Equate: Course is not currently equated with SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
GEOL 246D	Special Problems in Geology

Prerequisite: None
Departmental Recommendation: GEOL 100 or GEOL 100H or GEOL 101 or GEOL 101H
Student Learning Outcomes: New
Rationale: Six-year revision
Equate: Course is not currently equated with SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
KIN/F 127A	Walking for Fitness I

Student Learning Outcomes: New
Rationale: Six-year revision; adding DE component
Equate: KINF 127A
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
KIN/F 127B	Walking for Fitness II

Student Learning Outcomes: New
Rationale: Six-year revision; adding DE component
Equate: KINF 127B
Effective: Fall 2022

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

MODIFY COURSE

COURSE ID	COURSE TITLE
KIN/F 127C	Walking for Fitness III

Student Learning Outcomes: New
Rationale: Six-year revision; adding DE component
Equate: KINF 127C
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
KIN/F 127D	Walking for Fitness IV

Student Learning Outcomes: New
Rationale: Six-year revision; adding DE component
Equate: Course is not currently equated with SBVC
Effective: Fall 2022

MODIFY COURSE

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

Student Learning Outcomes: No change
Rationale: Six-year revision; adding DE component
Equate: KINF 190A
Effective: Fall 2022

MODIFY COURSE

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

Student Learning Outcomes: No change
Rationale: Six-year revision; adding DE component
Equate: KINF 190B
Effective: Fall 2022

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

MODIFY COURSE

COURSE ID	COURSE TITLE
KINF 190C	Tai Chi III

Student Learning Outcomes: No change
Rationale: Six-year revision; adding DE component
Equate: KINF 190C
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
KINF 190D	Tai Chi IV

Student Learning Outcomes: No change
Rationale: Six-year revision; adding DE component
Equate: Course is not currently equated with SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
LIBR 100	Introduction to Library Research and Information Competency

Catalog Description: Introduces the fundamentals of information competency and the efficient use of information resources through the process of evaluating, analyzing, and citing research materials and relevant issues surrounding the access and use of information. Prepares students for college-level research in all disciplines.

Schedule Description: Introduces the fundamentals of information competency and the efficient use of information resources through the process of evaluating, analyzing, and citing research materials and relevant issues surrounding the access and use of information. Prepares students for college-level research in all disciplines.

Student Learning Outcomes: Revised

Rationale: Six-year revision; adding DE component
Equate: Course is not currently equated with SBVC
Effective: Fall 2022

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

MODIFY COURSE

COURSE ID	COURSE TITLE
MATH 952	Prealgebra

Catalog Description: This course prepares students for elementary algebra, MATH 090, or 090A covering operations with signed numbers, solving single variable linear equations, combining like terms, ratios, proportions, percents and their applications, perimeter, area, and volume of common geometric figures. Fractions and decimals are reviewed throughout the course.

Schedule Description: This course prepares students for elementary algebra, MATH 090, 090A, covering operations with signed numbers, solving single variable linear equations, combining like terms, ratios, proportions, percents and their applications, perimeter, area, and volume of common geometric figures. Fractions and decimals are reviewed throughout the course.

Student Learning Outcomes: New

Rationale: Six-year revision

Equate: MATH 952

Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
MATH 962	Arithmetic and Prealgebra

Catalog Description: This course prepares students for elementary algebra, MATH 090 or 090A, covering arithmetic operations with rational numbers, emphasis on operations with signed numbers, solving single variable linear equations, combining like terms, ratios, proportions, percents and their applications, perimeter, area, and volume of common geometric figures.

Schedule Description: This course prepares students for elementary algebra, MATH 090 or 090A, covering arithmetic operations with rational numbers, with an emphasis on operations with signed numbers, solving single variable linear equations, combining like terms, ratios, proportions, percents and their applications, perimeter, area, and volume of common geometric figures.

Student Learning Outcomes: New

Rationale: Six-year revision

Equate: Course is not currently equated with SBVC

Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
POLIT 104	Introduction to Comparative Politics

Student Learning Outcomes: New

Rationale: Six-year revision

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

Equate: Course is not currently equated with SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
POLIT 106	Introduction to World Politics

Student Learning Outcomes: New
Rationale: Six-year revision
Equate: POLIT 141
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
RESP 130	Fundamentals of Respiratory Care I

Prerequisites: Acceptance into Respiratory Care Program and successful completion of RESP 051
Student Learning Outcomes: No change
Rationale: Adding prerequisites
Equate: Course is not offered at SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
RESP 134	Introduction to Pharmacology and Drug Therapy

Prerequisites: Successful completion of RESP 130, RESP 131, RESP 132, and RESP 133
Student Learning Outcomes: New
Rationale: Adding prerequisites and DE component
Equate: Course is not offered at SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
RESP 230	Advanced Theory of Respiratory Care I

Prerequisites: Successful completion of RESP 134, RESP 135, RESP 136, RESP 137, RESP 138, and RESP 139
Student Learning Outcomes: New
Rationale: Adding prerequisites and DE component
Equate: Course is not offered at SBVC
Effective: Fall 2022

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

MODIFY COURSE

COURSE ID	COURSE TITLE
RESP 234	Advanced Theory of Respiratory Care II

Prerequisites: Successful completion of RESP 230, RESP 231, RESP 232, and RESP 233
Student Learning Outcomes: New
Rationale: Adding prerequisites and DE component
Equate: Course is not offered at SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
THART 100	Introduction to Theatre

Student Learning Outcomes: No change
Rationale: Six-year revision; adding DE component
Equate: THART 100
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
THART 100H	Introduction to Theatre – Honors

Student Learning Outcomes: No change
Rationale: Six-year revision; adding DE component
Equate: Course is not currently equated with SBVC
Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
THART 246A	Special Projects in Theatre Arts

Student Learning Outcomes: No change
Rationale: Six-year revision
Equate: Course is not currently equated with SBVC
Effective: Fall 2022

DISTRIBUTED EDUCATION

Course ID:	BUSAD 225	100% Online
Course Title:	Capitalism in America	
Rationale:	Increase DE Offerings	

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

Effective:	Fall 2021
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DISTRIBUTED EDUCATION

Course ID:	EMS 026	Hybrid
Course Title:	Emergency Medical Responder	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	KIN/D 150A	100% Online
Course Title:	Belly Dancing I	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

DISTRIBUTED EDUCATION

Course ID:	KIN/D 150B	100% Online
Course Title:	Belly Dancing II	
Rationale:	Increase DE Offerings	
Effective:	Fall 2021	

DISTRIBUTED EDUCATION

Course ID:	KIN/F 127A	100% Online
Course Title:	Walking for Fitness I	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	KIN/F 127B	100% Online
Course Title:	Walking for Fitness II	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	KIN/F 127C	100% Online
Course Title:	Walking for Fitness III	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	KIN/F 127D	100% Online
Course Title:	Walking for Fitness IV	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

DISTRIBUTED EDUCATION

Course ID:	KIN/F 190A	100% Online
Course Title:	Tai Chi I	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	KIN/F 190B	100% Online
Course Title:	Tai Chi II	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	KIN/F 190C	100% Online
Course Title:	Tai Chi III	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	KIN/F 190D	100% Online
Course Title:	Tai Chi IV	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	LIBR 100	100% Online
Course Title:	Introduction to Library Research and Information Competency	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	RESP 134	Hybrid
Course Title:	Introduction to Pharmacology and Drug Therapy	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	RESP 230	Hybrid
Course Title:	Advanced Theory of Respiratory Care I	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

DISTRIBUTED EDUCATION

Course ID:	RESP 234	Hybrid
Course Title:	Advanced Theory of Respiratory Care II	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	THART 100	100% Online
Course Title:	Introduction to Theatre	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

DISTRIBUTED EDUCATION

Course ID:	THART 100H	100% Online
Course Title:	Introduction to Theatre – Honors	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

NEW PROGRAM**ASSOCIATE IN SCIENCE IN BUSINESS ADMINISTRATION FOR TRANSFER 2.0**

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

REQUIRED CORE COURSES**Units**

ACCT 208	Introduction to Financial Accounting	4
ACCT 209	Introduction to Managerial Accounting	4
BUSAD 210	Business Law	3
ECON 200	Principles of Macroeconomics	3
or		
ECON 200H	Principles of Macroeconomics - Honors	3
ECON 201	Principles of Microeconomics	3
or		
ECON 201H	Principles of Microeconomics - Honors	3
MATH 102	College Algebra	5
or		
MATH 141	Calculus for Business	4
or		

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

MATH 250	Single Variable Calculus I	4
MATH 110	Introduction to Probability and Statistics	4
or		
MATH 110H	Introduction to Probability and Statistics - Honors	4
or		
PSYCH 120	Statistics for the Social and Behavioral Sciences	4
BUSAD 100	Introduction to Business	3
or		
BUSAD 145	Business Communication	4
Total Units:		28 - 30

Rationale: The State Chancellor's office added the Business Administration 2.0 template a few weeks ago with colleges approved to use the template beginning this summer. This will give continuing students the opportunity to complete a version that more CSU majors are likely to deem similar. Fall 2022 is the State deadline. The changes that were made to the degree are: added a second Math- (Statistics will be required, and students can take Business Calculus, College Algebra, or Calculus); removed CIS 101; all courses are Core; units are not much higher.

Effective: Fall 2021

PROGRAM MODIFICATION

ASSOCIATE IN ARTS IN ENGLISH FOR TRANSFER

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

REQUIRED CORE COURSES		Units
ENGL 102	Intermediate Composition and Critical Thinking	4
or		
ENGL 102H	Intermediate Composition and Critical Thinking - Honors	4
ENGL 152	Intermediate Composition and Literature	4
or		
ENGL 152H	Intermediate Composition and Literature - Honors	4

REQUIRED LIST A COURSES

Students must complete at least six units from the following courses:		Units
ENGL 260	Survey of American Literature I	3

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

ENGL 261	Survey of American Literature II	3
ENGL 270	Survey of British Literature I	3
ENGL 271	Survey of British Literature II	3
ENGL 280	World Literature to the 17th Century	3
ENGL 281	World Literature from the 17th Century to the Present	3

REQUIRED LIST B COURSES**Students must complete at least three additional units from the following courses:**

Any LIST A course not already used		Units
ENGL 232	Creative Writing	3

REQUIRED LIST C COURSES**Students must complete at least three additional units from the following courses:**

Any LIST A or LIST B course not already used		Units
ENGL 108	World Drama I	3
or		
THART 108	World Drama I	3
ENGL 109	World Drama II	3
or		
THART 109	World Drama II	3
ENGL 120	Fundamentals of News Writing	3
or		
JOUR 120	Fundamentals of News Writing	3
ENGL 127	Introductory Literary Magazine Production: The Sand Canyon Review	3
ENGL 150	Classical Mythology	3
ENGL 155	Children's Literature	3
or		
ENGL 155H	Children's Literature - Honors	3
ENGL 160	Literature by Women	3
ENGL 163	Chicano/Latino Literature	3
ENGL 170	The Film Experience	3
ENGL 175	Literature and Religion of the Bible	3

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

or		
RELIG 175	Literature and Religion of the Bible	3
ENGL 226	Play and Screenplay Analysis	3
or		
THART 226	Play and Screenplay Analysis	3
ENGL 250	Fiction	3
ENGL 275	Shakespeare	3
ARABIC 101	College Arabic I	5
ARABIC 102	College Arabic II	5
HUM 101	The Humanities I: Prehistoric to Medieval	3
HUM 102	The Humanities II: Renaissance to Post Modern	3
JAPN 101	College Japanese I	5
JAPN 102	College Japanese II	5
JAPN 103	College Japanese III	5
JAPN 104	College Japanese IV	5
SPAN 101	College Spanish I	5
SPAN 102	College Spanish II	5
SPAN 103	College Spanish III	5
SPAN 104	College Spanish IV	5
COMMST 120	Oral Interpretation of Literature	3
or		
COMMST 120H	Oral Interpretation of Literature - Honors	3
COMMST 145	Business Communication	4
or		
BUSAD 145	Business Communication	4
THART 100	Introduction to Theatre	3
or		
THART 100H	Introduction to Theatre - Honors	3
Total Units:		20

Rationale: Program update. French and Russian courses were removed.**Effective:** Fall 2021

Curriculum Meeting: 02/08/21, 02/22/21, 03/08/21 (AS-T BUSAD 2.0 only)

Conjoint Meeting: 03/25/21

Board of Trustees Meeting: 04/08/21

CORRECTION**ASSOCIATE IN SCIENCE IN BIOLOGY FOR TRANSFER**

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

REQUIRED CORE COURSES:

		Units
BIOL 130	Cell and Molecular Biology	4
and		
BIOL 131	Populations and Organisms	4
or		
BIOL 130H	Cell and Molecular Biology - Honors	4
and		
BIOL 131H	Populations and Organisms - Honors	4

REQUIRED LIST A COURSES:

		Units
CHEM 150	General Chemistry I	5
and		
CHEM 151	General Chemistry II	5
or		
CHEM 150H	General Chemistry I - Honors	5
and		
CHEM 151H	General Chemistry II - Honors	5
PHYSIC 110	General Physics I	4
and		
PHYSIC 111	General Physics II	4
or		
PHYSIC 250	College Physics I	4
and		
PHYSIC 251	College Physics II	4
MATH 250	Single Variable Calculus I	4

Total Units:	30
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Rationale: The degree was approved as a modification at the March 11, 2021 Board meeting. The State reviewer is recommending an update to the catalog description.

Effective: Fall 2021

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Diana Rodriguez, President, SBVC

PREPARED BY: Dina Humble, Vice President of Instruction, SBVC

DATE: April 8, 2021

SUBJECT: Consideration of Approval to Adopt Resolution #2021-04-08-SBVC-01
Authorizing a Change in Contact Person for the San Bernardino Valley
College Child Development Center

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2021-04-08-SBVC-01 Authorizing a Change in the Contact Person, from Mark Merjil to Dr. Wally Johnson, for the San Bernardino Valley College Child Development Center.

OVERVIEW

This form (Lic. 309 Administrative Organization) must be updated and submitted to the Licensing Agency each time there is a change in partners, officers or changes in the corporation or limited liability company as provided in the California Code of Regulations Title 22, Section 80034(a)(2), or 87235(a)(5), or 101185(a)(2).

ANALYSIS

Naming the Dean of Social Sciences, Human Development, and Physical Education, who oversees the Child Development Center at SBVC, as the overseer and main contact for the SBVC Child Development Center, will allow Dr. Johnson to designate a Director of the Child Development Center when there is a change in the Director position.

FINANCIAL IMPLICATIONS

This Board item will have no financial implications.

**RESOLUTION #2021-04-08-SBVC-01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AUTHORIZING A CHANGE IN CONTACT PERSONS FOR THE
SAN BERNARDINO VALLEY COLLEGE CHILD DEVELOPMENT CENTER**

[v.3.23.2021.p.1|1]

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

WHEREAS, Mark Merjil needs to be replaced by name of new contact, Dr. Wallace Johnson, Dean of Social Sciences, Human Development, and Physical Education as contact person for the SBVC Child Development Center, and

WHEREAS, Licensing Form 309 Administrative Organization must be updated and submitted to the Licensing Agency each time there is a change in partners, officers or changes in the corporation or limited liability company as provided in the California Code of Regulations Title 22, Section 80034(a)(2), or 87235(a)(5), or 101185(a)(2),

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes the change in San Bernardino Valley College Child Development Center contact from Mark Merjil to Dr. Wally Johnson.

PASSED AND ADOPTED by the Board of Trustees on April 8, 2021, by the following majority vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

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

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

_____ Secretary of the Board of Trustees

ADMINISTRATIVE ORGANIZATION

(This side is for corporations and limited liability companies only. See reverse for public agencies, partnerships, and other associations.)

INSTRUCTIONS: This form must be updated and submitted to the Licensing Agency each time there is a change in partners, officers or changes in the corporation or limited liability company as provided in the California Code of Regulations Title 22, Section 80034(a)(2), or 87235(a)(5), or 101185(a)(2).

DATE March 22, 2021

FACILITY NAME

San Bernardino Valley College CDC

FACILITY ADDRESS

701 South Mount Vernon Ave. San Bernar

FACILITY NUMBER

364818364 & 364848362

I. CORPORATION/LIMITED LIABILITY COMPANY (LLC)

1. Name (as filed with Secretary of State)

2. Chief Executive Officer

3. Incorporation/Registration Date

4. Place of Incorporation/Registration

Corporation/Limited Liability Company Number

5. Please attach (1) A copy of Articles of Incorporation or organization and any amendments (2) A copy of By-Laws or Operating Agreement and any amendments (3) A copy of Resolution authorizing the filing of this application (for Corporations only).

6. Principal office of business:

Address

City

Zip Code

County

Telephone No.

Contact Person:

Title:

Telephone No.:

7. Out of state or foreign applicants complete the following:

a. Name of California Representative

Address

Zip Code

Telephone No.

b. Please attach a copy of a foreign corporation's or foreign LLC's registration to do business in California.

8. Names and addresses of all persons who own ten percent (10%) or more interest in corporation or LLC. Attach sheet for additional space.

9. Directors (Corporation)/Managers and Managing Members (LLC)

a. Number of Directors/Managers & Managing Members

b. Term of Office (if applicable)

c. Frequency of Meetings (if applicable)

d. Method of Selection (corporations only)

10. Officers: (For LLCs without officers, skip this section and go to Section II)

Office	Name	Principal Business Address & City & Zip Code (other than facility address)	Telephone No.	Term Expires
President				
Vice-President				
Secretary				
Treasurer				

11. List all Directors (Corporations)/Managers and Managing Members (LLC)

Name	Mailing Address & City & Zip Code	Telephone No.	Term Expires

(Attach Sheet for additional space)

II. PUBLIC AGENCY1. Check type of public agency: ☐ Federal ☐ State ☐ County ☐ City ☐ Other, specify below2. Agency providing services:Name: San Bernardino Valley College-CDC Address: 701 S. Mt. Vernon Ave San Bernardino, CA 92410
CITY/STATEMailing Address: same as above
CITY/STATE/ZIP CODEContact Person: Wallace Johnson Title: Dean of Social Sciences, Human Phone No.: 909-384-85023. District or Area to be served: (attach map if necessary)Specify geographic area: San Bernardino County

4. Attach copy of Resolution or legal document authorizing this application.

III. PARTNERSHIPS

Attach a copy of partnership agreement (attach additional sheet if necessary)

1st Partner ☐ General Name _____ TELEPHONE NUMBER _____☐ Limited Principal Business Address _____ CITY/STATE _____2nd Partner ☐ General Name _____ TELEPHONE NUMBER _____☐ Limited Principal Business Address _____ CITY/STATE _____3rd Partner ☐ General Name _____ TELEPHONE NUMBER _____☐ Limited Principal Business Address _____ CITY/STATE _____4th Partner ☐ General Name _____ TELEPHONE NUMBER _____☐ Limited Principal Business Address _____ CITY/STATE _____

Contact Person: _____ Title: _____ Telephone No.: _____

IV. OTHER ASSOCIATIONS

Other associations must also provide a similar list of persons legally responsible for the organization, contact person, appropriate legal documents which set forth legal responsibility of the organization and accountability for operating the facility.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 8, 2021

SUBJECT: Consideration of Approval of Tuition Reimbursement for Confidential Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve tuition reimbursement for Brooke Quinones, Executive Assistant to the Chief Human Resources Officer.

OVERVIEW

Brooke Quinones, Executive Assistant to the Chief Human Resources Officer, is requesting tuition reimbursement to obtain a Master of Science in Human Resources from Southern New Hampshire University.

ANALYSIS

This request is in compliance with Administrative Procedure 7260 which allows that Classified Supervisors and Confidential Employees on the classified supervisory and confidential salary schedule shall be eligible for tuition cost reimbursement from an accredited institution. All courses for which a Classified Supervisor or Confidential Employee is seeking tuition reimbursement be approved by the Board of Trustees.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

The cost of this reimbursement will be covered by the General Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 8, 2021

SUBJECT: Consideration of Approval of Classified Management Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the classified management job description as attached:

- Director of Diversity, Inclusion and Equity

OVERVIEW

The attached job description has been developed 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

The cost of employment is included in the appropriate budgets.



Director of Diversity, Inclusion and Equity

Management Salary Schedule: 19

Pending Board Approval: 04/08/21 P. 1|5

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

SUMMARY DESCRIPTION

Reporting to the Vice Chancellor of Human Resources and Police Services, the Director of Diversity, Inclusion and Equity is a Management position charged with overseeing and leading the District's commitment to advance diversity and inclusive practices. The Director of Diversity, Inclusion and Equity will serve as a strategic thought partner and provide advisory services with organizational learning and development, talent acquisition and engagement, culture, and change management. This position will demonstrate collegial communication skills and collaborate at all levels throughout the organization to ensure seamless integration of new programs and tools that enhance and reinforce a high-performance, diverse and inclusive culture aligned with the District's values. The role will also assist in the coordination the district's Title IX program.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

Diversity and Inclusion

1. Leads, plans and advises on diversity, inclusion, and equity efforts for the District.
2. Creates and implements trainings and education for search committees on diversity outreach; develop awareness of implicit bias, cultural wealth and how to work effectively in a diverse environment; Advancing non-discrimination and promoting inclusiveness.
3. Works collaboratively with campus professional development to provide support and training for faculty on matters involving culturally competent teaching and other faculty needs related to equity and inclusion.
4. Works closely with Director of Human Resources on recruitment, selection, job classification, compensation, personnel action, labor relations, and other areas of responsibility to ensure compliance with federal, state and local laws, Board policies, collective bargaining agreements and the District's EEO Plan.
5. Assists with monitoring, evaluating, and assessing the adequacy of diversity of candidates in the hiring and screening process. Develops recruitment strategies that attract underrepresented candidates.
6. Partners with and advises the appropriate stakeholders regarding measurable retention strategies particularly as it relates to faculty from underrepresented or marginalized identities.
7. Responsible for collecting and analyzing data related to the implementation and outcomes related to any of the recruitment and retention strategies or initiatives.
8. Promotes District commitment to a climate of equity and inclusion through interaction with individuals and agencies inside and outside the college district.



Director of Diversity, Inclusion and Equity

Management Salary Schedule: 19

Pending Board Approval: 04/08/21 P. 2|5

9. Coordinates the Bias Response Team.
10. Provides support to campus and district-wide Diversity Councils and Multicultural event programming. Communicates and articulates Equal Employment Opportunity and Management Training Plan for the District and community group leaders.

Title IX

11. Oversees, trains, leads and collaborates with investigators on discrimination, harassment and sexual misconduct matters.
12. Develops and plans for programs, services, education and assessment of Title IX program and prevention efforts including sexual misconduct prevention training for students, faculty and staff.
13. Develops, interprets, revises, and implements Human Resources Board policies and procedures, including but not limited to benefits, discrimination, harassment, diversity, Title IX compliance, disabilities populations, and/or Vietnam-era veterans.
14. Collaborates with College management to create, implement and monitor programs designed to ensure fair and equitable treatment of students, faculty and staff.
15. Serves as liaison for the District to various agencies and governmental units: assists in internal and external auditing processes by providing confidential data and reports; prepares reports for internal use and or external federal and state agencies.

Leadership

16. Works as a strategic partner with various groups and committees to develop and implement specific programs and initiatives aligned with policy and procedures in the areas of talent acquisition; retention; individual, team and organizational development; performance management; compensation, and; employee relations.
17. Assists with planning, implementing, and evaluating orientation and mentoring programs for new employees.
18. Works in a collaborative process to develop and review related District policies and administrative regulations and procedures in accordance with legal obligations and best practices.
19. Works with research and planning to conduct needs assessment annually of all employees as part of long-range staff development.
20. Regularly attends meeting of local, statewide, and national staff development groups.
21. Performs other duties as assigned.



Director of Diversity, Inclusion and Equity

Management Salary Schedule: 19

Pending Board Approval: 04/08/21 P. 3|5

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, Skills, and Abilities:

- Comprehensive knowledge of and experience with driving the talent agenda across functions.
- Proven experience developing high performing teams.
- Past working experience in dealing with change management, culture and employee engagement principles and processes.
- Demonstrated goal measurement, coaching and team development, problem solving/issue resolution, collaboration and leadership skills.
- Demonstrated ability to establish and maintain effective working relationships with all levels of employees.
- Extensive knowledge of employment, employee relations, organizational development, training (design and delivery), succession planning, retention and developing Diversity & Inclusion strategies.
- Working knowledge of California and federal labor laws and regulations.
- Title IX certified or the ability to become Title IX certified.
- Exceptional verbal and written communication and presentation skills, with demonstrated ability to clearly articulate messages to a variety of audiences.
- Excellent active listening skills.
- Able to build and maintain relationships, working effectively at all levels of the organization.
- Skilled at influencing others, building consensus, and moving toward a common vision or goal.
- Curious, creative problem solver and collaborative team player.
- Strong data and talent analytic skills/ mindset, with experience measuring impacts and outcomes of major initiatives.
- Action oriented, self-starter who is organized and resourceful, with superb attention to detail and without supervision.



