



San Bernardino Community College District  
Board Meeting  
August 12, 2021  
4:00 pm Pacific Time

**AGENDA**  
**Meeting of the Board of Trustees**  
**August 12, 2021 at 4:00 p.m.**

**Location: SBCCD Boardroom**  
**550 E. Hospitality Ln., Suite 200, San Bernardino, CA 92408**

**I. CALL TO ORDER – PLEDGE OF ALLEGIANCE**

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

*The San Bernardino Community College Board of trustees offers an opportunity for the public to Address the Board on any agenda item prior to or during the Board’s consideration of that item. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session. Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor’s Office at (909) 388-6901 as far in advance of the Board meeting as possible.*

**III. APPROVAL OF MINUTES**

- A. 2021-07-08
- B. 2021-07-29

**IV. CELEBRATIONS/PRESENTATIONS**

- A. Applause Cards
- B. Employee Anniversary Recognition

**V. ACTION AGENDA**

- A. Resolution #2021-08-12 BOT-01 Juneteenth National Independence Day
- B. Resolution #2021-08-12 BOT-02 Honoring Lois J. Montgomery Carson

- C. Building Dedication in Honor of Lois J. Montgomery Carson
- D. Board Policies - Second Reading and Final Approval
- E. Board Orientation Handbook - Second Reading and Final Approval

## 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. None

### B. **Human Resources**

- 1. Management Job Descriptions
- 2. Appointment of Interim Managers
- 3. Appointment of District Employees
- 4. Confidential Tuition Reimbursement
- 5. Employee Transfers
- 6. Adjunct and Substitute Academic Employees
- 7. Non-Instructional Pay
- 8. Payment of Stipends

### C. **Business & Fiscal Services**

- 1. Contracts at or Above \$96,700
- 2. District and College Expenses
- 3. Individual Memberships

### D. **Facilities**

- 1. Amendment 06 to the Professional Service Agreement with HMC Architects
- 2. Award RFQ-P CC01-3608.04 and Design-Build Agreement to Sundt Construction Inc. of Irvine, CA
- 3. Bond Project List
- 4. Master Services Agreements and 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. CCFS-320 Apportionment Attendance Report for FY 2021 Period 3
- E. Contracts Below \$96,700
- F. Construction Contracts, Change Orders and Amendments Subject to UCCAP
- G. General Fund Cash Flow Analysis
- H. MOUs Between SBCCD and the CSEA
  - I. Professional Expert Short-Term and Substitute Employees
- J. Purchase Orders
- K. Quarterly Investment & Deposit Report
- L. Resignations
- M. Summary of Measure CC Construction Change Orders
- N. Volunteers

**IX. ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- A. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representatives: Diana Z. Rodriguez and Kristina Hannon –  
CSEA, CTA, POA, Management/Supervisors, and Confidential  
Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957  
(1 case)

- C. Conference with Legal Counsel – Anticipated Litigation  
Government Code 54956.9(d)(2)  
(1 case)
- D. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) or (d)(1)  
(4 cases)
- E. Conference with Real Property Negotiator  
Government Code section 54956.8  
Property: Pro-Swap-Meet, San Bernardino, 20.64 Total Acres  
Negotiating parties: San Bernardino Community College District  
(Proposed Buyer), Real Property Negotiators Jose F. Torres,  
Executive Vice Chancellor; Diana Z. Rodriguez, Chancellor  
Under negotiation: Instruction to Proposed Buyer’s Real Property  
Negotiators will concern price and terms of payment associated with  
the possible purchase of the identified Properties

**X. PUBLIC COMMENTS ON CLOSED SESSION ITEMS**

*This is an opportunity for members of the public to address the Board concerning Closed Session Items.*

**XI. CONVENE CLOSED SESSION**

**XII. RECONVENE PUBLIC MEETING**

**XIII. REPORT OF ACTION IN CLOSED SESSION**

**XIV. ADJOURN**

The next meeting of the Board:  
Strategy Session - Final Budget Review  
August 26, 2021 @ 4pm  
SBCCD Boardroom  
550 E. Hospitality Ln., Suite 200, San Bernardino

**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
- TESS Quarterly Report to the Board



# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**Meeting Minutes of the Board of Trustees**  
**July 8, 2021**  
**4:00 pm Pacific Time**

**MEMBERS PRESENT VIA TELECONFERENCE**

Dr. Anne L. Viricel, Chair  
 Dr. Stephanie Houston, Vice Chair  
 Gloria Macías Harrison, Clerk  
 John Longville, Trustee  
 Frank Reyes, Trustee  
 Dr. Donald L. Singer, Trustee (arrived late)  
 Joseph Williams, Trustee  
 Elena Sanchez Paez, SBVC Student Trustee

**ABSENT**

Lauren Ashlock, CHC 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 4:01pm. Trustee Reyes led the pledge of allegiance.

Chair Viricel read: *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**

Staff read public comments from Kevin Palkki as attached.

**III. APPROVAL OF MINUTES**

- A. 2021-06-03
- B. 2021-06-10

Trustee Harrison moved to approve the minutes of 6/3/21 and 6/10/21. Trustee Williams seconded the motion.

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

NOES: None

ABSENT: Singer, Ashlock

ABSTENTIONS: None

**IV. CELEBRATIONS/PRESENTATIONS**

- A. Applause Cards
- B. Employee Anniversary Recognition
- C. Retirements

The Board recognized employees for Applause Cards, Anniversaries, and Retirements.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## V. ACTION AGENDA

### A. Annual Resolution to Compensate Trustees for Absence

Trustee Harrison moved to approve the Annual Resolution to Compensate Trustees for Absence. Trustee Reyes seconded the motion.

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

NOES: None

ABSENT: Singer, Ashlock

ABSTENTIONS: None

### B. Board Orientation Handbook

Trustee Longville moved to approve the Board Handbook for First Reading. Trustee Harrison seconded the motion. 2<sup>nd</sup> reading to include ethics statement and include Muscoy to the service area description.

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

NOES: None

ABSENT: Ashlock

ABSTENTIONS: None

### C. Board Policies for 2<sup>nd</sup> Reading and Final Approval

Trustee Williams moved to approve the Board Policies for 2<sup>nd</sup> Reading and Final Approval. Trustee Houston seconded the motion.

AP/BP 5030 Fees

AP/BP 7210 Academic Employees

AP 7381 Health & Welfare Benefits

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

NOES: None

ABSENT: Ashlock

ABSTENTIONS: None

### D. Resolution #2021-07-08-BOT01 End SBCCD's State of Emergency due to COVID-19 and Return to In-Person Meetings of the Board of Trustees

Trustee Houston moved to approve Resolution #2021-07-08-BOT01 End SBCCD's State of Emergency due to COVID-19 and Return to In-Person Meetings of the Board of Trustees as amended to remove the first resolve 1) Will end the district's state of emergency after Thursday, July 8, 2021. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Ashlock

ABSTENTIONS: None

### E. Resolution #2021-07-08-FPC01 Authorizing Issuance of the SBCCD (San Bernardino and Riverside Counties, California) 2021 General Obligation Refunding Bonds

Trustee Longville moved to approve Resolution #2021-07-08-FPC01 Authorizing Issuance of the SBCCD (San Bernardino and Riverside Counties, California) 2021 General Obligation Refunding Bonds. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Ashlock

ABSTENTIONS: None

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## F. Resolution #2021-07-08-FPC02 to Establish Tax Rate for Refunding Bonds

Trustee Harrison moved to approve Resolution #2021-07-08-FPC02 to Establish Tax Rate for Refunding Bonds. Trustee Reyes seconded the motion.

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

NOES: None

ABSENT: Ashlock

ABSTENTIONS: None

## VI. CONSENT AGENDA

### A. Instruction/Student Services

1. Curriculum - CHC (item pulled for separate action)

### B. Human Resources

1. Amendment to Management Salary Schedule
2. Approval of Doctorate Stipend (item pulled for separate action)
3. Management Tuition Reimbursement (item pulled for separate action)
4. Appointment of Interim Managers
5. Appointment of District Employees
6. Classification Advancement for Academic Employees
7. Adjunct and Substitute Academic Employees
8. Non-Instructional Pay
9. Payment of Stipends
10. Revise Rates of Pay and Titles for Professional Expert Hourly Employees

### C. Business & Fiscal Services Business & Fiscal Services

1. Alcoholic Beverages at Campus Event
2. Contracts at or Above \$96,700
3. District and College Expenses
4. Interfund Borrowing Transactions
5. Individual Memberships
6. Resolution #2021-07-08-FS01 Approving the Appropriation of Funds for the 2021-22 Fiscal Year
7. Revised Authorized Signature List for 2021-22
8. Surplus Property and Authorization for Private Sale or Disposal
9. Vacation Payout

### D. Facilities

1. 2023-2027 Five Year Construction Plan (item pulled for separate action)
2. Master Services Agreements and Task Orders for Bond Construction

Trustee Harrison moved to approve the Consent Agenda with the exception of 6.A.1, 6.B.2, 6.B.3, 6.D.1. Trustee Longville seconded the motion.

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

NOES: None

ABSENT: Ashlock

ABSTENTIONS: None

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## ITEM PULLED FOR SEPARATE ACTION

### 6.A.1 Curriculum – CHC

Trustee Singer moved to approve CIC - Curriculum. Trustee Houston seconded the motion.

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

NOES: None

ABSENT: Ashlock

ABSTENTIONS: None

### 6.B.2 Approval of Doctorate Stipend

Trustee Williams moved to approve Doctorate Stipend. Trustee Reyes seconded the motion.

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

NOES: None

ABSENT: Ashlock

ABSTENTIONS: None

### 6.B.3 Management Tuition Reimbursement

Trustee Harrison moved to approve Management Tuition Reimbursement. Trustee Reyes seconded the motion.

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

NOES: None

ABSENT: Ashlock

ABSTENTIONS: None

### 6.D.1 2023-2027 Five Year Construction Plan

Trustee Williams moved to approve 2023-2027 Five Year Construction Plan. Trustee Harrison seconded the motion.

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

NOES: None

ABSENT: Ashlock

ABSTENTIONS: None

## VII. REPORTS

### A. Board Committee Reports

- Trustee Harrison reported on the BFC.
- Trustee Reyes reported for the BLC.

### B. Chancellor's Report

- Interim Chancellor Torres gave a brief report.

### C. Key Performance Indicators

### D. San Bernardino Valley College Academic Senate

- No report.

### E. San Bernardino Valley College Classified Senate

- John Feist gave a brief report.

### F. San Bernardino Valley College Associated Students

- Paul Del Rosario gave a brief report.

### G. Crafton Hills College Academic Senate

- No report.

### H. Crafton Hills College Classified Senate

- No report

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- I. Crafton Hills College Associated Students
    - Maddy Boone gave a brief report.
  - J. CSEA
    - Cassandra Thomas gave a brief report.
  - K. CTA
    - No report
  - L. Police Officers Association
    - No report
  - M. SBVC College President
    - President Rodriguez gave a brief report and a written report was provided
  - N. CHC 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. Bond Program Update
  - D. Budget Report
  - E. Contracts Below \$96,700
  - F. General Fund Cash Flow Analysis
  - G. PARS Pension Rate Stabilization Trust Account Actions
  - H. MOUs Between SBCCD and the CSEA
  - I. Professional Expert Short-Term and Substitute Employees
  - J. Purchase Orders
  - K. Resignations
  - L. 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)
  - D. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) or (d)(1) (1 case)
  - E. Conference with Real Property Negotiator  
Government Code 54956.8  
Property: Pro-Swap-Meet, San Bernardino, 20.64 Total Acres  
Negotiating parties: San Bernardino Community College District (Proposed Buyer), Real Property Negotiators Jose F. Torres, Interim Chancellor; Diana Z. Rodriguez, SBVC President  
Under negotiation: Instruction to Proposed Buyer's Real Property Negotiators will concern price and terms of payment associated with the possible purchase of the identified Properties
- X. CONVENE CLOSED SESSION  
Chair Viricel convened closed session at 5:55pm.
- XI. RECONVENE PUBLIC MEETING  
Public meeting was reconvened at 6:47pm.

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

XII. REPORT OF ACTION IN CLOSED SESSION

- On July 8, 2021, the Board Unanimously, took action to approve settlement of Workers Comp Claim # 504393 with employee #8942.

XIII. ADJOURN

The next meeting of the Board: Strategy Session - Redistricting

July 29, 2021 at 4pm

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

Chair Viricel adjourned the meeting at 6:49pm.

DRAFT

Public Comment  
July 8 2021  
Non Agenda Item  
Kevin Palkki

Hi my name is Kevin Palkki. Its not every day that we come forward to recognize the accomplishments of our district in public comment but I would like to take this moment to congratulate Dr. Singer for his work with the Community College League of California. A few years ago I stood before you, wearing another hat, recognizing the acknowledgment Dr. Singer received from the league for his advocacy in pushing for a comprehensive review of the history of the California Community College system. This project culminated this past month in the form of a published book "A College for all Californians: A History of the California Community Colleges". To honor Dr. Singers advocacy for this project I hope that our Colleges and District pick up some copies for our students, faculty, staff, and administrators so we can read, research the history of our Community College system as it continues to grow to be the largest public higher education systems in the United States. The book can be found at:

<https://www.tcpres.com/a-college-for-all-californians-9780807765951>

Thank You

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## Meeting Minutes of the Board of Trustees

July 29, 2021

4:00 pm Pacific Time

Open Session Via Zoom: <https://cccconfer.zoom.us/j/549366869>

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

### MEMBERS PRESENT VIA TELECONFERENCE

Dr. Anne L. Viricel, Chair

Dr. Stephanie Houston, Vice Chair

Gloria Macías Harrison, Clerk

John Longville, Trustee

Joseph Williams, Trustee

Lauren Ashlock, CHC Student Trustee

### MEMBERS ABSENT

Dr. Donald L. Singer, Trustee

Frank Reyes, Trustee

Elena Sanchez Paez, SBVC Student Trustee

### ADMINISTRATORS PRESENT

Jose Torres, Interim Chancellor

Diana Rodriguez, SBVC President

### ADMINISTRATORS ABSENT

Dr. Kevin Horan, CHC President

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

Chair Viricel called the meeting to order at 4:01pm. Trustee Harrison led the pledge of allegiance.

Chair Viricel read: *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

Staff read public comments from Muriel Armstead-Moore as attached.

#### III. REDISTRICTING PRESENTATION

Todd Robbins of AALRR and Paul Mitchell of Redistricting Partners presented Redistricting 101. Redistricting is the process of adjusting district lines every 10 years after the release of the U.S. Census. Trustees can expect to have updated maps by February 2022.

#### IV. 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

Chair Viricel convened closed session at 4:39pm.

Public meeting was reconvened at 5:50pm.

No action was taken in closed session



SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

V. ADJOURN

The next meeting of the Board: Business Meeting August 12, 2021 at 4pm

Location: District Boardroom

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

Chair Viricel adjourned the meeting at 5:52pm.

DRAFT

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

**Public Comment on Non-Agenda Item**

**Submitted by: Muriel Armstead-Moore**

Hello SBVC Board Members,

I have a situation at work and I wanted to bring it before you because now I can and I need closure and a resolution. Please advise and don't give me any disciplinary actions for bringing this issue to you. I have been working for SBVC from 12/99 to now. I used to work many hours in the evening but I never received any overtime pay for it. I am full time, salary, classified and in the same department, DSPS I have had many managers and I have brought this up to them and I have been going from my manager to payroll and back again. All of my managers have refused to give me overtime for one reason or another although I have already done the hours. Please tell me what should be my next step to resolve this issue. Also, is it possible for me to get an early retirement behind the overtime salary that is due me.

Thanks for your time and efforts.

Muriel

DRAFT

**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:** 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 August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Kristin	Alderson	Dept. of Business & Economics	Thank you so much for your help with this year's scholarship application reviews! We couldn't have gotten through them all without you and we appreciate the time you spent reviewing over 80 applications - YOU ROCK!	Carrie Audet - Resource Development
Crafton Hills College	Artour	Aslanian	OIERP	Thank you for all of the great work and data collecting you do for us and all other departments. It's been great working with you.	Nick Reichert- Tutoring
Crafton Hills College	Vicky	Barra	Admissions & Records	Vicky - you're in the "100+ Club" for reviewers! Thank you SO much for all of your help in reviewing the applications this year! We couldn't do it without you and truly appreciate everything you do for our students.	Carrie Audet - Resource Development
Crafton Hills College	Ryan	Bartlett	English	Thank you so much for your help in reviewing and selecting students for the Pryke Honors Award. We appreciate everything you do for Crafton's students!	Carrie Audet - Resource Development
Crafton Hills College	Mike	Bedoya	Art	Thanks for your help with the scholarship application reviews this year. We appreciate everything you do to support Crafton's students!	Carrie Audet - Resource Development
Crafton Hills College	Judy	Cannon	Honors	Thank you for everything you do to support Crafton's students. You are always going above and beyond to connect with them and make them feel welcomed and valued. We appreciate your support and partnership with the CHC Foundation Office! :)	Carrie Audet & Scholarship Committee



## Applause Cards

Submitted for Information August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Rejoice	Chavira	EOPS	Thank you for your continuous support of the CHC Foundation and Crafton's students. We appreciate your help with reviewing and selecting scholarship applications and your involvement with the overall scholarship process every year. THANK YOU REJOICE! :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Chloe	De Los Reyes	English	Thank you so much for your help with this year's scholarship application reviews! We couldn't have gotten through them all without you and we appreciate the time you spent reviewing the applications - YOU ROCK!	Carrie Audet & Scholarship Committee
Crafton Hills College	Kwami	Eshun	Microbiology	Thank you so much for volunteering to help review the scholarship applications this year! It's a tedious process, but I hope you enjoyed reading through the essays and learning more about Crafton's students. Hope to see you soon!	Carrie Audet & Scholarship Committee
Crafton Hills College	Ed	Ferrari	English	Thank you so much for volunteering to help review the scholarship applications this year! It's a tedious process, but I hope you enjoyed reading through the essays and learning more about Crafton's students. Hope to see you soon!	Carrie Audet & Scholarship Committee
Crafton Hills College	Jimmy	Grabow	Counseling	Thank you so much for your help with this year's scholarship application reviews! We couldn't have gotten through them all without you and we appreciate the time you spent reviewing the applications - YOU ROCK!	Carrie Audet & Scholarship Committee



## Applause Cards

Submitted for Information August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Tracy	Gray	Technology	I came into my office to find my computer had been removed without my knowing. I was panicked and she helped calm me down and spent her morning expediting the installation of the new monitors and laptop and also located my old computer so that I could transfer what I needed. Thank you, Tracy!!!!	Amanda Ward
Crafton Hills College	Tracey	Gray	Tech Services	Thank you so much for your help reviewing the scholarship applications this year. I know you've been busy and I really appreciate you helping as much as you could! We appreciate you and everything you do to help Crafton's students. :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Alexis	Grinbold	Fine Arts	Thank you so much for your help with the scholarship application reviews this year. We appreciate you taking the time to help with the review process and support Crafton students! :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Claudia	Hayton	Financial Aid	Thank you so much for your help with the scholarship application reviews this year. We appreciate everything you do for Crafton's students and supporting/learning about other departments on campus as well. Thank you, Claudia. - YOU ROCK! :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Steve	Hellerman	Political Science	Thank you for your continuous support of the scholarship program and always reviewing SO MANY of the applications every year. We appreciate your support of the Foundation and of Crafton's students - THANK YOU STEVE!! :)	Carrie Audet & Scholarship Committee



## Applause Cards

Submitted for Information August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Colleen	Hinds	Kinesiology	Thank you for your help in reviewing the Herbivore Activist applications this year. We appreciate your support of the Foundation and of Crafton's students!	Carrie Audet & Scholarship Committee
Crafton Hills College	Rich	Hughes	Geology	Thank you for your help in reviewing the scholarship applications for the Geo scholarships this year. We truly appreciate your support of Crafton's students and your support of the scholarship program! :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Shirley	Juan	Math	Thank you for your help in reviewing the scholarship applications for this year. We truly appreciate your help and support of Crafton's students. Hope to see you soon! :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Liz	Langenfeld	English	Thank you for your help with the scholarship selection process this year and also for everything you've been doing to increase the Race Scholarship to reach the endowment level! Hope to see you soon!	Carrie Audet & Scholarship Committee
Crafton Hills College	Janine	Ledoux	Kinesiology & Health Education	Thank you so much for your help in reviewing the scholarship applications this year. We couldn't do it without your help and it is SO APPRECIATED! Thank you for everything you do to support Crafton's students. :)	Carrie Audet & Scholarship Committee



## Applause Cards

Submitted for Information August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Robert	McAtee	Counseling	Thank you so much for your help in reviewing the scholarship applications this year. We couldn't do it without your help and it is SO APPRECIATED! Thank you for everything you do to support Crafton's students. :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Julie	McKee	Sociology	Dear Wonder Woman - you are one of our ROCK STAR reviewers, having helped review over 140 applications this year! Thank you so, so much for everything you do to support the CHC Foundation and especially the students of CHC.	Carrie Audet & Scholarship Committee
Crafton Hills College	Brandice	Mello	History Department	This Professor introduced me to the resources available to me as a student here at Crafton Hills College. She even provided me with log on info so I could access article databases & THEY STILL WORK!!! Now I know where to go4 cites, which keep coming up. Great 4me as I don't trust the internet!	Julia Avila
Crafton Hills College	Marty	Milligan	DSPS	Thank you for your help in reviewing scholarship applications this year. We couldn't do it without all of our reviewers like you - thank you Marty!	Carrie Audet & Scholarship Committee
Crafton Hills College	Kelly	Newton	Administration	Thank you for your help in reviewing scholarship applications again this year. We appreciate your help and everything you do to support Crafton's students!	Carrie Audet - Resource Development





## Applause Cards

Submitted for Information August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Ericka	Paddock	Student Life	Thank you for your help with the scholarship review and selection process this year. We couldn't have done it without your input! We appreciate your support of the Foundation and for all of Crafton's students - hope to see you soon!	Carrie Audet & Scholarship Committee
Crafton Hills College	Kevin	Palkki	Theater Arts	THANK YOU - THANK YOU! We really appreciate your help with reviewing over 80 of the scholarship applications this year. Thank you for your support of Crafton's students, the scholarship program and the Foundation. Hope to see you soon!	Carrie Audet & Scholarship Committee
Crafton Hills College	Diane	Pfahler	Psychology	Thank you so much for your support of the Foundation, the scholarship program, and mostly, Crafton's students! You always go above and beyond, and it is both noticed and SO appreciated. Our students are lucky to have faculty like you who truly care and support them in every way.	Carrie Audet & Scholarship Committee
Crafton Hills College	Scott	Rippy	Math	Thank you so much for your help in reviewing the scholarship applications this year. We couldn't do it without your help and it is SO APPRECIATED! Thank you for everything you do to support Crafton's students. :)	Carrie Audet & Scholarship Committee



## Applause Cards

Submitted for Information August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Raquel	Rivera	Facilities/ Custodial	I want to recognize Raquel Rivera for her hard work and dedication on providing exceptional custodial services in all her assigned areas. She always goes above and beyond and is very precise with attention to detail. Thanks Raquel for everything you do!!	Rene Sampay
Crafton Hills College	Steve	Rush	Vet Resource Center	Thank you for your help in establishing the new Carla Thornton Memorial Scholarship and for selecting one of this year's recipients! We appreciate everything you do to give our Veteran students the support they need to succeed!	Carrie Audet & Scholarship Committee
Crafton Hills College	Kim	Salt	Chemistry	Thank you so much for your help in reviewing the scholarship applications this year. We couldn't do it without your help and it is SO APPRECIATED! Thank you for everything you do to support Crafton's students. :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Jamie	Sierra	DSPS	Thank you so much for your help in reviewing the scholarship applications this year, specifically the ones that apply to our DSPS applicants. We couldn't do it without your help and it is SO APPRECIATED! Thank you for everything you do to support Crafton's students! :)	Carrie Audet & Scholarship Committee



## Applause Cards

Submitted for Information August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Veronica	Smith	Emergency Medical Services	Thank you so much for volunteering to help review the scholarship applications this year! It's a tedious process, but I hope you enjoyed reading through the essays and learning more about Crafton's students. Hope to see you soon!	Carrie Audet & Scholarship Committee
Crafton Hills College	Gio	Sosa	Research	Gio is always responsive to requests and I truly appreciate working with Gio and his team. The data provided is so helpful in securing grant funding and working with partners on regional campaigns for marketing.	Michelle Riggs
Crafton Hills College	Frances	Southerland	Counseling	Thank you so much for your help with the scholarship application reviews this year. We appreciate you taking the time to help with the review process and support Crafton students! :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Cyndie	St Jean	President's Office	Cyndie is invaluable. She is always professional. Knows how to do everything. And is so helpful. Thanks for all you do, Cyndie!	Michelle Riggs
Crafton Hills College	Cyndie	St. Jean	President's Office	You ROCK! Thank you for your help with the scholarship reviews this year and for reviewing 100+ of the applications! We truly appreciate your help and couldn't get them all done without volunteers like you. Thank you Cyndie! :)	Carrie Audet & Scholarship Committee



## Applause Cards

Submitted for Information August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Alyssa	Taylor	Office of Instruction	Thank you for your help in reviewing the Herbivore Activist applications this year. We appreciate your support of the Foundation and of Crafton's students!	Carrie Audet & Scholarship Committee
Crafton Hills College	Jonathan	Townsend	DSPS	Thank you so much for your help in reviewing the scholarship applications this year. We couldn't do it without your help and it is SO APPRECIATED! Thank you for everything you do to support Crafton's students. :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Sam	Truong	Health Sciences	Thank you so much for your help in reviewing the scholarship applications this year and for the tips you shared with the other reviewers at the training session. We couldn't do it without your help and it is SO APPRECIATED! Thank you for everything you do to support Crafton's students. :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Diana	Vaichis	Office of Institutional Effectiveness, Research and Planning	Diana provided outstanding support, expertise, and follow-up on a time sensitive project for DSPS. She's a real pro!	Marty Milligan
Crafton Hills College	Laura	Van Genderen	Student Services	Laura is always a team-player. Thanks for providing a second set of eyes on the board report, responding quickly to any requests, and just being an all-around great person to work with!	Michelle Riggs



## Applause Cards

Submitted for Information August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Laura	Van Genderen	Student Services	We truly appreciate your help with the scholarship reviews this year and couldn't have gotten through them all without you. Thank you for everything you do to help the Foundation Office and support Crafton's students!	Carrie Audet & Scholarship Committee
Crafton Hills College	Violeta	Vasquez	Counseling	Thank you so much for volunteering to help review the scholarship applications this year! It's a tedious process, but I hope you enjoyed reading through the essays and learning more about Crafton's students. Hope to see you soon!	Carrie Audet & Scholarship Committee
Crafton Hills College	Violeta	Vasquez	Counseling	Violeta Vasquez has been such a HUGE help to me during my time at Crafton. She has given me excellent advice, much guidance, but most of all she has really motivated me to do my best. Thanks to her pushing me to do more I have been accepted to CBU! She is the BEST, I appreciate her very much (:	Cristina Velazquez
Crafton Hills College	Amanda	Ward	EMS	Thank you so much for working with the Foundation Office to help support the Paramedic Program students. We appreciate your support and for reaching out when you know of a student in need who could use a little help. Thank you for helping Crafton's students to be successful!	Carrie Audet & Scholarship Committee



## Applause Cards

Submitted for Information August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
Crafton Hills College	Deborah	Wasbotten	Child Development	Thank you so much for your help with the scholarship reviews this year and especially with the few glitches we encountered along the way. It's not a perfect process, which is why we appreciate volunteers like you. THANK YOU! :)	Carrie Audet & Scholarship Committee
Crafton Hills College	Souts	Xayaphanthong	Outreach	Souts has done an outstanding job leading the Outreach efforts over the past few years. Her knowledge, dedication, positivity, and willingness to help - always - sets her apart. Thanks for everything, Souts!	Michelle Riggs
Crafton Hills College	Ruby	Zuniga	Research & Planning	Thank you for your help with reviewing the LFSAA scholarship applications this year. We appreciate you taking the time to read through them all and ultimately selecting the recipients. We appreciate you! :)	Carrie Audet & Scholarship Committee
DSO	Susan	Ryckevic	Fiscal Services	Thank you for all of your help and patience with me. I appreciate your continued assistance and guidance in helping me with all my budgets.	Erika Menge
DSO	Jose	Torres	Chancellor's Office	Thank you for your hard work and dedication as Interim Chancellor!	Melanie Gonzales
DSO	Maria	Torres	HR	Maria has gone above and beyond in communicating and assisting me with all my concerns. She deserves a Huge APPLAUSE and Thank you!	Tricia Holder



## Applause Cards

Submitted for Information August 12, 2021

SITE	NAME		DEPARTMENT	DETAILS OF SERVICE	RECOGNIZED BY
San Bernardino Valley College	Maria	Notarangelo	Library	As a faculty prepping a course this summer, I was running into a brick wall with research through our library system. Frantically I emailed Mary for some help and within 5 minutes we were on a zoom session and she guided me in the right direction. She's a great resource for faculty doing research.	Lucas Cuny, Assistant Professor, FTVM
San Bernardino Valley College	Veronica	Valdez-Flynn	Counseling	Ms. Flynn went out of her way to help answer all questions, as well as emails. She had great information and was able to help with all questions I had.	Keri Kaiser, Student
San Bernardino Valley College	Raquel E.	Villa	Admissions	Ms. Villa went above and beyond to help with every question big or small I had. She also helped get a hold of other counselors and staff to answer my questions. I had same day response and quick emails, she truly cares for the student's success and never made me feel like I was unimportant, or a bother.	Keri Kaiser, Student

**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, Human Resources & Police Services  
**DATE:** August 12, 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 August 12, 2021

[v.7.27.2021.p.1|10]

Employee Name	Assignment	45+ Years of Service
<b>Walter, Dyann</b>	Systems Analyst	49

Employee Name	Assignment	31-35 Years of Service
<b>Ledoux, Janine</b>	Professor, Physical Education	32
<b>Moreno, Joe</b>	Maintenance Technician	31

Employee Name	Assignment	26-30 Years of Service
<b>Gamboa, Colleen</b>	Payroll Manager	30
<b>Kates Jr, Johnny</b>	Custodian	30
<b>Moreno, Dolores</b>	Professor, English	27
<b>Nguyen, Ben</b>	Custodian	27
<b>Sogomonian, Nori</b>	Professor, Spanish	27
<b>Calderon, Colleen</b>	Professor, History	26
<b>Courts, Janet</b>	Professor, Accounting	26
<b>Hill, June</b>	Professor, Nursing	26
<b>Knight, Denise</b>	Professor, Child Development	26
<b>Rodriguez Cruz, Bonnie</b>	Secretary II	26



## Years of Service Recognition

### Presented for Information August 12, 2021

[v.7.27.2021.p.2|10]

Employee Name	Assignment	21-25 Years of Service
<b>Adams, Kathryn</b>	Professor, Child Development	24
<b>Garcia, Rosalinda</b>	Administrative Secretary	24
<b>Milligan, Marty</b>	Director, DSP&S	24
<b>Rubio, David</b>	Director of Athletics	24
<b>Crow, Kathryn</b>	Professor, EMS	23
<b>Dulock, Richard</b>	Program Manager, KVCR	23
<b>Hrdlicka, Erica</b>	Child Development Teacher	23
<b>Huston, Celia</b>	Librarian	23
<b>Lamore, Joel</b>	Professor, English	23
<b>Lee, Chongui</b>	Professor, Mathematics	23
<b>Mchinnts, Sophia</b>	Child Development Teacher	23
<b>Boebinger, Kelly</b>	Professor, Chemistry	22
<b>Carrillo, Antonio</b>	Grounds Caretaker	22
<b>Gomez, Edward</b>	Professor, History	22
<b>Hrdlicka, Ricky</b>	Director Technology Services	22
<b>Kozanova, Marina</b>	Professor, Spanish	22
<b>Lee, Yvette</b>	Professor, English	22
<b>Salt, Kimberly</b>	Professor, Chemistry	22
<b>Aycock, Larry</b>	Director Of Admissions & Records	21



## Years of Service Recognition

### Presented for Information August 12, 2021

[v.7.27.2021.p.3|10]

Employee Name	Assignment	21-25 Years of Service
<b>Hinrichs, Guy</b>	Professor, Automotive	21

Employee Name	Assignment	16-20 Years of Service
<b>Adams, Matthew</b>	Professor, Physics	20
<b>Diponio, Gwendolyn</b>	Professor, English	20
<b>Hector, Leticia</b>	Division Dean	20
<b>Hogrefe Jr, Richard</b>	Professor, Communications	20
<b>Mayne, Michael</b>	Professor, Mathematics	20
<b>Pasillas, Karol</b>	Administrative Coordinator	20
<b>Ramirez, Steven</b>	Professor, Mathematics	20
<b>Word, Daniel</b>	Division Dean	20
<b>Al-Husseini, Maha</b>	Professor, Computer Information	19
<b>Assumma, Michael</b>	Professor, Business	19
<b>Bell, Reynaldo</b>	Professor, Respiratory Care	19
<b>Gonzalez, Moises</b>	Custodian	19
<b>Metu, Reginald</b>	Professor, Computer Information	19
<b>Ohigashi, Jerry</b>	Lead Custodian	19
<b>Townsend, Jonathan</b>	Instructional Assessment Technician	19
<b>Barnett, Kellie</b>	Professor, Child Development	17



