



Meeting of the Board of Trustees

August 12, 2021

4:00 p.m.

LOCATION: SBCCD Boardroom

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

ADDENDUM v2

ACTION AGENDA

Agenda Page: New Item

Agenda Item: 5.F – Accept Resignation and Fill Trustee Vacancy

Description: This is a new item for the Board to take action.

CONSENT AGENDA

Agenda Page: 84

Agenda Item: 6.B.1 – Management Job Descriptions

Description: This is to correct the job description and title for the Executive Director, KVCR TV/FM as attached.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: August 12, 2021

SUBJECT: Accept Resignation and Fill Trustee Vacancy

RECOMMENDATION

It is recommended that the Board of Trustees regretfully accept the resignation of Trustee Donald Singer and vote fill the vacancy either by provisional appointment or by ordering an election.

OVERVIEW

Pursuant to Education Code 5091, when a vacancy occurs or when a deferred resignation has been filed four or more months before the end of a Board member's term, the Board shall take action within 60 days of the date of the vacancy or the filing of the member's deferred resignation, either order an election or make a provisional appointment. In the event that the Board fails to make a provisional appointment or order an election within 60 days, the County Superintendent of Schools must call an election to fill the vacancy.

The cost of any election held within a single district shall be borne by the entire district, and shall be paid out of its funds. Election costs shall be determined by the county elections official and approved by the county board of supervisors.

ANALYSIS

Dr. Donald Singer gave notice of his intent to resign from his seat on the SBCCD Board of Trustees, effective September 15, 2021. Don Singer is the District's trustee representing Area 4. Trustee Singer was elected in 2001, and, pursuant to BP 2100, his term expires in December 2022.

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

TBD

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: August 12, 2021

SUBJECT: Consideration of Approval of Management and Executive Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the Management and Executive Management job descriptions as attached:

- › Dean of Research, Planning & Institutional Effectiveness with Grants Oversight
- › Executive Director, KVCR TV/FM

OVERVIEW

The attached job descriptions have been developed to accurately reflect the intent and nature of the position.

ANALYSIS

The attached job descriptions reflect 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.



Dean of Research, Planning & Institutional Effectiveness with Grants Oversight

Management Range: 21

Pending Board Approval: 08/12/2021 P. 1|4

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

SUMMARY DESCRIPTION

Under the general direction of the College President, the Dean of Research, Planning & Institutional Effectiveness, is responsible for organizing and directing operations and activities involved in the review, analysis, interpretation, and reporting of a variety of data and information used in assessing institutional effectiveness, assisting with college planning, accreditation, decision-making, program reviews, student learning outcomes, and determining implications of college practices, policies, measures, and procedures. This position also provides information and direction which will assist the college in understanding and improving student outcomes, success and ultimately recommending methods of continuous improvement and institutional effectiveness.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Directs the institutional research program and the reporting of information about the college.
2. Selects, adapts, and applies appropriate quantitative and qualitative research design and statistical tools and techniques to all areas of study.
3. Develops and generates statistical data and reports.
4. Provides leadership in major planning efforts; ensures alignment of college planning initiatives to maximize the benefits that can be achieved with available resources; facilitates identification of priorities; coordinates the research and analysis of planning alternatives.
5. Coordinates and provides conceptual leadership in the assessment of educational institutional effectiveness outcomes for the College.
6. Directs the development and implementation of effectiveness and outcome measures and techniques.
7. Assists in analyzing educational research to identify implications for the college program planning.
8. Plans, organizes and conducts meetings related to educational and college-wide planning, institutional effectiveness and outcomes.
9. Coordinates the development and implementation of a comprehensive and sustained planning program; provides planning assistance to college staff; oversees special studies, projects and analyses related to program evaluation, master planning activities and outcome measures.
10. Facilitates the development of goals, objectives, and action plans for the college on an institutional program level; and supports college-wide planning including aspects of staffing, facilities, technology and educational and support programs.
11. Facilitates the implementation of improvement initiatives by providing evidence and training on how to use evidence.