Director of Diversity, Inclusion and Equity

Management Salary Schedule: 19

Pending Board Approval: 04/08/21 P. 4|5

Education and Experience Guidelines:

Required Education and experience:

- Bachelor's degree from an accredited institution of higher education in social justice, ethnic studies, higher education, sociology, social anthropology, cultural history, labor studies, law, urban communities, human resources or a closely related area.
- Six years of related work experience with students or staff in an educational institution.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty, administrators and personnel.

Or

- A Master's degree from an accredited institution of higher education in social justice, ethnic studies, higher education, sociology, social anthropology, cultural history, labor studies, law, urban communities, human resources, organizational development, organizational leadership, or a closely related area.
- Four years of related work experience with students or staff in an educational institution.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability gender identity, sexual orientation and ethnic backgrounds of community college students, faculty, administrators and personnel.

Desired Qualifications:

- Master's degree from an accredited institution of higher education in social justice, ethnic studies, higher education, sociology, social anthropology, cultural history, labor studies, law, urban communities, human resources, organizational development, organizational leadership, or a closely related area.
- Strong written and oral communication skills.
- Knowledge of and certification to conduct a variety of training programs to include teaching/learning strategies.
- Experience reviewing or overseeing investigations alleging discrimination, harassment or sexual misconduct.
- Broad understanding of organizational development as it applies to education.
- Broad understanding of cultural competency as it applies to educational institutes.

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.



Director of Diversity, Inclusion and Equity

Management Salary Schedule: 19

Pending Board Approval: 04/08/21 P. 5|5

Environment: Work is performed primarily in a standard office setting; occasionally travel from site to site.

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

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

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 8, 2021

SUBJECT: Consideration of Approval of Adjunct and Substitute Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the employment of adjunct and substitute academic employees as indicated on the attached list.

OVERVIEW

Part-time academic employees selected from the established pool are offered individual contracts on a semester-by-semester basis.

ANALYSIS

All requirements for employment processing have been completed and Human Resources has cleared the individuals for employment.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost for employment of adjunct and substitute academic employees is included in the appropriate budgets.



Adjunct and Substitute Academic Employees

Submitted for Board Approval April 8, 2021

[v.3.17.2021.p.1|1]

Academic Year 2020-21

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Anderson, Heather	SBVC	Nursing	Nursing
Castillo, Yubitza	SBVC	Nursing	Nursing
Lawler, Mary	SBVC	Men's Football	Coaching
Martinez, Frank	SBVC	Men's Baseball	Coaching
Sandoval, Galdino	SBVC	Heavy Duty Truck Systems	Heavy Duty Equipment Mechanics
Thiem, Ashley	SBVC	Nursing	Nursing

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

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

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

DATE: April 8, 2021

SUBJECT: Consideration of Approval of Non-Instructional Pay for Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve non-instructional pay for academic employees as indicated on the attached.

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The cost of the non-instructional pay is included in the appropriate budget.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 8, 2021

[v.3.17.2021.p.1|3]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Buiter, Rachel Tutoring General Fund	CHC	01/18/21	05/25/21	\$52.00	216	\$11,232.00	Tutoring Curriculum <i>Amendment to the December 20, 2020 Board agenda. The hours are being revised from 380 to 216 to be within the recommended load for part-time faculty.</i>
Burckel, Georgia Middle College Grant Fund	SBVC	06/01/21	06/30/21	\$56.00	85	\$4,760.00	Ms. Burckel will be supporting the Middle College High School Program.
Burkel, Georgia Middle College Grant Fund	SBVC	07/01/21	07/30/21	\$56.00	85	\$4,760.00	Ms. Burckel will be supporting the Middle College High School Program.
Chiem, Vinh Off Campus Program General Fund	SBVC	06/01/21	06/30/21	\$56.00	84	\$4,704.00	Mr. Chiem will be supporting the K12 Strong Workforce Program.
Ghazaleh, Rema Middle College Grant Fund	SBVC	06/01/21	06/30/21	\$56.00	85	\$4,760.00	Ms. Ghazaleh will be supporting the Middle College High School Program.
Ghazaleh, Rema Middle College Grant Fund	SBVC	07/01/21	07/30/21	\$56.00	85	\$4,760.00	Ms. Ghazaleh will be supporting the Middle College High School Program.



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 8, 2021

[v.3.17.2021.p.2|3]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Henry, Mark Office of Instruction General Fund	SBVC	08/17/20	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. <i>Ratification: Required additional review and was not submitted in time for August Board.</i>
Kelley, Claudia Culinary Arts General Fund	SBVC	04/09/21	06/30/21	\$52.00	25	\$1,300.00	Align the Food & Nutrition Program with the Registered Dietician & Registered Nutritionist program.
Loring, Michael Office of Instruction General Fund	SBVC	08/17/20	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. <i>Ratification: Required additional review and was not submitted in time for August Board.</i>
Maurizi, Tamara Office of Instruction General Fund	SBVC	02/16/21	05/25/21	\$52.00	345	\$17,940.00	Nursing Clinical Placement
Moore, Sandra Instruction Office General Fund	SBVC	04/09/21	06/30/21	\$52.00	10	\$520.00	Instruction for Honors Class
Sicheter, Patrick Office of Instruction General Fund	SBVC	08/17/20	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. <i>Ratification: Required additional review and was not submitted in time for August Board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval April 8, 2021

[v.3.17.2021.p.3|3]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Slusser, Michael Office of Instruction General Fund	SBVC	09/09/20	12/14/20	\$52.00	10	\$520.00	Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Required additional review and was not submitted in time for August Board.</i>
Sogomonian, Nori Office of Instruction General Fund	SBVC	08/17/20	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. <i>Ratification: Required additional review and was not submitted in time for August Board.</i>
Villanueva, Romana Off Campus Program General Funds	SBVC	06/01/21	06/30/21	\$56.00	84	\$4,704.00	Ms. Villanueva will be supporting the K12 Strong Workforce Program
Wardell, Matt Office of Instruction General Fund	SBVC	08/17/20	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. <i>Ratification: Required additional review and was not submitted in time for August Board.</i>
Sogomonian, Nori Human Resources General Fund	DSO	03/03/21	03/05/21	\$52.00	6	\$312.00	Proctor Bilingual Exam <i>Ratification: March deadline had passed when employee confirmed they would proctor the exams.</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 8, 2021

SUBJECT: Consideration of Approval to Pay Stipends

RECOMMENDATION

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

OVERVIEW

The stipends listed on the attachment are submitted for approval.

ANALYSIS

Stipends are based on negotiated agreement between SBCCD and the SBCCDTA and CSEA bargaining units, as applicable.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

The payment of stipends is included in the appropriate budgets.



Payment of Stipends

Submitted for Board Approval April 8, 2021

[v.3.17.2021.p.1|1]

Assistant Coaches 04/09/21 – 06/30/21

Employee Name	Location Assignment	Department	Stipend
Lawler, Mary	SBVC	Football	\$2,500.00
Martinez, Frank	SBVC	Baseball	\$4,000.00

Faculty Chair 2020-2021

Employee Name	Location Assignment	Department	Stipend
Blaksher, Anthony	SBVC	Sociology	\$2,333.00

Ratification: Mr. Blacksher will be taking over as chair for Mrs. Romana Pires as she has stepped down from her position, effective 02/18/2021.

Other Stipends 2021-2022

Employee Name	Location Assignment	Department	Stipend
Fehr, Jody	SBVC	Student Success Center	\$4,800.00

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: Steven J. Sutorus, Business Manager

DATE: April 8, 2021

SUBJECT: Consideration of Ratification for Contracts at or Above \$96,700

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 \$96,700.

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 \$96,700. Ratification of the contracts on the attached list will allow for the successful ongoing operation of the District. Construction services are not included in this board item.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The attached purchase and or contract requests have been budgeted for via purchase requisition.

**Contracts And Agreements
Over \$96,700**

Board Date 04-08-2021

1 of 2

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
20294	Ceja JR, Jose Luis	Braille Transcribing FY 21-22	ATPC/SBCCD	\$175,000.00	
	Braille Transcribing			7/1/2021 to 06/30/2024	
20295	Chandler, Denise	Braille Transcribing FY 21-22	ATPC/SBCCD	\$175,000.00	
	Braille Transcribing			7/1/2021 to 06/30/2024	
20297	Denault, Mary	Braille Transcribing FY 21-22	ATPC/SBCCD	\$200,000.00	
	Braille Transcribing			7/1/2021 to 06/30/2024	
20298	Everett, Sherry	Braille Transcribing FY 21-22	ATPC/SBCCD	\$120,000.00	
	Braille Transcribing			7/1/2021 to 06/30/2024	
20223	Redlands, City of	Utilities	Administrative Services / CHC	\$209,378.52	
	Reconciliation and Settlement agreement; relating to the cost of irrigation water and electric utility services for CHC campus			03/01/2021 to 06/30/2021	

**Contracts And Agreements
Over \$96,700**

Board Date 04-08-2021

2 of 2

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
19546	San Bernardino County Sheriff's Department	Instructional Agreement	Police Science/SBVC	\$1,975,064.73	\$118,139.73
	Basic Training Agreement for Police Science Program: Rate \$3.93 Per Student Per Instructional Hour; This is to approve Amendment 01- Increase FY2020-2021 Contract services by \$118,139.73			07/01/2020 to 06/30/2025	
20334	Universal Personnel Services	Consultant FY 21-22	Human Resources/SBCCD	\$120,000.00	
	Consultant for Human Resource matters			07/01/2021 to 06/30/2022	
20321	Walling, Joyce	Braille Transcribing FY 21-22	ATPC/SBCCD	\$120,000.00	
	Braille Transcribing			07/01/2021 to 06/30/2022	
20324	Wolfe, Natasha	Braille Transcribing FY 21-22	ATPC/SBCCD	\$100,000.00	
	Braille Transcribing			07/01/2021 to 06/30/2022	

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: April 8, 2021

SUBJECT: District & College Expenses

RECOMMENDATION

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

OVERVIEW

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

Meetings or trainings attended only by employees and/or currently enrolled students are authorized for up to a total \$1,000 for that meeting or training. Expenditures in excess of \$1,000 require prior Board approval.

Meetings or trainings attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, are authorized for up to \$500. Expenditures in excess of a total \$500 for that meeting or training require prior Board approval.

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

ANALYSIS

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

INSTITUTIONAL VALUES

IV. Enhanced and Informed Governance and Leadership

FINANCIAL IMPLICATIONS

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



District & College Expenses

Submitted for Board Approval April 8, 2021

[v.3.18.2021.p.1|1]

Site:
SBVC

Date of Event:
2/6/2021
4/24/2021

Total Estimated Cost:
\$7,000

Event: Black Excellence

Sponsored by Black Faculty and Staff Association, the purpose of this drive-thru event is to connect and engage with African American high school students within our community and feeder high schools. Anticipated attendance is 200 students, faculty, staff and community members. Keynasia Buffong will serve as chaperone.

Items Being Purchased: Contracts, supplies, promotional items and pre-packaged food items.

Funding Source: Student Equity & Success Categorical Fund, Black Faculty and Staff General Account, and Diversity General Fund

Amendment: This event was Board approved on January 14, 2021 meeting. It is now being amended to reflect a change in date from February 6, 2021 to April 24, 2021.

Site:
SBVC

Date of Event:
5/7/2021 or 5/14/2021

Total Estimated Cost:
\$4,000

Event: 25th Annual Spotighting Our Success

SBVC will host the annual awards presentation virtually to recognize multiple categories of excellence in service at SBVC by faculty, staff, and administrators.

Items Being Purchased: Decorations, Supplies, Frames, Certificates, Giveaways & Awards

Funding Source: Marketing/Public Relations General Fund and President's Office General Fund.

Site:
SBVC

Date of Event:
5/14-15/2021

Total Estimated Cost:
\$5,000

Event: Black Grad Celebration

Sponsored by Black Faculty and Staff and Co-Sponsored by Arts, Lecture and Diversity, the Black Grad Celebration will be a drive-thru event to honor 2021 graduating students. Anticipated attendance is 200 students, faculty and staff. Keynasia Buffong will serve as chaperone.

Items Being Purchased: Giveaways, contracts, and decorations.

Funding Source: Black Faculty and Staff General Account & Diversity General Fund

Site:
CHC

Date of Event:
4/10/2021

Total Estimated Cost:
\$25

Event: Western Regional Conference 2021

Items Being Purchased: Student Conference Registration for one student to attend this virtual conference.

Funding Source: Honors Program - General Fund

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: April 8, 2021

SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

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

Non-Fixed Assets Surplus Report
April 8, 2021

Description	Quantity
Enco Drill Press	1 ea
Optical Comparator	1 ea
Baldor 8" Grinder	1 ea
Simplomatic Pro 63	1 ea
Deckel Cutter & Grinder	1 ea
Darex Sharpener	1 ea
Grinding Wheel	1 ea
Coolant Pump	1 ea
Transformer	1 ea
Doall Tool and Cutter	1 ea
Mitutoyo 14" Gage	1 ea

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: April 8, 2021

SUBJECT: Consideration of Approval of Vacation Payout

RECOMMENDATION

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

	# Days	Rate	Total
Hannon, Kristina Vice Chancellor, Human Resources & Police Services	16	\$ 835.47	\$13,367.52
Horan, Kevin President, Crafton Hills College	15	\$1,005.52	\$15,082.80

OVERVIEW

Based on legal opinion, the County of San Bernardino requires that the payout of vacation time to the Chancellor, Presidents, Executive Vice Chancellor, or Vice Chancellor be approved by its governing board.

ANALYSIS

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

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Payment will be made from the appropriate funds.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Dr. James L. Buysse, Interim Vice Chancellor, Business & Fiscal Services

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

DATE: April 8, 2021

SUBJECT: Consideration of Approval to Award Bid # CC02-3623-02.01 and Contract to Mariposa Landscapes, Inc. of Irwindale CA

RECOMMENDATION

It is recommended that the Board of Trustees award Bid #CC02-3626-02.01 – CHC Campus Wide Infrastructure Irrigation Upgrades, and contract, to Mariposa Landscapes, Inc., of Irwindale CA in the amount of \$431,434.30. This sum includes the contract amount of \$392,213.00 as well as any and all change orders up to 10% of the contract value and approved by the Vice Chancellor, as set forth in the original contract.

OVERVIEW

The contractor shall complete all work required to replace the irrigation controllers, backflows, master control valves, flow sensors, point of connection decoders, communication wire for master control valves and flow meters, and all necessary and equipment and supplies related to the CHC campus wide irrigation system.

ANALYSIS

A Notice Inviting Bids was publicly advertised on February 11, 2021, and the District received three responsive bids. On March 5 the Project Team, consisting of one District staff member and four AECOM team members, held a virtual meeting to review the bids. The lowest three bids were the following:

Vendor	Total Bid
Mariposa Landscape, Inc. of Irwindale, CA	\$392,213.00
American Landscape, Inc. of Canoga Park, CA	\$498,000.00
Diverscape Landscape Co. of Wildomar, CA	\$628,030.00

An analysis of the bids received indicates that Mariposa Landscape, Inc. of Irwindale, CA is the lowest responsive bidder.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of this project is included in the Bond Construction budget.

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: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: April 8, 2021

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 and Task Orders as indicated on the attached list.

OVERVIEW

To support the Measure CC Bond Program, SBCCD has created various shortlists of professional service 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);
- Commissioning, Special Inspection & Material Testing, Hazardous Material Assessment, and Landscape Architecture (Board approved February 13, 2020); and
- Estimating (Board approved December 8, 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 April 8, 2021

[v.3.18.2021.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Issued	Date Ratified
Terracon Consultants, Inc. Colton, CA	Hazardous Material Assessment 2/13/2020	\$5,316.00	CHC	Student Support Building Renovation	CC02-3624.02 Hazardous Materials Assessment	2/3/2021	4/8/2021
Terracon Consultants, Inc. Colton, CA	Hazardous Material Assessment 2/13/2020	\$7,972.00	CHC	Child Development Center Renovation	CC02-3634.02 Hazardous Materials Assessment	2/3/2021	4/8/2021
Perkins Eastman Costa Mesa, CA	Architectural & Engineering 12/12/2019	\$184,260.00	CHC	Child Development Center Renovation	CC02-3634.01 Architectural Services	2/5/2021	4/8/2021
Cummings Management Group Murrieta, CA	Cost Estimating Services 12/8/2020	\$798,565.00	SBVC	Campus-Wide	CC01-3610-07 SBVC Cost Estimating Services	2/2/2021	4/8/2021
EFI Global Riverside, CA	Hazardous Materials Assessment 2/13/2020	\$5,794.90	CHC	Central Complex 2	CC02-3633.02 Hazardous Materials Assessment	1/4/2021	4/8/2021
Leland Saylor Associates Los Angeles, CA	Cost Estimating Services 12/8/2020	\$381,215.00	CHC	Campus-Wide	CC02-3626-07 CHC Cost Estimating Services	2/2/2021	4/8/2021
*NV5 West Corona, CA	Special Testing & Inspection 2/13/2021	\$3,975.00	SBVC	Library Roof	CC01-3610-02.01 Roof Special Inspections	2/9/2021	4/8/2021

*Issued as a supplement to an existing Task Order.



MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College— Student Support Building Renovation

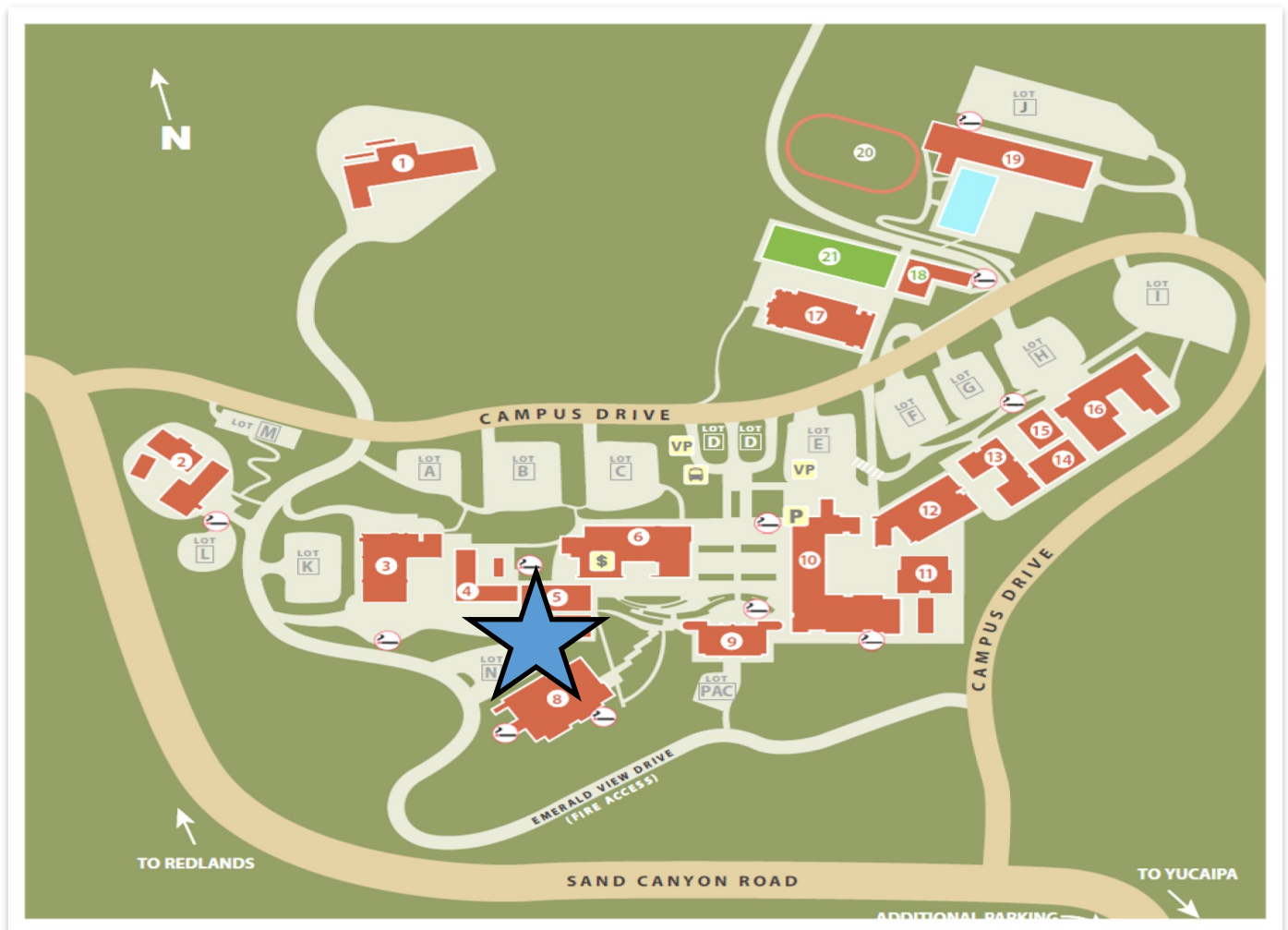
Task Order Awarded to: Terracon Consultants, Inc.

Task Order Executed: February 9, 2021

Amount: \$5,316.00

Selection Summary:

The short list of pre-qualified Hazardous Material Assessment firms includes five firms. Three out of the five firms submitted proposals in response to the Request for Task Order Proposal. Terracon Consultants, Inc. was ranked first based on Best Value scoring from the Selection Committee, which included two evaluators from the District and two from the Program Management Office. The qualifications of the proposed team were strong. Terracon Consultants, Inc. received the highest overall tally and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College— Child Development Center Renovation

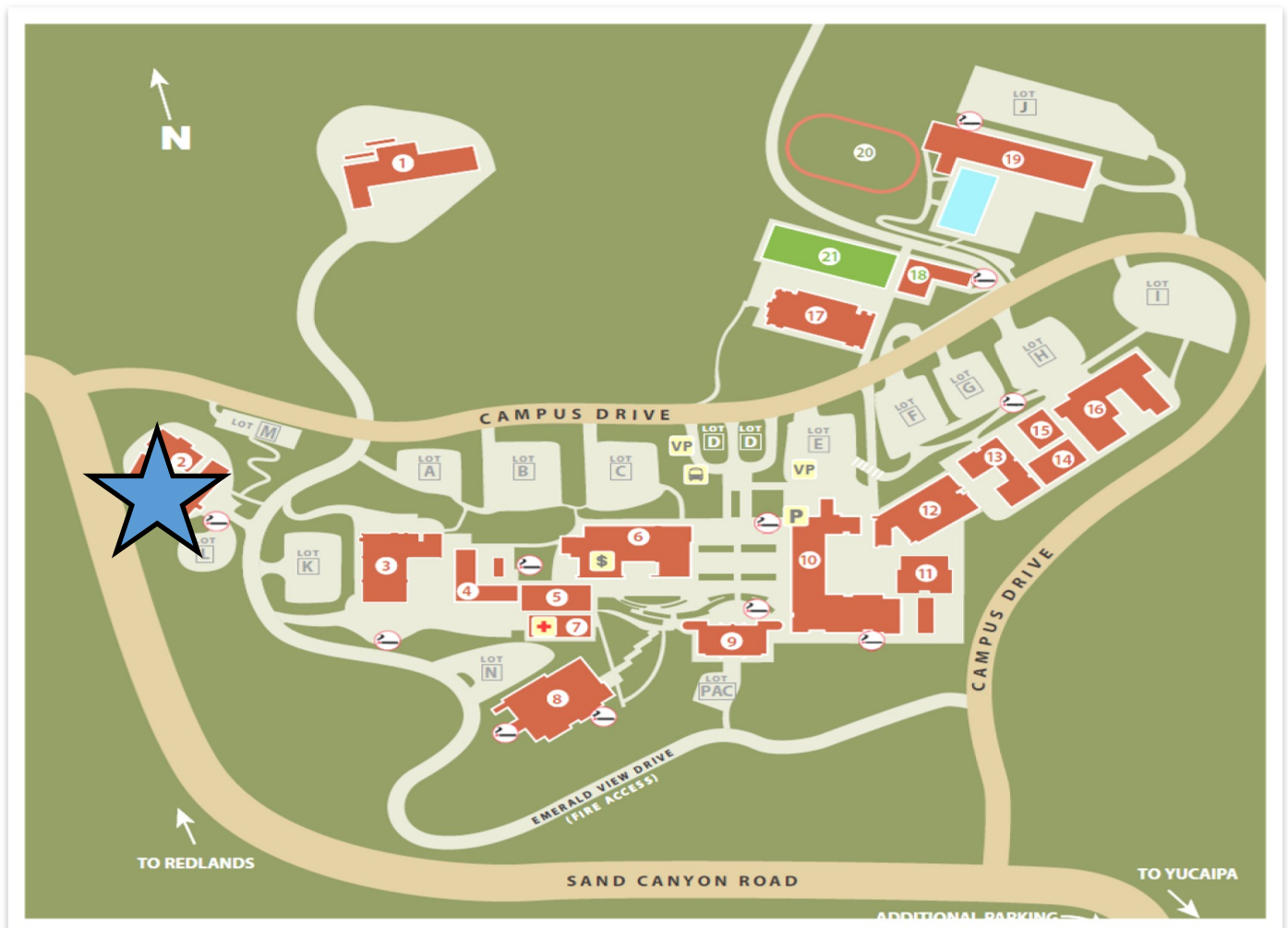
Task Order Awarded to: Terracon Consultants, Inc.