## Years of Service Recognition

### Presented for Information August 12, 2021

[v.7.27.2021.p.4|10]

Employee Name	Assignment	16-20 Years of Service
<b>Blue, Robyn</b>	Child Development Assistant	17
<b>Che, Yon</b>	Professor, Spanish	17
<b>Geissinger, Amy</b>	Child Development Assistant	17
<b>Gregory, Leslie</b>	Counselor, CalWorks	17
<b>Hanley, Jodi</b>	Professor, Mathematics	17
<b>Heibel, Todd</b>	Professor, Geography	17
<b>Hughes Iii, Richard</b>	Professor, Geology	17
<b>Johnson, Corey</b>	Lab Technician, CIT	17
<b>Mckee, Julie</b>	Professor, Sociology	17
<b>Recinos, Jose</b>	Professor, Spanish	17
<b>Rivera, Valerie</b>	Child Development Assistant	17
<b>Scully, Madeleine Matie</b>	Professor, Music	17
<b>Gilbert, Jeremiah</b>	Professor, Mathematics	16
<b>Israeil, Abeir</b>	Professor, Mathematics	16
<b>Powell, Michael</b>	Professor, Physical Education	16

Employee Name	Assignment	11-15 Years of Service
<b>Anemelu, Victoria</b>	Professor, Mathematics	15
<b>Arciero, Noel</b>	Bookstore Customer Service Assistant	15



## Years of Service Recognition

### Presented for Information August 12, 2021

[v.7.27.2021.p.5|10]

Employee Name	Assignment	11-15 Years of Service
<b>Bartlett, Ryan</b>	Professor, English	15
<b>Batalo, Manuela</b>	Professor, Art	15
<b>Davila, Maria</b>	Bookstore Assistant li	15
<b>Jones, Edward</b>	Professor, English	15
<b>Langenfeld, Elizabeth</b>	Professor, English	15
<b>Lee, Dirkson</b>	Professor, ESL / English	15
<b>Notarangelo, Joseph</b>	Professor, English	15
<b>Simonson, Kristi</b>	Web Developer	15
<b>Sullivan, Daniel</b>	Professor, Fire Technology	15
<b>Urbanovich, James</b>	Professor, Communication Studies	15
<b>Yanez, Magdalena</b>	Professor, Reading	15
<b>Kanawati, Moustafa</b>	Professor, Mathematics	14
<b>Lillard, Sheri</b>	Professor, Chemistry	14
<b>Torrez, Michael</b>	Professor, Chemistry	14
<b>Trasporte, Catalina</b>	Administrative Secretary	14
<b>Avelar, Amy</b>	Professor, Chemistry	13
<b>Brewer, Quincy</b>	Pe Professor/Head Mens Basketball	13
<b>Copeland, Mary</b>	Professor, English	13
<b>Goodrich, Kelly</b>	Senior Executive Assistant	13



## Years of Service Recognition

### Presented for Information August 12, 2021

[v.7.27.2021.p.6|10]

Employee Name	Assignment	11-15 Years of Service
<b>Jefferson, Kimberly</b>	Professor, Reading	13
<b>Salas, Nancy</b>	Child Development Assistant	13
<b>Thomas, Cassandra</b>	Lab Technician, Chemistry	13
<b>Alvarez, Vicente</b>	Professor, Mathematics	12
<b>Azenaro, Renee</b>	Professor, Art	12
<b>Banola, Erwin</b>	Professor, Physical Education	12
<b>Brydson, Annie</b>	Child Development Assistant	12
<b>Moneymaker, Melinda</b>	Professor, Human Services	12
<b>Sheahan, Michael</b>	Professor, Respiratory Therapy	12
<b>Simental, Yolanda</b>	Associate Dean of Health Sciences	12
<b>Sims, Jeremy</b>	Director Technology Services	12
<b>Smith, David</b>	Professor, Mathematics	12
<b>Vasquez, Tatiana</b>	Professor, Anatomy/Physiology	12
<b>Dale Carter, April</b>	Director Of Admissions & Records	11
<b>Gordin, Ronald</b>	Lead Grounds Caretaker	11
<b>Treacy-Abarca, Blanca Rosa</b>	Child Development Assistant	11
<b>Truong, Sam</b>	Professor, Anatomy/Physiology	11



## Years of Service Recognition

### Presented for Information August 12, 2021

[v.7.27.2021.p.7|10]

Employee Name	Assignment	6-10 Years of Service
<b>Rodriguez, Diana</b>	Chancellor	10
<b>Stark, Scott</b>	Vice President - Admin. Svcs	10
<b>Andrews, Breanna</b>	Professor, American Sign Language	9
<b>Caldwell-Betties, Melita</b>	Professor, Water Supply Eng.	9
<b>Fogle, Melinda</b>	Professor, Theater Arts	9
<b>Lopez, Alma</b>	Professor, English/ESL	9
<b>Baeza, Daniel</b>	College Security Officer	8
<b>Chittenden, Heather</b>	Director Of Athletics	8
<b>Jakpor, Riase</b>	Professor, Political Science	8
<b>King, Melissa</b>	Professor, Anthropology	8
<b>Maloney-Hinds, Colleen</b>	Professor, Health And Physical	8
<b>Rubio, Eduardo</b>	Manager, Workforce Development	8
<b>Alder, Michael</b>	Professor, Fire Technology	7
<b>Fozouni, Daihim</b>	Professor, English	7
<b>Tolstova, Anna</b>	Professor, Physics	7
<b>Allen, Tammy</b>	Professor, Reading	6
<b>Davis, Angela</b>	Purchasing Technician	6
<b>Norris, Tenille</b>	Associate Director, Fiscal Services	6



## Years of Service Recognition

### Presented for Information August 12, 2021

[v.7.27.2021.p.8|10]

Employee Name	Assignment	6-10 Years of Service
<b>Opris, Iosif</b>	Director, Human Resources, EEO, Legal Services and Labor Relations	6
<b>Raisch, Kristin</b>	Accountant	6
<b>Wahab, Abena</b>	HSI Stem Pass Go Counselor	6
<b>Weaver, Teresa</b>	Professor, Psychiatric Tech	6

Employee Name	Assignment	1-5 Years of Service
<b>Ababat, Anthony</b>	Professor, Electronics	5
<b>Anderson, Jonathan</b>	Professor, English	5
<b>Bjerke, Jennifer</b>	Professor, Geography	5
<b>George, Kenneth</b>	Professor, Business	5
<b>Green, Laurie</b>	Professor, EMS	5
<b>Henkle, Lisa</b>	Professor, Political Science	5
<b>Hernandez, Amber</b>	Custodian	5
<b>Jones, Carol</b>	Professor, Chemistry	5
<b>Joshua, Judith</b>	Professor, English	5
<b>Levine, Michael</b>	Professor, Economics	5
<b>Martin, Micah</b>	Professor, Spanish	5
<b>Roberts, Johnny</b>	Professor, HVAC/R	5
<b>Robles, Matthew</b>	Professor, Earth Science	5
<b>Serrano, Thomas</b>	Professor, Respiratory Care	5





## Years of Service Recognition

### Presented for Information August 12, 2021

[v.7.27.2021.p.9|10]

Employee Name	Assignment	1-5 Years of Service
<b>Sobhanian, Soha</b>	Professor, Biology	5
<b>Stalbert, Malik</b>	Professor, Computer Information	5
<b>Yearyean, Nathaniel</b>	Technology Support Specialist	5
<b>Cacho, Bryce</b>	Professor, Welding	4
<b>Dibartolo, Cheryl</b>	Professor, Anthropology	4
<b>Jimenez, Nicole</b>	Counselor	4
<b>Joyce, Roxane</b>	Assistant Manager, Workforce Development	4
<b>Leyva, Ruben</b>	Admissions & Records Technician	4
<b>Alatorre, Yesica</b>	Traffic Coordinator, Television	3
<b>Cuny, Lucas</b>	Professor, Telecommunications	3
<b>Dawang, Maita Jenieve</b>	Senior Student Services Technician	3
<b>Fisher, Darrell</b>	Lead Custodian	3
<b>Gonzales, Benny</b>	Custodian	3
<b>Ivy, Krista</b>	Librarian	3
<b>Mulgado, Irene</b>	Custodian	3
<b>Seraj, Robyn</b>	Professor, Pharmacy Technology	3
<b>Style, Timothy</b>	Producer/Director, TV	3
<b>Trusheim, Deborah</b>	Professor, Nursing	3
<b>Ward, Amanda</b>	Professor, EMS	3
<b>Bernal, Cynthia</b>	Assistant Manager, Workforce Development	2
<b>Bond, Lauren</b>	Professor, English	2



## Years of Service Recognition

### Presented for Information August 12, 2021

[v.7.27.2021.p.10|10]

Employee Name	Assignment	1-5 Years of Service
<b>Byrnes, Kenneth</b>	Lab Technician, Physics	2
<b>Chou, Jesse</b>	Professor, Computer Information	2
<b>Croy, Jeremy</b>	Professor, Admin of Justice	2
<b>De Los Reyes, Chloe</b>	Professor, English	2
<b>Grounds, John</b>	Professor, EMS	2
<b>Hassanzadah, Ali</b>	Professor, Mathematics	2
<b>Hayes, Ashley</b>	Professor, English	2
<b>Jacques, Paul</b>	Professor, Theater Arts	2
<b>Johnson, Dominique</b>	Counselor	2
<b>Juan, Shirley</b>	Professor, Mathematics	2
<b>Patel, Yash</b>	Sustainability & Energy Manager	2
<b>Robles, Joshua</b>	Professor, Mathematics	2
<b>Sacdalan, Alvin</b>	Professor, Mathematics	2
<b>Zepeda, Isidro</b>	Professor, English	2
<b>De Loera, Priscilla</b>	Financial Aid Coordinator	1
<b>Liu, David</b>	Professor, Computer Information	1

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Angel Rodriguez, Senior District Director of Marketing, Public Affairs and Government Relations

**DATE:** August 12, 2021

**SUBJECT:** Adoption of Resolution Commemorating Juneteenth National Independence Day

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt this resolution commemorating Juneteenth National Independence Day.

### **OVERVIEW**

This resolution acknowledges the historical significance of Juneteenth and reaffirms the San Bernardino Community College District's commitment to nurturing a learning and working environment that promotes diversity, equity, inclusion and anti-racism.

The historical details of this resolution is consistent with research prepared by the non-partisan Congressional Research Service.

### **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 #2021-08-12 BOT-01  
COMMEMORATING JUNETEENTH NATIONAL INDEPENDENCE DAY**

**WHEREAS**, Juneteenth celebrates the end of slavery in the United States. It is also known as Emancipation Day, Freedom Day, Jubilee Day, Juneteenth Independence Day, and Black Independence Day, and

**WHEREAS**, The Emancipation Proclamation, issued by President Abraham Lincoln, had legally freed slaves in Texas on January 1, 1863, on June 19, 1865, Major General Gordon Granger arrived in Galveston, TX, and announced the end of the Civil War and the end of slavery, and

**WHEREAS**, Even though the Emancipation Proclamation came 2½ years earlier on January 1, 1863, many enslavers continued to hold enslaved Black people captive after the announcement, and

**WHEAREAS**, Major General Gordon Granger’s announcement in 1865, General Order Number 3, reads as follows: “The people of Texas are informed that, in accordance with a proclamation from the Executive of the United States, all slaves are free. This involves an absolute equality of personal rights and rights of property, between former masters and slaves and the connection heretofore existing between them, becomes that between employer and hired labor. The Freedmen are advised to remain at their present homes and work for wages. They are informed that they will not be allowed to collect at military posts; and they will not be supported in idleness either there or elsewhere,” and

**WHEARAS**, Even after the general order, some slave masters withheld the information from their enslaved people, holding them enslaved through one more harvest season, and

**WHEARAS**, Texans celebrated Juneteenth beginning in 1866 with community-centric events, such as parades, cookouts, prayer gatherings, historical and cultural readings, and musical performances. As families emigrated from Texas to other parts of the United States, they carried Juneteenth celebrations with them and over time, communities have developed their own traditions, and

**WHEAREAS**, On January 1, 1980, Juneteenth officially became a Texas state holiday. Al Edwards, a freshman state representative, put forward the bill, H.B. 1016, making Texas the first state to grant this emancipation celebration. Since then, 49 other states and the District of Columbia have also commemorated or recognized the day, and

**WHEREAS**, Juneteenth officially became the 11th federal holiday on June 17, 2021, and Juneteenth National Independence Day is the first holiday to be added to the list of federal holidays since the recognition of Rev. Dr. Martin Luther King, Jr’s birthday in 1983, and

**WHEREAS**, As a public institution of higher education, the San Bernardino Community College District recognizes the ripple effects of history and its impact on people’s lives today,

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District recognizes the historical significance Juneteenth National Independence Day and reaffirms its commitment to nurture a learning and working environment that promotes diversity, equity, inclusion, and anti-racism.

ADOPTED this 12th day of August 2021

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Diana Z. Rodriguez, Chancellor and  
Secretary to the Board of Trustees

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Rodriguez, Chancellor

**REVIEWED BY:** Diana Rodriguez, Chancellor

**PREPARED BY:** Angel Rodriguez, Sr. Director Marketing, Public Affairs & Gov't Relations

**DATE:** August 12, 2021

**SUBJECT:** Consideration to Adopt Resolution Honoring the Accomplishments and Memory of former trustee Ms. Lois J. Montgomery Carson

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt a resolution honoring the accomplishments and memory of former trustee Ms. Lois J. Montgomery Carson to the San Bernardino Community College District (SBCCD).

### **OVERVIEW**

Ms. Lois J. Montgomery Carson has been a lifelong advocate for community action with a celebrated thirty-year career as executive director of the Community Action Partnership (CAP) of Riverside County. Ms. Lois J. Montgomery Carson was elected to the SBCCD Board of Trustees in 1973 and served the District for twenty-four years. SBCCD appreciates the dedication and contributions of former trustee Ms. Lois Montgomery Carson representing the SBCCD and improving our community.

### **ANALYSIS**

Ms. Lois J. Montgomery Carson advocated for childcare, transfer centers, the EOP&S program, welfare reform, and community dialogues during her trusteeship. On the national level, she served seven years on the Board of the Association of Community College Trustees (ACCT) and as a member of the Accrediting Commission for Community and Junior Colleges (ACCJC). She continued to be an active supporter of SBVC Foundation Services and was inducted into the SBVC Alumni Hall of Fame in 1997. SBCCD shares her commitment to improving our community by enhancing and expanding educational opportunities.

### **BOARD IMPERATIVE**

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

### **FINANCIAL IMPLICATIONS**

None

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
RESOLUTION #2021-08-12 BOT-02  
HONORING THE ACCOMPLISHMENTS AND MEMORY OF  
MS. LOIS J. MONTGOMERY CARSON**

**WHEREAS**, The San Bernardino Community College District (SBCCD) recognizes the accomplishments and memory of Ms. Lois J. Montgomery Carson; and

**WHEREAS**, Ms. Lois J. Montgomery Carson was elected to the San Bernardino Community College District Board of Trustees in 1973 after graduating from San Bernardino Valley College in 1965. Serving the District for twenty-four years, she represented SBCCD with pride and professionalism, demonstrating her thorough knowledge of those she served and participating in numerous activities across the District and beyond; and

**WHEREAS**, Ms. Lois J. Montgomery Carson was the first minority to be elected to the San Bernardino Community College District Board of Trustees. During her years on the SBCCD Board of Trustees, she served two terms as president, in addition to serving as board clerk and vice-president.; and

**WHEREAS**, Ms. Lois J. Montgomery Carson advocated for childcare, transfer centers, the EOP&S program, welfare reform and community dialogues during her trusteeship; and

**WHEREAS**, Ms. Lois J. Montgomery Carson an active supporter of SBVC Foundation Services and was inducted into the SBVC Alumni Hall of Fame in 1997; and

**WHEREAS**, Ms. Lois J. Montgomery Carson served seven years on the Board of the Association of Community College Trustees (ACCT) and as a member of the Accrediting Commission for Community and Junior Colleges (ACCJC). In recognition of her service to education, Carson received the ACCT's M. Dale Ensign Trustee of the Year Award in 1992. As the Executive Director of Community Action Partnership of Riverside County, Carson was twice named Riverside County Administrator of the Year, in recognition of her contributions to human and community development; and

**WHEREAS**, Ms. Lois J. Montgomery Carson received the Lyndon Baines Johnson Human Services Award in 2007 for her work helping lower-income families. The following year she was named Woman of the Year in California's 62nd District by Assemblywoman Wilmer Amina Carter (D-Rialto). As testament to her numerous accomplishments, Carson has also been honored as a Distinguished Alumna by California State University, San Bernardino and University of California, Riverside; and

**WHEREAS**, Ms. Lois J. Montgomery Carson served on the SBVC Foundation and the Philanthropic Board for California State University, San Bernardino. She belongs to community-based non-profits including the National Council of Negro Women, Black Future Leaders, Inc., Alpha kappa Alpha Sorority, Inc., and the Ladies Auxiliary of the Knights of Peter Claver; and

**THEREFORE**, be it resolved that the Board of Trustees of the San Bernardino Community College District does hereby express appreciation and gratitude for the extraordinary leadership, support, and friendship that Ms. Lois J. Montgomery Carson exhibited toward San Bernardino Community College District, its Faculty and Staff, its Students, and its Community; and

**BE IT FURTHER RESOLVED**, that the Board of Trustees of the San Bernardino Community College District conveys its deepest sympathy and sincerest condolences to the family and friends of Ms. Lois J. Montgomery Carson.

**ADOPTED** this 12th day of August 2021

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Diana Z. Rodriguez, Chancellor and  
Secretary to the Board of Trustees

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Angel Rodriguez, Senior District Director of Marketing, Public Affairs and Government Relations

**DATE:** August 12, 2021

**SUBJECT:** Building Name Dedication in Honor of Ms. Lois Carson

### **RECOMMENDATION**

It is recommended that the SBCCD Board of Trustees consider the naming of a building on the San Bernardino Valley College campus in honor of Ms. Lois Carson and review the current naming policy and procedures for modification, if necessary. A full recommendation with specific details will be placed on the October Board agenda for approval.

### **OVERVIEW**

In 1973, Ms. Lois Carson was the first person of color to be elected to the San Bernardino Community College District, where she served for 24-years, including seven years on the national board of the Association of Community College Trustees, which once selected her top trustee in the United States. She is the longest-serving SBCCD trustee to date. Ms. Carson advocated for childcare, transfer centers, the Extended Opportunity Programs and Services initiative, welfare reform, and community dialogues during her trusteeship. She was a member of the Accrediting Commission for Community and Junior Colleges (ACCJC), and was a philanthropic supporter of student scholarships as a board member of the SBVC Foundation.

Ms. Carson graduated from San Bernardino Valley College in 1965, and was part of Cal State San Bernadino's first graduating class in 1967. Ms. Carson worked as a teacher then as director of UC Riverside's Upward Bound, helping prepare low-income high school students prepare for higher education. She was deputy director of San Bernardino County's Community Action Partnership, then served as executive director of the Community Action Partnership of Riverside County for 30 years. Additionally, Ms. Carson founded the San Bernardino County Status of Women Commission, the Inland Empire section of the National Council of Negro Women, the Ladies Auxiliary of the Knights of Peter Claver and Black Future Leaders.

Ms. Carson was inducted into the SBVC Hall of Fame in 1997, in recognition of her public service in the Inland Empire. She passed away on July 14, 2021, just days after celebrating her 90th birthday. Her legacy lives on in the lives she touched.



**BOARD IMPERATIVE**

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

**FINANCIAL IMPLICATIONS**

None.

## **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:** Final Approval of Board Policies

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Board Policy 7210 for second reading and final approval. Administrative Procedure 7210 is submitted for information and review for consistency with Board policy.

### **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 7210 Academic Employees

The Board approved first reading on June 10, 2021. The changes reflected on AP 7210 is to correct the error in language presented on July 8, 2021. Administrative Procedures are submitted to the Board for information only.

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: *Active*

PolicyStat ID: 10156478



**Origination:** 06/2004  
**Last Approved:** 07/2021  
**Last Revised:** 06/2020  
**Next Review:** 07/2031  
**Owner:** *Human Resources Human Resources*  
**Policy Area:** *Chapter 7 Human Resources*  
**References:**

## BP 7210 Academic Employees

*(Replaces current SBCCD BP 7210)*

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

Academic employees are all persons employed by the District in academic positions. Academic positions include every type of service, other than paraprofessional service, for which the Board of Governors has established minimum qualifications for the California Community Colleges.

Faculty members are those employees who are employed by the District in academic positions that are not designated as supervisory or management. Faculty employees include, but are not limited to, instructors, librarians, counselors, and professionals in health services, DSPS, and EOPS.

Decisions regarding tenure of faculty shall be made in accordance with the evaluation procedures established for the evaluation of probationary faculty and in accordance with the requirements of the Education Code. The Board of Trustees reserves the right to determine whether a faculty member shall be granted tenure.

The District may employ temporary faculty from time to time as required by the interests of the District. Temporary faculty may be employed full time or part time. The Board delegates authority to the Chancellor to determine the extent of the District's needs for temporary faculty.

Notwithstanding this policy, the District shall comply with its goals under the Education Code regarding the ratio of full-time to part-time faculty to be employed by it and the for making progress toward the standard of 75% of total faculty work load hours taught by full-time faculty.

### References:

Education Code Sections 87400 et seq; 87419.1; 87482.8, and 87600 et seq;  
Title 5, Section 51025

Current Status: *Draft*

PolicyStat ID: 10156940



Origination:	N/A
Last Approved:	N/A
Last Revised:	N/A
Next Review:	N/A
Owner:	<i>Human Resources Human Resources</i>
Policy Area:	<i>Chapter 7 Human Resources</i>
References:	<i>Good Practice/Optional</i>

## AP 7210 Academic Employees

# ACADEMIC EMPLOYEES, NON-MANAGEMENT

## HIRING OF FULL-TIME FACULTY

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 and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students and has the ability to develop inclusive curriculum and/or provide an inclusive environment that represents the ethnic and socioeconomic demographic of the college's student population.

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

Hiring faculty, classified staff, and administrators is accomplished through selection committees, which produce a recommendation of a final candidate from the President, or other appropriate administrator, to the Chancellor to recommend to the Board for employment.

## HIRING QUALIFICATIONS

### Minimum Qualifications

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

1. For faculty and administrative positions, job requirements shall include (A) a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as demonstrated by skills and abilities in cultural responsiveness and cultural humility; and (B) a demonstrated commitment to recognizing patterns of inequity in student outcomes, taking personal and institutional responsibility for the success of students, engaging in critical assessment of own practices, and applying a race-conscious awareness of the social and historical context of exclusionary practices in American Higher Education.

2. The Minimum Qualifications for discipline expertise adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential as provided in Education Code 87355.
3. All applicants will be provided the opportunity to have qualifications for discipline expertise reviewed and considered for meeting minimum qualifications that meet or exceed those listed adopted by the Board of Governors through alternate means.

## Application Procedure

1. The Human Resources Office will determine which applicants meet minimum education and expertise qualifications as set forth in the job announcement based on information provided on the official application for employment and verified by copies of transcripts provided by the applicant. Applicants not having minimum qualifications but requesting consideration of equivalent qualifications will be separated from those determined to meet minimum qualifications. If there is any discrepancy between the established minimum qualifications and the qualifications presented by an applicant as meeting minimum qualifications, that applicant's file will be grouped with the applications requesting consideration of equivalent qualifications. Applicant groups for equivalency review will have their qualifications evaluated by the Equivalency Committee, in accordance with the Equivalency Policy and Procedures. Human Resources will also evaluate the diversity of the pool of applicants to determine if further outreach is required before proceeding.
2. The files of all applicants who meet minimum qualifications or who have had equivalent qualifications determined by the Equivalency Committee will be reviewed by the selection committee. The selection committee will not review the file of any applicant who does not meet minimum qualifications or who has not been determined as possessing equivalent qualifications by the Equivalency Committee. ~~The HR Selection~~ Human Resources will forward candidates to the Equivalency Committee ~~Chair will provide a for final confirmation of meeting MQs when appropriate. A list of candidates who did not meet the MQs with a brief explanation of how the MQs were not met will be provided to the hiring manager by request. This review with the selection committee may result in the determination that the MQs were met by some of the candidates who were originally identified as not meeting the MQs.~~ Should the selection committee have any concern about the pool or process, the selection committee chair may confer with the Vice Chancellor of Human Resources and Police Services or designee regarding these concerns.
3. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty & Administrators in California Community Colleges*, adopted by the Board of Governors), a "year of professional experience" shall be considered the period of time which the District accepts as a regular work year on a full-time basis. One year of professional experience must have been completed within the three years prior to the closing date for applications for the position. The minimum qualifications listed on the job announcement should identify the specific types of professional experience required for the position.
4. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty & Administrators in California Community Colleges*, adopted by the Board of Governors), the appropriate, valid certification or license to practice shall be stipulated based on the instructional responsibilities of the position. If no certificate or license is appropriate to the position, no certificate or license will be listed as a minimum qualification.

## Desirable Qualifications

1. Job announcements may include a set of "desirable qualifications," separate from the minimum qualifications. These desirable qualifications should describe characteristics that support the

responsibilities of the position.

2. The combination of the minimum qualifications and the job-related desirable qualifications will be used as the basis for decision-making throughout the selection, interview, and recommendation of applicants.

## **Establishing Minimum and Desirable Qualifications**

1. The minimum and desirable qualifications will be reviewed by discipline faculty in consultation with the Division/Department Dean or other appropriate administrator and included in an initial draft. When no full-time faculty member currently teaches the discipline, at least two full-time faculty in a reasonably related discipline will draft the desirable qualifications in consultation with the Division/Department Dean or appropriate administrator. The academic senate may elect to recommend additional qualifications related to the ability to serve our diverse students well in any faculty position. The Division/Department Dean or appropriate administrator will make the final decision the desired qualifications.
2. The Vice Chancellor of Human Resources and Police Services or their designee will monitor the minimum and desirable qualifications for adverse impact on groups that have been historically under-represented. If the Vice Chancellor of Human Resources and Police Services or their designee believes the qualifications appear to be too restrictive, they will meet with the discipline faculty and the Division/Department Dean or appropriate administrator to review the qualifications. If discriminatory intent or effect is identified, the Vice Chancellor of Human Resources and Police Services or their designee shall confer with the appropriate Vice President and the Academic Senate President to determine necessary remedies.

## **PROCEDURES**

The goal of every hiring process is to select the qualified candidate who best meets the needs of our diverse student population.

### **Establishing the Position**

Any request to fill new or vacant positions must be processed through the appropriate Manager and the Human Resources Office, and must receive approval by the Chancellor before any position announcement is made.

1. Faculty positions are identified by a process established by each College and Fiscal Services.
2. Chancellor approves faculty positions from those requested by the Colleges.
3. Human Resources receives the Staffing Requisition approved by the Chancellor and begins the search process.

### **Position Announcement**

1. The Announcement of a Position will be drafted by the faculty of the discipline and the Division/Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See “Establishing Minimum and Desirable Qualifications”) in consultation with the Vice Chancellor of Human Resources and Police Services or designee and the appropriate Vice President.

Job announcements shall clearly state job specifications setting forth the minimum and desired qualifications for the position. Job announcements including any “desired” qualifications beyond the minimums shall be reviewed by Human Resources before the position is announced to ensure conformity with the guidelines of the Board of Governors for the California Community Colleges, the requirements of Title 5 and State and Federal non-discrimination laws.

2. Position announcements will include the following sections:

- a. Position Title
- b. Application Deadline or Initial Review Date
- c. Introduction: A brief description of the position and the relationship of the position to college offerings and activities. This includes a brief description of the college and the community served.
- d. Minimum Qualifications: A statement including the established minimum qualifications, the appropriate valid credential(s), the provision for equivalencies.
- e. Desirable Qualifications: Those job-related qualifications that are desirable but not essential to perform the job.
- f. Duties of the Position: A list of typical duties including the following:
  - A brief description of the primary responsibilities (e.g. Faculty will teach to the outline of record for the specific assignment and maintain a current syllabus). Faculty will facilitate learning through a variety of modalities to maximize the success of our diverse student population,
  - A description of any co-curricular responsibilities (e.g. coaching, directing).
  - Reference to scheduling considerations (e.g. assignment to evening duties).
  - Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).
  - A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).
  - A commitment to ongoing professional development that includes cultural responsiveness, inclusiveness, and equity, as well as disciplinary relevance.
  - A description of any other duties unique to the position.
- g. Salary and Benefits: A statement of the salary range and a brief narrative description of fringe benefits in effect at the time of the announcement.
- h. Closing Date and Address for Submission of Application Materials
- i. Application Process: Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee. In addition, instructions will also include the need for the candidate to address how the desired qualifications have been met by the candidate in the cover letter or in the supplemental questions. The application process will include the following:
  - An official district application form including a separate form for requests for equivalency along with a brief narrative description of the equivalency criteria appropriate to the minimum qualifications for the position. Applicants will be instructed to provide a narrative description of their equivalent experience along with transcripts and other documentation to support their request for equivalency.
  - A Letter of Application (A cover letter indicating explicitly how each of the minimum and desired qualifications are met.)
  - Official or unofficial transcripts for all college course work, including those generated from the Internet, to establish an applicant's file (An official transcript will be required before any offer of employment for the applied-for position).



- A curriculum vitae or resume.
- When appropriate, verification of credentials (community college instructor credential, vocational credential, and/or license).
- When appropriate, verification of “professional experience” as articulated in the minimum and desirable qualifications.
- When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videos, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.

j. Selection Process: A brief description of the selection process including:

- The review by a selection committee to select candidates for interviews
- An interview of candidates by the selection committee that may be comprised of faculty, administration, academic senate representatives, associated student government representatives, and other appropriate district personnel. Candidates are advised that all interview questions will be evaluated through the lens of both minimum qualifications and the desired qualifications.
- An interview of finalists by the President (and additional interviewers if selected by the President) or designee
- Final recommendation to the Board of Trustees by the Chancellor of the District
- A description of any other selection activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, guest lecture, role playing, sample assignments, a questionnaire or impromptu writing sample)

k. Notice to All Candidates:

- The requirements of the Immigration Reform and Control Act of 1987
- Initial assignment information
- Reasonable accommodation notice: *If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform the Human Resources Office. The application/interview process may involve speaking, reading, writing, and answering questions or other test taking procedures. If you believe you may need reasonable accommodation to perform any of these tasks, need to inquire as to the specific nature of the tasks, or to assure physical access to the interview site, please contact the Office of Human Resources at (909) 382-4040 and ask for the individual responsible for the scheduling and monitoring of employment interviews.*

l. Statement of Equal Employment Opportunity including reference to “encouraging applications from underrepresented minorities and the disabled.”

3. The Vice Chancellor of Human Resources and Police Services or their designee will review the draft of the job announcement for the potential for adverse impact pursuant to provisions in #2 of “Establishing Minimum and Desirable Qualifications.”
4. The final draft of the job announcement will be reviewed by the discipline faculty and the Division Dean or appropriate administrator, and then returned to the Office of Human Resources. The Division/Department Dean or appropriate administrator will make the final decision on the desired qualifications prior to submitting the DQs to Human Resources.



5. Upon the approval of the final draft of the announcement, the Division/Department Dean or appropriate administrator for the position will set a tentative timetable for the hiring process (e.g. Selection committee orientation/training, application review) in consultation with the discipline faculty, the Vice Chancellor of Human Resources and Police Services or their designee and the appropriate Vice President.

## **Applications**

Human Resources accepts applications and supplemental materials until 11:59 pm on the closing date.

Human Resources will review the composition of the applicant pool to ensure that any failure to obtain projected representation for any monitored group is not due to discriminatory recruitment procedures. If necessary to establish an adequate and representative pool, the application closing date shall be extended and additional recruitment shall be conducted. (A "monitored group" means those groups identified by state and federal regulations for which monitoring and reporting are required. According to the provisions of Title 5 53004 (B), each applicant shall be afforded the opportunity to identify his or her gender, ethnic group identification, and if applicable, his or her disability.) After the pool is approved, all complete applications will be forwarded to the selection committee for consideration.

## **Recruitment and Advertising**

Faculty positions are advertised for a minimum of thirty (30) days.

Any ads placed in publications will contain the statement "An Equal Opportunity Employer."

New faculty will be recruited by means of wide dissemination of job announcements, with special efforts to contact referral sources for underrepresented minorities, persons with disabilities, and women. This dissemination will be the responsibility of the Office of Human Resources in accordance with the EEO Plan.

A complete record will be maintained of all efforts to disseminate information and the response regarding the job opportunity. The record to be kept by the Office of Human Resources includes: (1) recruitment sources, (2) number of applicants for a specific position, and (3) gender, race, and disability status of applicants.

Notification of position openings will be mailed by Human Resources to colleges, universities, and organizations committed to providing equal employment opportunities to a wide range of applicants. In addition, positions are advertised locally and in professional journals and related publications when appropriate, and the State Chancellor's Office Job Registry and on the internet as recommended by the appropriate Division/ Department Dean or a Vice President.

## **SCREENING COMMITTEE**

### **Membership**

Screening committees for faculty positions will be established and convened by the Division/Department Dean or other appropriate administrator or their designee.