Dean of Research, Planning & Institutional Effectiveness with Grants Oversight

Management Range: 21

Pending Board Approval: 08/12/2021 P. 1|4

12. Acts as a facilitator with groups assigned with the responsibility for developing processes related to the accomplishment and measurement of institutional effectiveness goals and outcomes using continuous quality improvement techniques.
13. Provides administrative direction and leadership to the Program Review Committee and the accreditation process for the college; including college-wide leadership to committees and groups charged with accomplishing a variety of goals and/or tasks.
14. Conducts training on facilitates Institutional Effectiveness Processes.
15. Works directly with faculty on classroom research.
16. Serves as a technical research consultant to the college administration, faculty and staff.
17. Coordinates and assist with grant writing on behalf of the colleges and district entities through alignment of grant development processes and priorities established with contracted grant consulting firms and independent contractors.
18. Provides assistance in the planning, writing, program design, budget development, and evaluation of grant funded project.
19. Assists faculty and staff in grant implementation and management, including instruction of internal procedures and funding agency compliance, grant documentation, and assistance with all issues of financial, personnel, payroll, purchasing, reporting and administration of funded awards.
20. Advises project directors and principal investigators regarding negotiation of new grants, effective startups and grant management issues.
21. Works with faculty and staff to identify grants and resolve budget and compliance issues.
22. Serves as a liaison with funding source program and contract officers and with community organizations.
23. Provides guidance for internal and external program audits and reviews.
24. Ensures that grant expenditures are reasonable, allocable, and allowable according to agency guidelines.
25. Maintains official records and documents of the District Office of Grants Development and Administration.
26. Provides supervision and administrative direction for all academic and classified staff reporting to the administrative offices, including the Office of Institutional Research.
27. Monitors budget and authorizes budget expenditures.
28. Maintains accessibility and strong lines of communication with administrators, faculty, and staff.
29. Performs other duties as assigned.



Dean of Research, Planning & Institutional Effectiveness with Grants Oversight

Management Range: 21

Pending Board Approval: 08/12/2021 P. 2|4

QUALIFICATIONS

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

Knowledge of:

- Principles, practices and theories of higher education.
- The philosophy, objectives and functions of the California community college instructional programs.
- Principles and practices in budget development and management.
- Program planning and evaluation.
- Applicable state reporting systems and procedures.
- Principles and practices of program development and administration.
- Principles of supervision, training, and performance management.
- Conducting student outcomes assessment.

Ability to:

- Plan, organize, and coordinate multiple activities.
- Design, create and implement use of resources.
- Oversee direct, and coordinate the work of lower level staff.
- Participate in the selection and recommendation, supervision, training, and evaluation of staff.
- Participate in the development and administration of goals, objectives and procedures for assigned area.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Prioritize and execute a wide range of projects simultaneously.
- Work independently, assume responsibility, and take initiative in carrying out assignments.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative relationships between the College, community, and key individuals, and with all persons contacted in the course of work.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education:

- A Master's degree from an accredited institution or equivalent.

Required Experience:

- One year of formal training, internship, or leadership experience related to the administrative assignment.
- Experience that indicates a sensitivity to, and an understanding of, the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and personnel, including those with physical and/or learning disabilities.



Dean of Research, Planning & Institutional Effectiveness with Grants Oversight

Management Range: 21

Pending Board Approval: 08/12/2021 P. 3|4

Desired Experience:

- Three (3) years of increasingly responsible experience, at least one year which demonstrates administrative responsibilities as a department head or division dean.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

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

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull 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.



Executive Director & General Manager, KVCR TV/FM

Range: 21

Pending Board Approval: 08/12/2021 P. 1|3

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

SUMMARY DESCRIPTION

Under **administrative the general** direction of the **Executive Vice Chancellor**, plans, organizes, coordinates and directs the operations of the San Bernardino Community college District public radio station, KVCR-FM and the public television station, KVCR-TV. The **Executive Director and General Manager** provides leadership and guidance participating in the review and execution of the District policies, programs and concerns as they relate to the stations' **fundraising efforts**, broadcast operations and the community.