Task Order Executed: February 9, 2021

Amount: \$7,972.00

Selection Summary:

The short list of pre-qualified Hazardous Material Assessment firms includes five firms. Three out of the five firms submitted proposals in response to the Request for Task Order Proposal. Terracon Consultants, Inc. was ranked first based on Best Value scoring from the Selection Committee, which included two evaluators from the District and two from the Program Management Office. The qualifications of the proposed team were strong. Terracon Consultants, Inc. received the highest overall tally and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College— Child Development Center Renovation

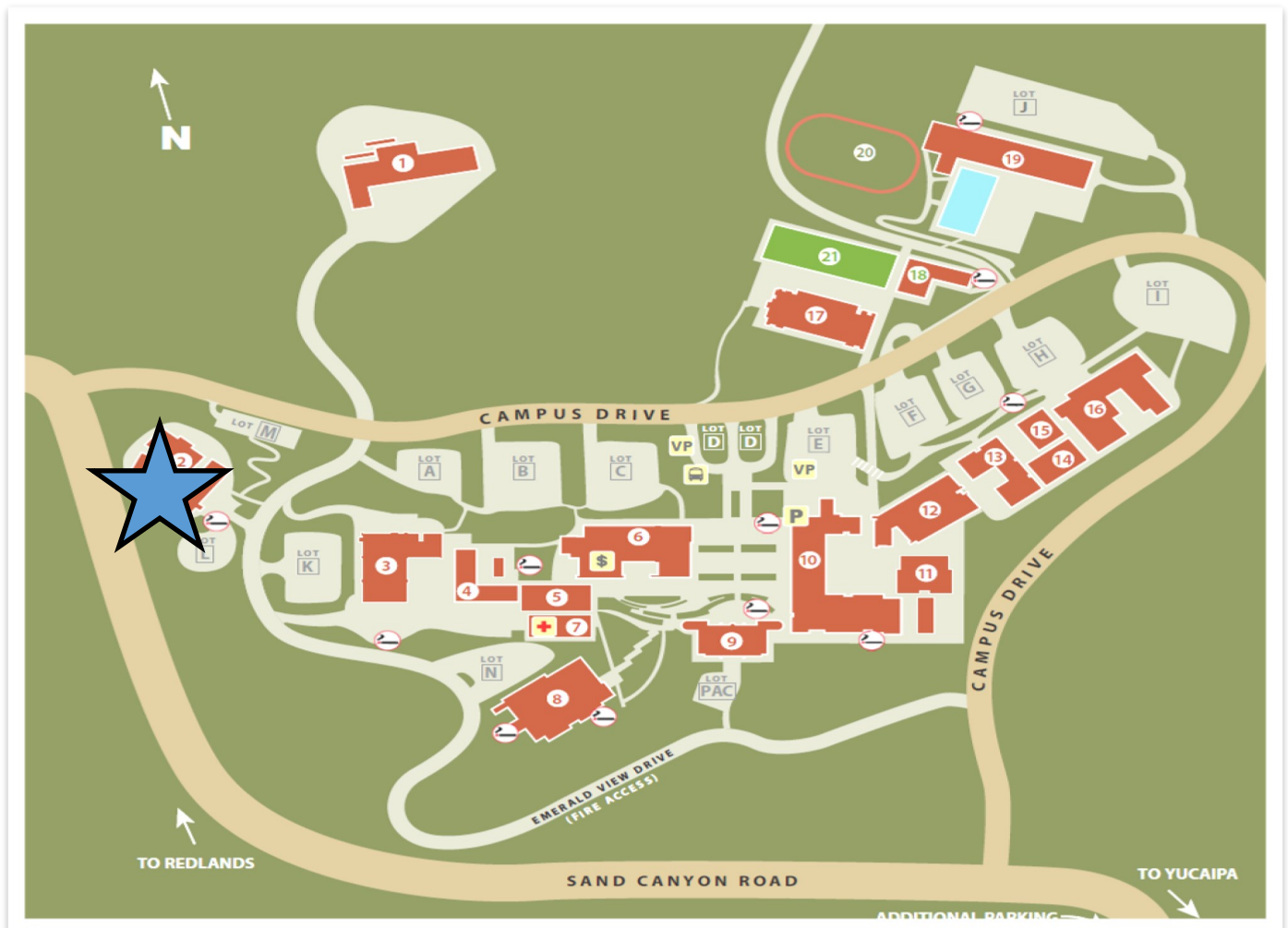
Task Order Awarded to: Perkins Eastman

Task Order Executed: February 22, 2021

Amount: \$184,260.00

Selection Summary:

The short list of pre-qualified Architect & Engineering Services firms includes twenty firms. Six firms out of the twenty submitted proposals in response to the Request for Task Order Proposal. Perkins Eastman was ranked first based on Best Value scoring from the Selection Committee, which included two evaluators from the District and two from the Program Management Office. The qualifications of the proposed team were strong. Perkins Eastman received the highest overall tally and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College - Campus Wide

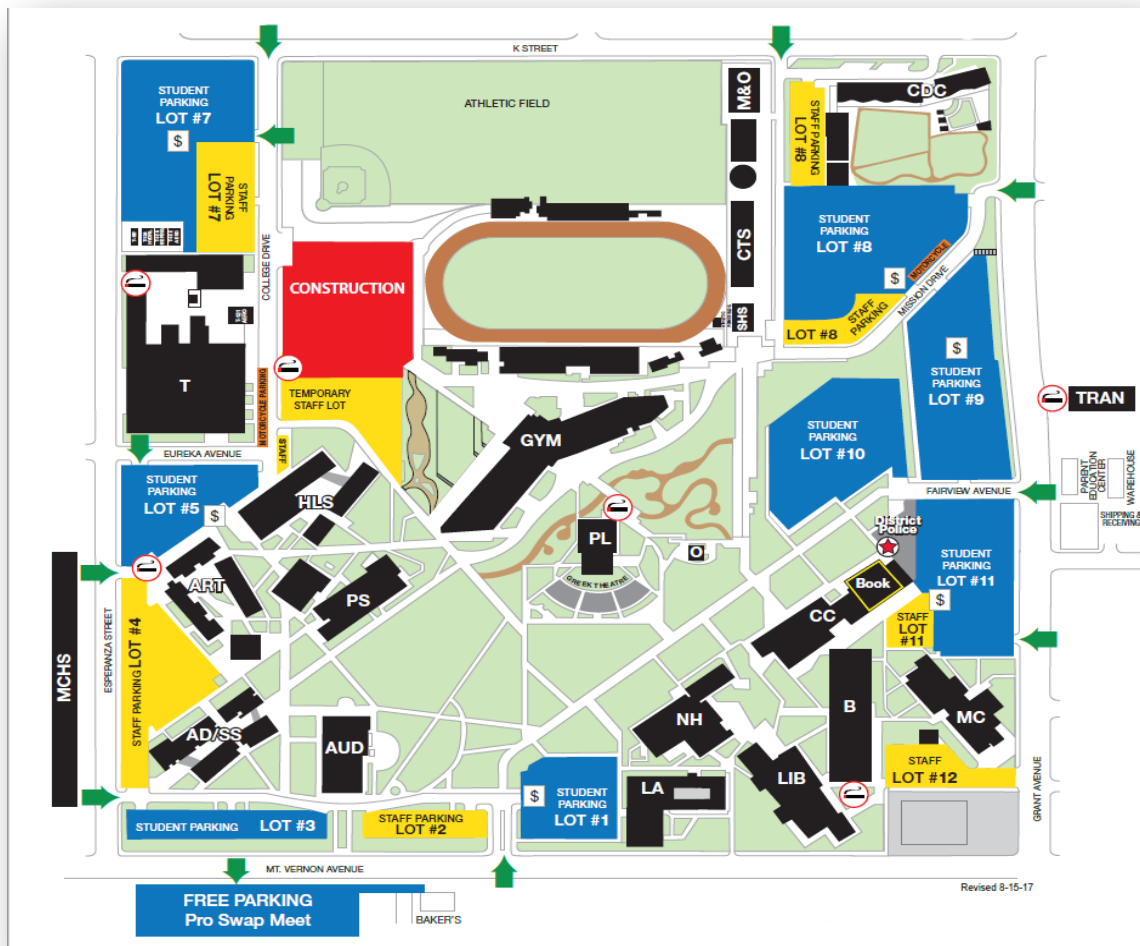
Task Order Awarded to: Cummings Management Group

Task Order Executed: February 22, 2021

Amount: \$798,565.00

Selection Summary:

The shortlist of pre-qualified Cost Estimating Services firms includes four firms. Three firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee included one evaluator from the District and two evaluators from the Program Management Office. Cummings Management Group was ranked first based on Best Value scoring and was awarded the Task Order. The qualifications of the pro-posed team were very strong in both project experience and individual experience.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College— Central Complex 2

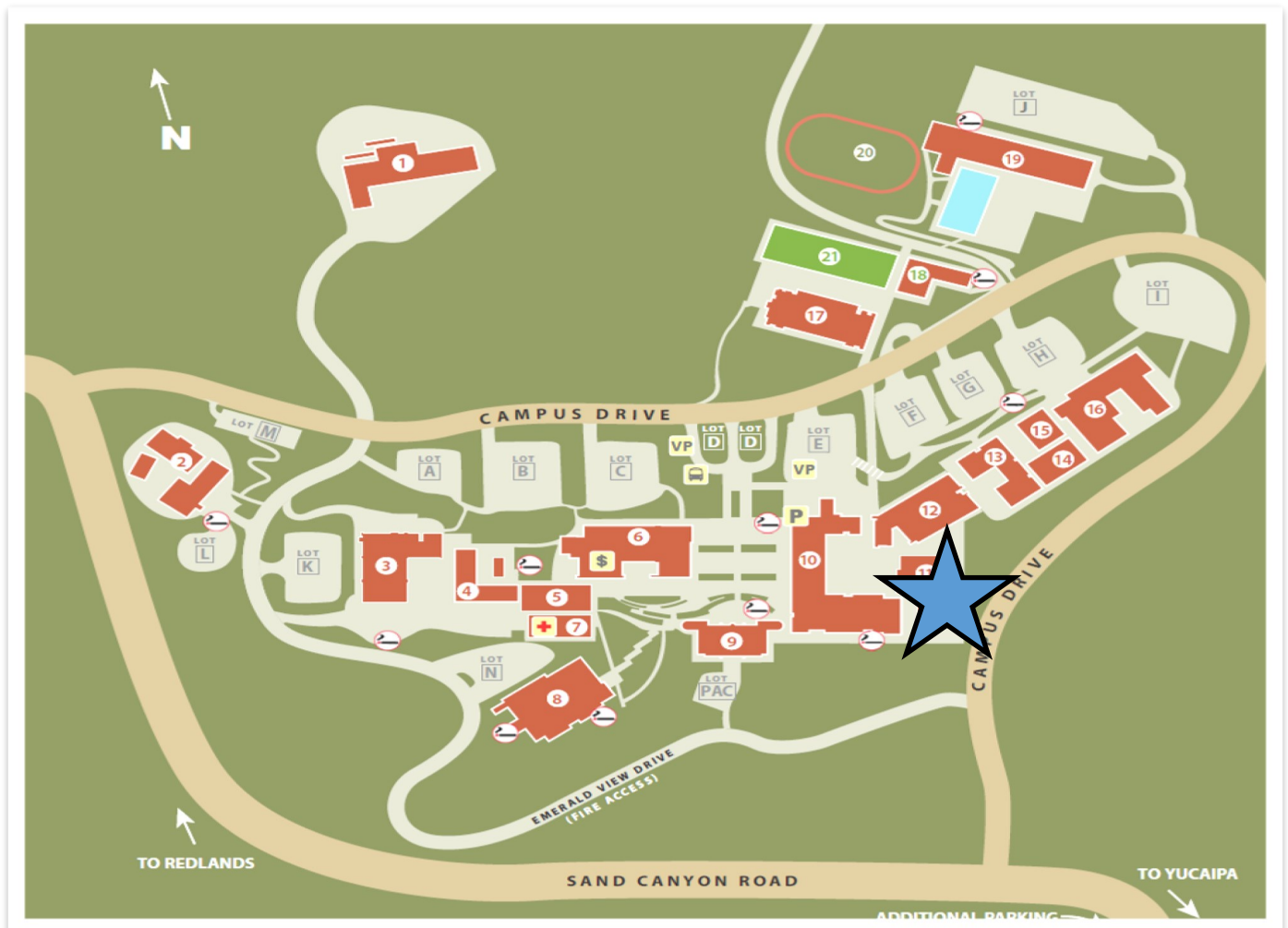
Task Order Awarded to: EFI Global

Task Order Executed: February 26, 2021

Amount: \$5,794.90

Selection Summary:

The short list of pre-qualified Hazardous Material Assessment firms includes five firms. Four out of the five firms submitted proposals in response to the Request for Task Order Proposal. EFI Global was ranked first based on Best Value scoring from the Selection Committee, which included two evaluators from the District and two from the Program Management Office. The qualifications of the proposed team were strong. EFI Global received the highest overall tally and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College— Campus Wide

Task Order Awarded to: Leland Saylor Associates

Task Order Executed: February 26, 2021

Amount: \$381,215.00

Selection Summary:

The short list of pre-qualified Cost Estimating Services firms includes four firms. Three out of the four firms submitted proposals in response to the Request for Task Order Proposal. Leland Saylor Associates was ranked first based on Best Value scoring from the Selection Committee, which included two evaluators from the District and two from the Program Management Office. The qualifications of the proposed team were strong. Leland Saylor Associates received the highest overall tally and was awarded the Task Order.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 8, 2021

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)	2021 BOARD MEMBERS (chairs are BOLD)
<p>Finance Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf. Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings. Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum. Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees. Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures. 	<ol style="list-style-type: none"> Gloria Harrison Donald Singer Stephanie Houston
<p>Legislative Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> Increasing the efficiency of the Board of Trustees by performing time-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 by communicating findings and formulating recommendations to the full Board of Trustees. 	<ol style="list-style-type: none"> Frank Reyes Anne Viricel John Longville



CHANCELLOR'S REPORT

NEARLY 100 YEARS OF IMPACT AND CONTINUING TO MAKE A DIFFERENCE

We are very excited to announce the launch of our newly designed website. After more than a year of hard work, collaboration, and dedication, we are delighted to officially “flip the switch” on March 19, 2021.

Our website is the front door to thousands of potential students, employees, and community partners looking to start a new opportunity at SBCCD. Whether on desktop or mobile, the updated site will provide an elevated experience and access to everything our district has to offer. There is a whole host of small changes and impactful advancements, all of which make the new site faster, easier to navigate, and more user-friendly.

As an educational leader in the region, it is essential for SBCCD to make information regarding our programs and services accessible for our current and prospective students. We endeavor to provide our students, community, faculty, and staff with the most accessible, accurate, up-to-date information.

Amongst the many new features the site contains, we have integrated authentic images of our students, faculty, and staff. We have captured life on our campuses, training health care providers, firefighters, paramedics, police officers, teachers, social works, engineers, entrepreneurs, and community leaders. The focus is placed right where it should be, on our campuses and our students.

The new look is a culmination of the vision and aspirations of more than 1,500 people, faculty, students, staff, alumni, and community leaders who contributed ideas and feedback via focus groups, listening sessions, emails, and online surveys. Because of all of you, SBCCD can showcase over 150 academic and career education programs, SBCCD's \$621M annual regional economic impact, and continue to service 21 cities and communities within SBCCD's service area.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jose F. Torres".

Jose F. Torres
Interim Chancellor

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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: April 08, 2021

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.

ANALYSIS

The KPI Dashboard has been revised and renumbered. To provide the Board with a monthly update, the following KPIs have been included. These contain 2018-19 data as 2019-20 data will not become available until December 2020.

- KPI I.E (Transfer)
- KPI II.E (Licensure and Certificate Pass Rate)

INSTITUTIONAL VALUES

I. Institutional Effectiveness

FINANCIAL IMPLICATIONS

None.



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

Goal I – Student Success

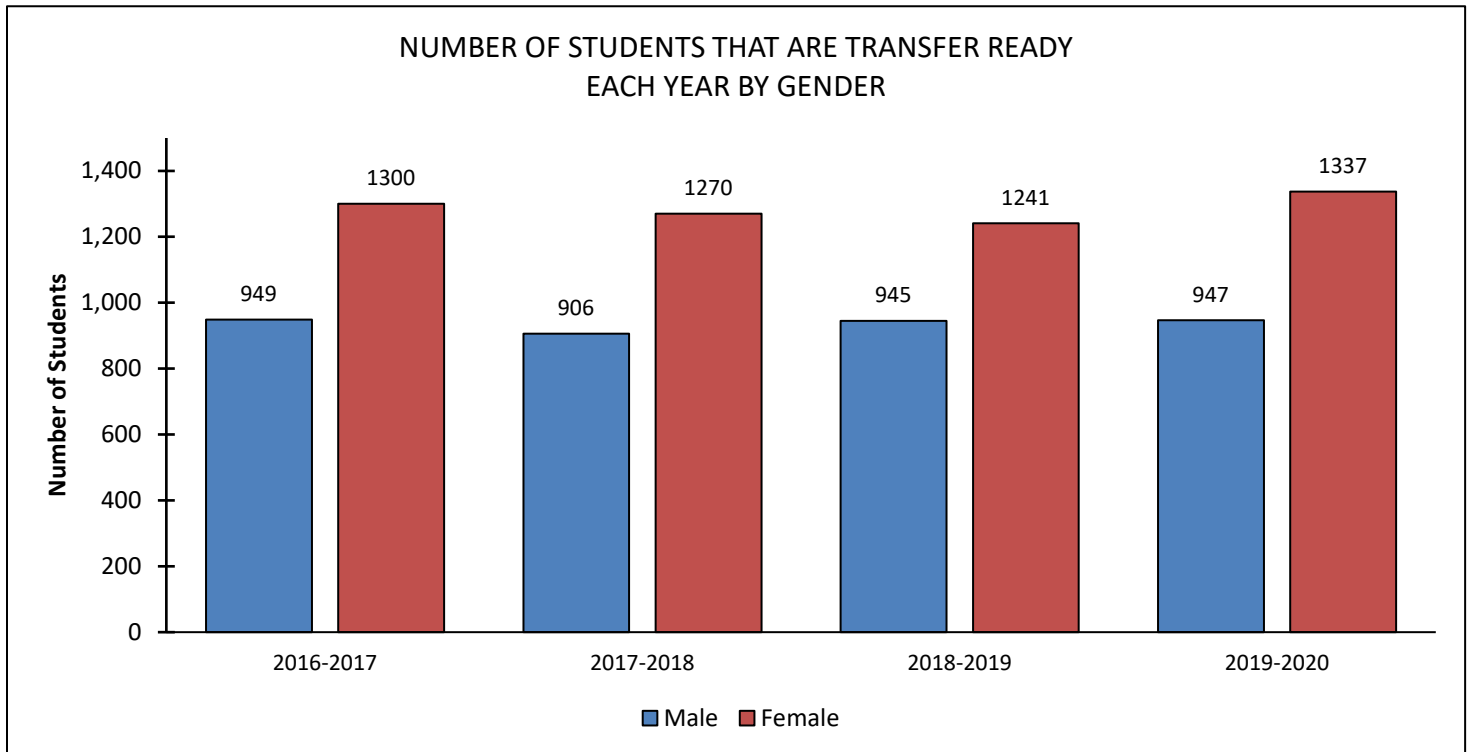
KPI I.E – Number of Students Who are Transfer Ready

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

Definition: The total number of students that have (1) successfully completed both transfer-level Math and English courses, (2) completed 60 or more transferable units, and (3) achieved an overall GPA of at least 2.0 using transferable units.

Measurement Frequency: Annual

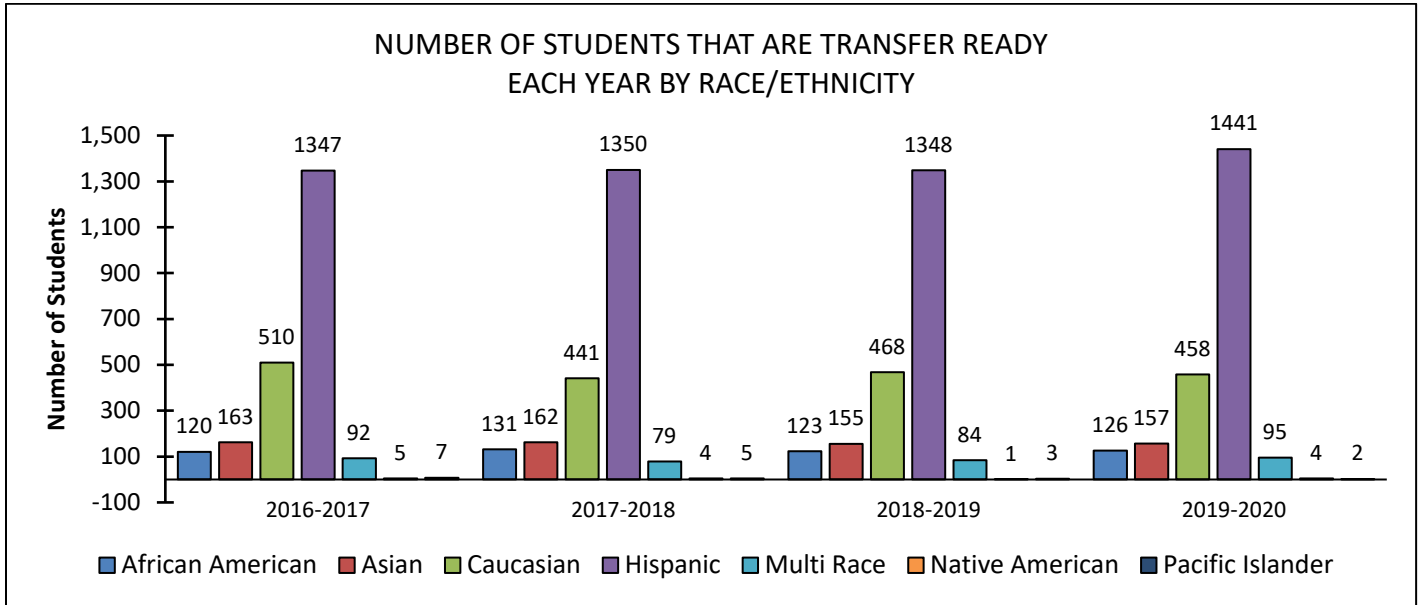
KPI I.E: Number of students who are transfer ready	2016-2017	2017-2018	2018-2019	2019-2020
Crafton Hills College	872	787	859	932
San Bernardino Valley College	1582	1585	1555	1620
SBCCD (Unduplicated Count)	2251	2178	2187	2288



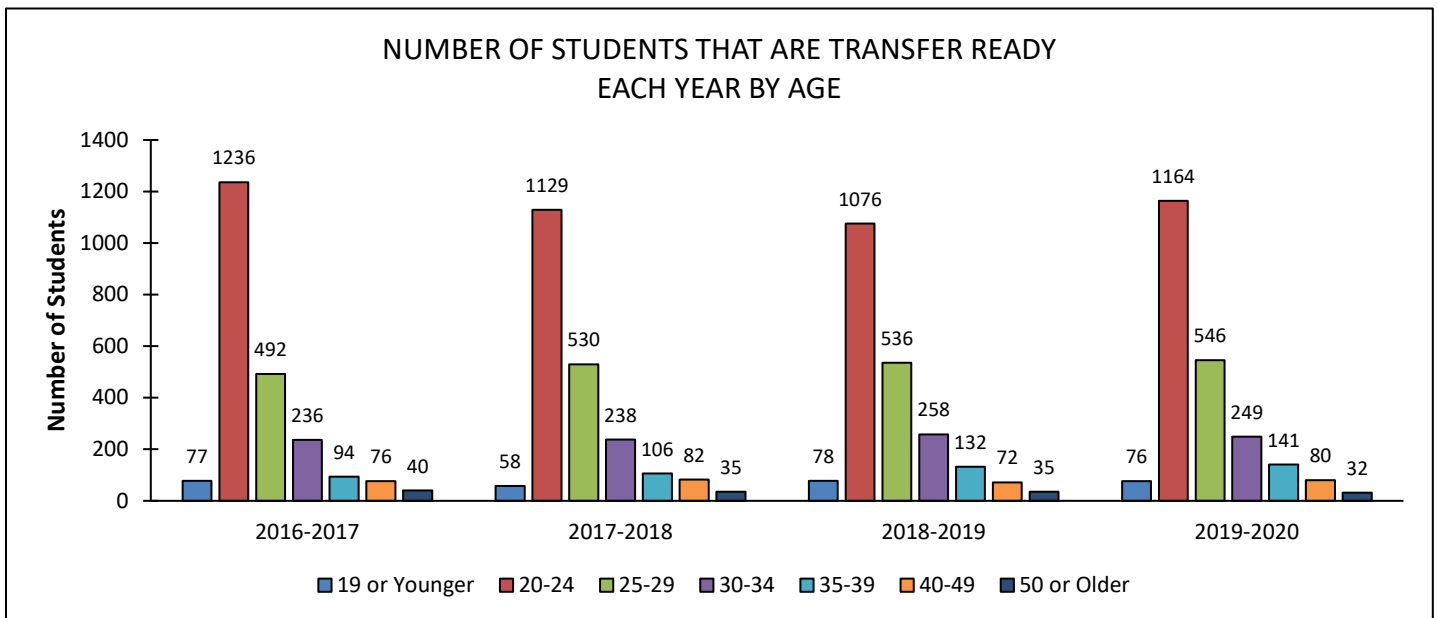
Analysis - Overall and by Gender: The number of students who were transfer ready increased by 1.6%, from 2251 in 2016-17 to 2288 in 2019-20, with a four-year average of 2226. On average, more females were transfer ready than males (four-year average of 1287 and 937, respectively). The number of females that were transfer ready increased by 2.8%, while the number of males that were transfer ready declined by 1.5%.