- The Division/Department Dean or appropriate administrator for the position will formulate a preliminary list of candidates to serve as screening committee members.
- The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint the faculty to serve on the selection committee.
- An Equal Opportunity Representative from outside of the department/program shall be appointed to the Committee by the Vice Chancellor of Human Resources and Police Services or their designee. The Equal Opportunity Representative is a non-voting member.
- The Committee should also include representation from those employees or employee groups who are

served by or otherwise interact with the position. If a classified employee is selected to serve on the committee, the President of CSEA will provide the names of individuals nominated to serve as the representative from the Senate. The hiring supervisor will select appropriate committee member(s) from those nominees.

- The Screening Committee should normally have no fewer than five (5) and no more than nine (9) members.
- A majority of the membership of the selection committee shall be faculty.
- Every screening committee will include the Division/Department Dean or appropriate administrator or their designee
- The chair of the Committee will be chosen by a majority vote of the committee.
- When possible, every effort will be made, within the limits allowed by federal and state law, to ensure screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of application qualifications. Selection/screening committees will be encouraged to include members from monitored groups and may include members from other colleges to include members from monitored groups.
- The supervising administrator on the Committee will provide clerical/technical support and coordination.

If unusual circumstances prevent the formation of a screening committee as described herein, the Division/ Department Dean or appropriate administrator for the position will consult with the Vice Chancellor of Human Resources and Police Services or their designee to determine a reasonable representation. However, the final composition of the screening committee shall remain confidential.

The Vice Chancellor of Human Resources and Police Services or their designee will approve all screening committee members to ensure diversity.

## Training

All faculty, staff, and administrators involved in hiring faculty must receive training on diversity and the employment process for each Committee on which they serve. Such training will be provided by the Office of Human Resources at the first meeting of the Committee to insure that each Committee member receives the required training that includes:

- Discussion of District commitment to equal opportunity, diversity, and student success
- The search and selection process
- Role of the selection committee
- Development of selection criteria
- Writing effective interview questions
- Development of selection criteria including DQ's as part of the job posting process
- Role of the Equal Opportunity Representative
- Confidentiality
- Effective reference checks (administrators only)

Approved: January 11, 1990

## Attachments

No Attachments

**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:** Board Orientation Handbook - Second Reading

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the Board Orientation Handbook for second and final reading.

**OVERVIEW**

The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes a new trustee orientation.

The Chancellor and the Board assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. New Board members are encouraged to attend regional meetings and training/information sessions by other organizations.

**ANALYSIS**

On July 8, 2021, the Board accepted first reading. The handbook represents the most current information regarding local policies, procedures, and information for trustees to perform their governing roles effectively. The handbook is updated annually and compliments the trustee training provided by the Community College League of California.

It is the responsibility of the Chancellor to ensure the Board Orientation Handbook is updated regularly and the responsibility of the Chair of the Board to ensure that all Board members and student trustees receive training annually.

**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.



## BOARD ORIENTATION HANDBOOK

Board Approved: 10/8/15, 11/14/19, 7/9/20

## SBCCD Orientation Handbook

The handbook represents the most current information regarding local policies, procedures, and information trustees must be kept abreast of to perform their governing roles effectively. The handbook is updated regularly and complements the trustee training provided by the Community College League of California.

It is the responsibility of the Chancellor to ensure that the Board Orientation Handbook is updated regularly and the responsibility of the Chair of the Board to ensure that all new Board members and student trustees receive training. Each year the new trustee(s), board Chair, and Chancellor must sign off on a form documenting that they have received this training.

The Board of Trustees of the San Bernardino Community College District consists of seven members, one from each of the seven trustee areas in the District. Qualified voters in each of the seven areas (which include Big Bear, Calimesa, Colton, Fontana, Grand Terrace, Highland, Loma Linda, [Muscoy](#), Redlands, Rialto, San Bernardino, and Yucaipa) elect a trustee for a four-year term. The Chancellor of the District serves as Secretary to the Board.

The Board is the policy-forming body of the District, deriving power from, and subject to, the U.S. Constitution, statutes of the State of California, and directives from the Board of Governors of the California Community Colleges.

The powers and duties of the Board include approval of college policy, community services of the college interpreting the college needs to the public, adoption of an annual budget for the district, approval of expenditure of all District funds, acquisition of property for District purposes, and approval of employment of academic and classified personnel. The Board typically meets on the 2nd Thursdays of the month. You may direct questions or comments to the individual Board members via e-mail or to the Secretary to the Board.

### State of California EDUCATION CODE Section 70902

70902. (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. (AB 1029) Effective January 1, 2012. Section operative January 1, 2014, by its own provisions.)

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## Section 1 – Orientation

***The Community College League of California ("League") is a nonprofit public benefit corporation whose voluntary membership consists of the 72-73 local community college districts in California.***

### **Annual Convention**

The Annual Convention is The League's largest annual meeting featuring educational sessions, special events and networking, state and nationally known speakers, and an educational showcase expo. Trustees, administrators, staff and faculty attend the event.

### **Annual Legislative Conference**

The League's Annual Legislative Conference provides a unique opportunity to connect with other advocates and learn the latest news on higher education in California. During this two-day conference, attendees are encouraged to visit their legislative representatives.

### **Annual Trustees Conference**

This conference helps strengthen the skills and knowledge of trustees and CEOs to lead districts and colleges and be accountable to their communities.

### **Effective Trusteeship & Board Chair Workshops**

This annual workshop is an overview of responsibilities required for board members of California community colleges. State leaders and experienced trustees will provide comprehensive information on the knowledge and skills necessary to be an effective trustee.

### **Student Trustees Workshop**

This workshop is designed to help student board members become knowledgeable, influential, education policy-makers.

***The Association of Community College Trustees (ACCT) is a non-profit educational organization of governing boards, representing more than 6,500 elected and appointed trustees who govern over 1,200 community, technical, and junior colleges in the United States and beyond. Located in Washington, D.C., ACCT is a major voice of community college trustees to the presidential administration, U.S. Congress, the Departments of Education and Labor and more.***

### **National Legislative Summit**

The National Legislative Summit is the premier community college advocacy event in Washington, DC, bringing together more than 1,000 community college leaders.

### **Government Leadership Institute**

The Governance Leadership Institute for New & Experienced Trustees and Presidents is a great opportunity for the entire board, the chair, and board staff! This institute is tailored to review the principles of effective board leadership.

### **Leadership Congress**

Learn about innovative strategies taking place nationwide, network with major foundations, philanthropies, government officials and corporations that support community colleges, stay updated on the latest federal

policies affecting your college, and participate in the only national meeting that focuses on providing community college boards the information and tools needed to govern and develop policies that focus on meeting community needs.

## **Section 2 – Chancellor/Chancellor Office Orientation**

### 2.1 District and College Mission Statements - See Appendix 1

### 2.2 District and College Organizational Charts - See Appendix 2

### 2.3 Board Member Compensation (Reference: BP 2725)

Members of the Board of Trustees and Student Trustees who attend all Board meetings shall receive compensation per Board Policy 2725. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

### 2.4 Board Membership (Reference: BP 2010)

The Board of Trustees shall consist of seven members elected by the qualified voters of the District. The Board shall be elected by geographical area for terms of four years as defined in BP 2100 titled Board Elections.

### 2.5 Student Trustees (Reference: BP 2015)

The Board of Trustees shall include two (2) non-voting student members (one representing each college in the District). The term of office shall be one year commencing June 1.

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

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

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

### 2.6 Election of Student Trustees (Reference: BP 2105)

Each college will elect a student trustee for a one-year term. An election will be held in the Spring semester so that the office is filled by June 1.

An election will be conducted at each college in accordance with administrative procedures. The successful candidate must receive a simple majority of all votes cast.

### 2.7 Vacancies on the Board (Reference: BP 2110)

Vacancies on the Board may be caused by any of the events specified in Government Code Section 1770 or any applicable provision in the Elections Code, or by a failure to elect. Resignations from the Board shall be governed by Education Code Section 5090.

Within 60 days of the vacancy or filing of a deferred resignation, the Board shall either order an election or make a provisional appointment to fill the vacancy.

If an election is ordered, it shall be held on the next regular election date not less than 130 days after the occurrence of the vacancy.

If a provisional appointment is made, it shall be subject to the conditions in Education Code Section 5091. The person appointed to the position shall hold office only until the next regularly scheduled election for district governing board members, when the election shall be held to fill the vacancy for the remainder of the unexpired term.

Vacancies for the student board member(s) are addressed BP 2105 titled Election of Student Trustees. A vacancy exists in the student Board position when the student Board member resigns from the Board. A vacancy may occur if the student Board member misses three (3) consecutive Board meetings without authorization, is enrolled for fewer than nine (9) units or does not maintain a cumulative grade point average of 2.5. The unit load and the GPA are to be maintained during the entire term of office.

### 2.8 Term Limits (Reference: BP 2130)

The District does not currently limit the number of terms a member of the Board of Trustees may serve on the Board.

The Board may adopt, or the residents of the District may propose, by initiative, a proposal to limit the number of terms a member of the Board of Trustees may serve on the Board. Any proposal to limit the number of terms a member of the Board may serve shall not become operative unless it is submitted to the electors of the District at a regularly scheduled election and a majority of the votes cast on the question favor adoption of the proposal. Any such proposal shall be subject to requirements set forth in Elections Code Sections 9500 et seq.

### 2.9 Personal Use of Public Resources (Reference: BP 2717)

No member of the Board of Trustees shall use or permit others to use public resources, except that which is incidental and minimal, for personal purposes or any other purpose not authorized by law.

### 2.10 Communication To/From District Personnel

Except for discussion in or about closed session, any communication with the Chancellor, written or verbal, should be considered public.

Board members should be mindful of their role as members of the board and any comments made should not be presented as views of the Board of Trustees. If there is a question related to the District, it is best to go through the Chancellor's Office. It is inappropriate to call a staff member directly without the permission of the Chancellor. Remember, the Chancellor works for the Board. All other employees of the District work for the Chancellor.

### 2.11 Campus Visits

Board members are always welcome to visit the District campuses; however, there are protocols that Board members should follow in order to avoid possible miscommunication or an unintended misunderstanding. Following are a few points:

- As a matter of professional courtesy, Board members should always inform the Chancellor when they visit a District campus.
- As a matter of protocol, Board members should always inform the Chancellor's/President's Office of invitations they receive by District groups to visit a District campus.
- If Board members desire to visit a facility that will be discussed as part of an agenda item, the Board members need to contact the Chancellor in order to arrange for an escorted site visit with a staff member.
- When on a District campus, Board members should be aware that their comments can be taken out of context.

### 2.12 Foundations

#### Crafton Hills College (independent foundation)

In an effort to extend educational opportunities to CHC students, Crafton Hills College (CHC) established the CHC Foundation. The Foundation is a nonprofit corporation devoted exclusively to raising funds for scholarships, grants, and other types of assistance for CHC students and faculty.

Gifts to the college can be allocated for the college's greatest need or designated specifically. Gifts may be designated to an academic area, to scholarships, to any of the various cultural or community programs of the college, or to current capital projects. You can also remember a loved one by donating a memorial or honorarium in their name.

#### San Bernardino Valley College (independent foundation)

We believe everyone should have an opportunity to go to college. Through its work, the San Bernardino Valley College Foundation supports SBVC in providing quality education and services that support a diverse community of learners. The Foundation is a non-profit 501(c)(3) organization; therefore, contributions to the Foundation are tax-deductible.

### Inland Futures Foundation (IFF) (auxiliary foundation)

This board-approved auxiliary foundation provides resource development to support the mission of the San Bernardino Community College District and its programs, initiatives, colleges, and entities. The recognized functions of the Foundation are: facilities and equipment; loans, scholarships, grants-in-aids; workshops, conferences, institutes, and federal projects; gifts, bequests, devises, endowments, and trusts; and public relations programs.

### 2.13 Board Member Health Benefits (Reference: BP 2730)

Members of the Board of Trustees shall be permitted to participate in the District's health benefit programs. The benefits of members of the Board through the District's health benefits programs shall not be greater than the most generous schedule of benefits being received by any category of non-safety employee of the District.

### 2.14 Board Member Travel (Reference: BP 2735)

Members of the Board of Trustees shall have travel expenses paid whenever they travel as representatives of and perform services directed by the Board. Board member travel requests shall be made in accordance with the District's travel request and approval processes. Also see BP/AP 7400 titled Travel

### 2.15 Political Activity (Reference: BP 2716)

Members of the Board of Trustees shall not use District funds, services, supplies, or equipment to urge the passage or defeat of any ballot measure or candidate, including, but not limited to, any candidate for election to the Board.

Initiative or referendum measures may be drafted on an area of legitimate interest to the District. The Board may by resolution express the Board's position on ballot measures. Public resources may be used only for informational efforts regarding the possible effects of District bond issues or other ballot measures.

### 2.16 Conflict of Interest (Reference: BP 2710)

The public office is a public trust created in the interest and for the benefit of the people. Members of the Board and employees of the District are expected to act with integrity, fidelity, and without bias for the primary benefit of the public.

Board members are encouraged to seek counsel from the District's legal advisor in every case where any question arises.

### 2.18 Constituency Groups

The Board embraces the concept of collegial consultation and to establish procedures to ensure faculty, management, classified staff, and students the right to participate effectively in collegial consultation in particular areas where they have their responsibility and expertise as specified in Title 5 regulations, while retaining its own right and responsibilities in all areas defined by state laws and regulations.

The Board is the ultimate decision-maker in those areas assigned to it by state and federal laws and regulations. In executing that responsibility, the Board is committed to its obligation to ensure that appropriate members of the District participate in developing recommended policies for Board action and administrative procedures for Chancellor action under which the District is governed and administered.

### Academic Senate

The Board or its designees will consult collegially with the Academic Senate, as duly constituted with respect to academic and professional matters, as defined by law. Procedures to implement this section are developed collegially with the Academic Senate.

The Board of Trustees recognizes the definition of “academic and professional matters” as stated in the Title 5 regulations:

1. Curriculum including establishing prerequisites and placing courses within disciplines;
2. degree and certificate requirements;
3. grading policies;
4. education program development;
5. standards or policies regarding student preparation and success;
6. District and college consultation structures, as related to faculty roles;
7. faculty roles and involvement in accreditation processes, including self-study and annual reports;
8. policies for faculty professional development activities;
9. processes for program review;
10. process for institutional planning and budget development; and
11. other academic and professional matters as mutually agreed upon between the Governing Board and the Academic Senate.

The Board also recognizes its obligation, under Title 5 Regulations, to “consult collegially” with the Academic Senate on these “academic and professional matters.” Additional academic and professional matters may be added as specified in #11 only through formal resolution of the Board.

The Board further recognizes that, under Title 5, it may choose to “consult collegially” through the option of “mutual agreement” on policy issues, or the option of “relying primarily on the advice and judgment of the senate” when adopting policies and procedures on “academic and professional matters.”

The Board of Trustees shall have the final responsibility for developing all policies governing the community college district, including academic and professional matters. For purposes of academic and professional matters, the Board shall rely primarily on the advice of the Academic Senate. If the Board has a compelling reason for not accepting the advice of the Academic Senate, it shall provide that reason in writing upon request of the Academic Senate. The decision of the Board on all policy shall be final.

### Classified Senate

Staff shall be provided with opportunities to participate in the formulation and development of District policies and procedures that have a significant effect on staff. The opinions and recommendations of the classified staff will be given every reasonable consideration.

### Associated Students

The Associated Students shall be given an opportunity to participate effectively in the formulation and development of Board policies and administrative procedures that have a significant effect on students, as defined by law. The recommendations and positions of the Associated Students will be given every reasonable consideration. The selection of student representatives to serve on District committees or task forces shall be made after consultation with the Associated Students.

### California School Employees Association (CSEA)

The California School Employees Association (CSEA) is the bargaining unit for the classified employees.

### California Teachers Association (CTA)

The California Teachers Association (CTA) is the bargaining unit for the teachers.

### Police Officers Association (POA)

The Police Officers Association (POA) is the bargaining unit for the police officers.

## 2.20 Board's Role in Accreditation - See Appendix 3

## 2.21 Standard Outlining Board's Responsibility – See Appendix 4

Accreditation Standard IVC1 describes the Board's role and responsibilities. Key points include the following:

- The Board is designated as having the responsibility to set policies for the District and to act in a manner consistent with those policies.
- Through such policies the Board has ultimate responsibility for the educational quality, legal matters, and financial integrity of the institution.
- The Board establishes policies consistent with the mission statement.
- The Board regularly evaluates its policies and practices and revises them as necessary.
- The Board advocates for and defends the institution and protects it from undue influence or pressure.
- The Board is responsible for selecting and evaluating the Chancellor and for delegating full responsibility and authority to him/her to implement and administer board policies without board interference and holds him/her accountable for the operation of the district.
- Once the Board reaches a decision, it acts as a whole.
- The Board is responsible for Board development, self-evaluation, and improvement.
- The Board has a code of ethics which is enforced by the Board.
- The Board is informed about and involved in the accreditation process.

## **Section 3 – Chair of the Board**

### 3.1 Institutional Values and Governance Priorities - See Appendix 5

## and Education Code Section 70902 - Appendix 6

### 3.2 Board Duties and Responsibilities (Reference: BP 2200)

The Board of Trustees governs on behalf of the citizens of the District in accordance with the authority granted and duties defined in Education Code Section 70902 (see Appendix 6).

The Board is committed to fulfilling its responsibilities to:

- Represent the public interest
- Establish policies that define the institutional mission and set prudent, ethical and legal standards for college operations
- Select, hire, and evaluate the Chancellor
- Delegate power and authority to the Chancellor to effectively lead the District
- Assure fiscal health and stability
- Monitor institutional performance and educational quality
- Advocate and protect the District

### 3.4 Board Elections (Reference: BP 2100)

Elections shall be held every two years, in even numbered years, for four-year overlapping terms. Terms of trustees are staggered so that, as nearly as practical, one half of the trustees shall be elected at each trustee election. Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his/her election.

The Board of Trustees has provided for the election of trustees by trustee areas. Effective January 16, 2014, the trustee areas include:

- Areas 1, 3, 5, and 7 from which governing board members will be elected in November ~~2020~~2024 and every four years thereafter.
- Areas 2, 4, and 6 from which governing board members will be elected in November 2022 and every four years thereafter.

The election of a Board member residing in and registered to vote in the trustee area he/she seeks to represent shall be only by the registered voters of the same trustee area(s).

### 3.5 Officers of the Board (Reference: BP 2210)

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

#### **Duties of the Chair of the Board:**

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;



3. Consult with the Chancellor on the Board meeting agendas;
4. Communicate with individual Board members about their responsibilities;
5. Participate in the orientation process for new Board members as outlined in the Board Orientation Handbook; Ultimately responsible for the orientation process for new Board members and Student Trustees;
6. Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;
7. Represent the Board at official events or ensure Board representation.
8. The Board Chair may contact District legal counsel regarding business of the District as necessary and the Board Chair will provide a report to the Board and Chancellor.
9. The Chair has the right to vote on all issues and to participate in the discussions.
10. The Board Chair shall establish ad hoc committees to comply with Board Policies and deadlines.
11. When applicable, the Board Chair will orient the incoming Board Chair in duties and responsibilities.
12. The Board Chair will attend a New Board Chair Workshop hosted by the California Community College League in January.

#### **Duties of the Vice Chair of the Board:**

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

#### **Duties of the Clerk of the Board:**

1. To perform in the absence of the Chair, or the Vice Chair all the duties of the Chair;
2. To attest the signature of the Chair or other members of the Board on contracts, agreements, deeds, leases, and other legal documents not delegated to the Chancellor or other officers of the District;
3. To attest to the signature of the Chair or other members of the Board on all other documents of the District when the attestation is a legal requirement;
4. To certify copies of records of the District as required.
5. Monitor the board calendar as it refers to meeting dates required by board policy and reminding the board Chair and the board of impending deadlines.

#### **Board Secretary**

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

#### **Duties of the Secretary to the Board:**

1. Notify members of the Board of regular, special, emergency, and adjourned meetings;
2. Prepare and post the Board meeting agendas;
3. Have prepared for adoption minutes of the Board meetings;

4. Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee;
5. Conduct the official correspondence of the Board;
6. Certify as legally required all Board actions;
7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

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

### 3.6 Committees of the Board (Reference: BP 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](http://www.sbccd.org/Board_of_Trustees)<https://sbccd.edu>

### 3.7 Board Education (Reference: BP 2740)

The Board of Trustees is committed to its ongoing development as a Board and to a trustee education program that includes new trustee orientation.

The Chancellor and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. Such assistance shall include, but shall not be limited to, providing of written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings on a regional basis held as training/information sessions by other organizations.

### 3.8 Code of Ethics / Standards of Practice (Reference: BP 2715)

The Board maintains high standards of ethical conduct for its members. Members of the Board are responsible to establish and uphold, implement and enforce all laws and codes applying to the District. Members of the Board are responsible to:

- ~~• Act only in the best interests of the entire community.~~
- ~~• Ensure public input into Board deliberations; adhering to the law and spirit of the open meeting laws and regulations.~~

- ~~• Prevent conflicts of interest and the perception of conflicts of interest.~~
- ~~• Exercise authority only as a Board.~~
- ~~• Use appropriate channels of communication.~~
- ~~• Respect others; acting with civility.~~
- ~~• Be informed about the District, educational issues, and responsibilities of trusteeship.~~
- ~~• Devote adequate time to Board work.~~
- ~~• Maintain confidentiality of closed sessions.~~
- Avoid any situation that may constitute a conflict of interest and disqualify him/herself from participating in decisions in which he or she has a financial interest. Conflicts of interest may relate not only to the individual trustee but also to his or her family and business associates, or transactions between the District and trustees, including hiring relatives, friends, and business associates as college employees.
- Recognize that the Board acts as a whole and that the authority rests only with the Board in a legally constituted meeting, not with individual members.
- Maintain confidentiality of all Board discussions held in closed session and recognize that deliberations of the Board in closed session are not to be released or discussed in public without the prior approval of the Board by majority vote, in compliance with BP 2315.
- As an agent of the public - entrusted with public funds - protect, advance, and promote the interest of all citizens maintaining independent judgment unbiased by private interests or special interest groups.
- Ensure that the District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures or practices.
- In all decisions hold the educational welfare and equality of opportunity of the students of the District as his or her primary concern; Board members should demonstrate interest in and respect for student accomplishments by attending student ceremonies and events.
- Attend and participate in all meetings insofar as possible, having prepared for discussion and decision by studying all agenda materials.
- Conduct all District business in open public meetings unless in the judgment of the Board, and only for those purposes permitted by law, it is appropriate to hold a closed session.
- Enhance his or her ability to function effectively as a trustee through devotion of time to study contemporary educational issues, as well as attendance at professional workshops and conferences on the duties and responsibilities of trustees.
- Promote and maintain good relations with fellow Board members
- Promote an effective working relationship with the Chancellor and district staff by:
- Be an advocate of the District in the community by encouraging support for and interest in the San Bernardino Community College District.

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

### 3.9 Board Representatives

At the annual organizational meeting the Board appoints representatives to the various organizations and bodies requiring representation. Currently, the Board appoints the following representatives:

- Representative and Alternate to the Nominating Committee for the County Committee on School District Organization
- Committee Assignment for San Bernardino Regional Emergency Training Center Joint Powers Authority)
- Standing Committees

### 3.10 Meetings of the Board (Reference BP 2310)

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

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

Regular meetings of the Board shall be held on the second Thursday of each month. Meetings will be held in the District Boardroom, 550 E. Hospitality Ln., San Bernardino, California, 92408, or as otherwise specified by previous Board action. Meetings will begin at 4:00 p.m. or as otherwise specified by previous Board action. Individuals who may wish to place a matter on the agenda or speak on an agenda item may do so by following the procedures outlined in AP 2340 titled Agendas and AP 2345 titled Public Participation at Board Meetings.

### 3.11 Institutional Values and Governance Priorities - See Appendix 5

### 3.12 Meeting Protocol

Board behavior can have both a positive or negative ripple effect throughout the District community. Often a simple comment can take on a life of its own with the original intended meaning misunderstood. The following recommendations may help to keep individual Board members from being misunderstood:

- Keep the Board discussion at the policy level versus getting into how something will be accomplished.
- Ask questions of staff as necessary to make an informed decision, but try to avoid questions that may imply the Board is trying to micromanage the District.
- Be cautious about making statements that might be interpreted as belittling the staff.
- Praise in public and discipline in private.
- Be professional and courteous to fellow Board members.

### 3.13 Quorum and Voting (Reference: BP 2330)

Four Board members, other than the Student Trustees, shall constitute a quorum for the transaction of business. The Board of Trustees shall act by majority vote of all voting members of the Board. In the event of a minimum quorum, all four Board members must vote in favor of motions to pass motions.

No action shall be taken by secret ballot. The Board will publicly report any action taken in open session and the vote or abstention of each individual member present.

The following actions require a **two-third majority** of all members of the Board:

1. Resolution of intention to sell or lease real property (except where a unanimous vote is required);
2. Resolution of intention to dedicate or convey an easement;
3. Resolution authorizing and directing the execution and delivery of a deed;
4. Action to declare the District exempt from the approval requirements of a planning commission or other local land use body;
5. Resolution providing for the transfer from the reserve for contingencies to any expenditure classification.
6. Resolution to condemn real property.

The following actions require a **unanimous vote** of all members of the Board:

1. Resolution authorizing a sale or lease of District real property to the state, any county, city, or to any other school or community college district;
2. Resolution authorizing lease of District property under a lease for the production of gas.
3. Any authorization to change an existing construction contract.

### 3.14 Special and Emergency Meetings (Reference: BP 2320)

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

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

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

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

### 3.15 Closed Session (Reference: BP 2315)

Closed sessions of the Board of Trustees shall only be held as permitted by applicable legal provisions including but not limited to the Brown Act, California Government Code, and California Education Code.

The agenda for each regular or special meeting shall contain information regarding whether a closed session will be held and shall identify the topics to be discussed in any closed session in the manner required by law.

After any closed session, the Board shall reconvene in open session before adjourning and shall announce any actions taken in closed session and the vote or abstention of every member present.

Pursuant to Government Code Section 54957, if any person requests an opportunity to present complaints to the Board about a specific employee, such complaints shall first be presented to the Chancellor. Notice shall be given to the employee against whom the charges or complaints are directed. If the complaint is not first resolved at the administrative level, the matter shall be scheduled for a closed session of the Board. The employee against whom the charges or complaints are directed shall be given at least 24 hours written notice of the closed session and shall be given the opportunity to request that the complaints be heard in an open meeting of the Board of Trustees.

### 3.16 How the Board Takes Action

Official Board action can be taken only at Board meetings and by affirmative action of at least four of the seven voting Board members. No one Board member or administrator makes official commitments for the Board, except as directed by Board action. The Board has final control over District matters and policies, subject to limitations imposed by California and federal law, and all employees and administrators of the District are bound to abide by such policies.

### 3.17 Consent Agenda

Items that are calendared as requiring little or no discussion by the Board or the public are listed on the agenda as "Consent" items. The Board may act on these items in one motion without discussion. Any Board member or individual attending the Board meeting can request at the time of the meeting that an item listed on the consent agenda be considered separately ("pulled from the consent agenda") as part of the regular agenda, thus allowing discussion of the item. The Board reserves the right to consider if an item on the Consent Agenda is pulled.

### 3.18 Preparing for Meetings

Prior to the Board meeting, the Chancellor meets with the Officers of the Board to review the agenda prior to the board book going to print.

One week prior to the Board meeting, ~~the Chancellor's Office will deliver Board packets with an~~ Trustees receive the meeting agenda and supporting materials. This information is ~~also~~ posted to the District Website as required by the Brown Act. This timeline gives the Board members one week to review the materials prior to the meeting. When possible, Board members should submit their questions to the Chancellor prior to the Board meeting so that the staff can provide a thorough response, prior to or, at the time of the meeting. Also, any Board member can call the Chancellor prior to the Board meeting for clarification regarding any agenda item rather than waiting until the Board meeting. It is always best not to surprise the Chancellor or staff at the Board meeting. Response to information is supplied to all Board members.

### 3.19 Recording (Reference: BP 2365)

Any audio or video recording of an open and public Board of Trustees Meeting made by or at the direction of the Board shall be subject to inspection by members of the public in accordance with the California Public Records Act, Government Code Sections 6250 et seq. The Chancellor is directed to enact administrative procedures to ensure that any such recordings are maintained for at least thirty days following the recording.

Persons attending an open and public meeting of the Board may, at their own expense, record the proceedings with an audio or video recording device or a still or motion picture camera or may broadcast the proceedings. However, if the Board finds by a majority vote that the recording or broadcast cannot continue without noise, illumination, or obstruction of view that constitutes or would constitute a persistent disruption of the proceedings, any such person shall be directed by the Chair of the Board to stop.

### 3.20 Speakers (Reference: BP 2350)

Those wishing to speak to the Board are subject to the following:

- The Chair of the Board may rule members of the public out of order if their remarks do not pertain to matters that are within the subject matter jurisdiction of the Board or if their remarks are unduly repetitive.
- Non-scheduled substitutes may not speak in place of scheduled speakers unless alternates have been submitted on the original request.
- Employees who are members of a bargaining unit represented by an exclusive bargaining agent may address the Board under this policy but may not attempt to negotiate terms and conditions of their employment. This policy does not prohibit any employee from addressing a collective bargaining proposal pursuant to the public notice requirements of Government Code Section 3547 and the policies of this Board implementing that section.

Any member of the public who wishes to address the Board on any matter on the agenda of a regular Board meeting or on the notice for a special Board meeting is limited to five minutes per person and 20 minutes per agenda topic unless the time limit is extended by a majority vote of the Board.

As a matter of law, members of the Board may not discuss or respond to public comments unless the matters are properly noticed for discussion or action in Open Session.

### 3.22 Communications Among Board Members (Reference: BP 2720)

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to reach a collective concurrence regarding any item that is within the subject matter jurisdiction of the Board. In addition, no other person shall make serial communications of any kind, directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board of Trustees.

Under California's Public Records Act, "any writing containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics" is a public record and must be disclosed to the public upon request unless a provision of the PRA exempts it from disclosure. Gov't Code Section 6252-6253. (see 5.2 Brown Act)

### 3.23 Media/Email

Any Board member is allowed to speak with the media. However, Board members should keep in mind the following:

- When speaking to the press, remind the interviewer that you do not represent the views of the Board, but speak as an individual.
- When contacted by the press, defer to the Chancellor or Board Chair for official Board positions.
- When speaking to the media, be an advocate for the District.
- Never speak about personnel matters or other closed session topics to the press.

Board members should keep in mind that electronic communications can facilitate a Brown Act violation. Emails are subject to disclosure laws per BP and AP 3310.

### 3.24 Annual Retreat

Each year the Board holds an annual retreat with the Board and the Chancellor. This retreat is the opportunity for the Board to conduct its annual self-evaluation and set goals for the upcoming year.

### 3.25 Board Self-Evaluation (Reference: BP 2745)

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 functioning.

### 3.26 Setting the Board's Goals

The Board uses the results of the self-evaluation to set internal goals for the upcoming year.

### 3.27 Annual Organizational Meeting (Reference: BP 2305)

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

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

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

### 3.28 Chancellor - Hiring and Contract

Without doubt, the most important role of the Board is to appoint the Chancellor. It is exclusively the Board's role, although the process itself generally includes District personnel who will participate in the interviewing and screening process. A District committee may assist in screening the applications and narrowing the pool of candidates to a manageable group that will be invited for confidential screening interviews. From the confidential interviews, the committee selects a small group of 3-5 finalists to recommend to the Board for



interviews and on-campus forums. After the finalists accept the invitation to interview as a finalist, the names of the finalists become public information and usually there will be a press release involved.

From the finalists, the Board selects their top candidate to make an offer. It is not guaranteed that the first choice will accept the offer since it is common for candidates to be finalists in more than one college presidential search at the same time. Therefore, it is important that this part of the process remains confidential until an offer and an acceptance of offer has been reached. During this part of the process the Board must negotiate with the candidate the terms of the contract, which includes salary, starting date, and benefits. The process can easily take from six months to a year.

### 3.29 Evaluation of the Chancellor (Reference: BP 2435)

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 criteria for evaluation shall be based on Board policy, the Chancellor job description, and performance goals and objectives developed in accordance with AP 2435 titled Evaluation of the Chancellor.

### 3.30 Setting the Chancellor's Salary

After the initial starting salary negotiated with the Chancellor at the time of employment, the Board will need to consider the salary of their one employee on an annual basis. This process is usually done in conjunction with the Chancellor's annual evaluation. Although the discussion of the Chancellor's performance and determination of any salary adjustment is a closed session item, the actual setting of the salary adjustment is an open session agenda item.

### 3.31 Graduation

Graduation is the highlight of both colleges each year. Graduation and graduation activities and times vary from year to year (refer to Academic Calendar). Board members participate as part of the processional and the ceremony. The Board Chair accepts the graduating class and board members wear commencement regalia with the colors of the discipline appropriate for their degree.

## **Section 4 – Chapter 1 and 2 Board Policies and Procedures**

### 4.0 Board Policies

The references to the board policies above represent a snapshot/summary of the policy and may not include the entire policy. For complete policies and procedures, please visit the District website [www.sbccd.org](http://www.sbccd.org) or [click the link here Board Policies & Procedures: https://sbccd.edu](https://sbccd.edu)

## **Section 5 – Orientation Checklist and Sign-Off Form**

### 5.0 Board Member Orientation

Per Board Policy 2740, orientation sessions shall be scheduled for new Board of Trustee appointees.