As **Executive Director and General Manager** of the District radio and television stations, the incumbent functions as the **CEO and the** administrator of broadcast operations and programs. In this capacity, the incumbent reports to the **District Executive Vice** Chancellor and is charged with the responsibility of planning, organizing and administering the public service radio and television operations and related activities. Related activities include the **oversight of fundraising activities and the** planning and coordination of Distance Education delivery systems **with the Director of Distance Education**. Delivery systems include broadcast, satellite, microwave, ITFS and other methods of electronically delivering instructional material from one point to another within the District to serve Crafton Hills College, San Bernardino College, **Economic Development & Corporate Training (EDCT)**, and the District Office.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. **Ensures broadcast media technologies administered under KVCR, including PBS Television, FNX Channel, NPR Radio, and Empire Digital Media, support and complement strategic decisions and the direction of the District to achieve its mission.**
2. Plans, organizes, prepares and administers the budget for the functions and activities of the District radio and television stations.
3. Develops, plans and coordinates community service programming and operations of the radio and television stations resulting in high-quality broadcasting services to the Inland Empire.
4. Prepares, submits and administers state and federal grants for both the public radio and public television stations.
5. Prepares, maintains and submits reports, licenses and applications to state and federal agencies including the Federal Communications Commission, Corporation for Public Broadcasting, Public Telecommunications Facilities Program, National Public Radio and the Public Broadcasting Service.
6. **Provides leadership in promoting student access through the application of broadcast media services into District and College marketing initiatives. Ensures the integration of broadcast media resources into**



Executive Director & General Manager, KVCR TV/FM

Range: 21

Pending Board Approval: 08/12/2021 P. 2|3

applicable college instructional programs and settings to promote student success through student internships and employment in media productions, operations, and programming.

7. Plans, coordinates and consults with appropriate staff ~~the Director of Distance Education~~ to provide instructional delivery systems including broadcast, microwave, satellite, ITFS and other methods of delivery to and from Crafton Hills College, San Bernardino Valley College, The District Office and other Inland Empire locations.
8. Meets, coordinates and consults with administrators, faculty, staff, students and the general public on radio and television programming and related activities and ensures all are provided technical consultation and advice to capitalize on broadcast media technology resources.
9. Participates in and makes recommendations on the hiring, supervision and evaluation of radio and television classified staff.
10. Oversees, develops, enhances and expands development efforts for both stations in all areas of fundraising.
11. Represents the radio and television stations at professional meetings relating to the programming, funding and operations of public broadcasting entities.
12. Develops and maintains an on-going involvement in the community. Initiates partnerships and linkages to business and industry to enhance the acquisition, access, and efficient use of broadcast media technology resources.
13. Anticipates, prevents, and resolves difficult and sensitive inquiries, conflicts and complaints.
14. Performs other related duties as may be required or assigned ~~by the Chancellor~~.

QUALIFICATIONS

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

Knowledge of:

- Thorough knowledge of radio and television programming, operations and fundraising
- FCC rules and regulations pertaining to station operations
- Principles and practices of budget preparation and sound fiscal management as it relates to non-profit organizations
- Principles of supervision
- Copyright laws
- New media technologies in Distance Education and advanced digital television broadcasting.



Executive Director & General Manager, KVCR TV/FM

Range: 21

Pending Board Approval: 08/12/2021 P. 3|3

Ability to:

- Demonstrate expertise in the planning, organization and operation the District radio station and television in accordance with FCC rules and regulations and District policies
- Establish and maintain high broadcasting standards
- Supervise programming, production, development, operations and engineering staff
- Develop and evaluate comprehensive plans and programs to satisfy present and future broadcasting and distance educational needs
- Deal effectively with representatives from public and private agencies and the general public; communicate effectively both orally and in writing.

Education and Experience Guidelines – *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

- Bachelor's Degree in **Business Administration, Public Administration, Organizational Development, Education, Communications** or a related field ~~and~~
- ~~Five-years-experience-in-a-television-broadcasting-facility-or-related-entity-with-at-least-three-years-in-a-senior-administrative-position-or-any-combination-of-education-and-experience-that-would-provide-the-required-qualifications.~~

Experience:

- **Three years in a senior administrative position.**

Desired Education/Experience:

- **A Master's Degree**

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.

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