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



Analysis: On average, over the same four-year period, Hispanics had the highest number of students who were transfer ready (1372 students per year). The number of Hispanics increased by 7.0% from 1347 in 2016-2017 to 1441 in 2019-2020. The next highest was Caucasians (469), followed by Asians (159), African Americans (125), Multi Race (88), Pacific Islanders (4), and Native Americans (4).



Analysis: On average, over this four-year period, the 20-24 age group had the highest number of students who were transfer ready (1151 per year). The next highest was the 25-29 age group (526), followed by the 30-34 age group (245), the 35-39 age group (118), the 40-49 age group (78), the 19 or younger age group (72), and the 50 or older age group (36).



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

Goal II – Enrollment and Access

KPI II.E – Licensure and Certification Pass Rates

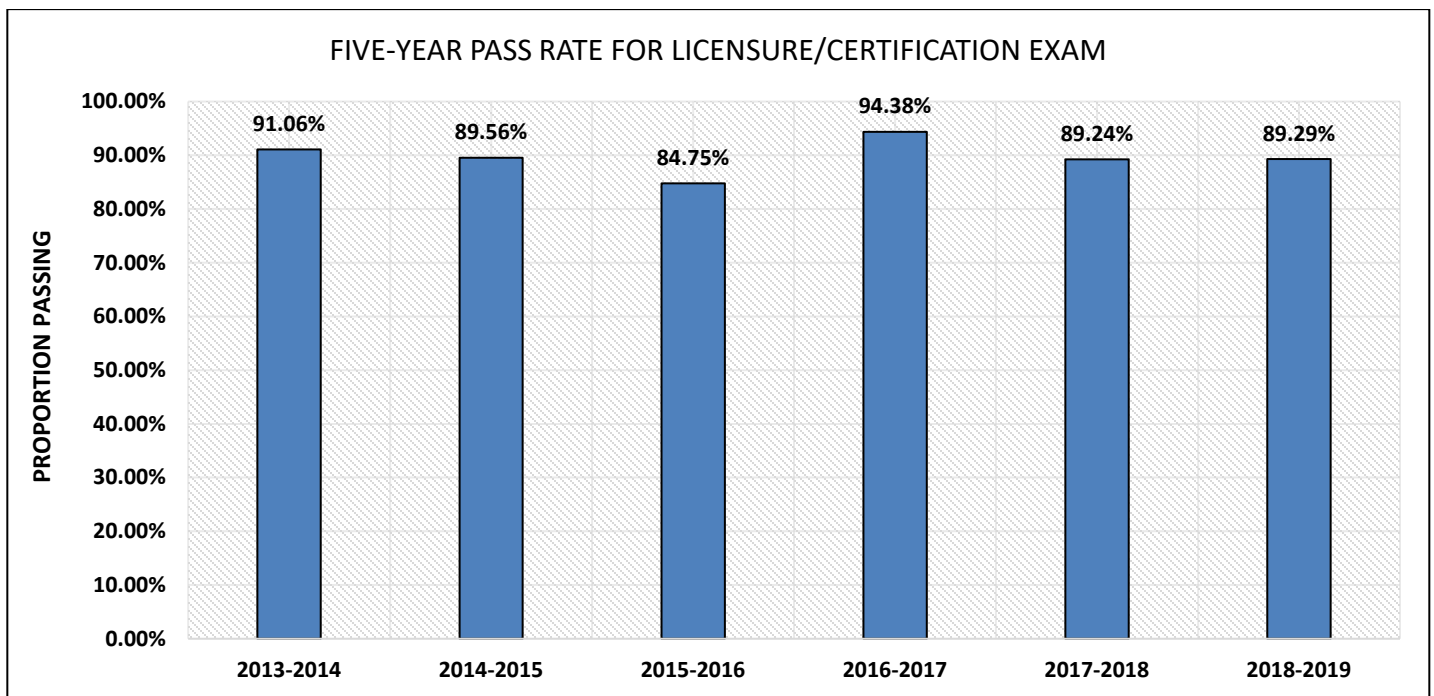
Objective: Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

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

Measurement Frequency: Annual

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

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



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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

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: April 8, 2021

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 2 of 6: RACE/ETHNICITY

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 HILLS COLLEGE		VALLEY COLLEGE	
	English	Math	English	Math
No remedial courses greater than 1 level below transfer.	✓	✓	✓	✓ *
Guided Self-placement using multiple measures.	✓	✓	✓	✓
Transfer-level placement percentages publicly available. **	In progress	In progress	In progress	In progress

* SBVC's Mathematics department still offers courses greater than 1-level below transfer-level Math but placement is based on the students' self-assessment and the decision on where to be placed is up to the student. This approach is still in compliance with AB 705 legislation.

** AB-1805 – Is a requirement to provide students with easily understandable community college placement policies and requires colleges to report the percentage of students placed into college-level courses.

TABLE B: IMPLEMENTATION

	CRAFTON HILLS COLLEGE		VALLEY COLLEGE	
	English	Math	English	Math
Increased the number of sections for transfer-level Math and English.	✓	✓	✓	✓
Faculty are attending community of practice workshops to support integration.	✓	✓	✓	✓
Developed linked support courses with embedded tutors. Used corequisite model.	✓	✓	✓	✓
The same faculty teaches the transfer course and the support course.	✓	✓	✓	✓

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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 Race/Ethnicity

	Change in Enrollments	Change in Successes ^A	Change in Success Rate ^B	Change in Retention	Change in Retention Rate ^C
Asian	+111 (72.5%)	+91 (85.8%)	+5.3%	+109 (82.0%)	4.7%
Af. Amer.	+202 (78.9%)	+113 (81.9%)	+0.9%	+187 (90.8%)	5.3%
Hispanic	+1,645 (71.9%)	+940 (66.9%)	-1.8%	+1,461 (74.8%)	1.4%
Am. Indian	+4 (50.0%)	+2 (50.0%)	+0.0%	+5 (71.4%)	12.5%
Pac. Islander	+9 (180.0%)	+6 (200.0%)	+4.3%	+5 (125.0%)	-15.7%
Multi-Ethnic	+47 (28.1%)	+54 (54.5%)	+12.2%	+49 (33.6%)	3.7%
White Non-His	+220 (39.6%)	+86 (16.8%)	-15.1%	+68 (10.6%)	2.7%
SBCCD TOTAL^D	2,332 (67.7%)	+1,347 (59.2%)	-3.4%	1,963 (63.3%)	1.8%

^A **Change in Successes** = Number of students that completed the course with a grade of A, B, C, P, IA, IB, IC, or IPP

^B **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

^C **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

^D Students of unknown race/ethnicity are included in the SBCCD total but not displayed in the table as a separate row entry

Post-AB 705 Change in Course Enrollment and Success:

When comparing the 2019-2020 academic year to the past 3 academic years, enrollment in transfer-level English courses **increased** for all races/ethnicities post AB 705 (+2,332 enrollments), most notably for Hispanic students (+1,645 enrollments; from 2,288 to 3,933), although the greatest percent increase was seen in Asian students (+85.8%). Additionally, the number of successes also **increased** in all races/ethnicities post AB 705 (+1,347 successes).

Success rates increased for Asian, African American, Pacific Islander, and Multi-Ethnic Students (+5.3%, +0.9%, +4.3%, +12.2%, respectively). **Success rate decreased** for Hispanic and Caucasian students (-1.8% and -15.1%, 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 **increased** in all races/ethnicities post AB 705 (+1,963 students), most notably for Hispanic students (+1,461 students), although the greatest percent increase in retention was seen by African American students (+187 or 90.8%).

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.

DISTRICT-LEVEL SUMMARY OF SUCCESS AND RETENTION IN TRANSFER-LEVEL MATH:**Table D: Change in Course Enrollment, Successes, and Retention Post-AB 705 by Race/Ethnicity**

	Change in Enrollments	Change in Successes ^A	Change in Success Rate ^B	Change in Retention	Change in Retention Rate ^C
Asian	+60 (26.8%)	51 (32.7%)	3.2%	+62 (31.0%)	+3.0%
Af. Amer.	+125 (55.1%)	+55 (48.7%)	-2.1%	+117 (64.6%)	+4.9%
Hispanic	+1,269 (53.2%)	+667 (50.8%)	-0.9%	+1,172 (58.2%)	+2.8%
Am. Indian	+4 (-44.4%)	-2 (-40.0%)	-32.5%	+0 (0.0%)	-27.4%
Pac. Islander	-2 (-20.0%)	-5 (-83.3%)	-47.5%	-3 (-33.3%)	-15.0%
Multi-Ethnic	+62 (41.1%)	+37 (43.5%)	1.0%	+57 (45.6%)	+2.7%
White Non-His	+18 (2.3%)	+62 (12.7%)	6.4%	+51 (7.7%)	+4.5%
SBCCD TOTAL	+1,606 (42.4%)	+897 (41.3%)	-0.4%	+1,516 (47.3%)	+2.9%

^A **Change in Successes** = Number of students that completed the course with a grade of A, B, C, P, IA, IB, IC, or IPP

^B **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

^C **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

^D Students of unknown race/ethnicity are included in the SBCCD total but not displayed in the table as a separate row entry

Post-AB 705 Change in Course Enrollment and Success:

When comparing the 2019-2020 academic year to the past 3 academic years, enrollments in transfer-level Math courses **increased** for all races/ethnicities post AB 705 (+1,606 enrollments) except for Pacific Islander students (-2 enrollments). Hispanic students had the greatest increase (+1,269 enrollments; from 2,385 to 3,654). Additionally, the number of successes also **increased** in all races/ethnicities post AB 705 (+897 successes).

Success rates increased for Asian, Multi-Ethnic, and Caucasian students (+3.2%, +1.0%, and +6.4%, respectively) and **success rate decreased** for African American, Hispanic, American Indian, and Pacific Islander students (-2.1%, -0.9%, -32.5%, & -47.5%, respectively). However, overall, SBCCD only experienced a 0.4% decrease in success rate.

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 **increased** for all races/ethnicities post AB 705(+1,516 students), most notably for first Hispanic students (+1,172, increase from 2,013 to 3,185). However, African American students had the greatest percent increase in retention (+64.6%)

Retention rates in transfer-level Math had **notable increases** for all races/ethnicities except for American Indian and Pacific Islander students (-27.4% and -15.0%, respectively). However, please note that both populations have very few students so a small change can result in large percent increases.

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.

COURSE SUCCESS AND RETENTION BY RACE/ETHNICITY (SBCCD)

Table 1: Comparison of Transfer-Level English Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
Asian	153	106	69.3%	264	197	74.6%	+5.3%	+91 (85.8%)
Af. Amer.	256	138	53.9%	458	251	54.8%	+0.9%	+113 (81.9%)
Hispanic	2,288	1,406	61.5%	3,933	2,346	59.6%	-1.8%	+940 (66.9%)
Am. Indian	8	4	50.0%	12	6	50.0%	+0.0%	+2 (50.0%)
Pac. Islander	5	3	60.0%	14	9	64.3%	+4.3%	+6 (200.0%)
Multi-Ethnic	167	99	59.3%	214	153	71.5%	+12.2%	+54 (54.5%)
White Non-His	555	512	92.3%	775	598	77.2%	-15.1%	+86 (16.8%)
Unknown	11	7	63.6%	105	62	59.0%	-4.6%	+55 (785.7%)

Table 2: Comparison of Transfer-Level English Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
Asian	153	133	86.9%	264	242	91.7%	+4.7%	+109 (82.0%)
Af. Amer.	256	206	80.5%	458	393	85.8%	+5.3%	+187 (90.8%)
Hispanic	2,288	1,954	85.4%	3,933	3,415	86.8%	+1.4%	+1,461 (74.8%)
Am. Indian	8	7	87.5%	12	12	100.0%	+12.5%	+5 (71.4%)
Pac. Islander	5	4	80.0%	14	9	64.3%	-15.7%	+5 (125.0%)
Multi-Ethnic	167	146	87.4%	214	195	91.1%	+3.7%	+49 (33.6%)
White Non-His	722	642	88.9%	775	710	91.6%	+2.7%	+68 (10.6%)
Unknown	11	10	90.9%	105	89	84.8%	-6.2%	+79 (790.0%)

Table 3: Comparison of Transfer-Level Math Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
Asian	224	156	69.6%	284	207	72.9%	+3.2%	+51 (32.7%)
Af. Amer.	227	113	49.8%	352	168	47.7%	-2.1%	+55 (48.7%)
Hispanic	2,385	1,312	55.0%	3,654	1,979	54.2%	-0.9%	+667 (50.8%)
Am. Indian	9	5	55.6%	13	3	23.1%	-32.5%	-2 (-40.0%)
Pac. Islander	10	6	60.0%	8	1	12.5%	-47.5%	-5 (-83.3%)
Multi-Ethnic	151	85	56.3%	213	122	57.3%	+0.9%	+37 (43.5%)
White Non-His	768	487	63.4%	786	549	69.8%	+6.4%	+62 (12.7%)
Unknown	12	7	58.3%	82	39	47.6%	-10.8%	+32 (457.1%)

Table 4: Comparison of Transfer-Level Math Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
Asian	224	200	89.3%	284	262	92.3%	+2.9%	+62 (31.0%)
Af. Amer.	227	181	79.7%	352	298	84.7%	+4.9%	+117 (64.6%)
Hispanic	2,385	2,013	84.4%	3,654	3,185	87.2%	+2.8%	+1,172 (58.2%)
Am. Indian	9	8	88.9%	13	8	61.5%	-27.4%	+0 (0.0%)
Pac. Islander	10	9	90.0%	8	6	75.0%	-15.0%	-3 (-33.3%)
Multi-Ethnic	151	125	82.8%	213	182	85.4%	+2.7%	+57 (45.6%)
White Non-His	768	660	85.9%	786	711	90.5%	+4.5%	+51 (7.7%)
Unknown	12	11	91.7%	82	71	86.6%	-5.1%	+60 (545.5%)

COURSE SUCCESS AND RETENTION BY RACE/ETHNICITY (SBVC)

Table 5: Comparison of Transfer-Level English Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
Asian	76	53	69.7%	174	124	71.3%	+1.5%	+71 (134.0%)
Af. Amer.	218	112	51.4%	389	206	53.0%	+1.6%	+94 (83.9%)
Hispanic	1,624	973	59.9%	2,982	1,712	57.4%	-2.5%	+739 (76.0%)
Am. Indian	4	2	50.0%	4	2	50.0%	+0.0%	+0 (0.0%)
Pac. Islander	3	1	33.3%	10	6	60.0%	+26.7%	+5 (500.0%)
Multi-Ethnic	87	47	54.0%	114	75	65.8%	+11.8%	+28 (59.6%)
White Non-His	222	149	67.1%	264	193	73.1%	+5.9%	+44 (29.5%)
Unknown	8	4	50.0%	57	26	45.6%	-4.4%	+22 (550.0%)

Table 6: Comparison of Transfer-Level English Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
Asian	76	66	86.8%	174	156	89.7%	+2.8%	+90 (136.4%)
Af. Amer.	218	171	78.4%	389	330	84.8%	+6.4%	+159 (93.0%)
Hispanic	1,624	1,378	84.9%	2,982	2,572	86.3%	+1.4%	+1,194 (86.6%)
Am. Indian	4	4	100.0%	4	4	100.0%	+0.0%	+0 (0.0%)
Pac. Islander	3	2	66.7%	10	6	60.0%	-6.7%	+4 (200.0%)
Multi-Ethnic	87	75	86.2%	114	99	86.8%	+0.6%	+24 (32.0%)
White Non-His	222	189	85.1%	264	241	91.3%	+6.2%	+52 (27.5%)
Unknown	8	7	87.5%	57	44	77.2%	-10.3%	+37 (528.6%)

Table 7: Comparison of Transfer-Level Math Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
Asian	134	97	72.4%	164	117	71.3%	-1.05%	+20 (20.6%)
Af. Amer.	190	93	48.9%	293	139	47.4%	-1.51%	+46 (49.5%)
Hispanic	1,736	974	56.1%	2,698	1,472	54.6%	-1.55%	+498 (51.1%)
Am. Indian	4	2	50.0%	5	1	20.0%	-30.0%	-1 (-50.0%)
Pac. Islander	5	2	40.0%	6	1	16.7%	-23.3%	-1 (-50.0%)
Multi-Ethnic	75	38	50.7%	109	61	56.0%	+5.3%	+23 (60.5%)
White Non-His	265	169	63.8%	230	159	69.1%	+5.4%	-10 (-5.9%)
Unknown	10	5	50.0%	47	18	38.3%	-11.7%	+13 (260.0%)

Table 8: Comparison of Transfer-Level Math Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
Asian	134	119	88.8%	164	149	90.9%	+2.1%	+30 (25.2%)
Af. Amer.	190	150	78.9%	293	248	84.6%	+5.7%	+98 (65.3%)
Hispanic	1,736	1,466	84.4%	2,698	2,349	87.1%	+2.6%	+883 (60.2%)
Am. Indian	4	3	75.0%	5	2	40.0%	-35.0%	-1 (-33.3%)
Pac. Islander	5	4	80.0%	6	4	66.7%	-13.3%	+0 (0.0%)
Multi-Ethnic	75	61	81.3%	109	91	83.5%	+2.2%	+30 (49.2%)
White Non-His	265	225	84.9%	230	205	89.1%	+4.2%	-20 (-8.9%)
Unknown	10	9	90.0%	47	38	80.9%	-9.2%	+29 (322.2%)

COURSE SUCCESS AND RETENTION BY RACE/ETHNICITY (CHC)

Table 9: Comparison of Transfer-Level English Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
Asian	77	53	68.8%	90	73	81.1%	+12.3%	+20 (37.7%)
Af. Amer.	38	25	65.8%	69	45	65.2%	-0.6%	+20 (80.0%)
Hispanic	664	434	65.4%	951	634	66.7%	+1.3%	+200 (46.1%)
Am. Indian	4	2	50.0%	8	4	50.0%	+0.0%	+2 (100.0%)
Pac. Islander	2	2	100.0%	4	3	75.0%	-25.0%	+1 (50.0%)
Multi-Ethnic	80	52	65.0%	100	78	78.0%	+13.0%	+26 (50.0%)
White Non-His	501	363	72.5%	511	405	79.3%	+6.8%	+42 (11.6%)
Unknown	3	3	100.0%	48	36	75.0%	-25.0%	+33 (1100.0%)

Table 10: Comparison of Transfer-Level English Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-English Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
Asian	77	67	87.0%	90	86	95.6%	+8.5%	+19 (28.4%)
Af. Amer.	38	35	92.1%	69	63	91.3%	-0.8%	+28 (80.0%)
Hispanic	664	576	86.7%	951	843	88.6%	+1.9%	+267 (46.4%)
Am. Indian	4	4	100.0%	8	8	100.0%	+0.0%	+4 (100.0%)
Pac. Islander	2	2	100.0%	4	3	75.0%	-25.0%	+1 (50.0%)
Multi-Ethnic	80	71	88.8%	100	96	96.0%	+7.3%	+25 (35.2%)
White Non-His	501	453	90.4%	511	469	91.8%	+1.4%	+16 (3.5%)
Unknown	3	3	100.0%	48	45	93.8%	-6.3%	+42 (1400.0%)

Table 11: Comparison of Transfer-Level Math Success Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Success Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Successes Post-AB 705 (C-A)
	Average Enrollment	Average Number of Success (A)	Average Success Rate (B)	Total Enrollment	Number of Success (C)	Success Rate (D)		
Asian	90	59	65.6%	120	90	75.0%	+9.4%	+31 (52.5%)
Af. Amer.	37	20	54.1%	59	29	49.2%	-4.9%	+9 (45.0%)
Hispanic	649	338	52.1%	956	507	53.0%	+1.0%	+169 (50.0%)
Am. Indian	5	3	60.0%	8	2	25.0%	-35.0%	-1 (-33.3%)
Pac. Islander	5	4	80.0%	2	0	0.0%	-80.0%	-4 (-100.0%)
Multi-Ethnic	75	47	62.7%	104	61	58.7%	-4.0%	+14 (29.8%)
White Non-His	503	318	63.2%	556	390	70.1%	+6.9%	+72 (22.6%)
Unknown	4	2	50.0%	35	21	60.0%	+10.0%	+19 (950.0%)

Table 12: Comparison of Transfer-Level Math Retention Rates Pre- and Post-AB 705

	3-YEAR AVERAGE (2016-17, 2017-18, 2018-19)			2019-20 (AB 705)			Course Retention Rate Difference Pre-AB 705 vs. Post-AB 705 (D-B)	Change in TL-Math Course Retention Post-AB 705 (C-A)
	Average Enrollment	Average Number Retained (A)	Average Retention Rate (B)	Total Enrollment	Number Retained (C)	Retention Rate (D)		
Asian	90	82	91.1%	120	113	94.2%	+3.1%	+31 (37.8%)
Af. Amer.	37	31	83.8%	59	50	84.7%	+1.0%	+19 (61.3%)
Hispanic	649	547	84.3%	956	836	87.4%	+3.2%	+289 (52.8%)
Am. Indian	5	5	100.0%	8	6	75.0%	-25.0%	+1 (20.0%)
Pac. Islander	5	5	100.0%	2	2	100.0%	+0.0%	-3 (-60.0%)
Multi-Ethnic	75	64	85.3%	104	91	87.5%	+2.2%	+27 (42.2%)
White Non-His	503	436	86.7%	556	506	91.0%	+4.3%	+70 (16.1%)
Unknown	2	2	100.0%	35	33	94.3%	-5.7%	+31 (1550.0%)

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: April 8, 2021

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 www.sbccd.edu.