The Chancellor and the Board shall assist each new member-elect to understand the Board's functions, policies, and procedures before he/she assumes office. Such assistance shall include, but shall not be limited to, providing of written materials and invitations to attend Board meetings and conferences with the Chancellor. New Board members shall be encouraged to attend meetings on a regional basis held as training/information sessions by other organizations.

Orientation to the institution includes:

- Walking tours of the district, campuses, and off-site locations
- Institutional data review
- College history and development, and college catalogs
- Lists and contact information for trustees, college personnel, and student leaders
- Structure and operations of board of trustees
- Structure of higher education at the state level
- Briefings on organization, programs, budget, and facilities of the colleges and sites
- Collegial Consultation, inclusive of 10+1 Board handbook, meeting agendas, and minutes
- Affirmative action plans
- Printed college materials
- Opportunities to meet informally with campus leaders and faculty, staff, students, administrators, and fellow trustees
- Email records disclosure responsibilities

Orientation to trusteeship includes:

- Roles of board and of individual trustees
- Attendance at local, state and national meetings, including the League's New Trustee Orientation Workshop and Legislative Conference
- Review of pertinent laws and board policy
- Board Budget

## Appendix 1

### San Bernardino Community College District

The mission of the San Bernardino Community College District is to transform lives through the education of our students for the benefit of our diverse communities.

### San Bernardino Valley College

San Bernardino Valley College maintains a culture of continuous improvement and a commitment to provide high-quality education, innovative instruction, and services to a diverse community of learners. Its mission is to prepare students for transfer to four-year universities, to enter the workforce by earning applied degrees and certificates, to foster economic growth and global competitiveness through workforce development, and to improve the quality of life in the Inland Empire and beyond.

### Crafton Hills College

The mission of Crafton Hills College is to advance the educational, career, and personal success of our diverse campus community through engagement and learning.

### Economic Development & Corporate Training

The mission of the Economic Development and Corporate Training division of San Bernardino Community College District (EDCT) is to stimulate the economic prosperity of the Inland Empire through workforce development. This mission will be achieved by:

- Offering customized training solutions that meets the human capital development needs of regional employers;
- Providing innovative job training to the workforce in emerging technologies and high growth areas to foster economic prosperity in the region;
- Building and nurturing partnerships to obtain local/state/federal funds necessary for
- Preparing a highly skilled workforce through short-term training.

### EMPIRE NETWORK/KVCR

KVCR's mission is to be the cultural, educational, informational and communication center of the Inland Empire. KVCR additionally will focus its mission on students. KVCR will become a training ground for students who want to train and work in the media world. This will include:

- TV, Radio, Broadband, internet, social media and any form of the media world.

## Appendix 2

Organizational charts can be accessed using the links provided below.

- [SBCCD Organizational Chart](#)
- [Crafton Hills College Organizational Chart](#)
- [San Bernardino Valley College Organizational Chart](#)
- ~~[District Organizational Charts](#)~~
- ~~[Crafton Hills College Organizational Charts](#)~~
- ~~[San Bernardino Valley College Organizational Charts](#)~~

## Appendix 3

### Board's Role in Accreditation

The Board must be fully informed of all accreditation actions, reports, visits and progress on accreditation recommendations as they pertain to the Colleges. All reports created in response to Commission actions must be approved or ratified by the Board.

The Accrediting Commission for Community and Junior Colleges (ACCJC) provides a list of Standards that are the basis for comprehensive institutional evaluations for reaffirmation of accreditation on their website <http://www.accjc.org/eligibility-requirements-standards>.

## Appendix 4

### Standard Outlining Board's Responsibility

#### Standard IVC (Appendix in Board Orientation Handbook, referenced in Section 2.21)

IV.C.1: The institution has a governing board that has authority over and responsibility for policies to assure the academic quality, integrity, and effectiveness of the student learning programs and services and the financial stability of the institution.

IV.C.2: The governing board acts as a collective entity. Once the board reaches a decision, all board members act in support of the decision.

IV.C.3: The governing board adheres to a clearly defined policy for selecting and evaluating the CEO of the college and/or the district/system.

IV.C.4: The governing board is an independent, policy-making body that reflects the public interest in the institution's educational quality. It advocates for and defends the institution and protects it from undue influence or political pressure.

IV.C.5: The governing board establishes policies consistent with the college/district/sys-tem mission to ensure the quality, integrity, and improvement of student learning programs and services and the resources necessary

to support them. The governing board has ultimate responsibility for educational quality, legal matters, and financial integrity and stability.

IV.C.6: The institution or the governing board publishes the board bylaws and policies specifying the board's size, duties, responsibilities, structure, and operating procedures.

IV.C.7: The governing board acts in a manner consistent with its policies and bylaws. The board regularly assesses its policies and bylaws for their effectiveness in fulfilling the college/district/system mission and revises them as necessary.

IV.C.8: To ensure the institution is accomplishing its goals for student success, the governing board regularly reviews key indicators of student learning and achievement and institutional plans for improving academic quality.

IV.C.9: The governing board has an ongoing training program for board development, including new member orientation. It has a mechanism for providing for continuity of board membership and staggered terms of office.

IV.C.10: Board policies and/or bylaws clearly establish a process for board evaluation. The evaluation assesses the board's effectiveness in promoting and sustaining academic quality and institutional effectiveness. The governing board regularly evaluates its practices and performance, including full participation in board training, and makes public the results. The results are used to improve board performance, academic quality, and institutional effectiveness.

IV.C.11: The governing board upholds a code of ethics and conflict of interest policy, and individual board members adhere to the code. The board has a clearly defined policy for dealing with behavior that violates its code and implements it when necessary. A majority of the board members have no employment, family, ownership, or other personal financial interest in the institution. Board member interests are disclosed and do not interfere with the impartiality of governing body members or outweigh the greater duty to secure and ensure the academic and fiscal integrity of the institution.

IV.C.12: The governing board delegates full responsibility and authority to the CEO to implement and administer board policies without board interference and holds the CEO accountable for the operation of the district/system or college, respectively.

IV.C.13: The governing board is informed about the Eligibility Requirements, the Accreditation Standards, Commission policies, accreditation processes, and the college's accredited status, and supports through policy the college's efforts to improve and excel. The board participates in evaluation of governing board roles and functions in the accreditation process.

## Appendix 5

### 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

##### Governance Priorities

In order for the Board to support the strategic directions and institutional values, the board will hold itself accountable for the following board activities. They will be a focus of Board inquiry, discussion, and operational priorities.

- Continue participation in the California Community Colleges Trustee Fellowship and adopt the Aspen Institute College Excellence Model.
- The Board will continue engaging in a continuous process of training and development.
- The Board will continue informing the local community about District offerings, needs, and issues.

##### Appendix 6

##### **State of California EDUCATION CODE Section 70902**

70902. (a) (1) Every community college district shall be under the control of a board of trustees, which is referred to herein as the "governing board." The governing board of each community college district shall establish, maintain, operate, and govern one or more community colleges in accordance with law. In so doing, the governing board may initiate and carry on any program, activity, or may otherwise act in any manner that is not in conflict with or inconsistent with, or preempted by, any law and that is not in conflict with the purposes for which community college districts are established.

(2) The governing board of each community college district shall establish rules and regulations not inconsistent with the regulations of the board of governors and the laws of this state for the government and operation of one or more community colleges in the district.

(b) In furtherance of subdivision (a), the governing board of each community college district shall do all of the following:

(1) Establish policies for, and approve, current and long-range academic and facilities plans and programs and promote orderly growth and development of the community colleges within the district. In so doing, the governing board shall, as required by law, establish policies for, develop, and approve, comprehensive plans. The governing board shall submit the comprehensive plans to the board of governors for review and approval.

(2) Establish policies for and approve courses of instruction and educational programs. The educational programs shall be submitted to the board of governors for approval. Courses of instruction that are not offered in approved educational programs shall be submitted to the board of governors for approval. The governing board shall establish policies for, and approve, individual courses that are offered in approved educational programs, without referral to the board of governors.

(3) Establish academic standards, probation and dismissal and readmission policies, and graduation requirements not inconsistent with the minimum standards adopted by the board of governors.

(4) Employ and assign all personnel not inconsistent with the minimum standards adopted by the board of governors and establish employment practices, salaries, and benefits for all employees not inconsistent with the laws of this state.

(5) To the extent authorized by law, determine and control the district's operational and capital outlay budgets. The district governing board shall determine the need for elections for override tax levies and bond measures and request that those elections be called.

(6) Manage and control district property. The governing board may contract for the procurement of goods and services as authorized by law.

(7) Establish procedures that are consistent with minimum standards established by the board of governors to ensure faculty, staff, and students the opportunity to express their opinions at the campus level, to ensure that these opinions are given every reasonable consideration, to ensure the right to participate effectively in district and college governance, and to ensure the right of

academic senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

(8) Establish rules and regulations governing student conduct.

(9) Establish student fees as it is required to establish by law, and, in its discretion, fees as it is authorized to establish by law.

(10) In its discretion, receive and administer gifts, grants, and scholarships.

(11) Provide auxiliary services as deemed necessary to achieve the purposes of the community college.

(12) Within the framework provided by law, determine the district's academic calendar, including the holidays it will observe.

(13) Hold and convey property for the use and benefit of the district. The governing board may acquire by eminent domain any property necessary to carry out the powers or functions of the district.

(14) Participate in the consultation process established by the board of governors for the development and review of policy proposals.

(c) In carrying out the powers and duties specified in subdivision (b) or other provisions of statute, the governing board of each community college district shall have full authority to adopt rules and regulations, not inconsistent with the regulations of the board of governors and the laws of this state, that are necessary and proper to executing these prescribed functions.

(d) Wherever in this section or any other statute a power is vested in the governing board, the governing board of a community college district, by majority vote, may adopt a rule delegating the power to the district's chief executive officer or any other employee or committee as the governing board may designate. However, the governing board shall not delegate any power that is expressly made nondelegable by statute. Any rule delegating authority shall prescribe the limits of the delegation.

(e) This section shall become operative on January 1, 2014.

(Amended (as added by Stats. 2006, Ch. 817, Sec. 5) by Stats. 2011, Ch. 112, Sec. 4. (AB 1029) Effective January 1, 2012. Section operative January 1, 2014, by its own provisions.)

## Appendix 7

### The Brown Act (Open Meeting Law)

The Board is subject to the Brown Act, also known as the Open Meeting Law. The Brown Act requires that public boards conduct their business in the open. This means that all meetings are open to the public except for a limited number of circumstances, as permitted by the Brown Act. Examples of these limited circumstances include agenda items concerning personnel actions, labor negotiations, and the negotiation of real property.

References: For more information regarding the Brown Act, refer to  
<http://ag.ca.gov/publications/brownAct2003.pdf>

## **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 & General Manager, 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**

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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**

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*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**

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*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: 24

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



## Executive Director & General Manager, KVCR TV/FM

Range: 24

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

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.

#### **Ability to:**



## Executive Director & General Manager, KVCR TV/FM

Range: 24

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

- 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 A Master'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.~~

## **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; 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:** Diana Z. Rodriguez, Chancellor  
**REVIEWED BY:** Diana Z. Rodriguez, Chancellor  
**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** August 12, 2021  
**SUBJECT:** Consideration of Approval to Appoint Interim Managers

**RECOMMENDATION**

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

**OVERVIEW**

The employees on the attached list are submitted for approval.

**ANALYSIS**

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

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

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





## Appointment of Interim Managers

Submitted for Board Approval August 12, 2021

[v.7.26.2021.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Krehbiel, Deanna</b> Interim Executive Director, Economic Development & Corporate Training DSO Professional Development Center	07/01/21 to 06/30/22	23B	Robert Levesque	EDCT	05/17/20
<i>Amendment: To correct the effective dates submitted at the July 8, 2021 Board meeting.</i>					
<b>White, Anthony</b> Interim Director, Technology Services CHC Technology Services	08/01/21 to 01/31/22	16I	Melissa Oshman	Technology Services General Fund	07/18/05

*Ratification: Due to employee resignation and immediate need for coverage.*

**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, Human Resources & Police Services  
**DATE:** August 12, 2021  
**SUBJECT:** Consideration of Approval to Appoint District Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve appointment of the employees on the attached list and, as necessary, approve the corresponding employment contracts as well.

**OVERVIEW**

The employees on the attached list are submitted for approval.

**ANALYSIS**

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

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

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



## Appointment of District Employees

### Submitted for Board August 12, 2021

[v.7.28.2021.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Jackson, Michelle</b> Assistant Professor, Psychiatric Technician SBVC Psychiatric Technology	08/13/21	Academic TBD*	Marianne Klingstrand	Psychiatric Technology	TBD <sup>†</sup>
<b>Layne, Michael</b> Development Director SBVC President	08/13/21	Management 18J	Andronik Nazarian	President	05/16/19
<b>Watkins, Ashley</b> Athletic Trainer SBVC Athletics	08/16/21	Classified 42C	Kiana Gleason	Athletics	TBD <sup>†</sup>

<sup>†</sup>Live Scan clearance pending; employee will not start without clearance.

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

## **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, Human Resources & Police Services

**DATE:** August 12, 2021

**SUBJECT:** Consideration of Approval of Tuition Reimbursement for Confidential Employee

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve tuition reimbursement for Marcela Navarro, Human Resources Generalist.

### **OVERVIEW**

Marcela Navarro, Human Resources Generalist at the District Office, is requesting tuition reimbursement to obtain a Master of Science in Organizational Leadership from University of Redlands.

### **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:** Diana Z. Rodriguez, Chancellor  
**REVIEWED BY:** Diana Z. Rodriguez, Chancellor  
**PREPARED BY:** Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** August 12, 2021  
**SUBJECT:** Consideration of Approval of Employee Transfers

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the transfer of District employees as indicated on the attached list.

**OVERVIEW**

The transfer of employees on the attached list is submitted for approval.

**ANALYSIS**

These employees have gone through the recruitment process and are being recommended for these positions.

**INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

**FINANCIAL IMPLICATIONS**

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



## Employee Transfers

Submitted for Board Approval August 12, 2021

[v.6.17.2021.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
<b>Dubois-Eastman, Kim</b>	SBVC Nursing Professor, Nursing Academic Schedule Rang H, Step 15	SBVC Psychiatric Technology Professor, Psychiatric Technology Academic Schedule Rang H, Step 15	Marcia Alfano- Wyatt	Psychiatric General Fund	08/13/21
<b>Geissinger, Amy*</b>	CHC Child Development Center Child Development Assistant Classified Schedule Range 20, Step F	CHC Child Development Center <b>Child</b> Development Assistant Classified Schedule Range 20, Step F	Susan Burdick	CDC General Fund	08/13/21

*\*Note: Amy is currently a full-time CDC Child Development Assistant and has accepted a lateral transfer to a part-time CDC Child Development Assistant. The only thing changing is her PCN.*

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Diana Z. Rodriguez, Chancellor  
**REVIEWED BY:** Diana Z. Rodriguez, Chancellor  
**PREPARED BY:** Dr. Scott Thayer, Interim President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** August 12, 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 August 12, 2021

[v.7.21.2021.p.1|2]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Caress, Wendy	CHC	Counseling	Counseling
Delmonico, Shana	CHC	Counseling	Counseling
Farley, Diana	CHC	Counseling	Counseling
Franco, David	CHC	Counseling	Counseling
Kusko, Vaughan	CHC	Counseling	Counseling
Sibley, Pam	CHC	Counseling	Counseling
Sosa, Sara	CHC	Counseling	Counseling
Walsh, Sherry	CHC	Counseling	Counseling
Xayaphanthong, Soutsakhone	CHC	Counseling	Counseling
Acosta, Andy Allen	SBVC	Communication Studies	Communication Studies
Alvarenga, Jose	SBVC	Chemistry	Chemistry
Bogdanich, Lana Maria	SBVC	English as Second Language	English as Second Language
Brown, Tammy	SBVC	Aeronautics	Aeronautics
Burmah, Loydie Solange	SBVC	Film, Television, Video, Media	Broadcasting Technology
Chavez-Sherman, Adriel	SBVC	Communication Studies	Communication Studies
ChristianScher, Sarah	SBVC	Biology	Biological Sciences
De la O, Jade Viola	SBVC	American Sign Language	American Sign Language
Domagas-Fernandez, Remedios	SBVC	Architecture	Architecture
Keissieh, Claude	SBVC	Electricity/Electronics	Electricity/Electronics
Lamb, Nicholas Daniel	SBVC	Film, Television, Video, Media	Broadcasting Technology
Lao, Laiyin	SBVC	English as Second Language	English as Second Language
Long, Ny'Ika	SBVC	Men's Football	Coaching
Lopez, Jami	SBVC	Culinary Arts	Culinary Arts
McCrary, Roy Kelly	SBVC	American Sign Language	American Sign Language
Morrison, Grace Rose	SBVC	Theatre Arts	Theatre Arts
Pablico-Kobayashi, Vaneza Angel	SBVC	English as Second Language	English as Second Language
Papiernik, Kelli	SBVC	Architecture	Architecture
Posthuma, Justin	SBVC	Men's Football	Coaching
Robles, Maritza	SBVC	Counselor	Counseling
Rodriguez, Leonard	SBVC	Athletics - Assistant Football	Coaching
Rodriguez-Ramos, Francisco Javier	SBVC	Communication Studies	Communication Studies
Sandoval, Dennis	SBVC	History	History
Smith, Donna	SBVC	Culinary Arts	Culinary Arts
Son, Phirun	SBVC	Cross Country	Coaching
Torres, Arthur	SBVC	Aeronautics	Aeronautics





## Adjunct and Substitute Academic Employees

Submitted for Board Approval August 12, 2021

[v.7.21.2021.p.2]2]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
<b>Uiagalelei, Robert</b>	SBVC	Men's Football	Coaching
<b>Walker, Danielle</b>	SBVC	Men's Basketball	Coaching
<b>Wilson, Caridad</b>	SBVC	Biology	Biological Sciences
<b>Zapata, Lorraine Virginia</b>	SBVC	English as Second Language	English as Second Language

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez, Chancellor

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

**PREPARED BY:** Dr. Scott Thayer, Interim President, SBVC  
Dr. Kevin Horan, President, CHC

**DATE:** August 12, 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 August 12, 2021

[v.7.22.2021.p.1|9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Al-Husseini, Maha</b> Human Resources General Fund	SBVC	06/14/21	06/28/21	\$52.00	13.3	\$691.60	Hiring Committee- Information Computer Systems
<b>Barnard, Amber</b> Media Academy-Categorical Funds	SBVC	08/13/21	08/20/21	\$52.00	2	\$104.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Berry, Thomas</b> Cares Act Grant Fund	SBVC	07/09/21	08/09/21	\$52.00	15	\$780.00	DE Facilitator-Level 1 & 2 Online Training <i>Ratification: Due to a processing error. This board item was omitted from the previous board meeting.</i>
<b>Burns-Peters, Davena</b> Cares Act Grant Fund	SBVC	07/09/21	08/09/21	\$52.00	40	\$2,080.00	DE Facilitator-Level 1 & 2 Online Training <i>Ratification: Due to a processing error. This board item was omitted from the previous board meeting.</i>
<b>Che, Yon</b> Basic Skills General Fund	SBVC	07/09/21	12/31/21	\$52.00	34	\$1,768.00	Open Educational Resources for Spanish <i>Ratification: Due to a processing error. This board item was omitted from the previous board meeting.</i>
<b>Chiem, Vinh</b> Off Campus General Fund & K12 Strong Workforce Program Grant Fund	SBVC	08/01/21	12/17/21	\$56.00	285	\$15,960.00	Mr. Chiem will be supporting the ValleyNow! Program as a Counselor. <i>Ratification: Due to a processing error. This board item was omitted from the previous board meeting.</i>
<b>Chou, Jesse</b> Strong Workforce Grant Fund	SBVC	09/01/21	11/30/21	\$52.00	6	\$312.00	Cybersecurity Forum



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval August 12, 2021

[v.7.22.2021.p.2]9

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Chou, Jessie</b> Human Resources General Fund	SBVC	06/14/21	06/28/21	\$52.00	13.3	\$691.60	Hiring Committee- Information Computer Systems
<b>Collette, Richard</b> Strong Workforce Grant Fund	SBVC	09/01/21	11/30/21	\$52.00	6	\$312.00	Cybersecurity Forum
<b>Gomez, Ed</b> Office of Instruction General Fund	SBVC	07/09/21	06/30/22	\$52.00	100	\$5,200.00	Department Chair Duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Due to a resignation from the chair of the History department, Ed Gomez will take over as the new chair. Giving him the full 100 chair hours.</i>
<b>Heibel, Todd (Co-Chair)</b> Office of Instruction General Fund	SBVC	07/09/21	06/30/22	\$52.00	50	\$2,600.00	Department Chair Duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Due to a processing error. This board item was omitted from the previous board meeting.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval August 12, 2021

[v.7.22.2021.p.3]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Johnson, Kimberly</b> Middle College High School Grant Fund	SBVC	07/01/21	07/31/21	\$58.00	30	\$1,740.00	Mrs. Johnson will be supporting the Middle College High School Program as a Counselor. <i>Ratification: Due to a processing error. This board item was omitted from the previous board meeting.</i>
<b>Kelly, Claudia</b> Culinary Arts General Fund	SBVC	07/06/21	07/30/21	\$52.00	25	\$1,300.00	Align the Food & Nutrition Program with the Registered Dietician & Registered Nutritionist program <i>Ratification: Due to the change in staff this submission was omitted. The faculty has been working since July 06, 2021 and should be compensated accordingly. Thank you for your understanding.</i>
<b>Lemieux, Jessy</b> Human Resources General Fund	SBVC	06/01/21	06/15/21	\$52.00	18.5	\$962.00	Hiring Committee - Physics
<b>Lyons, Kevin</b> Media Academy-Categorical Funds	SBVC	10/01/21	10/29/21	\$52.00	10	\$520.00	Assisting/planning the 48 Hour Festival
<b>Lyons, Kevin</b> Media Academy-Categorical Funds	SBVC	08/13/21	08/20/21	\$52.00	2	\$104.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Mattson, Susan</b> Human Resources General Fund	SBVC	05/14/21	06/10/21	\$52.00	20	\$1,040.00	Hiring Committee- Communication Studies
<b>Metu, Reginald</b> Human Resources General Fund	SBVC	06/14/21	06/28/21	\$52.00	13.3	\$691.60	Hiring Committee- Information Computer Systems
<b>Metu, Reginald</b> Strong Workforce Grant Fund	SBVC	09/01/21	11/30/21	\$52.00	6	\$312.00	Cybersecurity Forum



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval August 12, 2021

[v.7.22.2021.p.4]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Mizutani, Mari</b> Basic Skills General Funds	SBVC	08/13/21	12/31/21	\$52.00	196	\$10,192.00	DE Online Orientation-Instructional Designer
<b>Mondragon, Heidi</b> Basic Skills Categorical	SBVC	05/01/21	06/30/21	\$54.00	420	\$22,680.00	Adjunct Counseling <i>Ratification: This item was previously approved as Adjunct Counseling at the May 13, 2021 Board but was not approved as non-instructional for 5/1/21-6/30/21.</i>
<b>Mondragon, Heidi</b> Basic Skills Categorical	SBVC	07/01/21	08/13/21	\$54.00	420	\$22,680.00	Adjunct Counseling <i>Ratification: This item was previously approved as Adjunct Counseling at the May 13, 2021 Board but was not approved as non-instructional for 7/1/21-8/13/21.</i>
<b>Mondragon, Heidi</b> Basic Skills Categorical	SBVC	08/14/21	12/23/21	\$54.00	420	\$22,680.00	Adjunct Counseling
<b>Orozco, Stefan</b> Media Academy-Categorical Funds	SBVC	08/13/21	08/20/21	\$52.00	2	\$104.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Robles, Maritza</b> Nursing Enrollment Grant Fund	SBVC	08/10/21	06/30/22	\$54.00	1040	\$56,160.00	Nursing Department Counselor <i>Ratification: The nursing department has a need for full-time counseling. Nursing has one part-time counselor. To supplement, nursing hired an additional part-time counselor.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval August 12, 2021

[v.7.22.2021.p.5]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Robles, Matt</b> Office of Instruction General Fund	SBVC	07/09/21	06/30/22	\$52.00	50	\$2,600.00	Department Chair Duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Due to a processing error. This board item was omitted from the previous board meeting.</i>
<b>Rodriguez, Andrea</b> STAR Program Categorical Funds	SBVC	07/06/21	12/17/21	\$58.00	400	\$23,200.00	Counseling Advising <i>Amendment: This item was previously approved at the May 13, 2021 Board meeting and is being amended to include July, 2021.</i>
<b>Sanzon Perez, Erick</b> EOPS Categorical Funding	SBVC	08/16/21	12/17/21	\$54.00	422	\$22,728.00	EOPS/CARE Counselor
<b>Stalbert, Malik</b> Strong Workforce Grant Fund	SBVC	09/01/21	11/30/21	\$52.00	6	\$312.00	Cybersecurity Forum
<b>Stalbert, Malik</b> Human Resources General Fund	SBVC	06/14/21	06/28/21	\$52.00	11.5	\$598.00	Hiring Committee- Information Computer Systems
<b>Strong, Terri</b> Human Resources General Fund	SBVC	06/14/21	06/28/21	\$52.00	13.3	\$691.60	Hiring Committee- Information Computer Systems
<b>Teposte, Manuel</b> Basic Skills Categorical	SBVC	05/01/21	06/30/21	\$54.00	420	\$22,680.00	Adjunct Counseling <i>Ratification: This item was previously approved as Adjunct Counseling at the May 13, 2021 Board but was not approved as non-instructional for 5/1/21-6/30/21.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval August 12, 2021

[v.7.22.2021.p.6]9

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Teposte, Manuel</b> Basic Skills Categorical	SBVC	07/01/21	08/13/21	\$54.00	420	\$22,680.00	Adjunct Counseling <i>Ratification: This item was previously approved as Adjunct Counseling at the May 13, 2021 Board but was not approved as non-instructional for 7/1/21-8/13/21.</i>
<b>Teposte, Manuel</b> Basic Skills Categorical	SBVC	08/14/21	12/23/21	\$54.00	420	\$22,680.00	Adjunct Counseling
<b>Thompson, Jerrall</b> Media Academy-Categorical Funds	SBVC	08/13/21	08/20/21	\$52.00	2	\$104.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Tolstova, Anna</b> Human Resources General Fund	SBVC	06/01/21	06/15/21	\$52.00	20	\$1,040.00	Hiring Committee - Physics
<b>Trewhella, Donna</b> Media Academy-Categorical Funds	SBVC	08/13/21	08/20/21	\$52.00	2	\$104.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Valdez, Maria</b> Office of Instruction General Fund	SBVC	07/09/21	06/30/22	\$52.00	100	\$5,200.00	Department Chair Duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Amendment: Originally submission approved at the July 8, 2021 board for 50 hours. Due to the co-chair resigning her chair position, Maria Valdez will now be the chair for the Psytech Department giving her the full 100 chair hours.</i>





## Non-Instructional Pay for Academic Employees

Submitted for Board Approval August 12, 2021

[v.7.22.2021.p.7]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Villanueva, Romana</b> Off Campus General Fund & K12 Strong Workforce Program Grant Fund	SBVC	08/01/21	12/17/21	\$58.00	285	\$16,530.00	Ms. Villanueva will be supporting the ValleyNow! Program as a Counselor <i>Ratification: Due to a processing error. This board item was omitted from the previous board meeting.</i>
<b>Williams, Mark</b> CTE TEACH Grant Fund	SBVC	01/13/21	06/30/21	\$52.00	118	\$6,136.00	CTE TEACH <i>Ratification: This submission was omitted. The faculty has been working since January 13, 2021 and should be compensated accordingly. Thank you for your understanding.</i>
<b>Bailes, Brandi</b> Human Resources General Fund	CHC	06/01/21	06/30/21	\$52.00	8	\$416.00	Hiring Committee - English
<b>Bailes, Brandi</b> Human Resources General Fund	CHC	06/01/21	06/30/21	\$52.00	1	\$52.00	Hiring Committee - Librarian
<b>Caress, Wendy</b> Contract Education, Dual Enrollment	CHC	08/16/21	12/31/21	\$56.00	55	\$3,080.00	Adjunct Counselor
<b>Delmonico, Shana</b> Contract Education, Dual Enrollment	CHC	08/16/21	12/31/21	\$58.00	110	\$6,380.00	Adjunct Counselor
<b>Farley, Diana</b> Contract Education, Dual Enrollment	CHC	08/16/21	12/31/21	\$56.00	55	\$3,080.00	Adjunct Counselor
<b>Franco, David</b> EOPS	CHC	08/16/21	06/30/22	\$54.00	200	\$10,800.00	EOPS Adjunct Counselor



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval August 12, 2021

[v.7.22.2021.p.8]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Kern-Foster, Iris</b> Human Resources General Fund	CHC	05/28/21	06/17/21	\$52.00	18	\$936.00	Hiring Committee - Art
<b>Kusko, Vaughan</b> Contract Education, Dual Enrollment	CHC	08/17/21	12/31/21	\$56.00	55	\$3,080.00	Adjunct Counselor
<b>Sibley, Pam</b> Contract Education, Dual Enrollment	CHC	07/01/21	08/13/21	\$56.00	30	\$1,680.00	Adjunct Counselor <i>Unexpected scheduling, unable to meet board deadline.</i>
<b>Sibley, Pam</b> Contract Education, Dual Enrollment	CHC	08/16/21	12/31/21	\$56.00	75	\$4,200.00	Adjunct Counselor
<b>Sosa, Sara</b> Student Equity and Achievement Program (SEAP)	CHC	08/16/21	12/23/21	\$56.00	422	\$23,632.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Walsh, Sherry</b> Contract Education, Dual Enrollment	CHC	08/16/21	12/31/21	\$58.00	55	\$3,190.00	Adjunct Counselor
<b>Wassing, Amy</b> Science Division	CHC	05/11/21	05/27/21	\$52.00	39	\$2,028.00	Additional work required to cover for instructor on emergency medical leave <i>Ratification: Coverage for instructor while on emergency medical leave</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval August 12, 2021

[v.7.22.2021.p.9]9]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Xayaphanthong, Soutsakhone</b> Student Equity and Achievement Program (SEAP)	CHC	07/01/21	08/13/21	\$58.00	16	\$928.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling <i>Adjunct Counseling/ oversight on board deadline to meet for summer 7/1/2021-8/13/2021.</i>
<b>Bartlett, Ryan</b> Human Resources General Fund	DSO	05/12/21	06/16/21	\$52.00	34.5	\$1,794.00	Hiring Committee-English
<b>De los Reyes, Chloe</b> Human Resources General Fund	DSO	05/12/21	06/16/21	\$52.00	34	\$1,768.00	Hiring Committee-English
<b>Robles, Joshua</b> Human Resources General Fund	DSO	05/03/21	05/26/21	\$52.00	12	\$624.00	Hiring Committee-Math
<b>Zepeda, Isidro</b> Human Resources General Fund	DSO	05/12/21	06/16/21	\$52.00	38	\$1,976.00	Hiring Committee-English

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Diana Z. Rodriguez, Chancellor  
**REVIEWED BY:** Diana Z. Rodriguez, Chancellor  
**PREPARED BY:** Dr. Scott Thayer, Interim President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** August 12, 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 August 12, 2021

[v.7.21.2021.p.1|2]

### Faculty Chair – 2021-2022

Employee Name	Location Assignment	Department	Stipend
Gomez, Ed	SBVC	History	\$8,000

*Amendment: The original submission was approved for Colleen Calderon at the June 10, 2021 board for \$7,000 (Option II). Due to her resignation, the new chair will be Ed Gomez and he has opted for Option I equaling \$8,000.*

### Head Coach - Fall 2021

Employee Name	Location Assignment	Department	Stipend
Troiano, Kyle	CHC	Women's Water Polo	\$7,000.00

*Amendment: The original submission to the June 10, 2021 Board meeting was approved for Ivylee Senn. Kyle Troiano is replacing Ivylee Senn as faculty chair.*

### Head Coach - 08/10/21 - 12/31/21

Employee Name	Location Assignment	Department	Stipend
Abrams, Eric	SBVC	Women's Cross Country	\$7,000.00
Algattas, Daniel	SBVC	Football	\$7,000.00
Brown, Joshua	SBVC	Men's Soccer	\$7,000.00
Hauge, Kristin	SBVC	Women's Soccer	\$7,000.00
Holder, Patricia	SBVC	Volleyball	\$7,000.00
Ratigan, James	SBVC	Men's Cross Country	\$7,000.00

### Head Coach - 11/01/21 – 03/31/22

Employee Name	Location Assignment	Department	Stipend
Brewer, Quincy	SBVC	Men's Basketball	\$7,000.00
Torres, Christina	SBVC	Women's Basketball	\$7,000.00