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

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Monthly	B&FS	<ul style="list-style-type: none"> - Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - FTES Reports 	<ul style="list-style-type: none"> - Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout 	<ul style="list-style-type: none"> - Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report - Surplus Property
	FPC	<ul style="list-style-type: none"> - RFQ/RFP/Bid & Contract Award - Informal Bid Award (UCCAP) 	<ul style="list-style-type: none"> - Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments 	<ul style="list-style-type: none"> - Bond Construction COs/Amendments - CBOC Appointees
	HR	<ul style="list-style-type: none"> - Closed Session Items (Separate Agenda) - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase 	<ul style="list-style-type: none"> - Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic 	<ul style="list-style-type: none"> - Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment
	OOC & PRES	<ul style="list-style-type: none"> - AB 705 Report - Accreditation Timeline - Applause Report - Board Committee Reports 	<ul style="list-style-type: none"> - Board Master Planning Action Calendar - Board Policies & Procedures - Chancellor's Report 	<ul style="list-style-type: none"> - Curriculum - Key Performance Indicators - Minutes

JANUARY		FEBRUARY		MARCH	
• Budget Calendar (by 2/1)		• Closed Session – Notice of Intent to Non-Renew (by 3/15)		• CBOC Annual Report (by 3/31)	
• Budget Directives 1 st Reading		• Budget Directives 2 nd Reading/Approval (by 3/1)		• Selection of Auditor (by 4/1)	
• National Community College Month Resolution (by 2/1)		• Nonresident Tuition Fee (by 3/1)		• Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)	
• Sabbaticals Granted		• Apportionment Attendance Report P1		• Grant Tenure/Tenure Contracts	
		• Quarterly Investment Report		• Classified Employee of the Year <i>Endorsement</i>	

APRIL		MAY		JUNE	
• Interfund Transfer Resolution		• Quarterly Investment Report		• AP/BP 6320 Investments 1 st Reading (annually)	
• Constitutional Advance (optional)		• Apportionment Attendance Report P2		• Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)	
• Elect BOT Self-Evaluation Ad Hoc Committee and Approval of Evaluation Instrument & Process		• EEO Multiple Method Certification (by 6/1)		• Authorized Signature List (annually)	
• 4/10 Alternate Summer Work Schedule for Management & Confidential Employees		• Board Orientation Handbook 2 nd Reading		• Bank Accounts (annually)	
• Board Orientation Handbook 1 st Reading		• Preliminary Budget & Presentation (study session)		• Tentative Budget (by 7/1)	
• District Technology Strategic Plan – 1 st Reading (last plan 2020-2023)		• Resolution for Outgoing Student Trustees		• Prop 30 EPA Expenditures Resolution (annually)	
		• ACCJC Institutional Self-Evaluation Report 1 st Reading (by 8/1 every seven years. Last report 2020)		• GANN Limit (by 7/1)	
		• District Technology Strategic Plan – 2 nd Reading (last plan 2020-2023)		• Meals, Refreshments, Open POs for Next FY	
				• Order of Election and the Specifications of the Election Order (every 2 years on even numbered years)	
				• New Student Trustee Orientation	

Board Master Planning Action Calendar

As of 3/24/2021 1:59 PM

Monthly	B&FS	<ul style="list-style-type: none"> - Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - FTES Reports 	<ul style="list-style-type: none"> - Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout 	<ul style="list-style-type: none"> - Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report - Surplus Property
	FPC	<ul style="list-style-type: none"> - RFQ/RFP/Bid & Contract Award - Informal Bid Award (UCCAP) 	<ul style="list-style-type: none"> - Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments 	<ul style="list-style-type: none"> - Bond Construction COs/Amendments - CBOC Appointees
	HR	<ul style="list-style-type: none"> - Closed Session Items (Separate Agenda) - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase 	<ul style="list-style-type: none"> - Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic 	<ul style="list-style-type: none"> - Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment
	OOC & PRES	<ul style="list-style-type: none"> - AB 705 Report - Accreditation Timeline - Applause Report - Board Committee Reports 	<ul style="list-style-type: none"> - Board Master Planning Action Calendar - Board Policies & Procedures - Chancellor's Report 	<ul style="list-style-type: none"> - Curriculum - Key Performance Indicators - Minutes

JULY		AUGUST		SEPTEMBER	
• AP/BP 6320 Investments 2 nd Reading/Approval (<i>annually</i>)		• Quarterly Investment Report		• Final Budget Public Hearing and Approval (<i>by 9/15</i>)	
• Transfer of Appropriations Resolution (<i>annually</i>)		• Prop 30 EPA Expenditure Accounting (<i>if figures change dramatically based on ReCalc</i>)		• Initial Proposals to Reopen Negotiations with CSEA/CTA	
• Board Meeting Dates for Next FY		• Apportionment Attendance Report P3		• Annual Security Report (<i>by 10/1</i>)	
• Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities		• Final Budget Presentation (<i>study session</i>)		• 2024 ACCJC Midterm Report 2 nd Reading/Approval (<i>by 10/1. Last report 2020</i>)	
• Elect Chancellor's Self-Evaluation Ad Hoc Committee and Approval of Evaluation Instrument & Process		• 2024 ACCJC Midterm Report 1 st Reading/Approval (<i>by 10/1. Last report 2020</i>)		• 2027 ACCJC Institutional Self-Evaluation Report 2 nd Reading/Approval (<i>by 10/1. Last report 2020</i>)	
• Annual Resolution to Pay Trustees		• 2027 ACCJC Institutional Self-Evaluation Report 1 st Reading/Approval (<i>by 10/1. Last report 2020</i>)			

OCTOBER		NOVEMBER		DECEMBER	
• HR Diversity in Hiring Report (<i>April & October</i>)		• Closed Session – Notice of Intent to Non-Renew		• Closed Session – Notice of Intent to Non-Renew	
		• Quarterly Investment Report		• Certified Quarterly Financial Status Report (<i>by 11/15, 2/15, 5/15</i>)	
		• Annual Sabbatical Completion Report from last spring and fall (<i>by first semester after return</i>)		• Reaffirm FCC Auction Guiding Principles (<i>annually</i>)	
				• Audit Reports: District, CBOC, KVCR (<i>by 12/31</i>)	
				• New Trustee Orientation (<i>every 2 years on even numbered years, if new trustees are elected</i>)	
				• BOT Annual Organizational Meeting	
				• BOT Committee Member Assignments	
				• BOT Member Assignment to the SBRETCJPA	
				• BOT Member Assignment County Committee on School District Organization	
				• BOT Executive Board	

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: April 8, 2021

SUBJECT: Budget Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

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 otherwise noted here. For explanations of any significant variances in year-to-date revenues/expenditures from fiscal year elapsed, please see the attached summary.

ANALYSIS

The attached Revenue and Expenditure Summary reflects activity for the 2020-21 fiscal year through March 15, 2021. As of that date, SBCCD was 70.6% through the fiscal year and had spent and/or encumbered approximately 50.7% of its budgeted general fund. This compares favorably to last year's report as of March 13, 2020, when SBCCD had spent/encumbered 62.7% of the general fund budget 69.8% of the way through the fiscal year.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.



Budget Revenue & Expenditure Summary

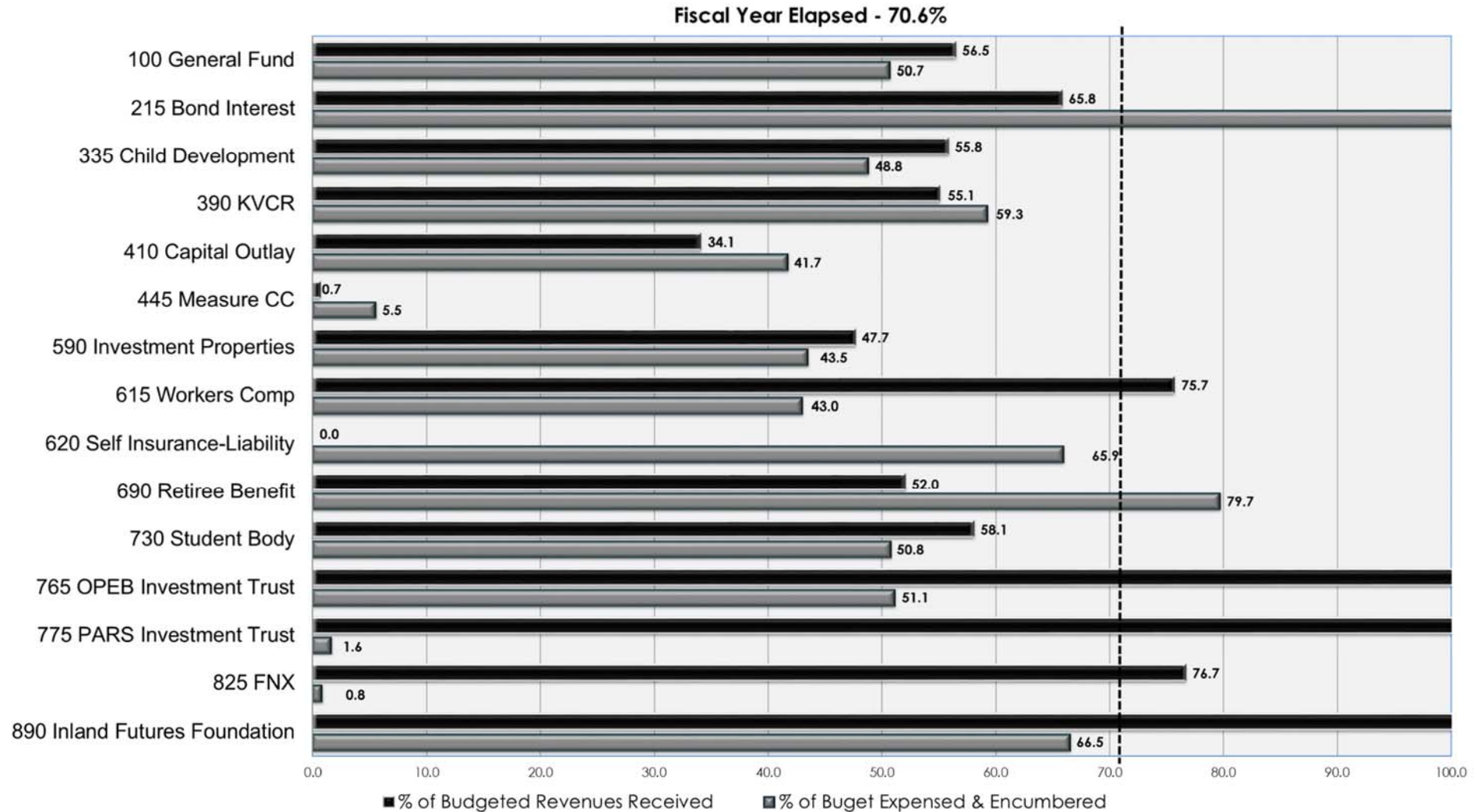
Year to Date 03/15/2021

	70.6% of Fiscal Year Elapsed										
	REVENUES				EXPENDITURES						
	Budget		Received YTD		Budget		Expensed/ Encumbered YTD	COMMENTS			
100 General Fund	\$	193,711,588	\$	109,364,350	56.5%	\$	196,820,389		\$	99,826,304	50.7%
215 Bond Interest & Redemption	\$	48,250,000	\$	31,751,215	65.8%	\$	48,250,000	\$	56,943,365	118.0%	Taxes are determined and collected by the County for bond measures.
335 Child Development	\$	3,844,266	\$	2,146,078	55.8%	\$	3,844,266	\$	1,876,576	48.8%	Expenditures are consistent with the needs to the fund given the current climate.
390 KVCR	\$	4,614,352	\$	2,541,063	55.1%	\$	4,729,525	\$	2,804,018	59.3%	Revenue and expenditures are currently under review by management.
410 Capital Outlay Projects	\$	4,318,477	\$	1,472,057	34.1%	\$	4,691,479	\$	1,957,291	41.7%	RDA revenue posted by the County. Expenditures are consistent with the utilization of this fund.
445 Measure CC	\$	294,601,352	\$	2,005,639	0.7%	\$	249,401,352	\$	13,790,855	5.5%	Revenue and expenditures are consistent with the year-to-date bond activity.
590 Investment Properties	\$	4,729,705	\$	2,254,659	47.7%	\$	3,473,057	\$	1,510,355	43.5%	Posting of activity one month in arrears.
615 Workers Compensation	\$	1,630,000	\$	1,233,500	75.7%	\$	1,635,000	\$	702,931	43.0%	Expenditures are consistent with the needs to the fund given the current climate.
620 Self Insurance-Liability	\$	595,660	\$	581,426	97.6%	\$	1,070,000	\$	705,399	65.9%	\$580,000 transfer in (revenue) received.
690 Retiree Benefit	\$	243,134	\$	126,545	52.0%	\$	387,164	\$	308,551	79.7%	FY21 revenue activity posted through December 2020.
730 Student Body Center Fee	\$	312,429	\$	181,409	58.1%	\$	312,429	\$	158,767	50.8%	Expenditures are consistent with the needs of this fund given the current climate.
765 OPEB Investment Trust	\$	425,000	\$	1,400,108	329.4%	\$	80,000	\$	40,911	51.1%	\$686,856 second quarter investment activity posted; earnings are trending higher than expected. Expenditures are consistent with the needs of this fund.
775 PARS Investment Trust	\$	4,700,000	\$	9,920,030	211.1%	\$	5,055,137	\$	82,733	1.6%	\$6,131,598 second quarter investment activity posted; earnings are trending higher than expected. Expenditures posted annually.
825 FNX	\$	608,800	\$	466,915	76.7%	\$	608,846	\$	492,858	80.9%	
890 Inland Futures Foundation	\$	785,000	\$	794,047	101.2%	\$	785,000	\$	522,088	66.5%	Contribution/gift revenue trending higher than expected.



Budget Revenue & Expenditure Summary

Year to Date 03/15/2021



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: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: April 8, 2021

SUBJECT: Construction Contracts Below \$60,000

RECOMMENDATION

This item is being submitted for information only. No action is necessary.

OVERVIEW

This Board item affects small scale construction contracts which have a total value of \$60,000 or less.

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code.

ANALYSIS

Per Public Contract Code 22032(a), public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Informal proposals were solicited as necessary and an analysis of those received indicates that the contracts selected best suit the needs of SBCCD for the particular projects.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of these projects is included in the Bond Program budget.



Construction Contracts Below \$60,000

Presented for Information on April 8, 2021

[v.3.18.2021.p.1|1]

Contract Awards

Contractor & Project	Amount	Funding
<i>Borden Excavating, Inc. – CHC Campuswide Infrastructure – Building 17 Water Main Repair</i>	\$22,000.00	Fund 445 – Measure CC

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: April 8, 2021

SUBJECT: Contracts Below \$96,700

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 \$96,700. Construction services are not included in this board item.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The attached purchase and or contract requests have been budgeted for via purchase requisition.

Contracts and Agreements

Board Date 04/08/2021

1 of 9

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
16916	ABM Industries Inc. dba ABM Building Solutions LLC	Maintenance Agreement	Maintenance/SBVC	\$95,000.00		
20234	Achievers Inc.	Production of Logo Items	Counseling/SBVC	\$1,836.00		
20219	Alan Gordon Enterprises Inc.	Repairs	FTVM/SBVC	\$294.75		
20229	All American Sports Corp/Riddell	Repairs	Athletics/SBVC	\$8,492.80		
20285	Allison, Nancy	Braille Transcribing FY 21-22	ATPC/SBCCD	\$75,000.00		
20265	Altaware, Inc.	Software/Online Services	TESS/SBCCD	\$1,602.00		
20286	Anderson, Sharon	Braille Transcribing FY 21-22	ATPC/SBCCD	\$50,000.00		
20290	Apalaklis, Dana	Braille Transcribing FY 21-22	ATPC/SBCCD	\$50,000.00		
20287	Argueta, Maricela Covarrubias	Braille Transcribing FY 21-22	ATPC/SBCCD	\$15,000.00		
20246	Associated Press	Broadcasting Rights	FM/KVCR	\$8,911.86		
20210	Audios Ventures Inc. dba Simplecast	Software/Online Services	Media Academy/SBVC	\$5,400.00		
20263	Axon Enterprises, Inc.	Maintenance Agreement	District Police/SBCCD	\$1,648.34		
20288	Bach to Braille, Inc.	Braille Transcribing FY 21-22	ATPC/SBCCD	\$30,000.00		
20230	BackFlowSim	Software/Online Services	Water Supply Tech/SBVC	\$3,059.62		

Contracts and Agreements

Board Date 04/08/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
15227	Barker, James Brian	Braille Transcribing FY 21-22	ATPC/SBCCD	\$40,000.00		
20289	Barnett, Chelsea	Braille Transcribing FY 21-22	ATPC/SBCCD	\$60,000.00		
20233	Barr Door, Inc.	Repairs	Maintenance/SBVC	\$18,087.48		
20292	Beckley, Sally	Braille Transcribing FY 21-22	ATPC/SBCCD	\$40,000.00		
20328	Beyond Labz LLC	Software/Online Services	Instruction/CHC	\$4,025.00		
20249	BingoBaker.com	Software/Online Services	Student Life/SBVC	\$24.95		
20253	BIO-Key International Inc.	Software/Online Services	TESS/SBCCD	\$10,000.00		
20293	Braille It, Inc.	Braille Transcribing FY 21-22	ATPC/SBCCD	\$40,000.00		
20244	California Baptist University	Participation Agreement	Health Center/SBVC	No Cost		
20284	California Consulting Inc.	Consultants	EDCT/SBCCD	\$34,500.00		
20239	California State University - San Bernardino	Income - Underwriter	FM/KVCR		\$10,000.00	
20326	Canty, Joshua	Braille Transcribing FY 21-22	ATPC/SBCCD	\$20,000.00		
20327	Carville, Robin dba STATco	Software/Online Services	Technical Training/SBVC	\$1,800.00		
20247	Chabot-Las Positas CCD	Participation Agreement	Child Development/SBVC	No Cost		

Contracts and Agreements

Board Date 04/08/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
20242	Cleverbridge	Software/Online Services	TESS/SBCCD	\$5,500.00		
20329	Community College Association of MESA Directors	Production of Logo Items	MESA/SBVC	\$446.14		
20236	ComponentSource Inc.	Software/Online Services	TESS/SBCCD	\$302.12		
20222	Computerized Embroidery Company, The	Production of Logo Items	Student Success/SBVC	\$1,485.00		
20213	Computerized Embroidery Company, The	Software/Online Services	TESS/SBCCD	\$7,440.00		
20296	Conroy, Christina	Braille Transcribing FY 21-22	APTC/SBCCD	\$30,000.00		
20245	Couts Heating & Cooling, Inc.	Professional Services	Facilities Planning/SBCCD	\$10,000.00		
20283	Crown Lift Trucks	Purchase Agreement	Technical Training/SBVC	\$32,756.43		
20277	David Ollis Landscape Development Inc.	Repairs	Facilities Planning/SBCCD	\$900.00		
20266	Dean's Electric Inc.	Repairs	Facilities Planning/SBCCD	\$5,600.00		
20257	Design Source USA, Inc.	Production of Awards	Student Equity/SBVC	\$2,202.90		
20217	Douglas Media Inc dba D C Douglas C Compertz Jr	Speaker	Arts & Lecture/SBVC	\$500.00		
20221	EDU Business Solutions	Software/Online Services	Print Shop/SBCCD	\$4,010.40		
20220	Ellucian Company, LP	Professional Services	TESS/SBCCD	\$1,575.00		

Contracts and Agreements

Board Date 04/08/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
20211	Gallagher's Finishing Touch & Engraving	Production of Awards	Arts & Lectures/SBVC	\$387.90		
20251	Gault, Jacob	Sheriff On Site Supervisor	Police Science/SBVC	No Cost		
20299	Gold Country Transcribing Inc.	Braille Transcribing FY 21-22	ATPC/SBCCD	\$20,000.00		
20258	Golf Cars of Riverside Inc.	Purchase Agreement	Maintenance/CHC	\$15,000.00		
20300	Gottschalk, Dennis	Braille Transcribing FY 21-22	ATPC/SBCCD	\$40,000.00		
20330	Gradimages	Graduation Photo	CHC/Student Life	No Cost		
20302	Harbold, Robert	Braille Transcribing FY 21-22	ATPC/SBCCD	\$15,000.00		
20303	Hathaway, Sailaja	Braille Transcribing FY 21-22	ATPC/SBCCD	\$60,000.00		
20304	Higa, Dominick	Braille Transcribing FY 21-22	ATPC/SBCCD	\$70,000.00		
18685	Honeyville Inc.	Income - Contract Ed	EDCT/SBCCD		\$2,500.00	
20237	ICS Service Co.	Services	Maintenance/SBVC	\$15,876.00		
20216	Inland Empire Media Group Inc. dba Inland Empire Magazine	Advertising	Marketing/SBCCD	\$2,190.00		
20306	Janson, Patrick	Braille Transcribing FY 21-22	ATPC/SBCCD	\$60,000.00		
20261	JetBrains Americas Inc.	Software/Online Services	TESS/SBCCD	\$298.50		

Contracts and Agreements

Board Date 04/08/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
20269	KAP7 International	Production of Team Uniforms	Pool/CHC	\$3,475.34		
20281	Klein Educational System Inc.	Software/Online Services	Technical Training/SBVC	\$6,560.00		
20307	Krzywicki, Jewel	Braille Transcribing FY 21-22	ATPC/SBCCD	\$80,000.00		
20224	Kuta Software	Software/Online Services	Mathematics/SBVC	\$1,122.00		
20226	Laboratory Microscope Specialist - LMS	Repairs	Biology/SBVC	\$1,026.00		
20218	Lakeshirts Holdings Inc.	Production of Logo Items	Student Services/SBVC	\$1,356.57		
20336	LeMay Construction	Repairs	Facilities Planning/SBCCD	\$6,470.00		
20308	Lester, Ethan	Braille Transcribing FY 21-22	ATPC/SBCCD	\$50,000.00		
20241	Letterhead Factory Inc.	Production of Logo Items	Student Life/SBVC	\$469.76		
20228	Lexipol, LLC	General	District Police/SBCCD	\$3,785.00		
20309	Lots 4 You, Inc.	Braille Transcribing FY 21-22	ATPC/SBCCD	\$30,000.00		
20250	Mascetti, Jason	Sheriff On Site Supervisor	Police Science/SBVC	No Cost		
20335	Masstech Americas, Inc.	Software/Online Services	KVCR/KVCR	\$35,703.12		
20310	McGovern, Linda	Broadcasting Rights	ATPC/SBCCD	\$40,000.00		

Contracts and Agreements

Board Date 04/08/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
20311	Melgoza, Jorge	Braille Transcribing FY 21-22	ATPC/SBCCD	\$20,000.00		
20238	Midwest Global Group, Inc.	Production of Awards	Counseling/SBVC	\$1,396.50		
20280	Myers-Briggs Company, The	Software/Online Services	Counseling/SBVC	\$24,161.25		
20339	Myers Information Systems	Software/Online Services	KVCR/KVCR	\$19,182.87		
20331	New York Public Radio - WNYC	Broadcasting Rights	FM/KVCR	\$18,820.00		
20312	NewCo Foundation	Braille Transcribing FY 21-22	ATPC/SBCCD	\$90,000.00		
20282	O'Neill Logistics	Income - Contract Ed	EDCT/SBCCD		\$25,000.00	
20273	Only Thoughts of Ownership LLC	Speaker	First Year/SBVC	\$1,000.00		
20313	Ostby, Katrina	Braille Transcribing FY 21-22	ATPC/SBCCD	\$50,000.00		
20332	PAC- Van Inc.	Rental	Facilities Planning/SBCCD	\$2,203.20		
20333	PAC- Van Inc.	Rental	Facilities Planning/SBCCD	\$5,572.80		
20227	PAPE Group, Inc. dba Pape Material Handling Inc.	Repairs	TESS/SBCCD	\$3,125.00		
20248	Parchment LLC	Production of Awards	Student Services/SBVC	\$30,000.00		
20314	Pavo-Zehr, Melissa	Braille Transcribing FY 21-22	ATPC/SBCCD	\$30,000.00		

Contracts and Agreements

Board Date 04/08/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
20275	Progress Software Corporation	Software/Online Services	TESS/SBCCD	\$2,650.00		
20338	PRX Inc.	Broadcasting Rights	FM/KVCR	\$11,350.21		
20232	Public Media Partnerships, Inc.	Software/Online Services	FM/KVCR	\$5,373.00		
20276	Quality Power Solutions LLC	Repairs	Maintenance/CHC	\$52,000.00		
20279	Quality Power Solutions LLC	Repairs	Maintenance/CHC	\$52,200.00		
20315	Quilalang, Roger	Braille Transcribing FY 21-22	ATPC/SBCCD	\$60,000.00		
20215	Radio Research Consortium	Independent Contractor	FM/KVCR	\$49,460.00		
20091	Rancho Santiago CCD	Income - Grant	EDCT/SBCCD		\$250,000.00	
20271	Rivera, Mecir	Speaker	Student Equity/SBVC	\$250.00		
20214	Riverside CCD	Income - Grant	Technical Training/SBVC		\$20,214.00	
20278	Rosendin Electric, Inc.	UCCAP	Maintenance/CHC	\$60,000.00		
20270	Ruiz-Tujillo, Evelyn	Speaker	Student Equity/SBVC	\$250.00		
20262	San Bernardino County Fire Protection District	Income - Facilities Use	Facilities Planning/SBCCD		No Charge	
20316	Sherwood, Rebecca dba Rain City Braille, LLC	Braille Transcribing FY 21-22	ATPC/SBCCD	\$40,000.00		

Contracts and Agreements

Board Date 04/08/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
20272	SHI International Corp	Software/Online Services	TESS/SBCCD	\$1,000.00		
20252	Shred-It	Services	Administrative Services/SBVC	\$300.00		
20231	Siteimprove, Inc.	Software/Online Services	TESS/SBCCD	\$7,440.00		
17645	Sky Blue Technologies, Inc.	Software/Online Services	KVCR-TV/KVCR	\$21,655.00		\$7,277.50
20256	Stop AAPI Hate C/o Chinese for Affirmative Action	Speaker	EOP&S/CHC	\$1,000.00		
20267	Summerland Bags, LLC	Production of Logo Items	Counseling/SBVC	\$4,560.51		
20240	TABU, Hannibal	Speaker	Arts & Lecture/SBCCD	\$500.00		
20317	Taesch, Richard	Braille Transcribing FY 21-22	ATPC/SBCCD	\$30,000.00		
20254	Tel Set Communications Inc.	Independent Contractor	TESS/SBCCD	\$23,274.00		
20255	Tel Set Communications Inc.	Independent Contractor	TESS/SBCCD	\$23,274.00		
20259	Tennessee, University of	Software/Online Services	Counseling/SBVC	\$150.00		
20212	Timeless Plaques & Awards	Production of Awards	Student Life/SBVC	\$1,077.50		
20274	Turnout Maintenance Company, LLC	Repairs	Fire Technology/CHC	\$317.86		
20325	United Braille Alliance, LLC	Braille Transcribing FY 21-22	ATPC/SBCCD	\$90,000.00		

Contracts and Agreements

Board Date 04/08/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
20260	University of Texas at Austin, The	Participation Agreement	Research & Planning/CHC	\$8,850.00		
20319	Walker, Jacquelyn	Braille Transcribing FY 21-22	ATPC/SBCCD	\$20,000.00		
20320	Walker, Kathleen	Braille Transcribing FY 21-22	ATPC/SBCCD	\$90,000.00		
20235	Waltery Insurance Brokers	General	KVCR/KVCR	\$5,368.00		
20322	Walton, Lindy	Braille Transcribing FY 21-22	ATPC/SBCCD	\$20,000.00		
20243	West Coast Lights & Sirens, Inc.	Installation Services	District Police/SBCCD	\$556.94		
20268	Westside Story Newspaper	Advertising	Marketing/SBVC	\$1,250.00		
20323	Wilhelm, Tamera	Braille Transcribing FY 21-22	ATPC/SBCCD	\$60,000.00		
20225	WIN-OMT Technologies	Software/Online Services	KVCR/KVCR	\$200.00		
20264	Zurc Software Services, LLC	Professional Services	TESS/SBCCD	\$7,200.00		

Total Number of Contract 122

Total Values \$2,323,089.62 \$307,714.00

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: April 8, 2021

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 million. 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 \$10 million.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This is an information item only. There are no direct financial implications.



General Fund Cash Flow Analysis – Restricted & Unrestricted Fiscal Year 2020-21

(as of March 16, 2021, rounded to the nearest \$1,000)

	PROJECTED												ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Estimated Beginning Cash Balance	27,691	26,244	27,983	29,801	27,396	26,123	48,872	46,108	39,010	26,492	15,122	10,000		
Receipts														
Federal		45	747		13		361	-33	3,421	5,216	5,216	5,216		20,204
State	7,576	8,551	13,638	6,242	6,945	12,058	18,398	2,146	8,834	9,137	9,034	7,070		109,628
State Deferrals*								-4,850	-4,850	-4,850	-4,850	-4,850		-24,252
Local	1,070	1,012	3,965	2,384	3,572	17,354	3,662	1,080		5,842	5,126	1,961		47,028
Temporary Borrowings											11,754	19,210		30,964
Interfund Transfer & Sale of Assets	894	894	894	894	894	894	896	-2,619	1,773	828	2,171	8,207		16,622
Accounts Receivable/Accruals	168	4	79	1,398	12	3,725	1,048	9,455	507	461	1,637	838		19,331
Total Receipts	9,709	10,506	19,324	10,918	11,435	34,030	24,365	5,179	9,685	16,633	30,088	37,651		219,523
Disbursements														
Academic Salaries	3	2,279	4,355	4,585	4,713	4,693	4,638	4,014	4,883	4,826	4,903	9,737		53,630
Classified Salaries	2,644	2,708	2,652	2,883	2,826	2,965	2,758	2,644	2,791	3,118	3,161	5,143		36,294
Benefits	1,185	1,956	2,303	2,342	2,358	-3,685	2,357	2,254	2,511	2,542	2,562	10,704		29,389
Supplies & Materials	83	78	90	114	81	-94	68	50	860	860	860	860		3,909
Other Operating Exp	2,005	1,382	2,333	1,180	1,660	-2,082	1,163	1,069	4,968	12,360	12,360	12,360		50,756
Capital Outlay	262	175	198	126	175	-268	521	88	380	1,334	1,334	1,334		5,660
Other Outgo	944	133	1,616	1,622	904	1,089	731	1,223	1,683	2,046	2,480	2,480		16,951
Longterm Post-Employment Benefits	-7	-10	-10	-10	-10	-10	45	-10	-1	-1	-2	11		-17
Accounts Payable/Accruals	4,038	68	3,969	482	1	8,673	14,849	944	4,128	918	7,551	-4,978		40,642
Total Disbursements	11,156	8,767	17,506	13,323	12,708	11,282	27,130	12,277	22,202	28,004	35,210	37,651		237,215
Increase / (Decrease) in Cash Balance	-1,447	1,739	1,818	-2,405	-1,273	22,749	-2,764	-7,098	-12,517	-11,371	-5,122			
Estimated Ending Cash Balance	26,244	27,983	29,801	27,396	26,123	48,872	46,108	39,010	26,492	15,122	10,000	10,000		

*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.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 8, 2021

SUBJECT: MOUs between SBCCD and the California School Employees Association and its SBCCD Chapter 291 (CSEA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

The District and the CSEA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CSEA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information item.

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

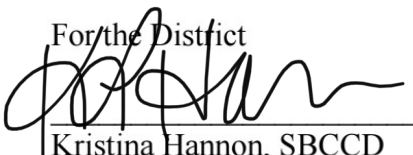
March 2, 2021

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding the 3/12 Alternate Work Schedule ("AWS").

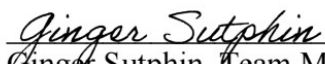
1. The College Security Officers will participate in the 3/12 AWS. The 3/12 workweek will be Monday through Friday. The College Security Officers will continue to work a forty (40) hour workweek.
 - a. Employees will work twelve (12) hours per day on three (3) consecutive days.
 - b. Employees will work four (4) hours per week on one (1) day preceding or following their three (3) twelve (12) hour workdays.
2. The 3/12 AWS will be offered based on a rotational basis, determined by permanent hire date among those in the same classification and department who normally perform the work involved. The adjustment to the 3/12 AWS will be mutually agreed by the unit member. Unit members may request a meeting with their immediate supervisor and a union representative to discuss any hardships with the four (4) hour adjustment.
3. Holidays will be offered and compensated in accordance with Article 12. Holiday work will be offered by seniority per classification.
4. Unit members shall be notified of their 3/12 AWS start and end times upon the ratification of this MOU.
5. The District will provide the Association with the 3/12 AWS including names, location, and shift times worked at the beginning of the 3/12 AWS.
6. All shift will be paid at the appropriate differential in accordance with Article 7.2.
7. This MOU will expire December 31, 2021.

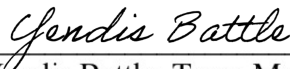
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

 Kristina Hannon, SBCCD
 Vice Chancellor, Human Resources &
 Police Services

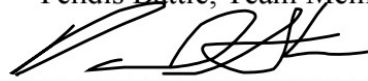
For CSEA

 Cassandra Thomas, President CSEA #291

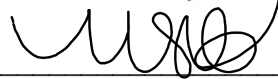

 Ginger Sutphin, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR



Abe Fulgham, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

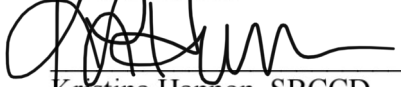
March 16, 2021

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 parties agree to the following as it relates to the bargaining unit member being laid off effective June 30, 2021, as contained in Resolution No. 2020-12-11-HR01 adopted by the Board at their December 11, 2020, regular meeting:

1. Documentation: The District will provide the Association with a final list of the placement of the affected bargaining unit members and all communication sent to affected bargaining unit members. The District will provide the most recent contact information that has been provided by the affected bargaining unit members.
 - a. Effective March 12, 2021, Ariel Davis, Coordinator of Outreach & Relations with Schools, Student Services at San Bernardino Valley College (C136802, 1.0 FTE), will take a voluntary demotion in lieu of layoff, in accordance with Article 9.8 to the position of Research Data Specialist (C138402, 1.0 FTE) Research, Planning & Institutional Effectiveness at San Bernardino Valley College.
 - b. The Employee will be placed at Step E Range 42 in accordance with Article 9.8.
 - c. In accordance with voluntary demotions the member will not accrue any additional probationary period.
2. The District recognizes that layoffs impact the amount of work that can be done by remaining bargaining unit members. The remaining bargaining unit members shall not be required to perform duties outside of their job description, except when working out of classification as authorized by law. Further, such employee(s) shall not be required to perform overtime work as a result of the layoffs.
3. The District and CSEA will meet to discuss workload issues as a result of layoff as the need arises.
4. The agreement is subject to approval as per CSEA Policy 610 and ratification by the District's Board.

For the District

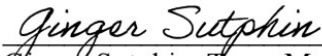


Kristina Hannon, SBCCD
Vice Chancellor, Human Resources &
Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Ginger Sutphin, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR



Abe Fulgham, Team Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 8, 2021

SUBJECT: MOUs between SBCCD and the San Bernardino Community College District Teachers Association (CTA)

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

SBCCD staff and the CTA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CTA.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence.

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information item.

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

Reimbursement for Expenditures Related to COVID-19

WHEREAS, the District recognizes there have been expenditures related to COVID-19; and

THEREFORE, as of March 16, 2020, faculty may seek reimbursement for purchases that meet one of the approved expenditures for CARES act funding (attached).

1. Faculty shall turn in receipts to the appropriate manager for approval and to start the reimbursement process.
2. Expenditures incurred after September 1, 2020 must be preapproved by the appropriate manager to be eligible for reimbursement.
3. Technology equipment that is reimbursed is property of the District and must be returned upon separation or when it is no longer needed.

SBCCD

Date: February 26, 2021

Kristina Hannon

Kristina Hannon, Vice Chancellor, Human Resources & Police Services, SBCCD Chief Negotiator

SBCCDTA

Date: February 26, 2021

Sheri Lillard

Sheri Lillard, SBCCDTA Chief Negotiator

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 8, 2021

SUBJECT: Professional Expert, Short-Term, and Substitute Employees

RECOMMENDATION

This item is for information only.

OVERVIEW

Per SBCCD Administrative Procedure 7110, in the case of short-term hourly/substitute and student employees, the Board has delegated the Chancellor or his/her designee as the authorizing agent for hire.

California Education Code section 88003 outlines the criterion for hiring an employee on a temporary basis. The length of temporary employment is less than 75% of the college year, which amounts to 195 working days. Types of temporary employment include:

- Professional Expert: Districts can go outside the classified service when the scope of work is discrete, temporary, and requires expertise not available within the classified service. Requesting departments certify these by defining the project and identifying an end date for the project. Continued employment is contingent on continued demand and/or funding.
- Short-Term: Districts can use short-term employees on a temporary basis to perform a service upon completion of which, the service, or similar services, will not be extended or needed on a continuous basis.
- Substitute: Districts can employ substitute employees to fill in for a classified employee that is temporarily absent from duty, or if the district is recruiting to hire a vacant position.

ANALYSIS

The attached list of Professional Expert, Short-Term, and Substitute Employees is certified to be in accordance with California Education Code section 88003.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

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



Professional Expert, Short-Term & Substitute Employees

Presented for Information on April 8, 2021

[v.3.24.2021.p.1|2]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Konrad, Josef CHC Fire Technology	State Fire Training Instructor	03/04/21	06/30/21	\$55.00
Toland, Steven DIST Economic Development & Corporate Training	Workforce Development Trainer	02/23/21	06/30/21	\$50.00
Sanchez, Michael DIST KVCR	Content Specialist	02/23/21	06/30/21	\$40.00
Lopez, Andy SBVC Applied Technology, Transportation & Culinary Arts Division	Program Assistant	05/22/21	06/30/21	\$20.00
Russell, Jeffrey SBVC Applied Technology, Transportation & Culinary Arts Division	Program Assistant	05/22/21	06/30/21	\$20.00
Jones, Frederick SBVC First Year Experience	Program Assistant	03/15/21	06/30/21	\$20.00
Wallace Ellis, Trinity SBVC Foster & Kinship Care Education	Foster Parenting Education	03/12/21	06/30/21	\$45.00
Spano, Jordan SBVC Marketing & Public Relations	Content Specialist	03/11/21	06/30/21	\$35.00
White, Jacy SBVC Marketing & Public Relations	Content Specialist	03/11/21	06/30/21	\$40.00

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Christopher, Alicia M SBVC Research & Planning	Project Assistant III	04/08/21	06/30/21	\$17.50

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Bender, ZsaQuita CHC Career Education & Human Development <i>Ext: Leave Coverage</i>	Secretary II	03/01/21	04/30/21	\$22.58



Professional Expert, Short-Term & Substitute Employees

Presented for Information on April 8, 2021

[v.3.24.2021.p.2|2]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Blackmon, Richard SBVC Chemistry <i>New: On Call</i>	Lab Technician, Chemistry	01/12/21	03/12/21	\$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: April 8, 2021

SUBJECT: Purchase Orders

RECOMMENDATION

This item is being presented for information only. No further action is necessary.

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

ANALYSIS

Purchase orders issued between the dates of 2/16/2021 – 3/15/2021 are attached, except those approved through other agenda items. All purchase orders have been issued in accordance with the District's policies and procedures by an authorized officer of the District.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The attached purchase orders are included in the appropriate budgets.

Purchase Order Report
April 8, 2021

PO#	Supplier Name	Amount
2102038	SVM LP	\$ 15,622.50
2102039	SVM LP	\$ 13,023.75
2102042	US POSTAL SERVICE	\$ 3,200.00
2102046	FOLLETT HIGHER EDUCATION GROUP INC	\$ 500.00
2102047	CA COMM COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	\$ 100.00
2102048	INTERNATIONAL PUBLISHING MANAGEMENT ASSOCIATION	\$ 325.00
2102049	GENUINE AUTO PARTS	\$ 224.10
2102050	GRAINGER INC	\$ 723.28
2102051	STAPLES BUSINESS ADVANTAGE	\$ 124.47
2102052	STAPLES BUSINESS ADVANTAGE	\$ 126.76
2102053	MEDLINE INDUSTRIES INC	\$ 1,141.67
2102057	GOBI LIBRARY SOLUTIONS FROM EBSCO	\$ 19,600.00
2102062	STAPLES BUSINESS ADVANTAGE	\$ 76.58
2102071	HEALTH SERVICES ASSOCIATION CALIFORNIA COMMUNITY COLLEGES	\$ 300.00
2102072	HEALTH SERVICES ASSOCIATION CALIFORNIA COMMUNITY COLLEGES	\$ 300.00
2102074	HEALTH SERVICES ASSOCIATION CALIFORNIA COMMUNITY COLLEGES	\$ 300.00
2102075	FASHIONABLE SCRUBS	\$ 92.45
2102076	STAPLES BUSINESS ADVANTAGE	\$ 41.69
2102079	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	\$ 1,750.00
2102080	FOLLETT HIGHER EDUCATION GROUP INC	\$ 1,616.25
2102083	CALIFORNIA COMMUNITY COLLEGE CHIEF INSTRUCTIONAL OFFICERS	\$ 500.00
2102085	BOUND TREE MEDICAL LLC	\$ 199.90
2102087	STAPLES BUSINESS ADVANTAGE	\$ 88.59
2102089	TOP TIER FULFILLMENT LLC	\$ 2,461.68
2102093	BOUND TREE MEDICAL LLC	\$ 2,736.47
2102096	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	\$ 3,350.00
2102101	CA COMM COLLEGE COUNCIL FOR STAFF AND ORG DEVELOPMENT	\$ 175.00
2102104	MYERS & BRIGGS FOUNDATION	\$ 2,545.00
2102105	MYERS & BRIGGS FOUNDATION	\$ 2,545.00
2102106	CALIFORNIA COMMUNITY COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	\$ 100.00
2102108	DELL COMPUTER COMPANY	\$ 45,200.37
2102112	STAPLES BUSINESS ADVANTAGE	\$ 415.71
2102116	DIAMEDICAL USA EQUIPMENT LLC	\$ 428.85
2102120	LINCOLN AQUATICS	\$ 11,453.39
2102121	KNORR SYSTEMS INC	\$ 620.38
2102122	HEALTH SERVICES ASSOCIATION CALIFORNIA COMMUNITY COLLEGES	\$ 80.00
2102125	CAE HEALTHCARE INC	\$ 67,450.43
2102126	LOPEZ, ADAHLI	\$ 300.00
2102129	DMG MORI USA INC	\$ 2,359.73
2102130	AVOTEK	\$ 21,999.59
2102131	H21 GROUP INC	\$ 200.00
2102132	STAPLES BUSINESS ADVANTAGE	\$ 107.65
2102133	STAPLES BUSINESS ADVANTAGE	\$ 96.90
2102135	SADE BURRELL & ASSOCIATES	\$ 1,104.28
2102137	CDW LLC	\$ 2,009.54

Purchase Order Report
April 8, 2021

PO#	Supplier Name	Amount
2102141	FILMTOOLS	\$ 359.54
2102142	CALIFORNIA COMMUNITY COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	\$ 100.00
2102144	VERIZON WIRELESS	\$ 456.12
2102147	STAPLES BUSINESS ADVANTAGE	\$ 331.07
2102149	MCMASTER-CARR SUPPLY CO	\$ 684.21
2102150	QUARK ENTERPRISES INC	\$ 3,813.27
2102151	FLINN SCIENTIFIC INC	\$ 1,746.37
2102152	STAPLES BUSINESS ADVANTAGE	\$ 537.03
2102154	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	\$ 9,500.00
2102155	FOLLETT HIGHER EDUCATION GROUP INC	\$ 3,396.28
2102157	STAPLES BUSINESS ADVANTAGE	\$ 302.22
2102160	SUNSHINE GROWERS NURSERY INC	\$ 10,000.00
2102165	FISHER SCIENTIFIC COMPANY LLC	\$ 817.11
2102166	CDW LLC	\$ 700.77
2102167	WAXIE SANITARY SUPPLY	\$ 21,776.34
2102170	CALIFORNIA PLACEMENT ASSOCIATION	\$ 53.34
2102172	QUADMED INC	\$ 476.97
2102174	SAN BERNARDINO, COUNTY OF	\$ 1,500.00
2102176	FILMTOOLS	\$ 6,395.20
2102179	GRAINGER INC	\$ 3,385.51
2102181	GRAINGER INC	\$ 2,075.02
2102182	COLOR CONSULTANTS INC	\$ 8,579.08
2102183	COLOR CONSULTANTS INC	\$ 3,860.70
2102184	GRAINGER INC	\$ 8,761.54
2102185	GRAINGER INC	\$ 350.08
2102186	STAPLES BUSINESS ADVANTAGE	\$ 75.41
2102190	SPORTS ENDEAVORS INC	\$ 614.84
2102192	FOLLETT HIGHER EDUCATION GROUP INC	\$ 500.00
2102195	STAPLES BUSINESS ADVANTAGE	\$ 60.01
2102196	STAPLES BUSINESS ADVANTAGE	\$ 425.80
2102198	BP MEDICAL SUPPLIES	\$ 326.44
2102199	CSUSB PHILANTHROPIC FOUNDATION	\$ 10,000.00
2102200	DELL COMPUTER COMPANY	\$ 3,229.31
2102202	STAPLES BUSINESS ADVANTAGE	\$ 69.05
2102203	STAPLES BUSINESS ADVANTAGE	\$ 244.34
2102204	STAPLES BUSINESS ADVANTAGE	\$ 553.80
2102207	CALIFORNIA, STATE OF	\$ 275.00
2102208	DELL COMPUTER COMPANY	\$ 38,669.13
2102209	DELL COMPUTER COMPANY	\$ 47,739.14
2102210	DELL COMPUTER COMPANY	\$ 120,977.81
2102212	SIMS-ORANGE WELDING SUPPLY INC	\$ 83,514.34
2102213	BRILLE AUTHORITY OF NORTH AMEMERICA	\$ 1,000.00
2102215	MYERS-BRIGGS COMPANY, THE	\$ 3,083.91
2102216	STAPLES BUSINESS ADVANTAGE	\$ 256.22
2102217	STAPLES BUSINESS ADVANTAGE	\$ 195.47

Purchase Order Report

April 8, 2021

PO#	Supplier Name	Amount
2102218	FOLLETT HIGHER EDUCATION GROUP INC	\$ 1,000.00
2102219	CARY COMPANY, THE	\$ 3,607.85
2102220	GENUINE AUTO PARTS	\$ 12,408.49
2102221	GENUINE AUTO PARTS	\$ 1,284.74
2102223	DIAMOND CHEVROLET OF SAN BERNARDINO	\$ 132.45
2102226	STAPLES BUSINESS ADVANTAGE	\$ 52.55
2102230	BATTERY WAREHOUSE DIRECT	\$ 407.30
2102232	PROGRESSIVE EDUCATIONAL SYSTEMS	\$ 62,546.54
2102233	CALIMESA TECH SERVICES	\$ 646.28
2102236	VASQUEZ, TIMOTHY	\$ 49.06
2102237	RUBIO, EDUARDO	\$ 40.07
2102238	COMMUNITY PLAYTHINGS	\$ 4,091.27
2102239	LAKESHORE LEARNING MATERIALS	\$ 1,560.22
2102240	CDW LLC	\$ 3,634.71
2102241	AMERICAN COLLEGE HEALTH ASSOCIATIONS	\$ 430.00
2102242	PALOMAR COMMUNITY COLLEGE DISTRICT	\$ 3,000.00
2102243	MUSSON THEATRICAL	\$ 1,815.67
2102244	GOLF CARS OF RIVERSIDE	\$ 14,799.88
2102245	QUADMED INC	\$ 758.88
2102247	DICK BLICK HOLDINGS INC	\$ 864.10
2102249	LOS RIOS COMMUNITY COLLEGE DISTRICT	\$ 150.00
2102251	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$ 3,937.73
2102252	SAN BERNARDINO, COUNTY OF	\$ 1,101.00
2102261	STAPLES BUSINESS ADVANTAGE	\$ 338.53
2102262	CM SCHOOL SUPPLY CO	\$ 369.91
2102263	CDW LLC	\$ 3,133.91
2102265	CA COMM COLLEGE DISTANCE EDUCATION COORDINATORS ORGANIZATION	\$ 100.00
2102266	ASCAP	\$ 3,860.47

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Jose F. Torres, Interim Chancellor
REVIEWED BY: Jose F. Torres, Interim Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: April 8, 2021
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 April 8, 2021

[v.3.17.2021.p.1|1]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Kiana Gleason Athletics Trainer	SBVC Athletics	1.5	03/09/21

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: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: April 8, 2021

SUBJECT: Summary of Measure CC Construction Change Orders

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

In August 2020, the Board of Trustees adopted a Program-Wide Measure CC Construction Change Order Percentage Goal of 5% or less and approved the implementation of the Construction Change Order Process.

ANALYSIS

The identified Change Orders were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with the approved procedures and goals. A detailed Construction Change Order Report attached.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Any reflected costs will be included in the Bond Construction budget.