## Payment of Stipends

Submitted for Board Approval August 12, 2021

[v.7.21.2021.p.2]2

### Assistant Coach – 08/16/21 - 12/31/21

Employee Name	Location Assignment	Department	Stipend
Carter, Thomas	SBVC	Women's Soccer	\$5,000.00
Escobar, Joshua	SBVC	Men's Soccer	\$5,000.00
Hoover, David	SBVC	Football	\$5,000.00
Hosea, Willie S, Jr.	SBVC	Football	\$5,000.00
Hutcheson, Thomas	SBVC	Men's Soccer	\$5,000.00
Lawler, Kenneth	SBVC	Football	\$7,000.00
Lawler, Mary	SBVC	Football	\$5,000.00
Lefay, Jenna	SBVC	Women's Soccer	\$5,000.00
Long, Ny'lka	SBVC	Football	\$5,000.00
Magana, Maria	SBVC	Women's Soccer	\$5,000.00
Posthuma, Joshua	SBVC	Football	\$5,000.00
Rodriguez, Leonard	SBVC	Football	\$5,000.00
Romero-Vasquez, Laura	SBVC	Women's Cross Country	\$5,000.00
Sanchez, Eric	SBVC	Football	\$2,500.00
Sartori, Mathew	SBVC	Men's Cross Country	\$1,000.00
Son, Phirun	SBVC	Men's Cross Country	\$4,000.00
Uiagalelei, Robert	SBVC	Football	\$5,000.00

### Assistant Coach – 11/01/21 - 03/31/22

Employee Name	Location Assignment	Department	Stipend
Charles, Rawlston	SBVC	Men's Basketball	\$5,000.00
Graham, Darin	SBVC	Men's Basketball	\$1,500.00
Kelly, Britain	SBVC	Men's Basketball	\$2,500.00
Walker, Danielle	SBVC	Women's Basketball	\$5,000.00

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Steven J. Sutorus, Business Manager

**DATE:** August 12, 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 08/12/2021

1 of 2

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amended
18410	<b>Alta Environmental LP</b>	Bid	Facilities Planning/SBCCD	\$240,000.00	\$80,000.00
	Provide industrial hygiene and environmental services; this is to approve an increase by \$80,000 and extend contract term date by one year			07/01/2019 to 06/30/2022	
21813	<b>Colton Joint USD</b>	Subgrantee	Math/SBVC	\$636,304.00	
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives			07/01/2021 to 06/30/2022	
21692	<b>Cranium Cafe LLC ConEx</b>	Software	TESS/SBCCD	\$211,938.15	
	Software licensing for "Cranium Cafe" used to allow students to have face-to-face meetings with their counselors, instructors, and tutors			07/01/2021 to 06/30/2022	
21812	<b>Redlands USD</b>	Subgrantee	Math/SBVC	\$686,512.00	
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives			07/01/2021 to 06/30/2022	
21811	<b>Rialto USD</b>	Subgrantee	Math/SBVC	\$1,105,470.00	
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives			07/01/2021 to 06/30/2022	



**Contracts And Agreements  
Over \$96,700**

Board Date 08/12/2021

2 of 2

<b>Control Number</b>	<b>Vendor Name</b>	<b>Contract Type</b>	<b>Dept/Location</b>	<b>Total New Contract Value</b>	<b>Amended</b>
21809	<b>San Bernardino City USD</b>	Subgrantee	Math/SBVC	\$6,237,927.00	
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives			07/01/2021 to 06/30/2022	
21808	<b>San Bernardino County Superintendent of Schools</b>	Subgrantee	Math/SBVC	\$237,303.00	
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives			07/01/2021 to 06/30/2022	
21793	<b>Time &amp; Alarm Systems</b>	Monitoring	Maintenance/ SBVC	\$150,000.00	
	Central Station Cellular Fire Alarm Monitoring			7/1/2021 to 06/30/2024	
21810	<b>Yucaipa-Calimesa Joint USD</b>	Subgrantee	Math/SBVC	\$628,383.00	
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives			07/01/2021 to 06/30/2022	

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
 FROM: Diana Z. Rodriguez, Chancellor  
 REVIEWED BY: Jose F. Torres, Executive Vice Chancellor  
 PREPARED BY: Steven J. Sutorus, Business Manager  
 DATE: August 12, 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 August 12, 2021

[v.7.21.2021.p.1|1]

Site/Date/Cost	Event/Items Purchased/Funding Source
<p><b>Site:</b> SBVC</p> <p><b>Date of Event:</b> 10/12/2021</p> <p><b>Total Estimated Cost:</b> \$20,000</p>	<p><b>Event:</b> Disability Awareness Fair (In-person)</p> <p>Sponsored by Student Equity and hosted by the DSP&amp;S department, this event will be in-person. The purpose of this annual event is to support students in the DSP&amp;S program, and to bring awareness to the campus population on the services the department offers. Event will be held at SBVC Campus with approximately 300 faculty, staff and students attending. Alicia Hallex will serve as chaperone.</p> <p><b>Items Being Purchased:</b> Meals, contracts, supplies and give-a-ways</p> <p><b>Funding Source:</b> Student Equity Categorical Fund</p>
<p><b>Site:</b> SBVC</p> <p><b>Date of Event:</b> 10/13/2021</p> <p><b>Total Estimated Cost:</b> \$1,500</p>	<p><b>Event:</b> Disability Awareness Fair (Virtual)</p> <p>Sponsored by Student Equity and hosted by the DSP&amp;S department, this event will be virtual. The purpose of this event will be to support current DSP&amp;S students and bring awareness to the DSP&amp;S programs and services, offered through an online setting. Approximately 300 faculty, staff and students expected. Alicia Hallex will serve as chaperone/host.</p> <p><b>Items Being Purchased:</b> Supplies and give-a-ways</p> <p><b>Funding Source:</b> Student Equity Categorical Fund</p>
<p><b>Site:</b> SBVC</p> <p><b>Date of Event:</b> 09/15/2021</p> <p><b>Total Estimated Cost:</b> \$1,200</p>	<p><b>Event:</b> Youth Empowerment Strategies for Success-Independent Living Program (YESS-ILP) Opening Day (Virtual)</p> <p>Sponsored by YESS-ILP, this event is to welcome the new foster youth enrolled in the 14-week YESS-ILP Life Skills classes. Classes help prepare the foster youth to continue their educational or vocational goals and to gain employment. The event will be on Zoom, 5:00 p.m. to 8:00 p.m. Anticipated attendance is approximately 25 foster youth, 2 San Bernardino County Peer Family Assistants, and 4 SBVC staff. Chaperones: Keith Hosea, Rosalinda Martinez, and Rosemary Rivera-Reza.</p> <p><b>Items Being Purchased:</b> Honorarium for Guest Speaker: Sade Burrell</p> <p><b>Funding Source:</b> YESS-ILP Categorical Fund</p>

**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:** Individual Memberships

**RECOMMENDATION**

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

**OVERVIEW**

The list of individual memberships is attached for approval.

**ANALYSIS**

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

**INSTITUTIONAL VALUES**

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

**FINANCIAL IMPLICATIONS**

Included in the budget.



## Individual Memberships Submitted for Board Approval August 12, 2021

Name Site	Amount Funding Source	Membership
Joanna Oxendine SBVC	\$430.00 Research & Planning General Fund	The American Educational Research Association (AERA)
Anna Mendez Printshop/TESS	\$275.00 Print Shop General Fund	Association of College and University Printers (ACUP+)

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: August 12, 2021

SUBJECT: Consideration of Approval of Amendment 06 to the Professional Service Agreement with HMC Architects

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 06 in the amount of \$5,000.00 to the contract with HMC Architects for CC01.3601 San Bernardino Valley College Technical Building Replacement (CP1).

OVERVIEW

In October 2019, the SBCCD Board of Trustees approved a contract with HMC Architects to provide design services for the SBVC Technical Building Replacement (CP1) project.

ANALYSIS

This contract amendment will add a reimbursable allowance to the existing contract allowing HMC to expend District-approved, bond compliant reimbursable expenses such as permit fees.

This amendment will increase HMC's contract by \$5,000.00.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: August 12, 2021

SUBJECT: Consideration of Approval to Award RFQ/P CC01-3608.04 and Design-Build Agreement to Sundt Construction Inc. of Irvine, CA

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Qualifications/Proposal (RFQ/P) CC01-3608.04 and design-build agreement to Sundt Construction Inc. of Irvine, CA for the design and construction of the San Bernardino Valley College (SBVC) Career Pathways 2 project, in an amount not to exceed \$65,436,634.

OVERVIEW

The Board adopted a design-build resolution in accordance with Education Code requirements on June 11, 2020, authorizing the District to proceed with a design-build procurement of the SBVC Career Pathways 2 project. This Board recommendation is to award a design-build contract to the most highly ranked firm based on the evaluation factors including price, technical expertise, design excellence, sustainable design, pre-construction approach, life cycle costs, safety, and local business participation. The guaranteed maximum price (GMP) will be negotiated and finalized upon Division of the State Architect approval.

ANALYSIS

SBCCD issued a design-build RFQ/P on April 26, 2021, which closed on May 28, 2021. Fourteen proposals were received and evaluated by the selection committee. The evaluation criteria included price, technical expertise, design excellence, sustainable design, pre-construction approach life cycle costs, safety, and local business participation. The three top ranked firms were invited to interview on June 21, 2021.

A point-based evaluation of the proposals and the interviews indicated Sundt Construction to be the design-build entity that would best fit the needs of SBCCD for this project. In accordance with the requirements of the Education Code, the total scores and price elements of the proposal and ranking are captured below for the 14 proposals received.

Firm	Score	Total Price	Rank
Sundt of Irvine, CA	867	\$ 65,436,634	1
Skanska of Los Angeles, CA	863	\$ 61,549,697	2

<b>Firm</b>	<b>Score</b>	<b>Total Price</b>	<b>Rank</b>
Hensel Phelps of Irvine, CA	861	\$ 62,883,129	3
Turner of Anaheim, CA	854	\$ 66,757,745	4
WE O'Neil of Rancho Cucamonga, CA	841	\$ 62,584,192	5
Webcor of Los Angeles, CA	841	\$ 63,212,532	5
Pinner of Anaheim, CA	839	\$ 62,452,295	7
McCarthy of Newport Beach, CA	836	\$ 61,098,188	8
Bernards of Ontario, CA	835	\$ 64,881,788	9
BNBuilders of Newport Beach, CA	833	\$ 63,666,970	10
PCL of Irvine, CA	829	\$ 65,834,734	11
Tilden-Coil of Riverside, CA	818	\$ 62,902,197	12
JR Abbott of Pasadena, CA	808	\$ 65,058,997	13
Kemp Bros. of Santa Fe Springs, CA	780	\$ 66,277,202	14

### INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

### FINANCIAL IMPLICATIONS

The cost of this project will be included in the Bond Construction budget.



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: August 12, 2021

SUBJECT: Consideration of Approval of Bond Project List

RECOMMENDATION

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

OVERVIEW

On May 14, 2020, the Board of Trustees approved the Bond Project List. This list is updated as needed to maintain alignment with SBCCD and college priorities.

The Program Management Team, in close coordination with District and campus staff, performed a comprehensive program review focused on legal compliance, program scope, schedule, and budget. The proposed updates to the attached Bond Project List reflect this effort.

This list was reviewed and discussed by the Board Finance Committee on July 8, 2021, and is now being forwarded to the full Board for consideration.

ANALYSIS

Updates to the list approved in May 2020 include allocating the bond funding source for each project; reallocation of funds to reflect the latest estimates and escalation rates; and project name updates. Projects will only be pursued if and when funding sources become available.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

Any reflected costs will be included in the Bond Construction budget.

Bond Project List

Bond Project List			Board Approved	Submitted for Board Approval		
			May 14, 2020	August 12, 2021		
Project #	Project Name	Site	Total Program	Measure CC	Measure M	Total Program
CC 01-3601	Career Pathway 1 (New Construction) Technical Bldg Replacement	SBVC	107,862,052	101,089,957	0	101,089,957
CC 01-3606	M& O Building Repurposing	SBVC	1,476,991	0	1,482,058	1,482,058
CC 01-3605	New Softball Field	SBVC	6,239,193	6,267,082	0	6,267,082
CC 01-3606	Student Services Bldg (New Construction) Liberal Arts Replacement <i>(formerly Student Services &amp; Instructional Building)</i>	SBVC	104,336,323	104,775,351	0	104,775,351
CC 01-3607	Admin Building and Campus Center Repurposing	SBVC	8,794,277		8,823,927	8,823,927
CC 02-3621	Crafton Hall Renovation	CHC	4,118,816	1,292,587	2,842,164	4,134,751
CC 02-3624	Student Support Building Renovation	CHC	2,198,933	2,207,517	0	2,207,517
CC 02-3623	Gymnasium Demolition	CHC	3,369,725	1,762,164	0	1,762,164
CC 02-3625	East Valley Public Safety Training Center (New Construction)	CHC	9,537,595	9,582,391	0	9,582,391
CC 01-3608	Career Pathways 2 (New Construction)	SBVC	89,055,227	86,729,736		86,729,736
CC 01-3609	Physical Science, Health Life & Safety Building Repurposing	SBVC	4,425,388	0	4,440,814	4,440,814
CC 02-3631	Instructional Bldg (New Construction) <i>(formerly East Instructional Bldg)</i>	CHC	54,140,454	0	54,370,241	54,370,241
CC 02-3633	Central Complex 2 Renovation	CHC	17,252,583	17,331,070	0	17,331,070
CC 02-3634	Child Development Center	CHC	3,784,297	3,800,799	0	3,800,799
CC 01-3610	SBVC Campus Wide Infrastructure	SBVC	32,849,198	42,917,775	0	42,917,775
CC 02-3626	CHC Campus Wide Infrastructure	CHC	11,974,070	20,019,729	0	20,019,729
*	Existing PAC Demo	CHC	9,622,474	*	*	0
CC 02-3635	New PAC Building	CHC	41,007,223	50,999,637	0	50,999,637
CC 01-3613	Land Acquisition and Development	SBVC	38,000,000	38,000,000	0	38,000,000
<b>TOTAL CAPITAL COSTS</b>			<b>550,044,819</b>	<b>486,775,796</b>	<b>71,959,204</b>	<b>558,735,000</b>
Subtotal for CHC			157,006,170	106,995,894	57,212,405	164,208,299
Subtotal for SBVC			393,038,649	379,779,902	14,741,732	394,521,634
<b>PROGRAM-WIDE COSTS</b>						
District Staffing			4,200,000	3,655,427	544,573	4,200,000
Student Information System			2,000,000	2,000,000		2,000,000
Community Benefits Agreement Administration			2,190,181	**	**	0
Program Contingency			20,000,000	17,503,777	2,496,223	20,000,000
<b>TOTAL PROGRAM-WIDE COSTS</b>			<b>28,390,181</b>	<b>23,159,204</b>	<b>3,040,796</b>	<b>26,200,000</b>
<b>TOTAL PROGRAM COSTS</b>			<b>578,435,000</b>	<b>509,935,000</b>	<b>75,000,000</b>	<b>584,935,000</b>
<b>FUNDING SOURCES</b>						
Measure CC			470,000,000	470,000,000	0	470,000,000
Measure M Current			35,000,000	0	35,000,000	35,000,000
State Capital Outlay - SBVC Tech Building			33,435,000	33,435,000	0	33,435,000
State Capital Outlay - CHC New PAC Building			0	6,500,000	0	6,500,000
Measure M Future			40,000,000	0	40,000,000	40,000,000
<b>TOTAL FUNDS</b>			<b>578,435,000</b>	<b>509,935,000</b>	<b>75,000,000</b>	<b>584,935,000</b>

\*Combined with another project.

\*\*Cost allocated among projects.

# Measure CC Bond Project List Update



July 2021

**Scott Jewell**  
Interim Program Manager  
AECOM



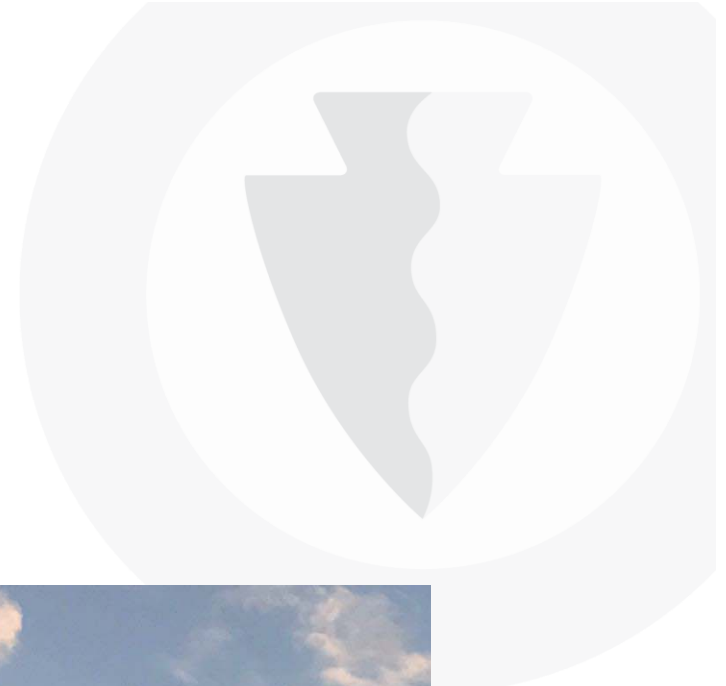
# Agenda

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**1** Current Bond List

**2** Proposed Bond List

**3** Proposed Bond List Updates



SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

**Bond Construction Project List**  
Board Approved May 14, 2020\*

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

\* Not on May 2017 list.

**ADDITIONAL COSTS**

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

**TOTAL COSTS** \$ 578,435,000

**FUNDING SOURCES**

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

**TOTAL FUNDS** \$ 578,435,000

# Current Bond List

## Board Approved May 2020

\$578 Total Funding

- \$470M Measure CC Bond
- \$75M Measure M Bond
- \$33.4M State Funding



## Bond Construction Project List

Project #	Project Name	Site	Board Approved	Submitted for Board Approval		
			May 14, 2020	Measure CC	Measure M	Total Program
CC 01-3601	Career Pathway 1 (New Construction) Technical Bldg. Replacement	SBVC	107,862,052	101,089,957	0	101,089,957
CC 01-3606	M& O Building Repurposing	SBVC	1,476,991	0	1,482,058	1,482,058
CC 01-3605	New Softball Field	SBVC	6,239,193	6,267,082	0	6,267,082
CC 01-3606	Student Services Bldg. (New Construction) Liberal Arts Replacement (formerly Student Services & Instructional Building)	SBVC	104,336,323	104,775,351	0	104,775,351
CC 01-3607	Admin Building and Campus Center Repurposing	SBVC	8,794,277		8,823,927	8,823,927
CC 02-3621	Crafton Hall Renovation	CHC	4,118,816	1,292,587	2,842,164	4,134,751
CC 02-3624	Student Support Building Renovation	CHC	2,198,933	2,207,517	0	2,207,517
CC 02-3623	Gymnasium Demolition	CHC	3,369,725	1,762,164	0	1,762,164
CC 02-3625	East Valley Public Safety Training Center (New Construction)	CHC	9,537,595	9,582,391	0	9,582,391
CC 01-3608	Career Pathways 2 (New Construction)	SBVC	89,055,227	86,729,736		86,729,736
CC 01-3609	Physical Science, Health Life & Safety Building Repurposing	SBVC	4,425,388	0	4,440,814	4,440,814
CC 02-3631	Instructional Bldg. (New Construction) (formerly East Instructional Bldg.)	CHC	54,140,454	0	54,370,241	54,370,241
CC 02-3633	Central Complex 2 Renovation	CHC	17,252,583	17,331,070	0	17,331,070
CC 02-3634	Child Development Center	CHC	3,784,297	3,800,799	0	3,800,799
CC 01-3610	SBVC Campus Wide Infrastructure	SBVC	32,849,198	42,917,775	0	42,917,775
CC 02-3626	CHC Campus Wide Infrastructure	CHC	11,974,070	20,019,729	0	20,019,729
*	Existing PAC Demo	CHC	9,622,474	*	*	0
CC 02-3635	New PAC Building	CHC	41,007,223	50,999,637	0	50,999,637
CC 01-3613	Land Acquisition and Development	SBVC	38,000,000	38,000,000	0	38,000,000
	<b>TOTAL CAPITAL COSTS</b>		550,044,819	486,775,796	71,959,204	558,735,000
	Subtotal for CHC		157,006,170	106,995,894	57,212,405	164,208,299
	Subtotal for SBVC		393,038,649	379,779,902	14,746,799	394,526,701
	<b>PROGRAM-WIDE COSTS</b>					
	District Staffing		4,200,000	3,655,427	544,573	4,200,000
	Student Information System		2,000,000	2,000,000		2,000,000
	Community Benefits Agreement Administration		2,190,182	**	**	0
	Program Contingency		20,000,000	17,503,777	2,496,223	20,000,000
	<b>TOTAL PROGRAM-WIDE COSTS</b>		28,390,182	23,159,204	3,040,796	26,200,000
	<b>TOTAL PROGRAM COSTS</b>		<b>578,435,000</b>	<b>509,935,000</b>	<b>75,000,000</b>	<b>584,935,000</b>
	<b>FUNDING SOURCES</b>					
	Measure CC		470,000,000	470,000,000	0	470,000,000
	Measure M Current		35,000,000	0	35,000,000	35,000,000
	State Capital Outlay - SBVC Tech Building		33,435,000	33,435,000	0	33,435,000
	State Capital Outlay - CHC New PAC Building		0	6,500,000	0	6,500,000
	Measure M Future		40,000,000	0	40,000,000	40,000,000
	<b>TOTAL FUNDS</b>		<b>578,435,000</b>	<b>509,935,000</b>	<b>75,000,000</b>	<b>584,935,000</b>

\*Combined with another project.  
\*\*Cost allocated



# Proposed Bond List

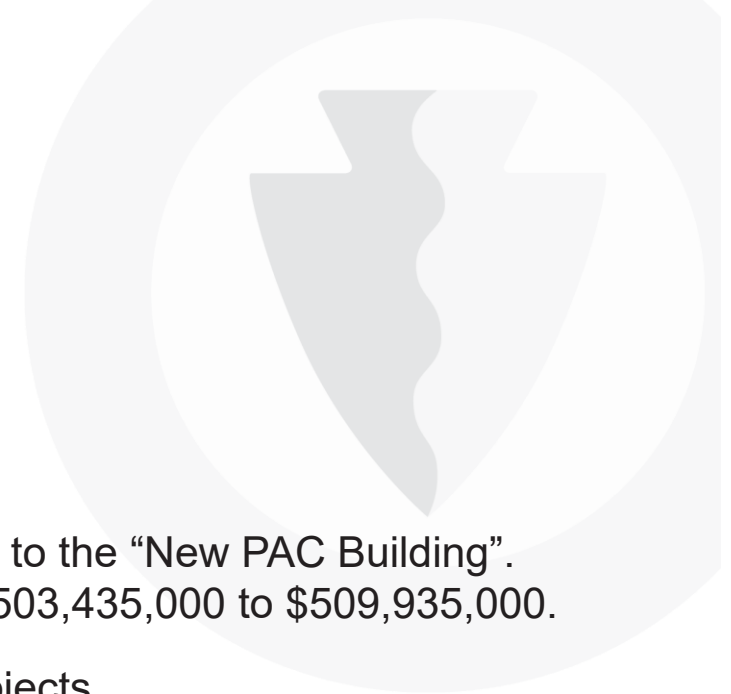
## Establish Two Separate & Independent Bond Lists

\$584.9 Total Funding

- \$470M Measure CC Bond
- \$75M Measure M Bond
- \$39.9M State Funding



# Proposed Bond List Updates



## Measure CC

- Budget Adjustment in the amount of \$6.5M for State Capital Outlay funding related to the “New PAC Building”. This additional funding increases the total funding for Measure CC projects from \$503,435,000 to \$509,935,000.
- Budget Transfer “Community Benefits Agreement Administration” budget to the projects
- Rename “Crafton Hall Renovation (SSC)” project to “Crafton Hall Renovation”
- Rename “Student Services & Instructional Building (New Construction)” project to “Student Services Building (New Construction)”
- Rename “Land Acquisition SBVC” project to “Land Acquisition and Development SBVC”
- Move Land Acquisition and Development SBVC project from the District Wide category to the San Bernardino Valley College category

# Proposed Bond List Updates

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## Measure CC *(Continued)*

- Existing PAC Demo Project:
  - Transfer Project Scope to East Instructional Building
  - Budget Transfer of \$3.3M to “New PAC Building”
  - Budget Transfer of \$6.3M to “CHC Campus Wide Infrastructure”
- Budget Transfer \$1.6M from “Gymnasium Demo” to “CHC Campus Wide Infrastructure”
- Budget Transfer of \$7.2M from Career Pathways 1 to “SBVC Campus Wide Infrastructure”
- Budget Transfer of \$2.7M from Career Pathways 2 to “SBVC Campus Wide Infrastructure”



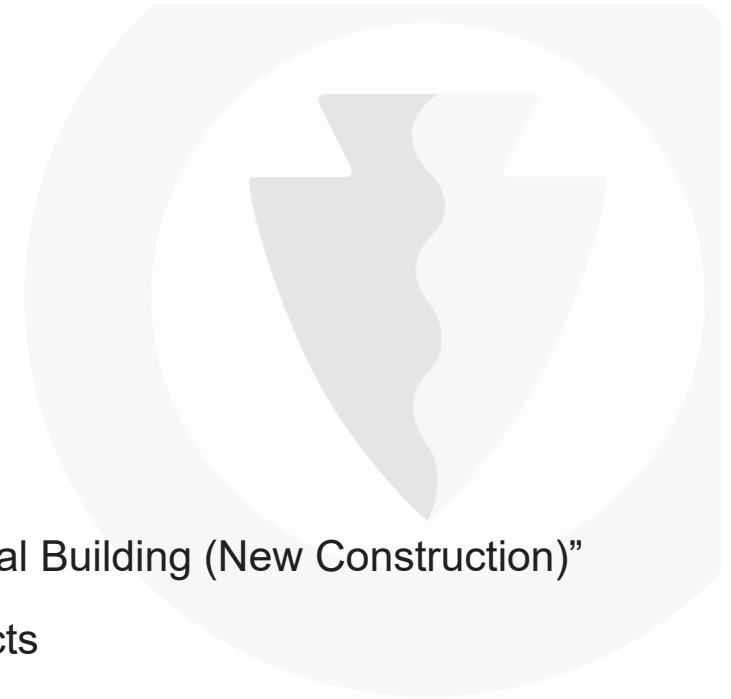


# Proposed Bond List Updates



## Measure M

- Rename the “East Instructional Building (New Construction)” project to “Instructional Building (New Construction)”
- Distribute the “Community Benefits Agreement Administration” budget to the projects



# Questions?

Scott Jewell  
AECOM



**MEASURE CC**  
BUILDING NEW OPPORTUNITIES FOR  
OUR STUDENTS & OUR COMMUNITY



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: August 12, 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
- Mechanical Engineering & Plumbing
- Commissioning
- Special Inspection & Material Testing
- Hazardous Material Assessment
- Landscape Architecture
- Estimating
- Division of the State Architect Inspector of Record
- California Environmental Quality Act/National Environmental Policy Act

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 August 12, 2021

[v.7.21.2021.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Issued	Date Ratified
*Leo A Daly Los Angeles, CA	Architectural & Engineering 12/12/2019	\$44,968.00	CHC	Central Complex 2 Renovation	CC02.3633.01 Architectural/Engineering Services	5/7/2021	8/12/2021
*GeoTek, Inc. Corona, CA	Special Inspection & Material Testing 2/13/2020	\$4,840.00	CHC	Gym Demolition Bldg. 17 Water Main Ph. 3	CC02-3623.05 Special Inspection & Material Testing	6/8/2021	8/12/2021
Leighton Consulting Rancho Cucamonga, CA	Geotechnical 12/12/2019	\$3,600.00	CHC	Central Complex 2 Renovation	CC02.3633 Geotechnical Services	5/13/2021	8/12/2021
Salas O'Brien Upland, CA	MEP 12/12/2019	\$50,000.00	SBVC	Campus Wide Utility Upgrades	CC02-3626-03.01 MEP	6/7/2021	8/12/2021

\*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— Central Complex 2 Renovation

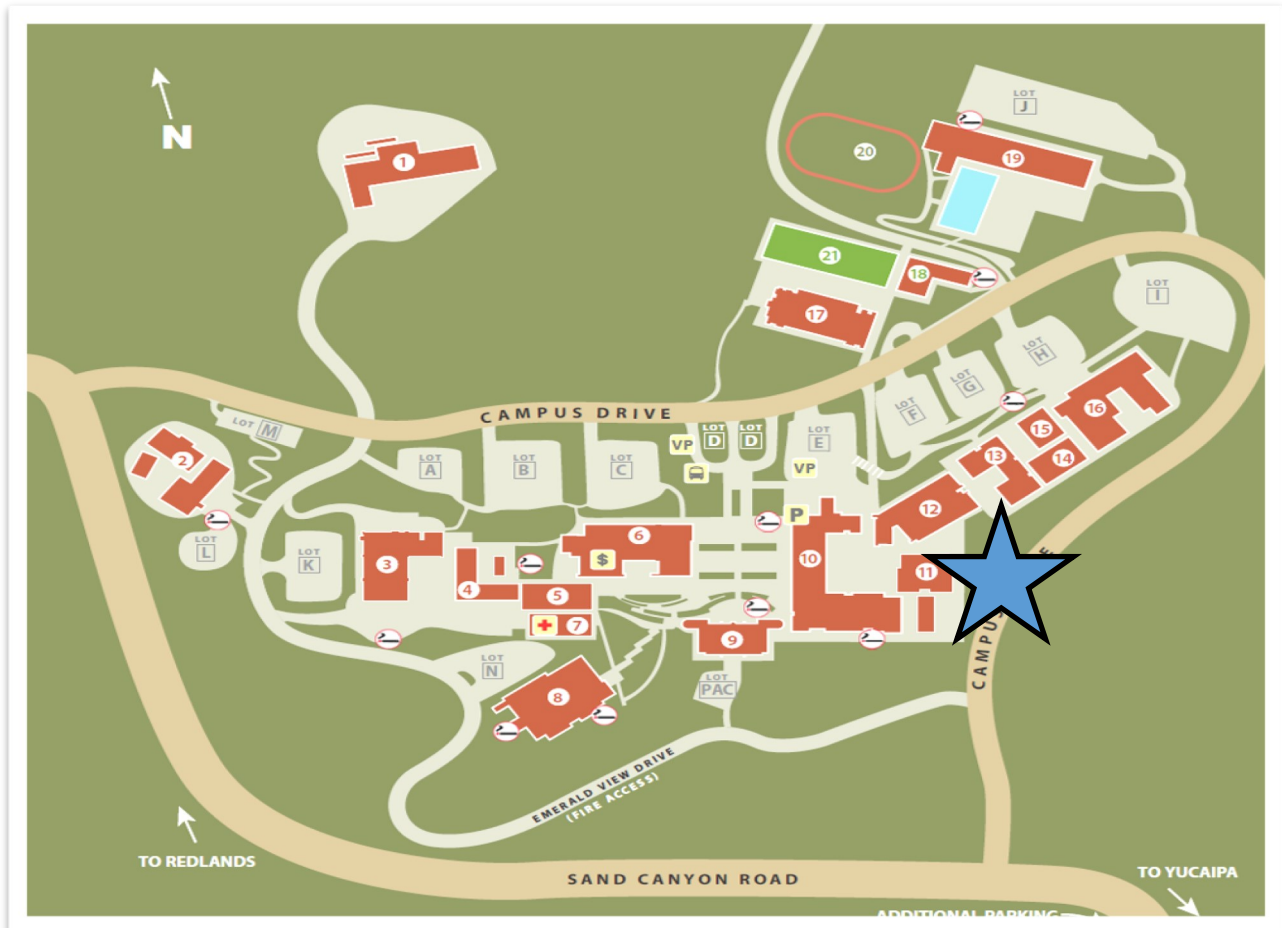
**Task Order Awarded to:** Leighton Consulting

**Task Order Executed:** June 8, 2021

**Amount:** \$3,600.00

### Selection Summary:

Leighton Consulting was awarded this Task Order on direct procurement of professional services. The shortlist of pre-qualified Geotechnical firms includes ten firms, one of which is Leighton Consulting. The Central Complex 2 Renovation will be a Design-Build construction procurement. The Design Build procurement process intends for the Design-Build Entity to complete a geotechnical investigation. When it became apparent that further structural analysis for weight capacity would be needed to validate the proposed relocation of the Geology department to the second floor of CC2 as part of the criteria documents, the Geotechnical report for the newer adjacent Canyon Hall was referenced. Since Leighton Consulting completed the Geotechnical report for Canyon Hall in 2012, and they were tasked to update and validate design parameters to current code requirements for use in the completion of the criteria documents.