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
BOND CHANGE ORDER OVERVIEW

	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
BOND CHANGE ORDER OVERVIEW	\$3,659,002.17	-\$5,017.35	\$3,653,984.82	-0.14%

SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY

Campus	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	\$776,541.00	-\$14,340.40	\$762,200.60	-1.85%
CC02-2000 : Crafton Hills College	\$2,696,656.00	\$4,511.03	\$2,701,167.03	0.17%
CC03-3000 : San Bernardino Community College District Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
TOTAL FOR CHANGE ORDERS	\$3,659,002.17	-\$5,017.35	\$3,653,984.82	-0.14%

SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

Projects	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC01-3601 : Technical Building Replacement (DBB)	\$0	\$0	\$0	-
CC01-3603 : M&O Repurposing (DBB)	\$0	\$0	\$0	-
CC01-3605 : New Softball Field (DBB)	\$0	\$0	\$0	-
CC01-3606 : Student Services & Instructional Building (DB)	\$0	\$0	\$0	-
CC01-3607 : Admin Building & Campus Center Repurposing (PDB)	\$0	\$0	\$0	-
CC01-3608 : Career Pathways Phase 2 (PDB)	\$0	\$0	\$0	-
CC01-3609 : Physical Science and Health & Life Science (DBB)	\$0	\$0	\$0	-
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	\$776,541.00	-\$14,340.40	\$762,200.60	-1.85%
CC01-1000 : San Bernardino Valley College Total	\$776,541.00	-\$14,340.40	\$762,200.60	-1.85%

CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date

Project	Contract	Change Order	Original Contract Amount	Change Orders	Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PCG Construction, Inc. Change Order #001	\$483,000.00	-\$14,340.40	-2.97%	28-Oct-20	14-Jan-21
CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date				-\$14,340.40			

SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

Projects	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3620 : Existing Performing Arts Center Demolition	\$0	\$0	\$0	-
CC02-3621 : Crafton Hall Renovation (DBB)	\$0	\$0	\$0	-
CC02-3623 : Gym Demolition (DBB)	\$1,172,140.00	\$4,511.03	\$1,176,651.03	0.38%
CC02-3624 : Student Support Building Renovation (DBB)	\$0	\$0	\$0	-
CC02-3625 : East Valley Public Safety Training Center (DB)	\$0	\$0	\$0	-
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$1,524,516.00	\$0	\$1,524,516.00	-
CC02-3631 : East Instructional Building (DB)	\$0	\$0	\$0	-
CC02-3633 : Central Complex 2 Renovation (PDB)	\$0	\$0	\$0	-
CC02-3634 : Child Development Center Renovation (DBB)	\$0	\$0	\$0	-
CC02-3635 : New Performing Arts Center Building (DBB)	\$0	\$0	\$0	-
CC02-2000 : Crafton Hills College Total	\$2,696,656.00	\$4,511.03	\$2,701,167.03	0.17%

CC02-2000 : Crafton Hills College - Executed Change Orders To Date

Project	Contract	Change Order	Original Contract Amount	Change Orders	Change Order % of Contracts	Executed Date	Board Date
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #001	\$1,074,000.00	\$4,511.03	0.42%	22-Feb-21	08-Apr-21
CC02-2000 : Crafton Hills College - Executed Change Orders To Date				\$4,511.03			

SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC03-3000 : San Bernardino Community College District Wide

CC03-3000 : San Bernardino Community College

Projects	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0001 : Program Contingency	\$0	\$0	\$0	-
CC03-0002 : Program Expenses	\$0	\$0	\$0	-
CC03-3640 : District-Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
CC03-3641 : District/Campus Student Information System	\$0	\$0	\$0	-
CC03-3642 : SBVC Land Acquisition	\$0	\$0	\$0	-
CC03-3000 : San Bernardino Community College District-Wide Total	\$185,805.17	\$4,812.02	\$190,617.19	2.59%

CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date

Project	Contract	Change Order	Original Contract Amount	Change Orders	Change Order % of Contracts	Executed Date	Board Date
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban - Change Order #001	\$185,805.17	\$4,812.02	2.59%	19-Nov-20	14-Jan-21
CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date				\$4,812.02			

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Jose F. Torres, Interim Chancellor

REVIEWED BY: Jose F. Torres, Interim Chancellor

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

DATE: April 8, 2021

SUBJECT: Volunteers

RECOMMENDATION

This item is for information only.

OVERVIEW

Assignments performed by volunteers will not take away responsibilities or duties of regular academic or classified employees.

ANALYSIS

The individuals on the attached list have volunteered their services and acknowledge that they will not receive payment of any kind for services performed.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Volunteers

Presented for Information on April 8, 2021

[v.3.18.2021.p.1|1]

Volunteer Name	Location Assignment	Department	From	To
Palmas, Javier JR.	SBVC	Athletics	04/09/21	06/30/21
Sova, Alan	DIST	KVCR	04/01/21	12/31/21



Virtual Conference Encourages Young Women to Explore STEM at CHC

Faculty senate president and mathematics co-chair Brandi Bailes spoke to approximately 800 eighth-grade girls from Redlands Unified School District and encouraged them to pursue a career in science, technology, engineering, and math (STEM) beginning with a program at Crafton Hills College. The online event, held on March 5 and March 12, was hosted by the American Association of University Women (AAUW). Event organizers asked Bailes to share her own experience as a STEM professional, provide an overview about the opportunities for STEM students at Crafton, and ultimately encourage the young ladies to pursue an education and career in these traditionally male-dominated fields.

Bailes spoke candidly to the group explaining how female role models played an important role in her confidence as a student at Crafton. "I was terrified. But I had female instructors that really took me under their wing and said, you know it doesn't matter where you start, you can go anywhere you want," Bailes recalled.

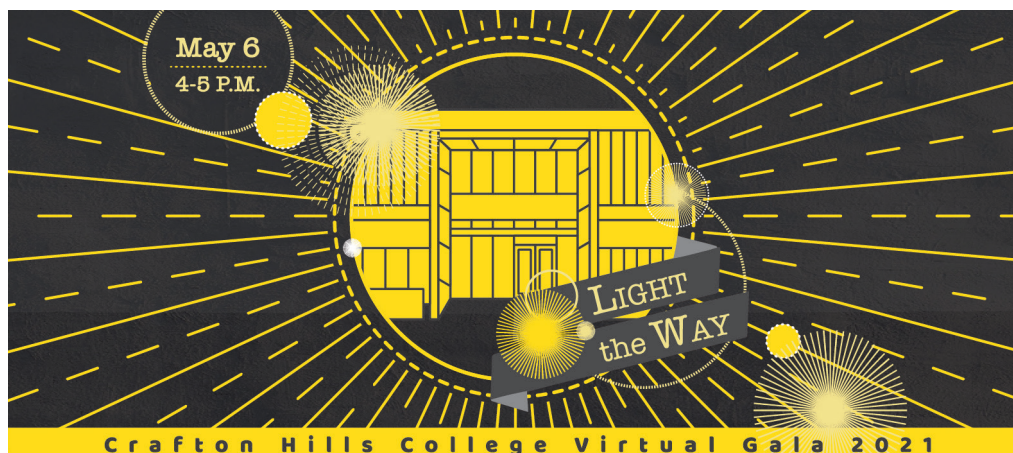


Photo: Professor of Mathematics, Brandi Bailes.

She credits the inspiration received from her female instructors with her success in graduating from Crafton, transferring to Cal Poly Pomona and earning bachelor's and master's degrees in applied mathematics.

Bailes highlighted the opportunities for the women if they attend Crafton, explaining that "We've moved forward to help bring equity into STEM, and we've created an entire STEM center which allows you to explore without having to know where to start." She also pointed out the support for STEM students in the classroom through embedded tutoring. "We've put tutors

directly in the classroom, so that if you do struggle in a class, it does not become a roadblock," said Bailes, explaining how the tutors attend each class with the students and are then able to help students understand course concepts and methods. Bailes explained how the College's small size allows for collaboration amongst STEM faculty and programs. "We have a small college so we're able to build classes together. Your math instructor talks to your biology instructor, who talks to your chemistry instructor. We have a community already built up and we're inviting you to become part of that community," emphasized Bailes.



Please Join Us for Crafton's First Ever "Virtual" Gala!

Pre-registration and additional event information at: craftonhills.com/gala

We invite you to make a difference in a Crafton student's life. Your support will provide resources that directly support students, programs, and services at the College that would not otherwise be possible.

Fast Vaccine Clinic Felt Like a Gift at Crafton Hills College

Employees at the San Bernardino Community College District and Yucaipa Unified School District received some welcome news on Friday, Feb. 26. If they responded quickly, they could make an appointment to get the Moderna vaccine on the campus of Yucaipa's Crafton Hills College.

It was short notice but given how scarce vaccine appointments have been during the COVID-19 pandemic, these employees didn't seem to mind.

"I was impressed with how well organized the pop-up vaccine clinic was," said Delmy Spencer, Crafton Hills College's vice president of student services, after receiving her shot Friday. "Everyone was friendly and welcoming." She said it made her happy to see students, faculty, staff, administration and community members working to put the clinic together.

Crafton Hills College President Kevin Horan said that he can't take credit for the windfall of 100 doses. "Dr. Phong Nguyen is the real hero here," Horan said. "His medical practice received the doses and he offered them to us. He also happens to be the medical director for our paramedic program."

Dr. Nguyen works closely with paramedics in the area as medical director for Redlands Community Hospital's emergency department. He also teaches at the UC Riverside School of Medicine.

As chair of the fundraising committee of the Crafton Hills College Foundation, Dr. Nguyen has helped raise over \$600,000 to support the College's programs. But the vaccines are an entirely different kind of gift, said Michelle Riggs, director of institutional advancement for Crafton Hills.

"He wants our students to be able to return to campus," she said. "He wants our



Photo: Paramedic students volunteering to administer vaccines.

faculty and staff to be safe. He is always trying to figure out ways to make our community as a whole a better place, and he knows how hard it has been to train students in hands-on skills in a remote environment."

So, with very little notice, student paramedics Jessica Sayegh, Andrew Martinez and Jared Gvesrude started putting vaccines into arms, following protocols from San Bernardino County that offers priority to people working in education. The students worked quickly, showing off their steady hands and steady voices, necessary for first responders.

That is the kind of training drilled into them at Crafton's nationally accredited

"This is exactly the kind of quick response that we have trained for."

paramedic training program. In 2018, the Crafton Hills College EMT and Paramedic programs were named by the California Community College Chancellor's Office as "gold star" programs based on their outcomes in employment and earnings.

Each person who received a first shot also received an appointment card for the

second dose, which will be administered in late March.

"This is exactly the kind of quick response that we have trained for," said Amanda Ward, director of the Crafton Hills College paramedic program. She and Kristen Clements, paramedic program instructor, supervised the students during the clinic. Cali Binks, the superintendent of the Yucaipa Calimesa-Joint Unified School District, said she partners with San Bernardino Community College District regularly. But when the College district offered to share this clinic, it took the partnership to the next level. "During the COVID-19 pandemic, our partnership has been strengthened by working together," she said. "The vaccine clinic today is just another way the education community supports one another."

Riggs said she was proud of how faculty members and paramedic students stepped up without hesitation to volunteer to help administer vaccines. "They are not getting paid for this," she said. "They just believe in helping others, and this is a great example of the caliber of people we have here at Crafton Hills College."



Photo: Financial Aid Outreach Coordinator Veronica Lehman.

Veronica Lehman Receives “Making a Difference” Award

The California Community Colleges Student Financial Aid Administrators Association (CCCSFAAA) selected Crafton’s Financial Aid Outreach Coordinator Veronica

Lehman as the recipient of the “Making a Difference” award during its state-wide annual conference held virtually March 2 - 4.

This award was established in 2005 in honor of Maureen Martinez, former Financial Aid Director at San Bernardino Valley College. Martinez tragically lost her life in a flash flood after leaving work at SBVC in January 2005. According to Crafton’s Financial Aid Director John Muskavitch, “Maureen was an asset not only to Valley and Crafton but to CCCSFAAA and all the students she served.” This award was established in honor of Martinez to recognize an individual who has gone above and beyond in service by making a difference in the lives of others.

Lehman, who serves as the foster youth liaison for Region IX with the Chancellors’ Office, coordinates grocery pickups for students suffering with food insecurity, and volunteers to help the College’s homeless population and LGBTQ+ community,

certainly does make a difference.

Muskavitch, who nominated Lehman, stated, “Veronica is a delight to have in the office. With her as my coordinator for the past three years, I have never received any complaints from students. She has taken on extra duties and works extensively with our EOPS department, Cal Works, and Guardian Scholars.”

Muskavitch continued, “having Veronica in my office is the best thing that has ever happened to me in my career. She has been the same since day one. She has been very instrumental to CCCSFAAA over the years and contributes greatly to CCCSFAAA and CHC.”

Lehman gave all the credit back to her colleagues upon receiving the award, stating, “It takes a village to make a difference, and I’m proud to say I have great support from everyone at Crafton, especially my financial aid family.”



Photo: CHC Black History Month 2021 Planning Committee.

The Black Family: Representation

On February 24, the CHC Black History Month '21 closing ceremony featured CSUSB educator and current fellow of the California Arts Project, Dr. Kathryn M. Ervin. Throughout her interactive presentation, Ervin walked participants through the historical importance of

the Black family by highlighting artistic works from legendary Black painters (Henry Ossawa Tanner, 1857-1937), photographers (James Van Der Zee), actors (Ruby Dee, Ossie Davis), and musicians (the Marsalis family). Ervin explained that although their

contributions had enormous influence across a variety of genres, each of these artists gained national recognition for similar reasons. Their efforts in print, on canvas, or on stage directly “countered the narrative of the Black family as having or being less than anyone else,” explained Ervin. Images of a father and son saying grace at a dinner table, Black family members dressed in evening gowns or sailor uniforms, strong Black characters in film, or prolific musicianship all offered generational snapshots of the Black experience in America that were different than those expressed in the mainstream. “As Black Americans migrated from the South, the role of the arts became very important,” said Ervin. Despite the tragedies connected to the Black experience, these artists used their respective mediums to present images and ideas uplifting the Black family. “Our families are an important resource that contribute to the fibers of who we are. Let us celebrate [their wisdom] and pass it along,” concluded Ervin.

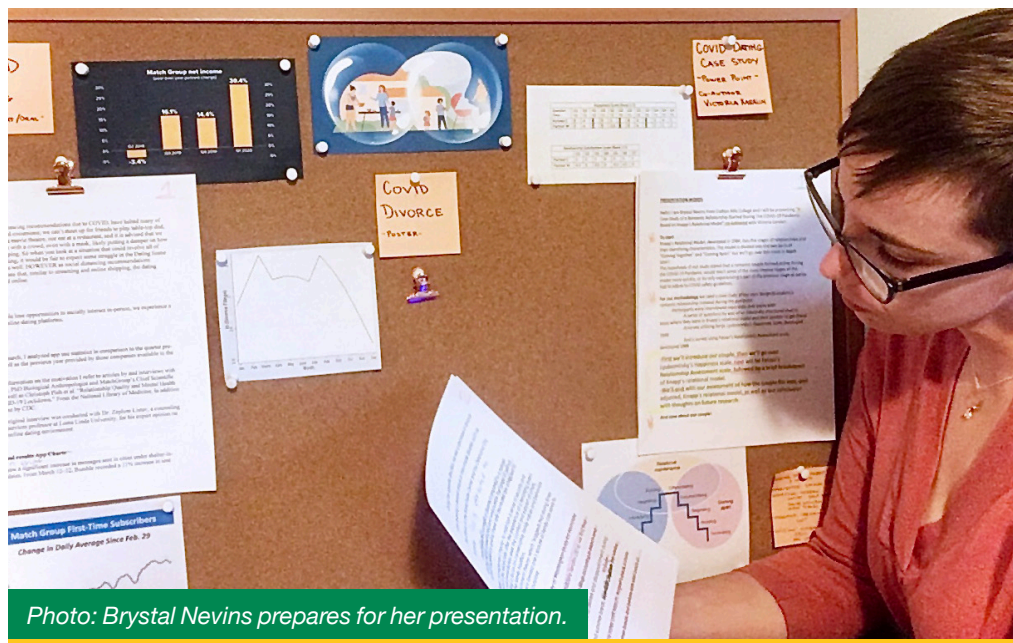


Photo: Brystal Nevins prepares for her presentation.

Honors Students Present Research at UCI

Six members of Crafton Hills College's Honors Institute have been selected to present their research at the 2021 University of California Irvine College Honors Research Conference March 26 and 27. This annual conference gives community college students the opportunity to present the results of their work in either oral or poster presentation format. Cash prizes are awarded to the top abstracts and posters, and additional awards are presented to students who

have shown exemplary achievement in their own honors programs.

This traditionally in-person conference is being held as a virtual conference this year, which creates a unique opportunity for the Crafton community to participate. Honor's coordinator Judy Cannon encouraged Crafton students, faculty and administrators to attend the event virtually to cheer on the six students, and she pointed out the potential benefits of

participation.

"This is a chance for students who might be interested in applying to present at the conference next year and for faculty to see what kinds of research community college students are doing in their disciplines," explained Cannon. "It is important that the students feel supported, and you will be proud of them when you hear them present their research."

Research presentations from Crafton students include the following: Zoe Lane, "The Universality of Near-Death Experiences: An Examination of NDE in Early Civilizations"; Brystal Nevins, "Divorce Rates in the Time of COVID: A Look into the Future by Looking into the Past"; Grace Newlin, "The Existence and Evolution of Segregation in American Schools"; Latifat Babatunde, "The Link Between Discrimination and Depression in the LGBT Community"; Victoria Karalun and Brystal Nevins, "A Case Study of a Romantic Relationship Started During the Covid-19 Pandemic Based on Knapp's Relational Model"; Rebekah Stark, "African-American Music: A Comparison of the Harlem Renaissance and Contemporary Hip Hop"; and Brystal Nevins, "Cupid in the Digital Age: A Look at Dating during Covid."



Photo: Mariana Moreno.

Mariana Moreno Presents Transfer Opportunities at CHC

CHC's transfer center coordinator Mariana Moreno provided information at a virtual event on February 16 that promotes access to educational opportunities for all students, regardless of immigration status.

Through an initiative between the San Bernardino Community College District and the Mexican Consulate of San Bernardino called the Ventanilla de Orientacion Educativa (Educational Opportunities Help Desk), Moreno presented to our Spanish-

speaking community details about transferring from a community college to a university.

According to program coordinator Mariana Lopez, Moreno captivated the audience sharing with them her own binational educational journey. "Viewers complimented her detailed, easy-to-follow presentation and were appreciative about her answering their questions," said Lopez.

"Viewers complimented her detailed, easy-to-follow presentation."



Stop Asian American Pacific Islander Hate

Acts of hate against Asian American and Pacific Islander communities has risen during the COVID-19 pandemic. On March 16, Rejoice Chavira and Souts Xayaphanthong, who serve as co-chairs of the CHC Asian Pacific Islander Month planning committee, along with committee members Chloe De los Reyes, Alexa Aslanian, Ericka Paddock, Gwen Di Ponio, Racquel Schoenfeld, Maita Dawang, and Christina Sweeting, hosted the Stop Asian American Pacific Islander Hate presentation.

Dr. Russell Jeung, a leading sociologist of Asian American identity, race, and religion and professor of Asian American Studies at San Francisco State University, spoke to

the audience of 60 CHC faculty, staff, and students about the increase in racism and hate crimes over the past year fueled by a false belief that Chinese Americans were responsible for the pandemic.

Dr. Jeung discussed Asian American racism, the rise of hate crimes, and the

“We hope that we can collectively work together to support and address the needs of the community during this tumultuous time.”

STOP AAPI Hate project, which collects information from victims to advocate for better protection, educational resources, and policy changes. Jeung shared real-life examples of victims and offered strategies

for our community to help prevent harassment and reduce bullying and hate crimes.

In closing comments, faculty member Chloe De los Reyes thanked Jeung on behalf of the committee. “Our sincerest thanks to you, Dr. Jeung, for your work in raising awareness about the rising Anti-Asian discrimination in our nation. Your presentation has helped us get a better understanding of the gravity of this situation. We hope that we can collectively work together to support and address the needs of the community during this tumultuous time,” said De los Reyes.



ECONOMIC DEVELOPMENT & CORPORATE TRAINING



Monthly Board of Trustees Report | APRIL 2021

EDCT's Utility Line Clearance Arborist pilot program receives funding to complete seven additional training cohorts!



In January of this year the Economic Development and Corporate Training Division of The San Bernardino Community College District received funding to facilitate a pilot program to train qualified individuals in Utility Line Clearance. After one successful pilot program, EDCT received funding to complete seven additional training cohorts. The program will allow EDCT to train up to 100 additional individuals from our local community. Upon completion of training, each graduate will have the opportunity for employment with local employers at an average starting wage of \$21.00 per hour.

Angel Rodriguez, SBCCD's Senior Director of Marketing, Public Affairs & Government Relations captured the programs success in a press release he shared with the community highlighting the program and it's participants. The press releases can be found on the following social media links:

Instagram: https://www.instagram.com/p/CMnCXOflfpK/?utm_source=ig_web_copy_link

Facebook: <https://www.facebook.com/SBCCD>

LinkedIn: <https://www.linkedin.com/feed/update/urn:li:activity:6778744822149840896>

SBCCD Blog: <https://sbccd.medium.com/sbccd-trains-students-for-one-of-californias-most-hazardous-jobs-6ad8234b7e84>

ICT & Digital Media Sector Hosts Live@5 Cybersecurity Awareness Presentations March 8-12, 2021 leading up to the Regional California Mayors Cyber Cup Challenge on March 13, 2021



Many students and community members joined us each night to hear informative presentations from leading champions in the Inland Empire the exciting ways Cybersecurity impacted them as part of the "Live@5" community event held daily between March 8th-12th.

Regional Director Employer Engagement for the ICT & Digital Media Sector, Susanne Mata, in collaboration with SynED, the Inland Empire Desert Regional Consortia, the Moreno Valley Unified School District and Riverside County Office of Education secured distinguished speakers and guests for the Live@5 to help build cybersecurity awareness and promote cyber careers. They used their combined network of resources to ensure that they had a diverse group of strong industry presenters, former alumni now in college or cyber careers, and local and national cyber leaders. Total virtual attendance for the Live@5 was 461 combined.

The weekend event culminated with the Regional California Mayors Cyber Cup Challenge on Saturday, March 13. Nearly 200 middle, high school, and community college students competed for the Mayors Cyber Cup. The virtual competition and award ceremony were held Saturday, immediately following the competition. During Saturday's Ceremony and Awards, Dr. Kedziora served as a distinguished guest speaker and helped present awards with Carlos Lopez, Vice President of Moreno Valley College, and the city mayors of Temecula, Grand Terrace, and Moreno Valley. 189 individuals attended the online awards ceremony. This was the third Regional California Mayors Cyber Cup Challenge and the first to include a college competition group.

EDCT Clients Interested in Returning to Face-to-Face Trainings

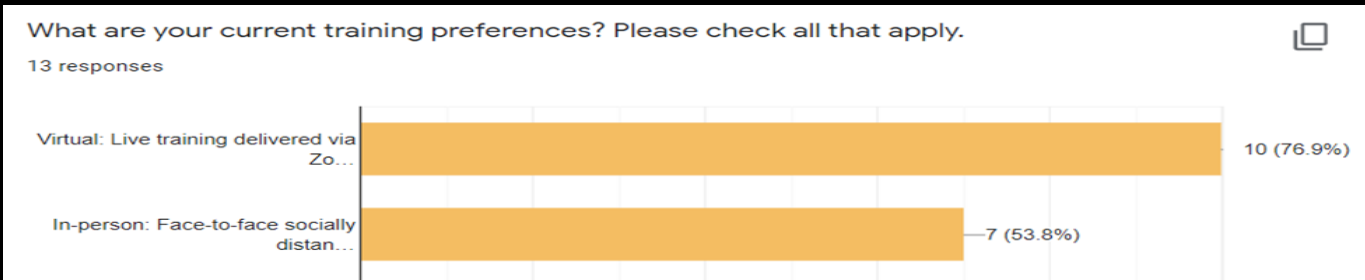


Photo: Recent survey results demonstrate that EDCT clients are interested in face-to-face trainings, while also still having the option of attending virtual trainings.

San Bernardino Community College District’s Economic Development and Corporate Training’s (EDCT) transitioned to an online, virtual platform for its Employment Training Panel (ETP) trainings in April 2020. This safe model allowed EDCT clients to participate in training without the risk of spreading COVID-19. As vaccinations are being made available to the public and businesses are expanding their workforce, EDCT has noticed a surge of interest in the return of face-to-face training.

EDCT is offering the option of face-to-face training, if the company chooses to host it at their facility. Following safety guidelines, many EDCT trainers are on board to offer in-person training.

In December 2020, Qycell Corporation hosted a small in-person training at their site with their employees and our EDCT trainer socially distanced and wearing masks. While online, virtual training has proven to be convenient and accessible, many clients and trainees prefer the in-person format and continue to request socially distanced in-person trainings. EDCT is committed to offering safe and valuable trainings for our company partners whether it be face-to-face or virtually.



Photo: EDCT Trainer, Frank Ortiz, trained four Qycell Corporation employees on how to be effective supervisors in December 2020.



EDCT’s Employment Training Panel Training Schedule

Training Title	Instructor	Weekday	Dates	Time Block	Total Hours
March 2021					
Complete Communications	Developing Leaders	Wednesdays	Mar. 17, 24, 31	8am-5pm	24
Project Management	Modern Clerisy	Thursday	Mar. 18	8am-5pm	8
Goal Setting	Charles Radney	Mondays	Mar. 22, 29	1pm-5pm	8
Coaching for Peak Performance	Frank Ortiz	Tuesday	Mar. 23	8am-5pm	8
Management & Supervisory Skills	Mike Brady	Wednesdays	Mar. 24, 31	8am-12pm	8
Conflict Management	Modern Clerisy	Wednesday	Mar. 24	8am-5pm	8
Power of Listening & Speaking	Glenn Hunter	Wednesday	Mar. 24	8am-5pm	8
Lean Six Sigma Yellow Belt	Modern Clerisy	Thursdays	Mar. 25, Apr. 1,	8am-5pm	40
5 C's of Leadership	Sophia Brooks	Friday	Mar. 26	8am-5pm	8
Decision Making	Charles Radney	Friday	Mar. 26	8am-5pm	8
April 2021					
Frontline Leadership Skills	Frank Ortiz	Friday	April 2	8am-5pm	8
Attitudes in the Workplace	Charles Radney	Tuesdays	April 6, 13	8am-12pm	8
Using MS Excel for Business	Bill Napoli	Tuesdays	April 6, 13, 20	8am-5pm	24
Critical Thinking Skills	Modern Clerisy	Wednesday	April 7	8am-5pm	8
Root Cause Analysis	Developing Leaders	Fridays	April 9, 16, 12, 30, May 7, 14	1pm-5pm	24
Smart Delegation	Glenn Hunter	Tuesdays	April 13, 20	1pm-5pm	8
The Art of Delegating Effectively	Modern Clerisy	Wednesday	April 14	8am-5pm	8
Teambuilding/Teamwork	Frank Ortiz	Thursdays	April 15	1pm-5pm	8
OSHA for HR	Mike Rounds	Friday	April 16	8am-5pm	8



KVCR & FNX

BOARD OF TRUSTEES REPORT

April 8, 2021

KVCR Produces Radio and TV Show Simultaneously

This month, KVCR television production team members worked with our radio colleagues to bring ***Lifestyles with Lillian Vasquez & Inland Edition***, two of our local radio shows, to television. Cameras were set up in our radio production studio to allow for simultaneous recording for TV and for radio.

While unable to meet in person, radio guests were able to connect via Zoom and still conduct a face-to-face interview. The opportunity to engage our television viewers and share what's going on over on the radio side is an exciting endeavor.

The first television episode of ***Lifestyles with Lillian Vasquez*** featured an in-depth interview with prolific PBS music show producer, TJ Lubinsky, which we reported on last month in this report. Since then we have recorded three more shows and have now expanded the process with ***Inland Edition***.

Inland Edition's first television episode featured a look at the COVID-19 vaccine education campaign, "It's Up To You." Lillian Vasquez speaks with Heidi Arthur, Chief Campaign Development Officer with the Ad Council. She shared the strategies the Ad

Council used to create their campaign and their push to inform the public about vaccines.

Also on the first episode was San Bernardino Community College District Trustee Joseph Williams in conversation with recently-elected County Supervisor, Joe Baca Jr. The first ***Inland Edition*** aired on March 22 at 6:00pm.

Future episodes of both programs have been recorded and are in "post-production," with more on the way, including an interview with the Corona-Norco School District about school re-openings. We recorded a special look back at the past year living with and through this pandemic and shared how KVCR was able to serve our community. Televising our radio programs is a great way to reach a broader audience and showcase more of what's going on in our region and beyond.



What's In this Report

- ~ Local Stories Heard on 91.9
- ~ National TV Shows Airing in April
- ~ Fundraising Efforts
- ~ FNX National Show & FNX Local Weekly Productions

KVC R

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BEAT REPORTER HIGHLIGHTS



Advocacy Groups Allege Neglect at Adelanto Detention Center - Immigrant advocacy groups

are calling for Adelanto to be shut down, while ICE denies any neglect and maintains that it's following all proper guidelines.

Some Inland Empire Entrepreneurs See "Glass Half Full" - A year into the pandemic, some entrepreneurs in the Inland Empire see a bright future for their businesses as those lockdowns begin to lift.

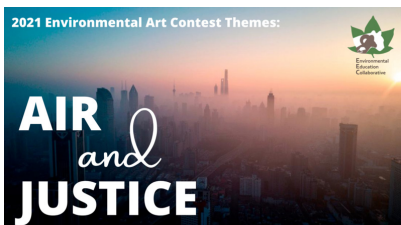
Authorities Identify Two Missing Persons After Massive Ontario Explosion - A cache of fireworks exploded, causing a deadly explosion at a home in Ontario. The two missing persons, who authorities said haven't yet been confirmed to be the two known dead from the blast, are cousins Caesar Paez and Alex Paez.

House Passes American Rescue Plan

The bill includes another set of direct aid payments to Americans in the form of relief checks for people who meet certain income requirements, extended unemployment benefits and an expanded child tax credit.

Air and Justice are the Themes for the Environmental Education Collaborative's 2021 Art Contest - Applicants must address one or both

themes in one of three areas: visual art, writing, or video, which can include spoken word, performance and music.



MIDDAY NEWS SEGMENTS HIGHLIGHTS

Majority of IE Voters Support Mask Wearing - A

new poll shows that anti-mask protesters in the Inland

Empire do not represent the majority, with greater than 4 in 5 voters supporting a public mask mandate.



Civil Rights Institute of Inland Southern

CA - The \$43 million Civil Rights Institute of Inland Southern California, a place of action and conversation around civil rights, is now under construction in Downtown Riverside.

SB County High School Academic Decathlon Teams Advance to State Championship

Five San Bernardino County High School Academic Decathlon teams including Chaffey, Chino, Rancho Cucamonga, Redlands, and Etiwanda will compete against 78 other teams for the State Championship.

COVID-19 Health Guidelines Decrease Flu

Outbreaks - Following public health guidelines for COVID-19 has made California's flu season less severe, with no outbreaks since September.

Ontario International Airport Expands

Service to Chicago - Ontario International Airport is expanding service to Chicago's O'Hare International Airport this summer, a sign of the airport's steady recovery from the pandemic.



THIS MONTH ON KVC-ARTS & LIFESTYLES

David Fleming discusses all things music with author and bass player **Victor Wooten**.



Victor Wooten shares his books *The Music Lesson* and *The Spirit of Music*.

Joseph Williams, lead singer of Toto in the 80s, talks about his new CD, *Denizen Tenant*.

Steve Lukather, one of the guitarists and vocalists with Toto since the beginning, shares about recent albums, which include collaborations with Toto members.



Lifestyles with **Lillian Vasquez**

Lifestyles takes a fresh look at arts, culture and issues across our unique region.

Angela Pinaglia, Director of Life in Synchro, a documentary about the sport of synchronized ice skating. Life in Synchro airs on KVC-TV Wednesday, March 24 at 10:30 p.m.

Peter Mui, the founder of Fixit Clinic, community-based educational workshops where coaches teach people how to fix their broken items.

TJ Lubinsky, the producer and creator behind many PBS music specials, featuring hits from the Doo Wop era, the 60s, Motown, and more. TJ talks about his early career, the artists he's worked with over the past 25 years.

Al Arguello, Inland Empire Market President for Bank of America, speaks about the Neighborhood Builders grant program. **Clemente Mojica**, CEO of Neighborhood Partnership Housing Services, one of the non-profits that received the Bank of America grant in 2020. Neighborhood Partnership Housing Services is a non-profit creating housing solutions for families in need of assistance.



KVCR

Local TV Production

KVCR Night at the Movies



Last month KVCR was able to secure a sponsor so that we could add additional new movies to our broadcast library. Thanks to Inland Empire Health Plan (IEHP) who generously provided the funding to pay for the movies and covered the cost to close caption thirteen (13) classic movies which air as part of our KVCR Night at the Movies. KVCR television production staff worked to create an "open" to introduce the KVCR Night at the Movies. KVCR Night at the Movies airs Wednesday and Saturday nights on KVCR-TV Channel 24.

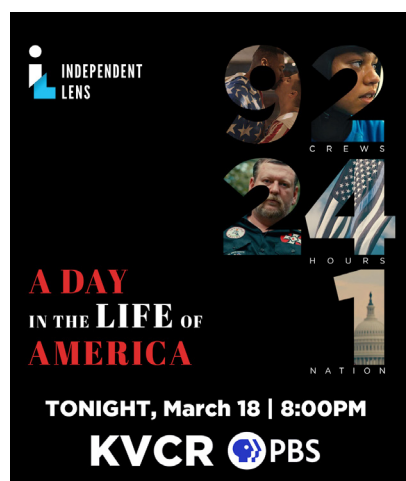


Inland Empire Health Plan

Posted on our Social Media - Television

PBS: TONIGHT
on Channel 24
or streaming on
the KVCR APP:

Director Jared Leto sends more than 90 film crews to all 50 states to capture life in America over a 24-hour period.

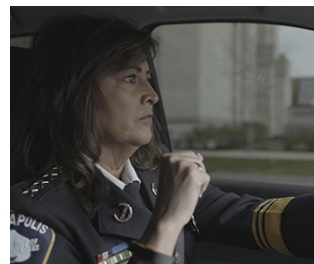


TV Programs Airing in April

This Month - New episodes of American Experience; Antiques Roadshow; Finding Your Roots

My Grandparent's War – Follow leading Hollywood actors as they re-trace the footsteps of their grandparents and learn how World War II changed the lives of their families and the world.

Mondays at 7:00pm starting April 12



Independent Lens: Women in Blue – Under the leadership of the Minneapolis Police Department's first female chief, women officers seek gender equity, redefining what it means to protect and serve. But a fatal shooting and a new male chief imperil their progress. **April 15 at 8:00pm**

Warrior Lawyers: Defenders of Sacred Justice – This program looks at contemporary Native American Nation rebuilding through the personal stories of Native Attorneys, Tribal Judges and their colleagues. It provides an overview of the major historical, legal, judicial and intertwining social issues shaping many Federally Recognized Native Nations. **April 15 at 9:30pm**

Inside California Education – A look at the challenges and opportunities facing the Golden State's public schools. Topics include the growth of charter schools; new career tech opportunities; implementing the new Common Core standards; statewide teacher shortage; new dual-language immersion programs; the re-emergence of art and music classes; and how students are gaining real-life opportunities to become involved in local and state government.

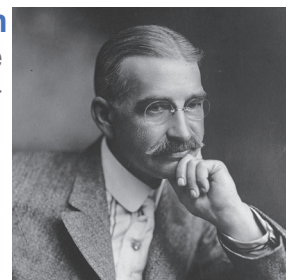
Wednesdays at 5:00pm starting April 21

The West is Burning – This special examines the history of forest management and litigation that has contributed to the current conditions and the catastrophic fires plaguing the region.

April 22 at 8:00pm

American Experience: American Oz – Explore the life of L. Frank Baum, the man behind one of the most beloved, enduring and quintessential American classics. The Wonderful Wizard of Oz, published in 1900, has been reinterpreted through the generations in films, books and musicals.

April 29 at 7:00pm





KVCR



KVCR Celebrates Women in History Month



“Civil” Women - Three individuals who fought tirelessly for the rights of others.

American Experience -Voice of Freedom -The life of singer Marian Anderson and her triumphant 1939 concert at the Lincoln Memorial.

Votes for Women: The History of Women’s Suffrage - One hundred years after the passage of the 19th Amendment, this tells the story of the hard-fought campaign waged by American women for the right to vote — a transformative cultural and political movement that resulted in the largest expansion of voting rights in U.S. history.

Dolly Parton - I Will Always Love You - Celebrate the singer-songwriter’s career from her early days to her success as a crossover superstar.

Stevie Nicks: 24 Karat Gold Tour - Singer Stevie Nicks performs smash hits from her Fleetwood Mac and solo careers and shares stories.

Linda Ronstadt: Live in Hollywood - Singer Linda Ronstadt performs “Blue Bayou” and more big hits in an electrifying 1980 concert.

Seeing is Believing Women Direct - Four diverse women share the story of how they became directors and reveal what motivates them.

Breaking Through the Clouds: The First Women’s National Air Derby - The story of the women who took part in the first women’s national air derby in 1929.

Life in Synchro - Journey alongside incredible women around the country as they compete in synchronized ice skating.

Featured on Radio for Women’s History Month

Every week on **Lifestyles**, KVCR’s Shareen Awad highlighted a female entertainer who has impacted our culture over the years. Singer and actress **Cher**, whose music topped the charts in each of the past six decades.

Singer **Rita Coolidge**, recording music across several genres, with hits such as “(Your Love Keeps Lifting Me) Higher and Higher”.

Singer and actress **Helen Reddy**, known for her song “I am Woman”, a feminist anthem.

Singer, actress, and filmmaker **Barbra Streisand**, who had over 70 albums and a successful career in film and on Broadway.

Fund Raising Efforts in March \$178,772

Below are some of the projects and fund raising efforts we delivered in March. This does not include our letter campaign.

TV Pledge - \$95,000

Our goal for our TV March Pledge Drive was \$95,000. At this time we are just over our goal, but we expect to hit \$100,000 before the month is over.

CARS Dotation Program - \$20,772

One of our on-going fundraiser is our Car Donation Program. This month we raised \$20,772

Underwriting - \$34,000

University of Redlands
Measure CC

Production Clients - \$29,000

In the past few months we have worked with clients on production projects.

“Career Construction Campaign”

“Learn With Me” SBCSS Children’s show

“Drew & Boo Go to Theatre Camp” (For national distribution)

Pending Funding Proposals:

KVCR Underwriting - \$14,000

KVCR Production Client - \$12,000

FNX Underwriting - \$5,000

FNX Grant - \$50,000

Federal Support - \$500,000

Posted on our Social Media - Radio



INSTAGRAM
PBS/NPR - TOP POST

Today is #NationalPuppyDay! It's an opportunity to promote awareness to puppy mills in the US. @dosomething says about 2.11 million puppies are sold that originated from puppy mills, while 3 million are killed in shelters because they are too full.



First Nations Experience

Visit www.FNX.org/schedule for full listings

PROGRAMS IN APRIL



Breaking Loneliness – A documentary about people finding ways to escape loneliness and social isolation. The documentary was filmed in Edmonton, Calgary and on the Blood Reserve in Southern Alberta, Canada. Loneliness is a social epidemic that is impacting all age groups around the world. Although most of us are connected on social media, we have never felt more alone. Many of us find ourselves isolated from our communities and feeling lonely. This documentary follows three people; Indigenous Peer Support Worker John Chief Moon, volunteer Tom Greyson, and ESL teacher Julie Kraychy - who have worked to overcome their own loneliness and social isolation, and are now helping others to battle theirs. **April 4 at 5:00pm**

Seeing Canada – Brandy Yanchyk's travel documentary, connects viewers to the "Signature Experiences" Canada has to offer.



Viewers experience Canada's iconic nature, thrilling adventures and unique, varied culture through Brandy's eyes. These signature experiences have been fully vetted by the Canadian government's tourism department (known as Destination Canada). They are adventurous in nature, and focus on the vibrant cities, culinary delights, world-class attractions, unique characters and natural wonders of Canada. **April 5 at 8:30pm**

Buying Up Eden – Millionaire Doug Tompkins wanted to save a rainforest, so he went out and bought one in Southern Chile. Many Chileans, though, are not so keen on his philanthropy and regard him with suspicion. **April 15 at 5:00pm**

IN PRODUCTION

THIS MONTH ON FNX NOW (In Partnership with Ethnic Media Services)

"When Can We Reopen Schools?"

The debate as to when public schools should reopen is the topic on many minds. Students of color, including those from Native & Indigenous communities, and other minorities, are at risk of both falling behind due to poor classroom connectivity, and high regional Covid19 infection rates.

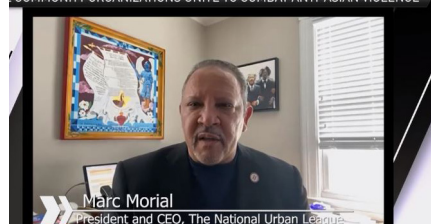
On the show our guests are Louis Freedberg, Executive Director of EdSource, Tyrone Howard, Professor of Education, Pritzker Family Endowed Chair in Education to Strengthen Families, & Director of the Black Male Institute at UCLA.



"Covid Deaths Spotlight Healthcare Inequity Issues"

The death rate for minority groups including Native American & Indigenous communities have been among the worst hit ethnic groups in the United States. COVID deaths, and the Native American community has almost double the mortality rates of Whites, according to CDC data. COVID death rates spotlight the gaping inequities in COVID health care and hospitalizations. Moreover, at-risk ethnicities have not been prioritized for vaccine distribution. Guest speakers discuss the gaps in health equity amid the pandemic. Daniel Turner-Lloveras, MD. Founding member of Latino Coalition Against COVID-19 presents the findings of his new study. Virginia Hedrick, Executive Director, California Consortium for Urban Indian Health discusses the issues faced by Native communities, including the communication.

ANTI-ASIAN HATE CRIMES AT ALL-TIME HIGH



"Multi-Racial Organizations Unite To Combat Anti-Asian Violence"

Brutal crimes targeting Asian Americans, mainly elders, has led an epidemic of anti-Asian violence. In this episode community leaders and organizers discuss the need for communities to work together to counter racial and ethnic divisions and stereotypes. Speakers John C. Yang, President and CEO, Asian Americans Advancing Justice (AAJC), Marc Morial, President and CEO, The National Urban League, and Jose Roberto Hernandez, Koreatown Immigrant Workers Alliance (KIWA), provide data on the spike in anti-Asian hate crimes and efforts to forge cross-ethnic coalitions to combat the divisive politics and rhetoric of the Trump administration.

COVID DEATH RATES & THE HEALTH EQUITY ISSUE





San Bernardino
Valley College

President's Board of Trustees Report

The President's Monthly Report to the Board of Trustees, Campus & Community

SBVC Foundation Raises Almost \$1 Million to Support Students

The SBVC Foundation has raised over \$960,000 through various donations and grants to directly support SBVC students, both in response to the pandemic, and as part of its recurring effort to raise funds for scholarships. One of the largest donations came from the Chuck Obershaw estate, whereby a generous donation of \$350,000 will be added to the existing Obershaw endowment for a combined total of \$600,000. A donation from the Jay Pritzker Foundation enabled the Finish Line Scholars Program to award over \$150,000 to students in need. The Foundation contributed \$180,000 to be used for emergency financial aid, allocating \$70,000 for undocumented students, who were not eligible to receive CARES Act emergency assistance, and \$5,000 for student transfer fees. Additionally, the Inland Empire Community Foundation awarded \$20,000 to be used for emergency aid going directly to students struggling to stay enrolled due to COVID-related financial hardships. In all, these generous donations will help many SBVC students get closer to achieving their academic goals in a time of great need. Congratulations!



SBVC President Forms Equity, Inclusion & Anti-Racism Committee



SBVC's newly-formed Presidential Committee on Equity, Inclusion & Anti-Racism has been working to ensure the campus is a safe and welcoming place for every member of the campus family, where every individual can feel respected, seen, and heard. "The committee's goal is to look at our institution's practices, policies, and processes with a critical and constructive eye, in hopes of identifying areas in which we can improve upon the experience of not only our students, but also our employees, where equity and inclusion are concerned," Classified Chair Ernest Guillen said. The first effort of its kind in the college's 95-year history, the 40-member committee was formed during the Fall 2020 semester by President

Diana Z. Rodriguez, who serves as its administrative chair. The group is working on multiple long-term projects, primarily focused on improving access and inclusiveness for all students, and welcomes input from all members of the campus community.



SBVC HIGHLIGHTS

President Rodriguez takes Regional 'Presidents for Entrepreneurship Pledge'

To exemplify her belief in fostering innovation through education, SBVC President Diana Z. Rodriguez signed onto the National Association for Community College Entrepreneurship's 'Presidents for Entrepreneurship Pledge' (PFEP) along with the 11 other Inland Empire community college presidents. By signing the pledge, the consortium's presidents committed to taking five steps: forming teams to focus on entrepreneurship; connecting with entrepreneurs in the community; collaborating with industry in the region; focusing on business and job creation; and holding events to spread the word about success stories. "I think it's important that we bridge the education that we're providing today with the work that's going to be needed tomorrow and beyond that will work in the post-pandemic environment," President Rodriguez said.



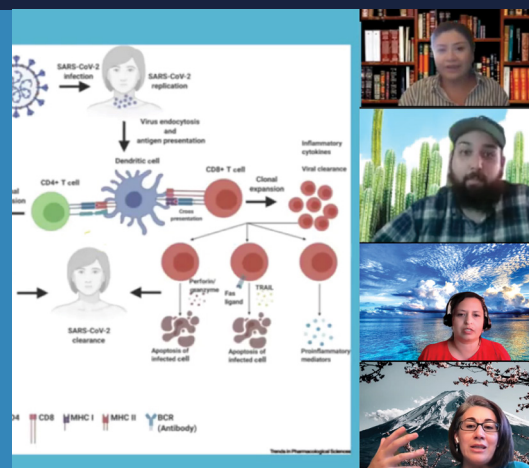
SBVC Ranks in National 'Top 20' for Online Computer Science AA Degree



SBVC was recently ranked as one of the top schools to provide an associate degree in computer science in a virtual setting. According to ranking website TheBestSchools.org, SBVC is in the top 20 of all US institutions of higher education offering an associate degree in computer science. The program at SBVC covers a wide range of topics in the computer science realm, but emphasizes software engineering and information processing. This is the second time SBVC has been ranked by an organization for its computer science program. In 2019, AffordableCollegesOnline.org considered data from the National Center for Education Statistics (NCES), and ranked SBVC in the top 50 for offering affordable, quality education for one of best online software engineering programs in the US.

SBVC Launches COVID-19 Forums to Inform and Empower Local Community

In March, SBVC hosted a series of informational forums that addressed COVID-19 and the racial, ethnic and cultural disparities persisting in public health and vaccination. The forums were an effort spearheaded by SBVC's biology department to provide a space for campus and community members to have conversations about the unique concerns of minority groups, while also providing factual information about the virus and its lasting effects. The first session centered on historic medical maltreatment of Black Americans, and how that has potentially affected their ability to trust advancements in medicine, including the distribution of the COVID-19 vaccine. Other sessions centered on the biology of viruses, development of vaccines, and how San Bernardino County and neighboring areas are distributing the inoculations. The last forum of the series included a segment for sharing personal stories about COVID-19.



SBVC SNAPSHOTS

SBVC MEChA Club Hosts Virtual Chicano Speaker Series

SBVC's MEChA Club continued a 20-year-long tradition by hosting its Chicano Speaker series in 2021. However, this year's event transitioned to an online format for the first time ever. The virtual series tackled three topics that affect the Inland Empire, including disparity in the health care system, immigration, and DACA/DREAMers. The series featured several guest speakers, including Darby Dsnaya, who spoke about various health care inequalities within the LGBTQ+ and Chicano communities.



SBVC Alumna Awarded Top Nurse Practitioner

SBVC alumna Jamie Howder was voted "Top Aesthetic Nurse Practitioner" for the fifth straight year in the Aesthetic Everything Awards. Aesthetic Everything is the largest network of aesthetic professionals in the world, and this year's winners of the annual awards were culled from over 40,000 votes cast. Howder received her associate degree of nursing from SBVC in 2003, then began her career as an ER registered nurse. She currently practices at Hospitality Medical Aesthetics in Redlands, California. Howder was also awarded in the top women business owners category.



SBVC President Leads Women's Day Tea Talk

President Diana Z. Rodriguez aimed to inspire and empower at SBVC's first-ever "Celebrating Women: Virtual Tea Talk." Hosted by Student Health Services, the Women's Day event aimed to connect students with women that hold leadership positions at SBVC, and discuss the unique experiences of being a woman in leadership.

SBVC Becomes COVID Testing Site for Community

The SBVC campus transformed into a free COVID-19 testing site this spring for the community. "Testing is just one part of COVID-19 mitigation efforts, and is important to help curb community spread and detect new variants," President Rodriguez said. "We were happy to help our public health officials and provide easier access to testing for San Bernardino residents."





SBVC HIGHLIGHTS

SBVC Student Reflects on Community Programs that Inspired his Enrollment

When San Bernardino resident Joshua Echeverria was 15 years old, he was accepted into the SB Unified School District's Police Department Explorers Program. This program offers a career pathway for youth who are interested in pursuing a profession in law enforcement. Joshua said this program taught him the importance of integrity, self-respect, discipline and various leadership qualities. Inspired by his time in the program, he then enrolled at San Bernardino Valley College, where he is currently pursuing a degree in administrative justice. "After I complete my associate's degree in administrative justice at San Bernardino Valley College, I will be applying to the San Bernardino County Sheriff's Academy," he said. Once through the academy, he intends to apply for the position of school police officer with the SBCUSD Police Department. "I want to give back not only to my community but to the SBCUSD Police Department, for making a program like this available to youth like myself," he said.



SBVC CalWORKs Team Forges Community Partnerships to Assist Students



Students in the California Work Opportunity and Responsibility to Kids (CalWORKs) program at SBVC have received additional support during the pandemic. Thanks to the partnerships facilitated over the years between SBVC and its local community partners, CalWORKs students were recently gifted 70 new laptops by the Great Harvest Community Center. "This type of donation is a tremendous weight off of their shoulders, knowing that they're going to have their own technology," said Shalita Tillman, CalWORKs & Workforce Development Manager. "I think the feeling of the ownership that they get from receiving these laptops is something that is going to elevate their education, and it was just phenomenal. You could just see the appreciation in the

students' faces. This donation represents empowerment to our students." Additionally, the CalWORKs students received Personal Protective Equipment (PPE), including face masks, gloves and hand sanitizer from the San Bernardino branch of the Census Bureau. Furthermore, students were gifted gas cards from the CalWORKs program to assist with various transportation costs.

UPCOMING EVENTS

April 13
Faculty In-Service Day
 No Classes

May 14
Spotlighting 2020-2021
 Virtual • Time TBA