# MEASURE CC

BUILDING NEW OPPORTUNITIES FOR OUR STUDENTS & OUR COMMUNITY

## Task Order Selection Summary

**Campus & Project:** San Bernardino Valley College - Campus Wide Utility Upgrades

**Task Order Awarded to:** Salas O'Brien

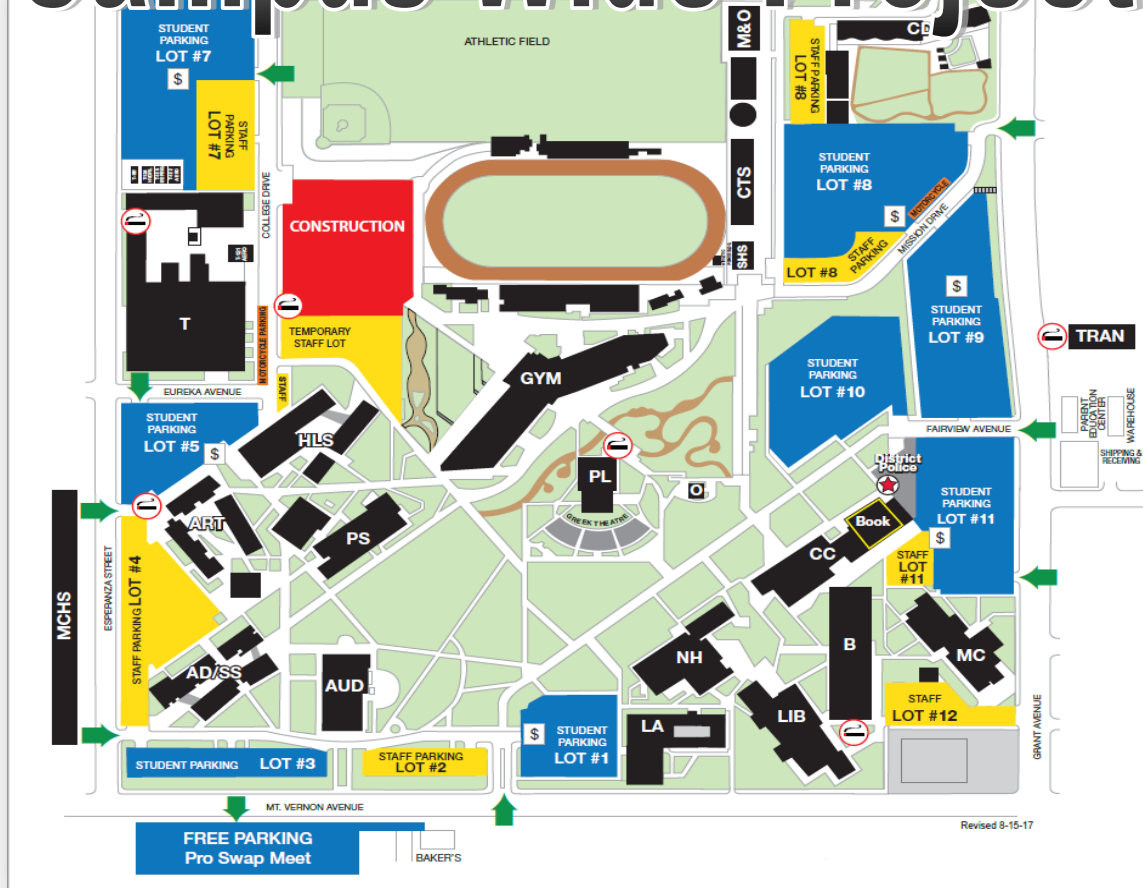
**Task Order Executed:** June 14, 2021

**Amount:** \$50,000.00

### Selection Summary:

The shortlist of pre-qualified Mechanical, Electrical, Plumbing (MEP) firms includes six firms. Four firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee included 3 evaluators from District Facilities and 1 evaluator from the Program Management Office. Salas O'Brien was ranked based on Best Value scoring. The qualifications of the proposed team was very strong in both project experience and individual experience. During the evaluation of proposals, Salas O'Brien received the highest cumulative score and was awarded the Task Order.

# Campus Wide Project



Revised 8-15-17

**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:** 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 <https://sbccd.edu/about-sbccd/board-of-trustees/bot-committees.php>

**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><b>Finance Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf.</li> <li>• Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.</li> <li>• Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum.</li> <li>• Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees.</li> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Gloria Harrison</b></li> <li>2. Donald Singer</li> <li>3. Stephanie Houston</li> </ol>
<p><b>Legislative Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Increasing the efficiency of the Board of Trustees by performing time-sensitive legislative research on its behalf.</li> <li>• Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.</li> <li>• Promoting transparency of SBCCD's legislative advocacy priorities through discussions in an open forum.</li> <li>• Fostering an environment of understanding by communicating findings and formulating recommendations to the full Board of Trustees.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Frank Reyes</b></li> <li>2. Anne Viricel</li> <li>3. John Longville</li> </ol>



AUGUST 2021



# CHANCELLOR'S REPORT

## TO THE BOARD OF TRUSTEES, CAMPUSES, & COMMUNITY

### ONWARD TOWARD FALL



Together, we contribute to an exciting time in higher education, and I am committed to continuing our mission, innovating culture, and advancing our student-centered commitment.

It is my honor and privilege to provide leadership to San Bernardino Community College District (SBCCD) with the purpose of advocating an inclusive environment, equitable opportunities, a high esteem for diversity, and a love of discovering and serving others. I am thrilled to

be chancellor, especially during this consequential time.

As we begin another unique academic year, SBCCD's top priorities will continue to be student success, health, and safety. Once again, we find ourselves in this "adaption" mode, but we will positively adjust to increase graduation rates and close the equity gaps. As a team, as a family, I have every confidence that the guiding and informing work we are collectively achieving will completely and permanently eliminate equity gaps across our campuses. The continued work before us is going to be very hard. It will require every stakeholder and every student's touchpoint to take daily mindful responsibility to boldly seek out and remove barriers to success. I believe in our strategic implementation, so those who need it the most will feel the beneficial impact—ensuring that students of all backgrounds have the equal opportunity to earn the lifelong and life-transforming benefits of a California community college degree. Crafton Hills College and San Bernardino Valley College powerfully embody the intersection of academic excellence and inclusivity.

For our students to succeed, for our campuses to succeed, for our district to succeed, transformation, interruption, and modernization have to be our weapons of choice. Together, we have reimaged instruction and employment while under the stress of a global pandemic. This achievement of cutting-edge innovation has curated a new safe space for our students, faculty, and staff.

In the weeks and months ahead, I look forward to engaging with each of you and learning how I can support you in your success in my new role as chancellor. I also look forward to engaging our broader community, alumni, industry partners, and everyone who believes in the importance of our mission. This pandemic has reaffirmed my belief that we must be the community's college, and with your partnership, I know we will open more doors of opportunity for our local students and their families.

Sincerely,

Diana Z. Rodriguez  
Chancellor

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Christopher M. Crew, Interim Director, Research & Planning

**DATE:** August 12, 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 2020-21 data. Capture Rate data for 2020-2021 will be available from the CCCC in September 2021. An addendum will be provided at the October Board Meeting.

**ANALYSIS**

The KPI Dashboard has been revised and renumbered. To provide the Board with a monthly update, the following KPIs have been included. KPI's II.A and II.F.

- KPI II.A (FTES)
- KPI II.F (Capture Rate)

**INSTITUTIONAL VALUES**

I. Institutional Effectiveness

**FINANCIAL IMPLICATIONS**

None.



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

### Goal II – Enrollment and Access

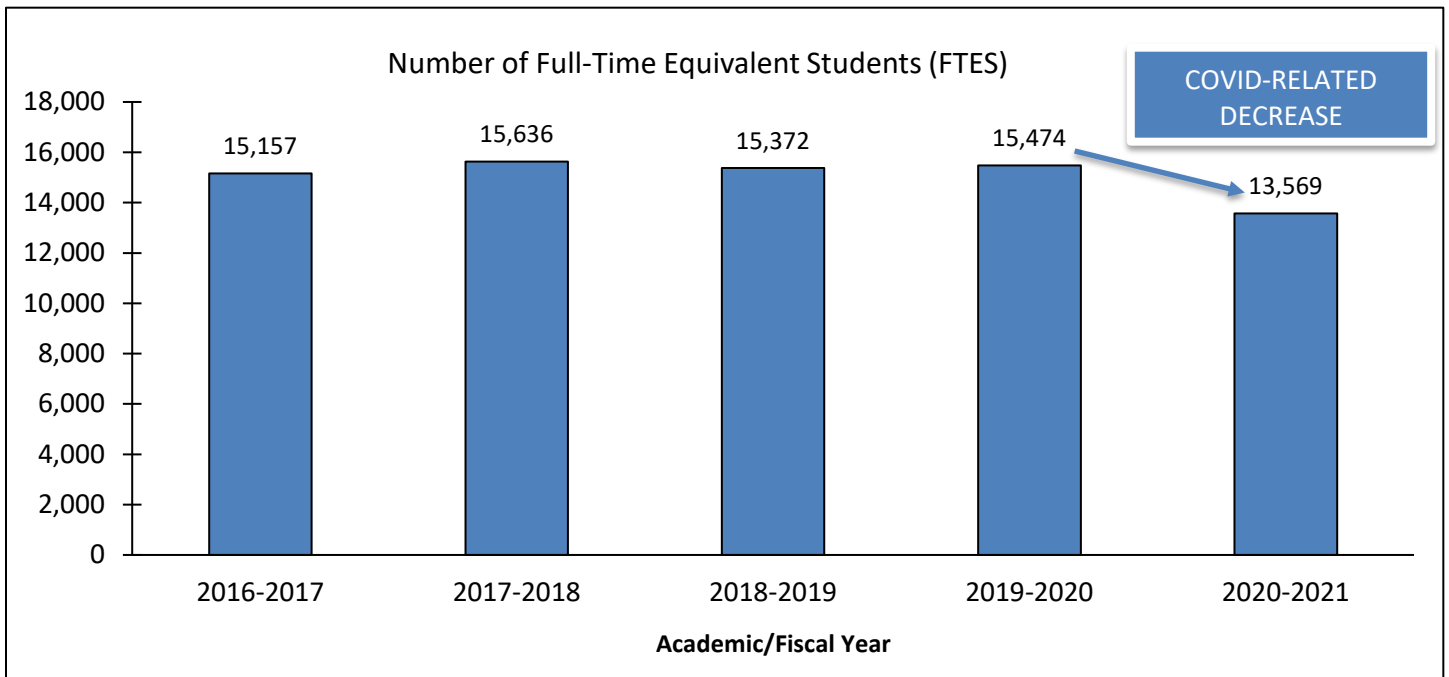
#### KPI II.A – Number of Full-Time Equivalent Students (FTES)

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

**Definition:** FTES stands for Full-Time Equivalent Student and is the equivalent of one student taking courses totaling 15 units each semester for two semesters.

**Measurement Frequency:** Annual

KPI II.A: Number of Full-Time Equivalent Students (FTES)	2016-2017 Total	2017-2018 Total	2018-2019 Total	2019-2020 Total	2020-2021 Total
Crafton Hills College (CHC)	4,566	4,590	4,898	4,679	4,455
San Bernardino Valley College (SBVC)	10,591	11,046	10,474	10,795	9,114
SBCCD (Total)	15,157	15,636	15,372	15,474	13,569



**Analysis:** Prior to COVID, the number of Full-Time Equivalent Students (FTES) had steadily increased over the past five-years. However, during the pandemic, there was a decrease of 1,905 FTES from the 2019-20 academic year to 2020-21. As a result, the state Chancellors Office qualified SBCCD as a “hold harmless” district. This means that our funding will remain the same as what we received in 2019-20 (15,474 FTES: Pre-COVID). The hold harmless provision is slated to be in place until 2024-25 to give districts time to rebound from the effect of the pandemic on enrollment.



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

### Goal II – Enrollment and Access

#### KPI II.F – Participation Rate in Service Area

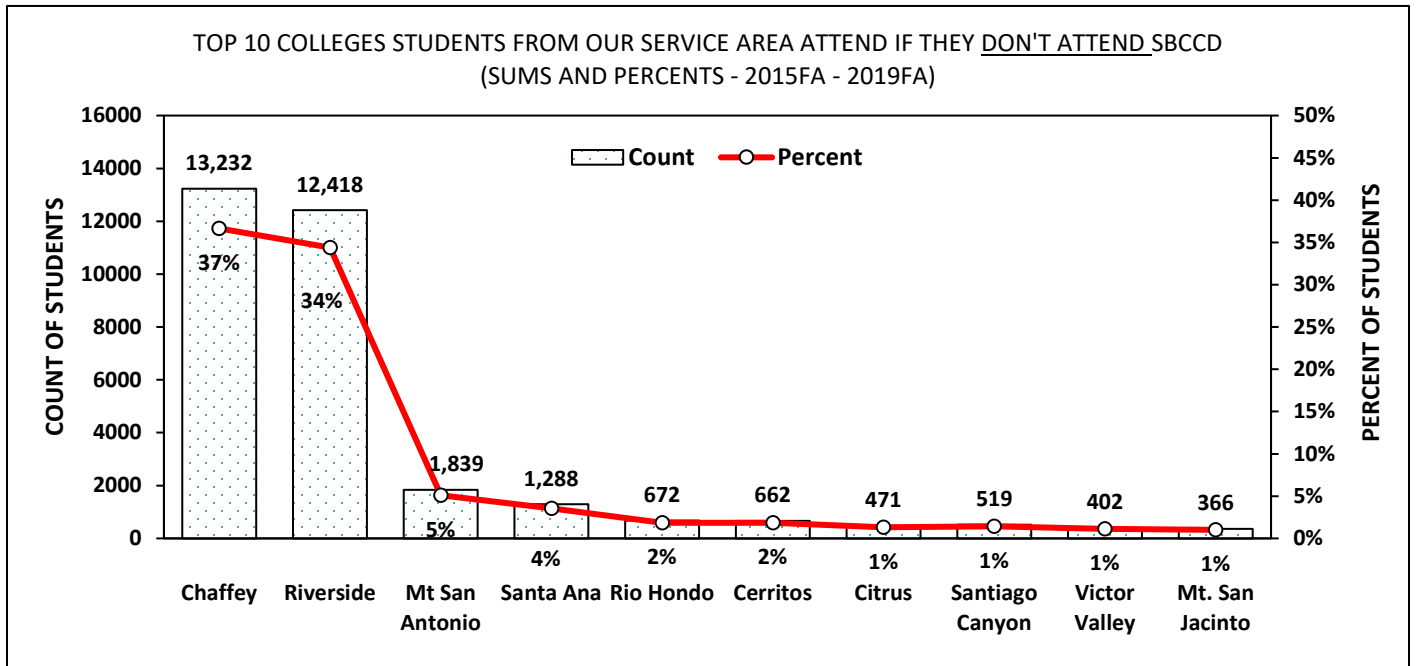
**Objective:** Increase our student population to improve the higher education participation rate and supply a well-equipped, educated workforce for our communities.

**Definition:** The rate of matriculating SBCCD students that are residents of cities in our service area. It is measured by taking the total number of SBCCD matriculating students that are residents of our service area divided by the total number of community college students from our service area (**CHC Service Area Cities:** Lake Arrowhead, Loma Linda, Mentone, Redlands, Running Springs, Yucaipa ; **SBVC Service Area Cities:** San Bernardino, Colton, Rialto, Highland).

**Measurement Frequency:** Annual

KPI II.F: Participation Rate in Service Area	2015FA Total	2016FA Total	2017FA Total	2018FA Total	2019FA Total
Crafton Hills College (CHC)	55.50%	55.91%	54.44%	55.69%	55.41%
San Bernardino Valley College (SBVC)	55.68%	52.71%	53.64%	52.84%	55.68%
SBCCD (Total)	55.63%	53.55%	53.85%	53.58%	55.61%

**EQUITY ANALYSIS:** Please note that current data sources do not provide the race/ethnicity or gender for students in each service area city. Also note that college participation rates are for the entire service area.



**Analysis:** Over this five-year period (Fall 2015 to Fall 2019), 36,104 students from our service area chose not to attend SBCCD. The majority (71%) of these students attended Chaffey (37%), Riverside CCD (34%) or Mt. San Antonio College (5%).

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Diana Z. Rodriguez, Chancellor

**PREPARED BY:** Christopher M. Crew, Interim Director, Research & Planning

**DATE:** August 12, 2021

**SUBJECT:** Analysis of AB 705 Student Success

**RECOMMENDATION**

This item is for information only. No action is required.

**OVERVIEW**

The attached report provides an analysis of AB 705 student success and 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 highlights the most important information on course success and retention.

**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.



# SBCCD AB705 UPDATE

## RECORD HIGHS IN ENROLLMENTS AND COMPLETIONS

### OVERVIEW

AB 705 was designed to increase the number of students that complete transfer-level (TL) Math and English within one year of matriculation at a Community College. This report provides a summary of enrollments and successes after SBCCD's first year of implementation in comparison to the 3 years prior to the AB 705 Implementation.

### EQUITY GAPS ARE CLOSING RAPIDLY

Crafton Hills was recognized for completely closing the equity gap for African American students in transfer-level English while SBVC increased the number of underrepresented students completing transfer-level Math and English by over 1,400 in their first year of implementation.

### COURSE SUCCESSES ARE ON THE RISE

FIGURE 1: TL-Math & Eng. Course Successes (Af-Amer. Students)

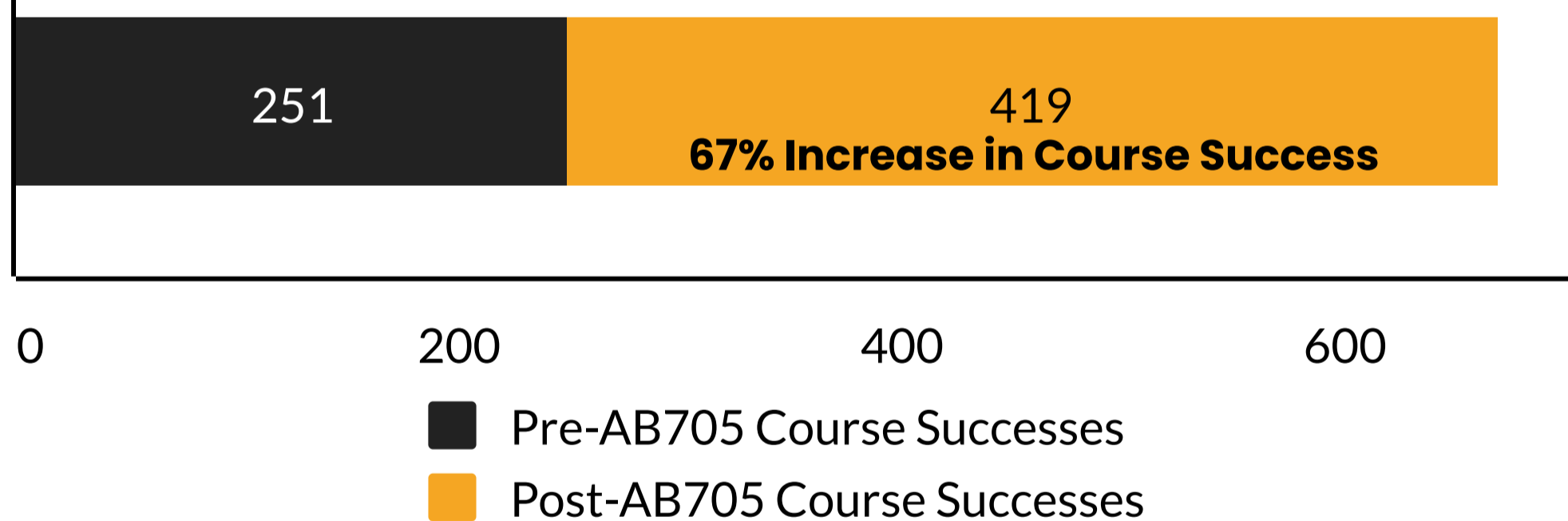


FIGURE 2: TL-Math & Eng. Course Successes (Hispanic Students)

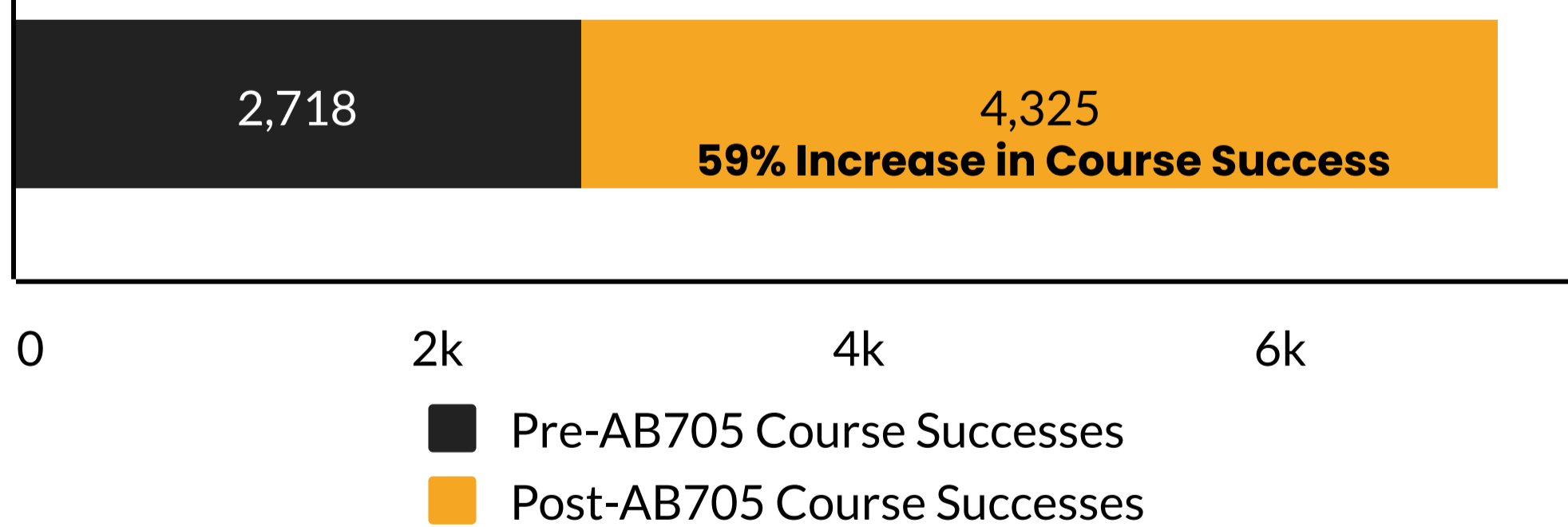


FIGURE 3: TL-Math & Eng. Course Successes (Asian Students)

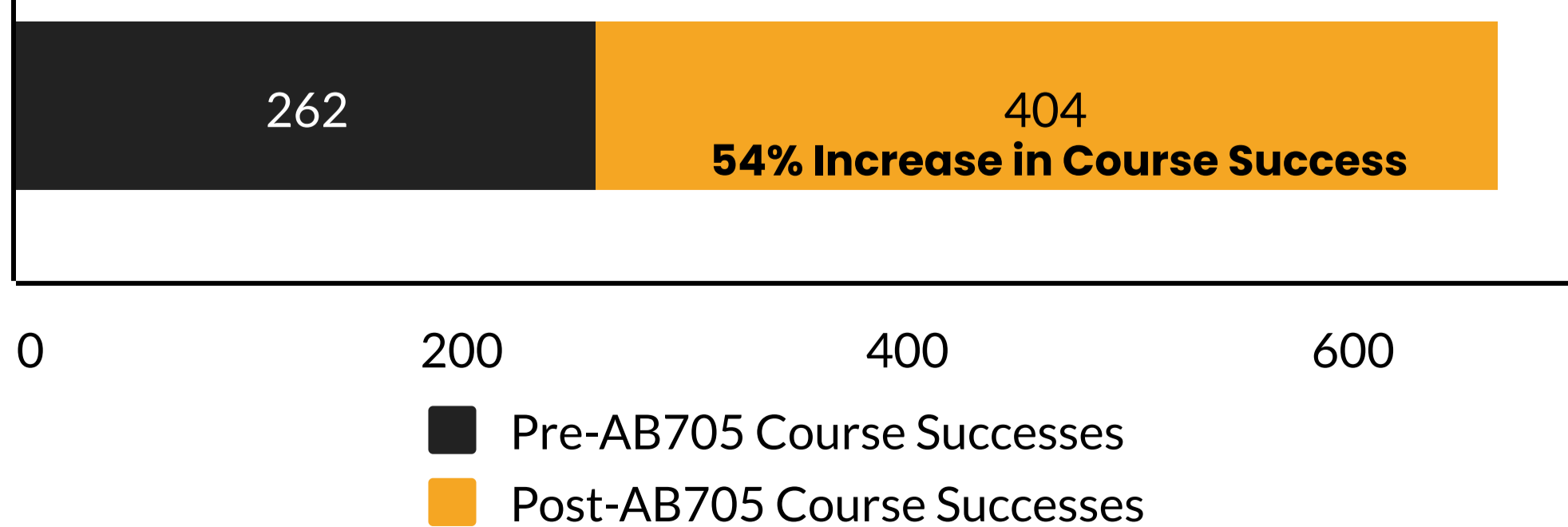
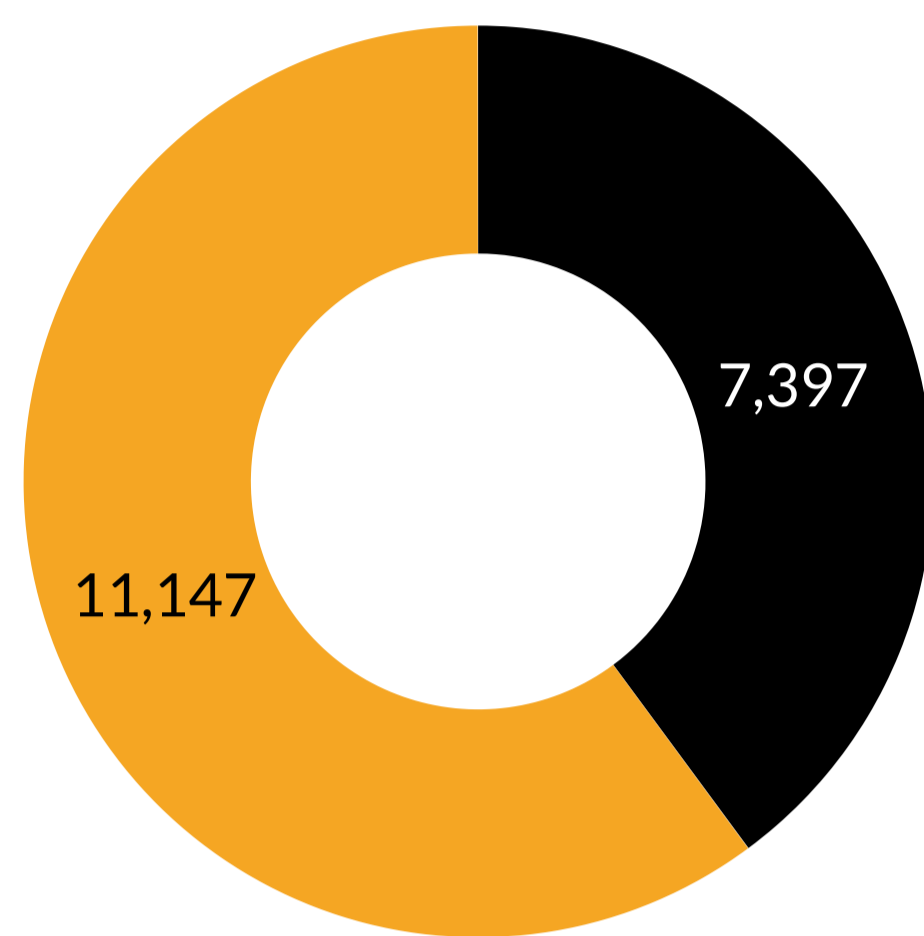
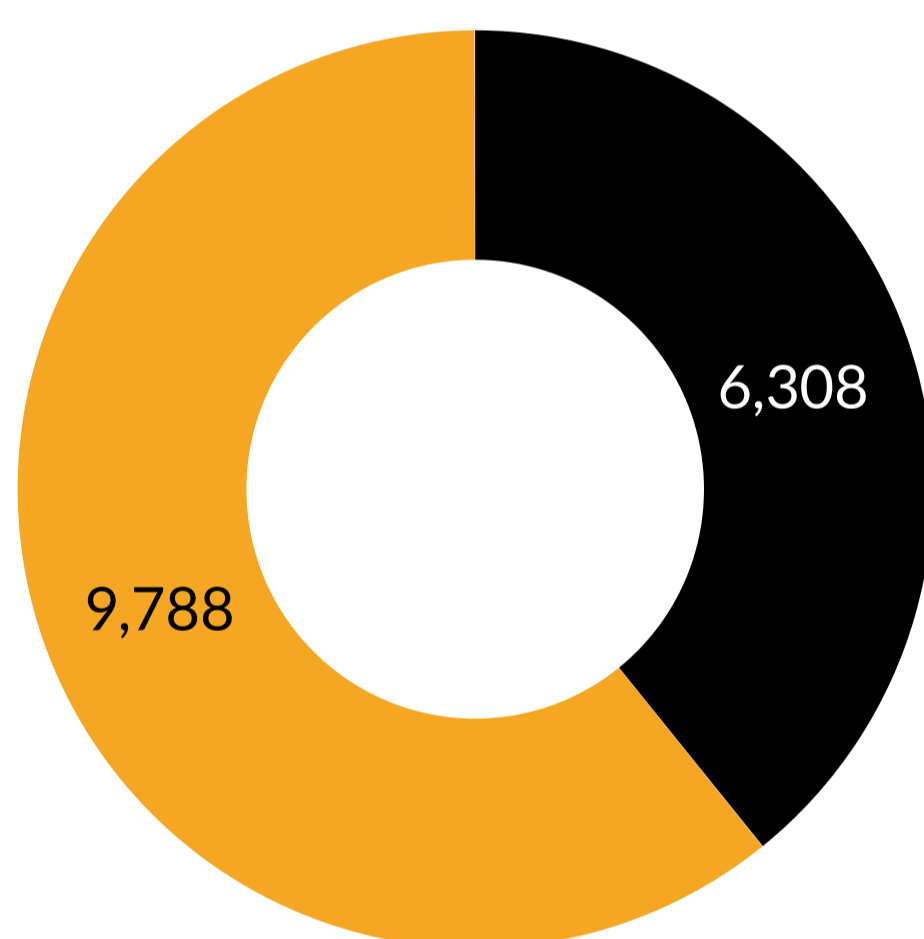


Figure 4: Course Enrollments



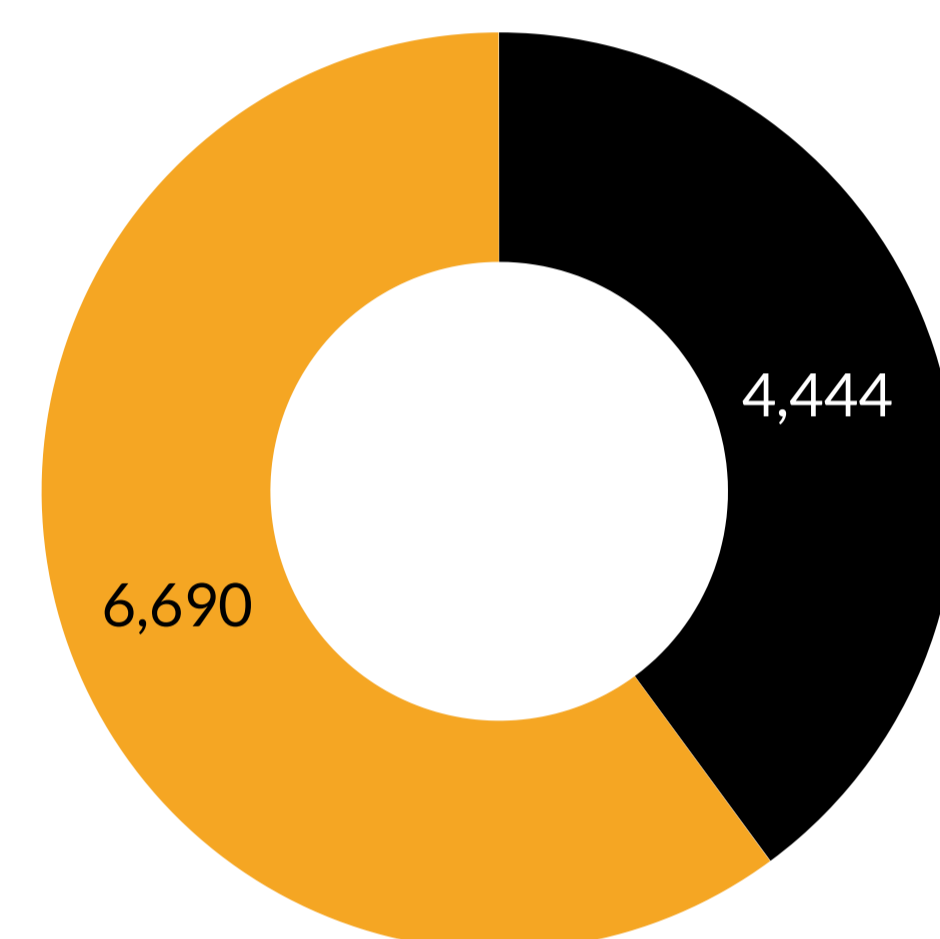
3,750 Increase in Enrollments in TL-Math and English

Figure 5: Course Retention



3,480 Increase in Retention in TL-Math and English

Figure 6: Course Completions



2,246 Increase in Completions of TL-Math English

LEGEND

- Pre-AB705
- Post-AB705

### STUDENT SUCCESS UPLIFTS OUR COMMUNITIES



**\$663K in state funding**

Received \$663K in state funding as a result of the increase in SBCCD students completing Transfer-Level Math and English.



**762 students**

762 students completed BOTH TL-Math & English, thus removing a known barrier to transferring to a 4-year (452 students or 146% increase over previous year).



**814 low income students**

814 low income (BOG/Pell) students completed BOTH TL-Math and Engl. (539 students or 196% increase over prior year).



**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:** 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 <https://sbccd.edu/meetings-and-agendas/index.php>

**ANALYSIS**

The Board Master Planning Action Calendar serves as a blueprint that can be used to increase transparency and efficiency districtwide.

**INSTITUTIONAL VALUES**

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

**FINANCIAL IMPLICATIONS**

No impact to the budget.

## Board Master Planning Action Calendar

As of 7/29/2021 11:03 AM

Monthly	B&FS	- Fund Balance Transfer Resolution - Ratification of Interfund Transfers - Cash Flow Analysis - Budget Report w/memo - Surplus Property	- Events/CBOC Meeting - Individual Memberships - Conferences Over \$5K or Outside US - Signature List Changes - Vacation Payout	- Contracts Above Bid Limit - Contracts Below Bid Limit - Purchase Order Report
	FPC	- RFQ/RFP/Bid & Contract Award - Informal Bid Award (UCCAP)	- Small Scale Construction Contract Award - Non-Bond Construction COs/Amendments	- Bond Construction COs/Amendments - CBOC Appointees
	HR	- <b>Closed Session Items (Separate Agenda)</b> - Appoint Employees - Appoint Interim Managers - Appoint Temporary Academic Employees - Employee Promotions - Employee Reclassifications - Employee Step Increase	- Employee Transfers - Non-Instructional Pay - Resignations & Retirements - Salary Advancement-Academic - Tuition Reimbursement for Managers - Volunteers - Adjunct/Substitute Academic	- Pay Stipends - Job Descriptions - CSEA/CTA Agreements - CSEA/CTA MOUs - Professional Expert, Short-Term, Subs - 39-Month Reemployment
	OOC & PRES	- AB 705 Report - Accreditation Timeline - Applause Report - Board Committee Reports	- Board Master Planning Action Calendar - Board Policies & Procedures - Chancellor's Report	- Curriculum - Key Performance Indicators - Minutes

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>Budget Calendar (by 2/1)</li> </ul>	<ul style="list-style-type: none"> <li>Closed Session – Notice of Intent to Non-Renew (by 3/15)</li> </ul>	<ul style="list-style-type: none"> <li>CBOC Annual Report (by 3/31)</li> </ul>
<ul style="list-style-type: none"> <li>Budget Directives 1<sup>st</sup> Reading</li> </ul>	<ul style="list-style-type: none"> <li>Budget Directives 2<sup>nd</sup> Reading/Approval (by 3/1)</li> </ul>	<ul style="list-style-type: none"> <li>Selection of Auditor (by 4/1)</li> </ul>
<ul style="list-style-type: none"> <li>National Community College Month Resolution (by 2/1)</li> </ul>	<ul style="list-style-type: none"> <li>Nonresident Tuition Fee (by 3/1)</li> </ul>	<ul style="list-style-type: none"> <li>Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)</li> </ul>
<ul style="list-style-type: none"> <li>Sabbaticals Granted</li> </ul>	<ul style="list-style-type: none"> <li>Apportionment Attendance Report P1</li> <li>Quarterly Investment Report</li> </ul>	<ul style="list-style-type: none"> <li>Grant Tenure/Tenure Contracts</li> <li>Classified Employee of the Year <i>Endorsement</i></li> </ul>

APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li>Interfund Transfer Resolution</li> <li>Constitutional Advance (optional)</li> </ul>	<ul style="list-style-type: none"> <li>Quarterly Investment Report</li> <li>Apportionment Attendance Report P2</li> </ul>	<ul style="list-style-type: none"> <li>AP/BP 6320 Investments 1<sup>st</sup> Reading (annually)</li> <li>Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)</li> </ul>
<ul style="list-style-type: none"> <li>Elect BOT Self-Evaluation Ad Hoc Committee and Approval of Evaluation Instrument &amp; Process</li> </ul>	<ul style="list-style-type: none"> <li>EEO Multiple Method Certification (by 6/1)</li> </ul>	<ul style="list-style-type: none"> <li>Authorized Signature List (annually)</li> <li>Board Meeting Dates for Next FY</li> </ul>
<ul style="list-style-type: none"> <li>4/10 Alternate Summer Work Schedule for Management &amp; Confidential Employees</li> </ul>	<ul style="list-style-type: none"> <li>Board Orientation Handbook 2<sup>nd</sup> Reading</li> </ul>	<ul style="list-style-type: none"> <li>Bank Accounts (annually)</li> </ul>
<ul style="list-style-type: none"> <li>Board Orientation Handbook 1<sup>st</sup> Reading</li> </ul>	<ul style="list-style-type: none"> <li>Preliminary Budget &amp; Presentation (study session)</li> </ul>	<ul style="list-style-type: none"> <li>Tentative Budget (by 7/1)</li> </ul>
<ul style="list-style-type: none"> <li>Student Trustee Privileges (by 5/15)</li> <li>District Technology Strategic Plan – 1<sup>st</sup> Reading (last plan 2020-2023)</li> </ul>	<ul style="list-style-type: none"> <li>Resolution for Outgoing Student Trustees</li> <li>ACCJC Institutional Self-Evaluation Report 1<sup>st</sup> Reading (by 8/1 every seven years. Last report 2020)</li> </ul>	<ul style="list-style-type: none"> <li>Prop 30 EPA Expenditures Resolution (annually)</li> <li>GANN Limit (by 7/1)</li> </ul>
	<ul style="list-style-type: none"> <li>AP/BP 4235 - Credit for Prior Learning (every three years. Last approved 5/13/21)</li> <li>District Technology Strategic Plan – 2<sup>nd</sup> Reading (last plan 2020-2023)</li> </ul>	<ul style="list-style-type: none"> <li>Meals, Refreshments, Open POs for Next FY</li> <li>Order of Election and the Specifications of the Election Order (every 2 years on even numbered years)</li> <li>New Student Trustee Orientation (information)</li> <li>New Student Trustee Oath of Office</li> </ul>



## Board Master Planning Action Calendar

As of 7/29/2021 11:03 AM

Monthly	B&FS	<ul style="list-style-type: none"> <li>- Fund Balance Transfer Resolution</li> <li>- Ratification of Interfund Transfers</li> <li>- Cash Flow Analysis</li> <li>- Budget Report w/memo</li> <li>- Surplus Property</li> </ul>	<ul style="list-style-type: none"> <li>- Events/CBOC Meeting</li> <li>- Individual Memberships</li> <li>- Conferences Over \$5K or Outside US</li> <li>- Signature List Changes</li> <li>- Vacation Payout</li> </ul>	<ul style="list-style-type: none"> <li>- Contracts Above Bid Limit</li> <li>- Contracts Below Bid Limit</li> <li>- Purchase Order Report</li> </ul>
	FPC	<ul style="list-style-type: none"> <li>- RFQ/RFP/Bid &amp; Contract Award</li> <li>- Informal Bid Award (UCCAP)</li> </ul>	<ul style="list-style-type: none"> <li>- Small Scale Construction Contract Award</li> <li>- Non-Bond Construction COs/Amendments</li> </ul>	<ul style="list-style-type: none"> <li>- Bond Construction COs/Amendments</li> <li>- CBOC Appointees</li> </ul>
	HR	<ul style="list-style-type: none"> <li>- <b>Closed Session Items (Separate Agenda)</b></li> <li>- Appoint Employees</li> <li>- Appoint Interim Managers</li> <li>- Appoint Temporary Academic Employees</li> <li>- Employee Promotions</li> <li>- Employee Reclassifications</li> <li>- Employee Step Increase</li> </ul>	<ul style="list-style-type: none"> <li>- Employee Transfers</li> <li>- Non-Instructional Pay</li> <li>- Resignations &amp; Retirements</li> <li>- Salary Advancement-Academic</li> <li>- Tuition Reimbursement for Managers</li> <li>- Volunteers</li> <li>- Adjunct/Substitute Academic</li> </ul>	<ul style="list-style-type: none"> <li>- Pay Stipends</li> <li>- Job Descriptions</li> <li>- CSEA/CTA Agreements</li> <li>- CSEA/CTA MOUs</li> <li>- Professional Expert, Short-Term, Subs</li> <li>- 39-Month Reemployment</li> </ul>
	OOC & PRES	<ul style="list-style-type: none"> <li>- AB 705 Report</li> <li>- Accreditation Timeline</li> <li>- Applause Report</li> <li>- Board Committee Reports</li> </ul>	<ul style="list-style-type: none"> <li>- Board Master Planning Action Calendar</li> <li>- Board Policies &amp; Procedures</li> <li>- Chancellor's Report</li> </ul>	<ul style="list-style-type: none"> <li>- Curriculum</li> <li>- Key Performance Indicators</li> <li>- Minutes</li> </ul>

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <li>• AP/BP 6320 Investments 2<sup>nd</sup> Reading/Approval (<i>annually</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Quarterly Investment Report</li> </ul>	<ul style="list-style-type: none"> <li>• Final Budget Public Hearing and Approval (<i>by 9/15</i>)</li> </ul>
<ul style="list-style-type: none"> <li>• Transfer of Appropriations Resolution (<i>annually</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Prop 30 EPA Expenditure Accounting (<i>if figures change dramatically based on ReCalc</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Initial Proposals to Reopen Negotiations with CSEA/CTA</li> </ul>
<ul style="list-style-type: none"> <li>• Annual Resolution to Pay Trustees</li> <li>• Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Apportionment Attendance Report P3</li> <li>• Final Budget Presentation (<i>study session</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Annual Security Report (<i>by 10/1</i>)</li> <li>• 2024 ACCJC Midterm Report 2<sup>nd</sup> Reading/Approval (<i>by 10/1. Last report 2020</i>)</li> <li>• 2027 ACCJC Institutional Self-Evaluation Report 2<sup>nd</sup> Reading/Approval (<i>by 10/1. Last report 2020</i>)</li> </ul>
<ul style="list-style-type: none"> <li>• Elect Chancellor's Self-Evaluation Ad Hoc Committee and Approval of Evaluation Instrument &amp; Process</li> </ul>	<ul style="list-style-type: none"> <li>• 2024 ACCJC Midterm Report 1<sup>st</sup> Reading/Approval (<i>by 10/1. Last report 2020</i>)</li> <li>• 2027 ACCJC Institutional Self-Evaluation Report 1<sup>st</sup> Reading/Approval (<i>by 10/1. Last report 2020</i>)</li> </ul>	

OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> <li>• HR Diversity in Hiring Report (<i>April &amp; October</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Closed Session – Notice of Intent to Non-Renew</li> <li>• Quarterly Investment Report</li> <li>• Annual Sabbatical Completion Report from last spring and fall (<i>by first semester after return</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Closed Session – Notice of Intent to Non-Renew</li> <li>• Certified Quarterly Financial Status Report (<i>by 11/15, 2/15, 5/15</i>)</li> <li>• Reaffirm FCC Auction Guiding Principles (<i>annually</i>)</li> </ul>
		<ul style="list-style-type: none"> <li>• Audit Reports: District, CBOC, KVCR (<i>by 12/31</i>)</li> <li>• New Trustee Orientation (<i>every 2 years on even numbered years, if new trustees are elected</i>)</li> <li>• BOT Annual Organizational Meeting</li> <li>• BOT Committee Member Assignments</li> <li>• BOT Member Assignment to the SBRETCJPA</li> <li>• BOT Member Assignment County Committee on School District Organization</li> <li>• BOT Executive Board</li> </ul>

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Diana Z. Rodriguez, Chancellor  
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor  
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services  
DATE: August 12, 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 2021-22 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 2021-22 fiscal year through July 19, 2021. As of that date, SBCCD was 5.2% through the fiscal year and had spent and/or encumbered approximately 4.9% of its budgeted general fund.

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 07/19/2021

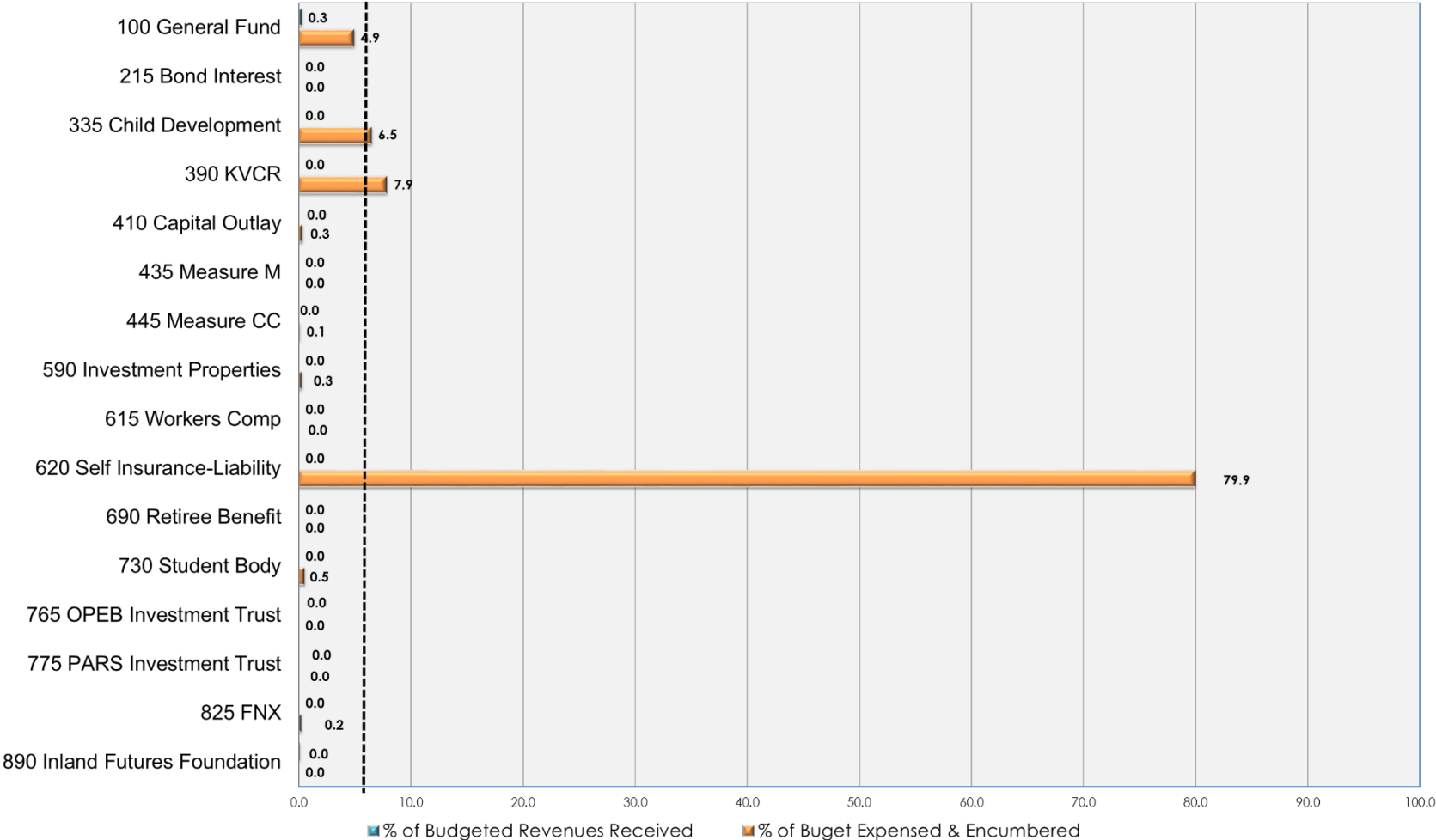
	5.2% of Fiscal Year Elapsed							COMMENTS
	REVENUES				EXPENDITURES			
	Budget	Received YTD			Budget	Expensed/ Encumbered YTD		
100 General Fund	\$ 204,880,388	\$ 522,586	0.3%	\$ 205,197,784	\$ 10,123,792	4.9%		
215 Bond Interest & Redemption	\$ 58,000,000	\$ -	0.0%	\$ 58,000,000	\$ -	0.0%		
335 Child Development	\$ 3,857,724	\$ -	0.0%	\$ 3,857,724	\$ 249,373	6.5%		
390 KVCR	\$ 3,837,261	\$ -	0.0%	\$ 4,357,249	\$ 342,860	7.9%		
410 Capital Outlay Projects	\$ 2,782,251	\$ -	0.0%	\$ 2,160,506	\$ 6,039	0.3%		
435 Measure M	\$ 23,500	\$ -	0.0%	\$ 880,413	\$ -	0.0%		
445 Measure CC	\$ 340,000	\$ -	0.0%	\$ 286,454,663	\$ 226,820	0.1%		
590 Investment Properties	\$ 4,664,180	\$ -	0.0%	\$ 3,850,806	\$ 10,000	0.3%		
615 Workers Compensation	\$ 1,345,000	\$ -	0.0%	\$ 1,345,000	\$ -	0.0%		
620 Self Insurance-Liability	\$ 595,660	\$ -	0.0%	\$ 1,095,000	\$ 875,385	79.9%	\$748,223 encumbered for annual liability insurance payment.	
690 Retiree Benefit	\$ 279,966	\$ -	0.0%	\$ 279,966	\$ -	0.0%		
730 Student Body Center Fee	\$ 241,151	\$ -	0.0%	\$ 241,151	\$ 1,200	0.5%		
765 OPEB Investment Trust	\$ 1,000,000	\$ -	0.0%	\$ 82,000	\$ -	0.0%		
775 PARS Investment Trust	\$ 4,900,000	\$ -	0.0%	\$ 3,309,985	\$ -	0.0%		
825 FNX	\$ 595,500	\$ -	0.0%	\$ 665,326	\$ 143,140	21.5%	\$140,640 encumbered for PBS fee.	
890 Inland Futures Foundation	\$ 823,525	\$ 10	0.0%	\$ 823,525	\$ -	0.0%		



# Budget Revenue & Expenditure Summary

Year to Date 07/19/2021

Fiscal Year Elapsed - 5.2%



## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Christopher M. Crew, Interim District Director, Research & Planning

**DATE:** August 12, 2021

**SUBJECT:** CCFS-320 Apportionment Attendance Report for FY 2021 Period 3

### **RECOMMENDATION**

This item is for information only and no action is required.

### **OVERVIEW**

The CCFS-320 Apportionment Attendance Report for FY 2021 Period 3 has been submitted to the State Chancellor's Office.

### **ANALYSIS**

The Period 3 report includes final attendance figures for the period July 1, 2020 – June 30, 2021. The chart below summarizes the District's status as of P3 and provides comparison data.

<b>Comparison – FY20 P3 vs FY21 P3</b>						
<b>FY 20 at P3</b>			<b>FY 21 at P3</b>			
				<b># Change</b>	<b>% Change</b>	
CHC	4,679		CHC	4,455	-224	-4.79%
SBVC	10,795		SBVC	9,114	-1,681	-15.57%
Total	15,474		Total	13,569	-1,905	-12.31%

### **INSTITUTIONAL VALUES**

III. Resource Management for Efficiency, Effectiveness and Excellence

### **FINANCIAL IMPLICATIONS**

There are no financial implications.

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Diana Z. Rodriguez, Chancellor  
**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
**PREPARED BY:** Steven J. Sutorus, Business Manager  
**DATE:** August 12, 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.

## Routine Contracts and Agreements

Board Agenda 08/12/2021

1 of 14

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21689	18 Thirty Entertainment	Program Acquisition	KVCR/KVCR	No Cost		
21795	25th Hour Communications Inc.	Consultants	Marketing/SBVC	\$19,680.00		
21662	4 Imprint	Production of Logo Items	Chancellor/SBCCD	\$935.47		
21718	Advance Refrigeration & Ice Systems Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$25,000.00		
21802	Agile Sports Technologies dba HUDL	Software/Online Services	Athletics/SBVC	\$1,600.00		
21669	Amazon Web Service Inc.	Software/Online Services	ATPC/SBCCD	\$8,000.00		
21797	American Public Television (APT)	Broadcasting Rights	KVCR/KVCR	\$11,404.00		
21773	Anady's Trophies & Engraving	Production of Logo Items	Print Shop/SBCCD	\$1,500.00		
21649	Arrow Power Sweeping Inc.	Services	Maintenance/SBVC	\$75,000.00		
21734	Arrowhead Group dba Basic Backflow	On Demand Repairs Agreement	Maintenance/SBVC	\$35,000.00		
21690	ARS Enterprises, Inc.	Maintenance Agreement	SINS/CHC	\$3,575.00		
21805	Assessment Technologies Institute - Allied Heath	Software/Online Services	Nursing/SBVC	No Cost		
21804	Assessment Technologies Institute - Allied Heath	Software/Online Services	Nursing/SBVC	\$39,252.50		

## Routine Contracts and Agreements

Board Agenda 08/12/2021

2 of 14

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21828	Association of Classroom Teacher Testers (ACTT)	Software/Online Services	Counseling/SBVC	\$800.00		
21665	Association of Classroom Teacher Testers (ACTT)	Software/Online Services	Counseling/SBVC	\$538.31		
21716	Baker Electric Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$40,000.00		
21727	Barr Door, Inc.	Maintenance Agreement	Maintenance/SBVC	\$10,000.00		
21732	Barr Door, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$25,000.00		
21735	Bergelectric Corp.	On Demand Repairs Agreement	Maintenance/SBVC	\$15,000.00		
21787	Best Golf Carts, Inc.	On Demand Repairs Agreement	Business Services/SBCCD	\$10,000.00		
21775	Beyond Labz LLC	Software/Online Services	Instruction/CHC	\$8,700.00		
21667	BeyondTrust Corporation	Software/Online Services	TESS/SBCCD	\$13,205.40		
21821	Bibliotheca, LLC	Maintenance Agreement	Library/CHC	\$2,998.00		
21750	Bio-Tox Laboratories, Inc.	On Demand Services	District Police/SBCCD	\$700.00		
21721	Blackwelder, Clyde	Consultants	Facilities Planning/SBCCD	\$7,000.00		
21705	Boyd & Associates	Maintenance Agreement	ATPC/SBCCD	\$1,000.00		



## Routine Contracts and Agreements

Board Agenda 08/12/2021

3 of 14

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21728	Brickley Construction Company Inc. dba Brickley Environmental	On Demand Services	Maintenance/SBVC	\$45,000.00		
21751	California Department of Social Services	Income - Grant	Child Care Center/SBVC		\$1,234,094.00	
21704	Cantrell, Kathleen	Braille Transcribing	ATPC/SBCCD	\$60,000.00		
21674	Castillo, Salvador	Professional Services	KVCR/KVCR	\$96,000.00		
21776	CCC Chancellor's Office	Software/Online Services	Instruction/CHC	\$4,945.00		
21748	CEPA Operations, Inc.	On Demand Repairs Agreement	Maintenance/CHC	\$1,430.00		
21815	Child Care Resource Center	Income - Grant	Child Development/SBVC		\$9,078.60	
21752	Clarus Corporation	Advertising	Marketing/CHC	\$1,000.00		
21680	Commercial Door Metal Systems	Repairs	Facilities Planning/SBCCD	\$10,293.46		
21681	Commercial Electric Systems Inc.	Repairs	Facilities Planning/SBCCD	\$4,240.00		
21800	Community College League of CA	Software/Online Services	Library/SBVC	\$84,000.00		
21753	Computer Protection Technologies, Inc. (CPT)	Maintenance Agreement	TESS/SBCCD	\$5,650.00		
21691	ComputerLand of Silicon Valley	Software/Online Services	TESS/SBCCD	\$9,030.00		

## Routine Contracts and Agreements

Board Agenda 08/12/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21818	ComputerLand of Silicon Valley	Software/Online Services	Technology Services/CHC	\$17,737.50		
21657	ConvergeOne, Inc.	Maintenance Agreement	TESS/SBCCD	\$10,684.80		
21754	Couts Heating & Cooling, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$20,000.00		
21682	Couts Heating & Cooling, Inc.	Repairs	Facilities Planning/SBCCD	\$2,380.78		
21733	Dan Lyman Construction, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$35,000.00		
21714	Dewey Pest Control	On Demand Services	Maintenance/SBVC	\$80,000.00		
21693	Diamond Chevrolet of San Bernardino DBA Dalia Car Co. Inc.	Repairs	Maintenance/SBVC	\$10,000.00		
21706	Diamond Chevrolet of San Bernardino DBA Dalia Car Co. Inc.	Repairs	District Police/SBCCD	\$2,500.00		
21749	Doing Good Works	Production of Logo Items	Athletics/SBVC	\$130.00		
21731	Dude Solutions Inc. dba SchoolDude.com	Software/Online Services	Maintenance/SBVC	\$45,000.00		
21755	Dude Solutions Inc. dba SchoolDude.com	Software/Online Services	TESS/SBCCD	\$10,401.72		
21801	EBSCO Industries Inc.	Software/Online Services	Library/SBVC	\$18,000.00		
21778	Economic Modeling , LLC DBA EMSI	Software/Online Services	TESS/SBCCD	\$27,000.00		

## Routine Contracts and Agreements

Board Agenda 08/12/2021

5 of 14

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21830	Ellucian Company, LP	Consultants	TESS/SBCCD	\$39,150.00		
21779	Ellucian Company, LP	Software/Online Services	TESS/SBCCD	\$6,848.44		
21673	Ellucian Company, LP	Software/Online Services	TESS/SBCCD	\$53,836.23		
21717	EMCOR Service Mesa Energy	Repairs	Maintenance/SBVC	\$8,541.00		
21726	Environmental Management Technologies	On Demand Services	Administrative Services/SBVC	\$55,000.00		
21746	Environmental Management Technologies	On Demand Services	Maintenance/CHC	\$5,000.00		
21756	Envision education LLC	Independent Contractor	career Education/CHC	\$37,500.00		
21782	Facebook, Inc.	Advertising	Marketing/SBCCD	\$1,000.00		
21668	Facilities Protection Systems	Maintenance Agreement	TESS/SBCCD	\$1,422.00		
21757	Fairview Ford	On Demand Repairs Agreement	District Police/SBCCD	\$6,000.00		
21758	FastSigns	On Demand Repairs Agreement	Maintenance/SBVC	\$25,000.00		
21826	Formstack, LLC	Software/Online Services	Nursing/SBVC	\$12,564.00		
21759	Foundation of California Community Colleges	Income - Grant	First Year/SBVC		\$22,500.00	

## Routine Contracts and Agreements

Board Agenda 08/12/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21694	Foundation of California Community Colleges	Participation Agreement	Student Life/SBVC	\$9,250.00		
21686	Foundation of California Community Colleges	Software/Online Services	TESS/SBCCD	\$92,607.20		
21780	Foundation of California Community Colleges	Software/Online Services	TESS/SBCCD	\$2,500.00		
21745	Fuel Pros, Inc.	On Demand Repairs Agreement	Maintenance/CHC	\$1,030.00		
21807	Fulgent Therapeutics LLC	Services	Athletics/SBVC	No Cost		
21703	Garcia, Juan dba AJC Building Maintenance	Services	ATPC/SBCCD	\$6,000.00		
21744	Gerber, Guy dba Redlands Door & Window Company	Repairs	Maintenance/CHC	\$620.00		
21760	Golf Cars of Riverside Inc.	On Demand Repairs Agreement	Business Services/SBCCD	\$60,000.00		
21707	Golf Cars of Riverside Inc.	Repairs	District Police/SBCCD	\$5,000.00		
21683	Grand Stands Inc.	Repairs	Facilities Planning/SBCCD	\$6,151.31		
21725	Greenwood Enterprises, LLC	General	Administrative Services/SBVC	\$50,000.00		
21789	Hanson, Grace	Speaker	Mathematics/CHC	\$500.00		
21664	Hispanavision LLC	Broadcast Affiliation Agreement	FNX/KVCR	No Cost		

## Routine Contracts and Agreements

Board Agenda 08/12/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21671	Hit Labs Inc.	Software/Online Services	TESS/SBCCD	\$23,629.50		
21747	Hoss, Brian dba Hoss Pond Service	On Demand Repairs Agreement	Maintenance/CHC	\$750.00		
21713	Hour Glass & Mirror, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$25,000.00		
21784	HyattWard Advertising, Inc.	On Demand Services	Marketing/CHC	\$45,000.00		
21761	Hyland LLC	Software/Online Services	TESS/SBCCD	\$78,363.70		
21737	Industrial Technical Services	On Demand Repairs Agreement	Maintenance/SBVC	\$15,000.00		
21762	Instructure, Inc.	Independent Contractor	TESS/SBCCD	\$1,500.00		
21695	Instructure, Inc.	Software/Online Services	TESS/SBCCD	\$49,250.00		
21672	International WELL Building Institute	Participation Agreement	Facilities Planning/SBCCD	No Cost		
21774	J.E. Halliday Sales, Inc.	Maintenance Agreement	Print Shop/SBCCD	\$4,725.00		
21822	JAD Auto Detailing	On Demand Services	District Police/SBCCD	\$2,100.00		
21823	JOJO's Grill-A-Dog	Catering	Student Equity/SBVC	\$7,542.50		
21719	La Verne Power Equipment, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$10,000.00		

## Routine Contracts and Agreements

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21696	Lancer Sales USA Inc.	Maintenance Agreement	SINS/CHC	\$2,100.00		
21677	LAUNCH Apprenticeship Network	Participation Agreement	Technical Training/SBVC	No Cost		
21708	Law Enforcement Medical	Services	District Police/SBCCD	\$400.00		
21827	Lefta Systems	Software/Online Services	District Police/SBCCD	\$2,472.00		
21670	Liebert Cassidy Whitmore	Speaker	Human Resources/SBCCD	\$3,745.00		
21796	Linden, Jonathan	Independent Contractor	KVCR/KVCR	\$14,000.00		
21777	Los Angeles Grinding Company Inc.	Maintenance Agreement	Print Shop/SBCCD	\$4,725.00		
21666	Lsoft Technologies Inc.	Software/Online Services	TESS/SBCCD	\$122.94		
21763	Magnum Range Inc.	Services	District Police/SBCCD	\$350.00		
21679	Mass Interat Inc.	Services	Marketing/CHC	\$2,000.00		
21824	Mike's Custom Flooring	Repairs	Student Life/SBVC	\$6,285.37		
21764	National Educational Telecommunications Association (NETA)	Broadcasting Rights	KVCR/KVCR	\$3,000.00		
21829	Navarro, Rufino	Services	Resource Development/CHC	\$2,000.00		

## Routine Contracts and Agreements

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21715	New Seed Landscape Service, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$40,000.00		
20581	NV5 West Inc.	Consultants	Facilities Planning/SBCCD	\$20,901.68		
21659	Original Mowbray's Tree Service Inc., The	Income - Facilities Use	EDCT/SBCCD		No Charge	
21738	Pacific Industrial Electric Company Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$15,000.00		
21687	Palomar CCD	Software/Online Services	TESS/SBCCD	\$6,912.00		
21661	Palomar CCD	Software/Online Services	TESS/SBCCD	\$2,560.00		
21678	PAPE Group, Inc. dba Pape Material Handling Inc.	PO as Contract	TESS/SBCCD	\$7,500.00		
21814	PBS - Public Broadcasting Service	Income - Grant	KVCR/KVCR	No Cost		
21697	Phoenix Group - Information Systems	Services	District Police/SBCCD	\$6,000.00		
21729	Pinnacle Disposal & Environmental Services, Inc.	Rental	Maintenance/SBVC	\$25,000.00		
21786	Polaris Lighting Associates, Inc.	Repairs	Maintenance/SBVC	\$1,295.00		
21785	Prime Promos LLC	Production of Logo Items	Student Equity/SBVC	\$149.23		
21698	Prime Promos LLC	Production of Logo Items	Student Equity/SBVC	\$1,158.96		

## Routine Contracts and Agreements

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21792	Print & Finishing Solutions	Maintenance Agreement	Print Shop/SBCCD	\$5,530.00		
21820	Print & Finishing Solutions	Maintenance Agreement	Print Shop/CHC	\$2,232.00		
21825	Print & Finishing Solutions	Maintenance Agreement	Print Shop/CHC	\$3,120.00		
21765	Prowess Consulting, LLC dba SmartDeploy	Software/Online Services	Campus Tech/SBVC	\$10,976.00		
21788	Qless Inc.	On Demand Services	Admissions & Records/SBVC	\$1,500.00		
21709	Qless Inc.	Software/Online Services	Financial Aid/SBVC	\$14,430.00		
21730	R Dependable Construction Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$50,000.00		
21766	RagnaSoft Inc. DBA Planit Schedule	Software/Online Services	District Police/SBCCD	\$1,350.00		
21739	Ram Plumbing Heating & Air	On Demand Repairs Agreement	Maintenance/SBVC	\$65,000.00		
21767	Rayne Water Conditioning - San Bernardino	Rental	Biology/SBVC	\$1,506.00		
21712	RDO Construction Equipment Co. dba RDO Equipment Co.	On Demand Repairs Agreement	Maintenance/SBVC	\$20,000.00		
21740	Redlands Plumbing, Heating and Air Conditioning Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$50,000.00		
21743	Redlands Plumbing, Heating and Air Conditioning Inc.	On Demand Repairs Agreement	Maintenance/CHC	\$4,000.00		



## Routine Contracts and Agreements

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21768	Redlands, City of	Film Insurance	KVCR/KVCR	No Cost		
21675	RISE Interpreting, Inc.	Services	SINS/CHC	\$21,813.00		
21790	Sam's Quality Cleaners dba Best Cleaners	Services	Nursing/SBVC	\$272.77		
21831	San Bernardino City USD	On Demand Services	Print Shop/CHC	\$1,000.00		
21769	San Bernardino City USD	Participation Agreement	Academic Success/SBVC	No Cost		
21658	San Bernardino County Superintendent of Schools	Services	Health Center/SBVC	No Cost		
21699	Sidepath Inc.	Software/Online Services	TESS/SBCCD	\$32,813.74		
21627	SofterWare	Software/Online Services	Foundation/SBVC	\$1,763.52		
21791	South Coast Water Co dba Hannah Industries Inc.	On Demand Services	Chemistry/SBVC	\$1,230.00		
21798	Spectrum Business	Services	KVCR/KVCR	\$64,224.00		
18739	Spectrum Business	Services	KVCR-TV/KVCR	\$64,224.00		
21684	Stanley Convergent Security Solutions Inc.	Repairs	Facilities Planning/SBCCD	\$3,687.99		
21724	Stanley Convergent Security Solutions Inc.	Software/Online Services	Maintenance/SBVC	\$5,000.00		

## Routine Contracts and Agreements

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21700	Summerland Bags, LLC	Production of Logo Items	Student Equity/SBVC	\$17,226.69		
21701	Summerland Bags, LLC	Production of Logo Items	Student Equity/SBVC	\$22,810.67		
20475	Sytech Solutions	Services	Financial Aid/CHC	\$13,808.44		\$5,103.44
21799	TeamViewer GMBH	Software/Online Services	FM/KVCR	\$2,388.00		
21736	Technical Safety Services, Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$15,000.00		
21742	Three Peaks Corp.	On Demand Repairs Agreement	Maintenance/CHC	\$2,500.00		
21819	Three Peaks Corp.	On Demand Repairs Agreement	Maintenance/CHC	\$2,500.00		
21817	Three Peaks Corp.	Repairs	Maintenance/CHC	\$3,086.00		
21770	TMDCommunications	Consultants	Marketing/CHC	\$12,000.00		
21685	Totalplan Business Interiors Inc.	Installation Services	Facilities Planning/SBCCD	\$7,226.69		
21781	TouchBistro USA, Inc.	Software/Online Services	Culinary Arts/SBVC	\$703.80		
21783	TouchBistro USA, Inc.	Software/Online Services	Culinary Arts/SBVC	\$3,112.20		
21803	TouchBistro USA, Inc.	Software/Online Services	Culinary Arts/SBVC	\$1,238.40		

## Routine Contracts and Agreements

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21794	Trophy Store, The	Production of Awards	President/CHC	\$121.00		
21722	United Rentals North America Inc.	General	Maintenance/SBVC	\$10,000.00		
21720	United Rentals North America Inc.	Rental	Administrative Services/SBVC	\$10,000.00		
21711	Valley Tire Company	On Demand Repairs Agreement	Maintenance/SBVC	\$10,000.00		
21771	Valley Tire Company	On Demand Repairs Agreement	District Police/SBCCD	\$3,000.00		
21741	Vortex Industries	On Demand Repairs Agreement	Maintenance/CHC	\$2,000.00		
21676	Waltery Insurance Brokers	Services	KVCR/KVCR	\$5,900.00		
21772	Waxie Sanitary Supply	Maintenance Agreement	Custodial/SBVC	\$20,000.00		
21663	Weed Abatement Services	Repairs	Maintenance/CHC	\$4,285.00		
21688	Western Audio Visual	Installation Services	TESS/SBCCD	\$4,078.08		
21723	Western Scientific FastServ Inc.	Maintenance Agreement	Administrative Services/SBVC	\$15,000.00		
21806	Wilbur's Power Equipment	On Demand Repairs Agreement	Maintenance/CHC	\$2,000.00		
21702	ZOOM Video Communications	Software/Online Services	TESS/SBCCD	\$1,325.22		

Routine Contracts and Agreements

Board Agenda 08/12/2021

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amended
21710	Zumba Fitness	Licensing	SINS/CHC	\$419.40		

Total Number of Contract is 170

\$2,489,772.61 \$1,265,672.60

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: August 12, 2021

SUBJECT: Construction Contracts, Change Orders and Amendments Subject to UCCAP (\$60,000-\$200,000)

RECOMMENDATION

This item is being submitted for information only. No action is necessary.

OVERVIEW

This Board item pertains to construction contracts subject to SBCCD's Uniform Construction Cost Accounting Procedures program, as well as any change orders or amendments which have a total value between \$60,000 and \$200,000.

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

SBCCD has opted into the California Uniform Construction Cost Accounting Program (UCCAP) and maintains a pre-qualified list of contractors according to trade category for public works projects valued between \$60,000 and \$200,000. Informal bids for projects included in this Board item were solicited from those qualified contractors.

All change orders and amendments are approved following a specific process of review by the construction manager, architect, program/project managers, and District staff. Nonessential changes are rejected and never receive approval. Any changes determined to be essential to the health of the project and of major benefit to the District are approved and implemented.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

The cost of these projects is included in the Bond Construction budget.



## Construction Contracts, Change Orders, and Amendments Subject to UCCAP (\$60,000 - \$200,000)

Presented for Information on August 12, 2021

### Contract Awards

Contractor & Project	Amount	Funding
Borden Excavating, Inc. of Calimesa, CA CC02-3623-02 – Crafton Hills College Gym Demolition Building 17 Water Main – Phase 3 Water Line Installation/Reconnection	\$77,555.00	445 Bond Construction Funds

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Diana Z. Rodriguez, Chancellor  
REVIEWED BY: Jose F. Torres, Executive Vice Chancellor  
PREPARED BY: Lawrence P. Strong, Director of Fiscal Services  
DATE: August 12, 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 fiscal year 2020-21 ending cash balance is estimated at \$32,487,967.

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 July 19, 2021, rounded to the nearest \$1,000)

	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	27,691	26,244	27,983	29,801	27,396	26,122	48,871	46,107	38,934	40,259	36,314	26,157		
Receipts														
Federal		45	747		13		361	-67	198	134	-3	1,137		2,566
State	7,576	8,551	13,638	6,242	6,945	12,058	18,398	2,180	12,275	5,156	5,676	16,730		115,425
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	-1,780	2,414	233	6,159		41,124
Temporary Borrowings														
Interfund Transfer & Sale of Assets	894	894	894	894	894	894	896	-2,619	4,404	897	3,949	1,329		14,222
Accounts Receivable/Accruals	168	4	79	1,398	12	3,725	1,048	9,421	3,947	5,251	196	562		25,811
Total Receipts	9,709	10,506	19,324	10,918	11,435	34,030	24,365	5,145	14,194	9,002	5,201	21,066		174,895
Disbursements														
Academic Salaries	3	2,279	4,355	4,585	4,713	4,693	4,638	4,008	4,408	4,579	4,561	6,462		49,285
Classified Salaries	2,644	2,708	2,652	2,883	2,826	2,965	2,758	2,643	2,773	2,830	2,783	3,182		33,648
Benefits	1,185	1,956	2,303	2,342	2,358	-3,685	2,357	2,254	2,323	2,346	2,269	3,083		21,091
Supplies & Materials	83	78	90	114	81	-94	68	63	112	298	206	194		1,292
Other Operating Exp	2,005	1,382	2,333	1,180	1,661	-2,082	1,163	1,004	541	1,488	853	3,098		14,625
Capital Outlay	262	175	198	126	175	-268	521	184	511	434	611	2,167		5,096
Other Outgo	944	133	1,616	1,622	904	1,089	731	1,214	928	908	4,216	1,080		15,385
Longterm Post-Employment Benefits	-7	-10	-10	-10	-10	-10	45	-1	7		-1	-2		-10
Accounts Payable/Accruals	4,038	68	3,969	482	1	8,673	14,849	948	1,267	62	-139	-4,528		29,688
Total Disbursements	11,156	8,767	17,506	13,323	12,709	11,282	27,130	12,318	12,870	12,946	15,358	14,735		170,099
Increase / (Decrease) in Cash Balance	-1,447	1,739	1,818	-2,405	-1,274	22,749	-2,764	-7,172	1,324	-3,944	-10,157	6,331		
Estimated Ending Cash Balance	26,244	27,983	29,801	27,396	26,122	48,871	46,107	38,934	40,259	36,314	26,157	32,488		

\*Deferrals are reductions in cash payments owed to the District due to an unbalanced State budget. These delayed payments are to be made up in FY2021-22. Deferral amounts and timing are based on current State guidance.



**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, Human Resources & Police Services  
**DATE:** August 12, 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**

The cost associated with an MOU is included in the appropriate budgets, where applicable.

**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**

**July 12, 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 Alternate Work Schedule ("AWS") and Remote Work Schedule ("RWS") for the period of Thursday, December 31, 2020 through Friday, December 31, 2021.

1. The AWS and RWS will be offered due to the unforeseen effects of the California State of emergency (e.g., dependent care, undue hardships). Unit members may initiate a meeting with their immediate supervisor to discuss the option of working an AWS and/or RWS. The adjustment to an AWS and/or RWS will be mutually agreed by the unit member and immediate supervisor. In the case the immediate supervisor and unit members are unable to mutually agree resulting in a denial to an AWS and/or RWS the request shall be brought to the District and Association to discuss the reason for the denied AWS and/or RWS change. All efforts will be made to approve an AWS and/or RWS. If there is an AWS and/or RWS conflict, changes will be done based on permanent hire date among those in the same classification and department who normally perform the work involved.
2. Unit members may participate in the AWS and/or RWS. The AWS and/or RWS workweek will be Monday through Friday unless otherwise agreed by the Parties in an MOU. Unit members will continue to work a forty (40) hour workweek and may utilize the following AWS and/or RWS examples, but not an all-inclusive list;
  - a. Unit member will work a ten-hour, four-day workweek (4/10)
  - b. Unit member will work a nine-hour, eighty hour per 2-workweek (9/80)
  - c. Adjustments to beginning and ending times of the workday
  - d. Split shift (onsite only)
  - e. Hybrid shift (e.g., one (1) day remote and remaining days onsite)
  - f. Partial shift remote and partial shift onsite (e.g., four (4) hours remote and four (4) hours onsite)
  - g. Remote workweek
3. Graveyard shifts will be excluded from any proposals.
4. Holidays will be offered and compensated in accordance with Article 12. Holiday work will be offered by seniority per classification.
5. Unit members shall be notified of their AWS and/or RWS start and end times via electronic notification.
6. The District will provide the Association with the AWS and/or RWS including names, location, and shift times worked at the beginning of the AWS and/or RWS.
7. AWS are excluded from receiving a shift differential in accordance with Article 7.2
8. This MOU will be reevaluated and subject to negotiations at any time.

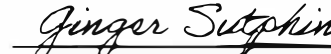
This agreement is subject to all approvals required by the CSEA 610 policy and the District.

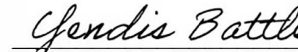
For the District

  
\_\_\_\_\_  
Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources &  
Police Services

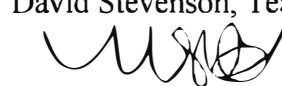
For CSEA

  
\_\_\_\_\_  
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**

**July 20, 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".

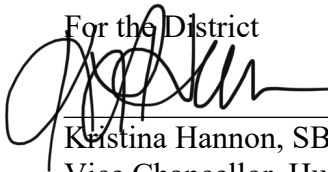
**Bilingual Stipend Article 7.3**

In accordance with Article 7.3.2., the Parties mutually agree upon the locations and the forty eight (48) eligible unit members to receive the bilingual stipend. In the event that a vacancy occurs on the ***Bilingual Stipend List***, the Parties mutually agree to offer the bilingual stipend to the next eligible unit member in the eligibility pool. Therefore, the Parties mutually agree that effective July 12, 2021, Maria Gonzalez shall be added to the ***Bilingual Stipend List*** and shall be compensated at the rate of \$50.00 per month for providing bilingual services and skills.

Attached is the list of the unit members that are approved to receive the Bilingual / Bi-literate stipend in accordance with Article 7.3.2.1.

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

For the District

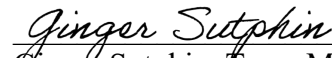


Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources &  
Police Services

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

#	Bilingual Stipend List				
	Name	Department	Site	Bilingual	Year
1	Beck, Rosa Maria	Social Science/CDC	SBVC	x	2010
2	Bojorquez, Ana	DSP&S	SBVC	x	2010
3	Davila, Maria	Bookstore	CHC	x	2010
4	Delgado, Rocio	Financial Aid	SBVC	x	2010
5	Elizalde, Noemi	Fiscal Services	DIST	x	2010
6	Ramirez, Fermin	Financial Aid	SBVC	x	2010
7	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	x	2010
8	Rodriguez, Natividad	EOPS/CARE	CHC	x	2010
9	Romo, Maria Silvia	Admissions/Records	SBVC	x	2010
10	Salas, Nancy	Social Science/CDC	SBVC	x	2010
11	Lehman, Veronica	Financial Aid	CHC	x	2011
12	Frausto, Jeanette	Financial Aid	SBVC	x	2016
13	Molina, Liliana	Business Office	SBVC	x	2016
14	Garcia, Gabriela	Financial Aid	SBVC	x	2016
15	Peraza, Zayne	Library	CHC	x	2016
16	Alvarez, Jose Luis	Grounds	SBVC	x	2017
17	Campos, Norma	Student Services	SBVC	x	2017
18	Vargas, Geno	Maintenance Operations	SBVC	x	2017
19	Fonseca, Katherine	EOPS/Student Services	SBVC	x	2018
20	Jaco, Herberth	Students Services	CHC	x	2018
21	Martinez, Anabel	CBO	SBVC	x	2018
22	Moncada, Rosita	Tess	DIST	x	2018
23	Moreno, Juana	CDC	SBVC	x	2018
24	Perez-Ponce, Blanca	CDC	SBVC	x	2018
25	Rojas, George	CDC	SBVC	x	2018
26	Serna, Marina	Student Services	SBVC	x	2018
27	Williams, Sophia	CDC	SBVC	x	2018
28	Portillo, Maritza	Student Activities	SBVC	x	2019
29	Rosales, Manuel	Technology Services	SBVC	x	2019
30	Treacy-Abarca, Blanca	CDC	SBVC	x	2018
31	Morales, Martha	CDC	SBVC	x	2020
32	Dominguez, Andres	Culinary Arts	SBVC	x	2020
33	Alatorre, Yesica	KVCR	DIST	x	2020
34	Chavez, Rosemary	EOPS/CARE	SBVC	x	2020
35	Sanchez, Carmen	Print Shop	CHC	x	2020
36	Arteaga, Lorenza	Food Services	SBVC	x	2020
37	Gomez, Tanya	Food Services	SBVC	x	2020
38	Diaz, Jacqueline	Applied Tech	SBVC	x	2020
39	Campero, Lilieth	EDCT	DIST	x	2020
40	Navarrete, Belinda	Admissions & Records	CHC	x	2020
41	Hayton, Claudia	Financial Aid	CHC	x	2020
42	Gil, Aida	STAR Program	SBVC	x	2021
43	Davis, Ariel	Research	SBVC	x	2021
44	Vasquez, Nancy	CDC	SBVC	x	2021

45	Aguilar, Lupita	Office of Instruction	SBVC	x	2021
46	Ramirez Jazmin, Lucia	CDC	SBVC	x	2021
47	Acosta, Priscilla	CDC	SBVC	x	2021
48	Gonzalez, Maria C	Transfer/Career Services	SBVC	x	2010

#	Bi-literate Stipend List				
	Name	Department	Site	Bi-Literate	Year
1	Beck, Rosa Maria	Social Science/CDC	SBVC	x	2016
2	Bojorquez, Ana	DSP&S	SBVC	x	2016
3	Delgado, Rocio	Financial Aid	SBVC	x	2016
4	Elizalde, Noemi	Fiscal Services	DIST	x	2016
5	Frausto, Jeanette	Financial Aid	SBVC	x	2016
6	Green, Nancy A	Payroll	DIST	x	2016
7	Lehman, Veronica	Financial Aid	CHC	x	2016
8	Lopez, Elizabeth	Instruction	CHC	x	2016
9	Molina, Liliana	Business Office	SBVC	x	2016
10	Garcia, Gabriela	Financial Aid	SBVC	x	2016
11	Peraza, Zayne	Library	CHC	x	2016
12	Ramirez, Fermin	Financial Aid	SBVC	x	2016
13	Rivera-Reza, Rosemary	CalWorks/Career Center	SBVC	x	2016
14	Rodriguez, Natividad	EOPS/CARE	CHC	x	2016
15	Salas, Nancy	Social Science/CDC	SBVC	x	2016
16	Campos, Norma	Student Services	SBVC	x	2017
17	Davila, Maria	Bookstore	CHC	x	2017
18	Gonzalez, Maria C	Transfer/Career Services	SBVC	x	2017
19	Huerta, Cindy	Student Services	SBVC	x	2017
20	Parada, Osman	Computing Services	DIST	x	2017
21	Rojas, Cesar M	Maintenance Operations	SBVC	x	2017
22	Vivar, Jorge	Maintenance Operations	SBVC	x	2017
23	Fonseca, Katherine	EOPS/Student Services	SBVC	x	2018
24	Jaco, Herberth	Senior Students Services Technician	CHC	x	2018
25	Martinez, Anabel	CBO	SBVC	x	2018
26	Moreno, Juana	CDC	SBVC	x	2018
27	Perez-Ponce, Blanca	CDC	SBVC	x	2018
28	Rojas, George	CDC	SBVC	x	2018
29	Romo, Maria Silvia	Admissions/Records	SBVC	x	2018
31	Serna, Marina	Student Services	SBVC	x	2018
32	Portillo, Maritza	Student Activities	SBVC	x	2019
33	Alvarez, Jose	Grounds	SBVC	x	2020
34	Dominguez, Andres	Culinary Arts	SBVC	x	2020
35	Alatorre, Yesica	KVCR	DIST	x	2020
36	Sanchez, Carmen	Print Shop	CHC	x	2020
37	Arteaga, Lorenza	Food Services	SBVC	x	2020

38	Gomez, Tanya	Food Services	SBVC	x	2020
39	Diaz, Jacqueline	Applied Tech	SBVC	x	2020
40	Campero, Lilieth	EDCT	DIST	x	2020
41	Navarrete, Belinda	Admissions & Records	CHC	x	2020
42	Hayton, Claudia	Financial Aid	CHC	x	2020
43	Morales, Martha Celia	CDC	SBVC	x	2021
44	Vasquez, Nancy	CDC	SBVC	x	2021
45	Rosales, Manuel	Campus Technology Services	SBVC	x	2021

#	ASL Stipend List				
	Name	Department	Site		Year
1	Sullivan, Laurie	DSP&S	SBVC	x	2016

## **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, Human Resources & Police Services

**DATE:** August 12, 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 August 12, 2021

[v.7.27.2021.p.1|4]

### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Nair, Brittany</b> CHC Career Education and Human Development	Program Assistant	07/01/21	12/31/21	\$45.00
<b>Perez, Christina</b> CHC Institutional Advancement	Content Specialist	07/11/21	12/31/21	\$25.00
<b>Cook, Bruce</b> CHC Kinesiology/Athletics	Program Assistant	07/01/21	12/31/21	\$30.00
<b>Saldana, Eric</b> CHC Kinesiology/Athletics	Program Assistant	08/01/21	12/31/21	\$30.00
<b>Beltz, Naomi</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/12/21	12/31/21	\$20.00/ \$25.00/ \$30.00
<b>Duran, Jonathan</b> CHC Respiratory Care Department	Respiratory Care Clinical	07/01/21	12/31/21	\$40.00
<b>Buffam, Naomi</b> CHC Tutoring Center	Tutor I	07/12/21	12/31/21	\$14.00
<b>Lev-Da-Silva, Alexander</b> CHC Tutoring Center	Tutor III	07/12/21	12/31/21	\$17.50
<b>Smit, Suzanna</b> CHC Tutoring Center	Tutor II	07/01/21	12/31/21	\$15.50
<b>Duncan, William J.</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	08/01/21	12/31/21	\$60.00
<b>Lawton, Phillip</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	08/01/21	12/31/21	\$60.00
<b>Vazquez-Carino, Reyes</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	08/01/21	12/31/21	\$60.00
<b>Shabeb, Younis</b> DIST KVCR	Content Specialist	07/01/21	12/31/21	\$22.00
<b>Willis, Jamaal</b> DIST KVCR	Content Specialist	07/01/21	08/31/21	\$17.00
<b>Clara, Marlene Z</b> SBVC FTVM, Arts & Humanities	FTVM Intern I	09/01/21	12/31/21	\$14.00
<b>Garcez, Dominick</b> SBVC FTVM, Arts & Humanities	FTVM Intern I	07/01/21	07/30/21	\$14.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on August 12, 2021

[v.7.27.2021.p.2|4]

## Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Garcez, Dominick</b> SBVC FTVM, Arts & Humanities	FTVM Intern I	09/01/21	12/31/21	\$14.00
<b>Burton, Leah A</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Facilitator/Evaluator	07/01/21	12/31/21	\$35.00/ \$50.00
<b>Doll, Jennifer M</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Facilitator/Evaluator	07/01/21	12/31/21	\$35.00/ \$50.00
<b>Canseco Vielma, David H</b> SBVC SI-MESA	Tutor II	08/01/21	12/31/21	\$15.50
<b>Bonafede, Kaela</b> SBVC Student Health Services	Post Masters Counseling Associate II	07/01/21	12/31/21	\$30.00
<b>Chitry, Vanessa</b> SBVC Student Health Services	Post Masters Counseling Associate I	07/01/21	12/31/21	\$25.00
<b>Elias Juarez, Marco</b> SBVC Student Health Services	Post Masters Counseling Associate III	07/01/21	12/31/21	\$35.00
<b>Loera, Andrew</b> SBVC Student Health Services	Post Masters Counseling Associate III	07/01/21	12/31/21	\$35.00
<b>Todd, Denise E</b> SBVC Student Health Services	Post Masters Counseling Associate II	07/01/21	12/31/21	\$30.00

## Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Durkee, Nicole</b> CHC Aquatics	Lifeguard	07/06/21	12/31/21	\$14.00
<b>Frye, Thomas</b> CHC Aquatics	Lifeguard	08/01/21	12/31/21	\$14.00
<b>Gamboa, Ruby</b> CHC Aquatics	Lifeguard	07/01/21	12/31/21	\$14.00
<b>Hamilton, Brendon</b> CHC Aquatics	Lifeguard	07/01/21	12/31/21	\$14.00
<b>Herron, Jordan</b> CHC Aquatics	Lifeguard	07/01/21	12/31/21	\$14.00
<b>Holguin, Dominique</b> CHC Aquatics	Lifeguard	07/01/21	12/31/21	\$14.00
<b>Sheble, Addison</b> CHC Aquatics	Lifeguard	07/26/21	12/31/21	\$14.00



## Professional Expert, Short-Term & Substitute Employees Presented for Information on August 12, 2021

[v.7.27.2021.p.3|4]

### Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Michelson, Leonard</b> CHC Aquatics	Project Assistant II	08/01/21	12/31/21	\$15.50
<b>Riggs, Eve</b> CHC Aquatics	Project Assistant II	08/01/21	12/31/21	\$15.50
<b>Salinas, Jakob</b> CHC Aquatics	Project Assistant II	08/01/21	12/31/21	\$15.50
<b>Salinas, Jareth</b> CHC Aquatics	Project Assistant II	08/01/21	12/31/21	\$15.50
<b>Zerbel, Alexandria</b> SBVC Academic Success & Learning Services	Project Assistant I	07/01/21	12/17/21	\$14.50
<b>Farkas, Naomi</b> SBVC Office of Student Life	Project Assistant I	07/01/21	12/31/21	\$14.00
<b>Gonzalez, Gladys</b> SBVC Office of Student Life	Project Assistant I	07/01/21	12/31/21	\$14.00

### Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Tesfay, Yohanna</b> DIST EDCT <i>Ext: On call</i>	Workforce Grant Assistant	06/26/21	06/30/21	\$16.79
<b>Tesfay, Yohanna</b> DIST EDCT <i>Ext: On call</i>	Workforce Grant Assistant	07/01/21	08/25/21	\$16.79
<b>Blackmon, Richard</b> SBVC Chemistry <i>Ext: Sick/Vacation Coverage</i>	Lab Technician, Chemistry	07/01/21	08/29/21	\$25.53
<b>Gilbert, Darlene</b> SBVC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Assistant	07/01/21	08/29/21	\$16.37
<b>Gilbert, Darlene</b> SBVC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Teacher	07/01/21	08/29/21	\$23.56
<b>Martinez, Olga</b> SBVC Child Development Center <i>New: Vacancy</i>	Child Development Assistant	07/01/21	08/29/21	\$16.37



# Professional Expert, Short-Term & Substitute Employees

## Presented for Information on August 12, 2021

[v.7.27.2021.p.4|4]

### Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Mora, Jennifer</b> SBVC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Assistant	07/01/21	08/29/21	\$16.37
<b>Mora, Jennifer</b> SBVC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Teacher	07/01/21	08/29/21	\$23.56
<b>Paz, Karina</b> SBVC Child Development Center <i>New: Vacancy</i>	Food Service Worker	07/01/21	08/29/21	\$15.59
<b>Ramirez, Irene</b> SBVC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Assistant	07/01/21	08/29/21	\$16.37
<b>Ramirez, Irene</b> SBVC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Teacher	07/01/21	08/29/21	\$23.56
<b>Sandoval-Ochoa, Maria</b> SBVC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Assistant	07/01/21	08/29/21	\$16.37
<b>Shehata, Neveen</b> SBVC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Assistant	07/01/21	08/29/21	\$16.37
<b>Soto, Jacqueline</b> SBVC Child Development Center <i>Ext: Sick/Vacation Coverage</i>	Child Development Assistant	07/01/21	08/29/21	\$16.37
<b>Bateman, Jeffrey D.</b> SBVC Maintenance & Operations <i>New: LOA Coverage</i>	Maintenance Technician	07/06/21	09/03/21	\$24.92
<b>Hall, Suzan</b> SBVC Student Services <i>Ext: Leave coverage</i>	Administrative Assistant I	07/01/21	08/31/21	\$27.50
<b>Hall, Suzan</b> SBVC Student Services <i>Ext: Leave coverage</i>	Administrative Assistant I	09/01/21	10/31/21	\$27.50
<b>Hall, Suzan</b> SBVC Student Services <i>Ext: Leave coverage</i>	Administrative Assistant I	11/01/21	12/31/21	\$27.50

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Steven J. Sutorus, Business Manager

**DATE:** August 12, 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 6/15/2021 – 7/18/2021 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  
August 12, 2021

PO#	Supplier Name	Amount
2103309	PEREZ, DIANE	\$ 118.12
2103310	MORA, ANGELICA	\$ 118.12
2103311	GOURGEES, RETA	\$ 118.12
2103312	MARQUEZ, GUADALUPE	\$ 826.84
2103313	PIONEER ATHLETICS	\$ 1,103.52
2103320	SALAS O'BRIEN	\$ 18,000.00
2103324	AUDIO VISUAL INNOVATIONS, INC	\$ 6,158.94
2103327	ULINE	\$ 22,292.70
2103328	AIRGAS USA LLC	\$ 3,000.00
2103329	RODRIGUEZ, SAMUEL	\$ 263.00
2200006	CDW LLC	\$ 621.18
2200008	DAILY JOURNAL CORPORATION	\$ 3,000.00
2200009	CAPPO	\$ 650.00
2200013	BEND SHAPE MASK LLC	\$ 5,614.50
2200014	ALPHA GAMMA SIGMA INC	\$ 550.00
2200142	FULLER ENGINEERING INC	\$ 7,500.00
2200147	RANCHO JANITORIAL SUPPLIES/CENTRAL SANITARY SUPPLY	\$ 5,000.00
2200148	GRAINGER INC	\$ 5,000.00
2200149	CHEM-PAK	\$ 7,000.00
2200164	ENCORE LIGHTING INC	\$ 1,500.00
2200165	MCKESSON MEDICAL-SURGICAL GOVERNMENT SOLUTIONS INC	\$ 10,000.00
2200166	AMERICAN THERMOFORM CORPORATION	\$ 21,450.00
2200172	INLAND PRESORT & MAILING SRVS	\$ 2,000.00
2200173	SOUTHWEST PLASTIC BINDING COMPANY	\$ 500.00
2200186	ULINE	\$ 4,000.00
2200195	AUTO ZONE	\$ 1,000.00
2200196	TRANSCRIBING MARINERS	\$ 5,000.00
2200197	PITNEY BOWES	\$ 2,000.00
2200198	FEDERAL EXPRESS	\$ 1,200.00
2200212	WAXIE SANITARY SUPPLY	\$ 135,000.00
2200213	UNITED PARCEL SERVICE	\$ 2,500.00
2200214	US POSTAL SERVICE	\$ 1,000.00
2200218	GRAINGER INC	\$ 1,000.00
2200224	BURRTEC WASTE GROUP INC	\$ 65,000.00
2200226	VERIZON FEDERAL INC	\$ 7,500.00
2200227	AT&T	\$ 24,000.00
2200228	AT&T	\$ 10.00
2200229	SOUTHERN CALIFORNIA GAS CO	\$ 100,000.00
2200231	SOUTHERN CALIFORNIA EDISON CO	\$ 1,570,000.00
2200232	COLTON, CITY OF	\$ 36,000.00
2200233	SAN BERNARDINO, CITY OF	\$ 204,000.00
2200234	SAN BERNARDINO, CITY OF	\$ 1,000.00
2200235	SAN BERNARDINO, CITY OF	\$ 300.00
2200244	SQUIRES LUMBER COMPANY INC.	\$ 4,000.00
2200245	JOHNSTONE SUPPLY	\$ 5,000.00

Purchase Order Report  
August 12, 2021

PO#	Supplier Name	Amount
2200246	INTERSTATE BATTERY SYSTEM OF SOUTHERN CALIFORNIA INC	\$ 1,500.00
2200247	INLAND LIGHTING SUPPLIES	\$ 25,000.00
2200248	IML SECURITY SUPPLY	\$ 3,000.00
2200249	ACOUSTICAL MATERIAL SERVICES	\$ 2,000.00
2200250	ALLIED REFRIGERATION INC	\$ 5,000.00
2200251	AIRGAS USA LLC	\$ 800.00
2200252	AAA ELECTRIC MOTOR SALES & SERVICE	\$ 2,000.00
2200258	GRAINGER INC	\$ 11,000.00
2200263	SUNSHINE GROWERS NURSERY INC	\$ 3,000.00
2200264	EWING IRRIGATION PRODUCTS	\$ 8,000.00
2200269	STATE WATER RESOURCES CONTROL BOARD	\$ 1,600.00
2200270	SAN BERNARDINO, COUNTY OF	\$ 200.00
2200271	SAN BERNARDINO, COUNTY OF	\$ 4,000.00
2200272	CALIFORNIA, STATE OF	\$ 7,000.00
2200273	DTSC ACCOUNTING SECTION	\$ 800.00
2200274	VERIZON WIRELESS	\$ 5,000.00
2200275	FRONTIER COMMUNICATIONS	\$ 130,000.00
2200276	PACWEST AIR FILTER LLC	\$ 20,000.00
2200278	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	\$ 25,593.00
2200279	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES, THE	\$ 5,572.08
2200280	SAN BERNARDINO CCD	\$ 227.50
2200282	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	\$ 10,000.00
2200283	ANIXTER INC	\$ 8,000.00
2200284	INLAND EMPIRE WINDUSTRIAL CO	\$ 5,000.00
2200285	HUNTINGTON HARDWARE CO INC	\$ 3,000.00
2200286	FERGUSON ENTERPRISES INC	\$ 15,000.00
2200287	SHIL PARK PAINT	\$ 6,000.00
2200288	STAPLES BUSINESS ADVANTAGE	\$ 342.17
2200289	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGE	\$ 19,678.50
2200296	DAILY JOURNAL CORPORATION	\$ 500.00
2200299	INSTITUTE FOR DEMOCRATIC EDUCATION & CULTURE DBA SPEAK OUT	\$ 49.00
2200302	STATER BROS MARKETS	\$ 2,000.00
2200303	US FOODS INC	\$ 100,000.00
2200304	STATER BROS MARKETS	\$ 5,000.00
2200309	HERRERA'S ICE CREAM DISTRIBUTION INC	\$ 10,000.00
2200311	STATER BROS MARKETS	\$ 6,000.00
2200312	STATER BROS MARKETS	\$ 10,000.00
2200313	KAPLAN SCHOOL SUPPLY CORP	\$ 18,000.00
2200315	B&H PHOTO VIDEO	\$ 269.16
2200317	ANDRADE, JORGE	\$ 375.00
2200322	VERIZON WIRELESS	\$ 1,100.24
2200330	CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION	\$ 5,075.00
2200332	VERIZON WIRELESS	\$ 1,500.00
2200333	CM SCHOOL SUPPLY CO	\$ 18,000.00
2200334	CM SCHOOL SUPPLY CO	\$ 20,000.00

Purchase Order Report  
August 12, 2021

<b>PO#</b>	<b>Supplier Name</b>	<b>Amount</b>
2200335	LAKESHORE LEARNING MATERIALS	\$ 18,000.00
2200336	DISCOUNT SCHOOL SUPPLY	\$ 18,000.00
2200342	SOUTHERN 30-EEDEC	\$ 200.00
2200345	SAN BERNARDINO, COUNTY OF	\$ 20,000.00
2200348	CDW LLC	\$ 843.25
2200354	COUNCIL FOR ADVANCEMENT AND SUPPORT OF EDUCATION	\$ 935.00
2200355	SAN BERNARDINO CCD	\$ 200,000.00
2200363	CAMPUS SAFETY HEALTH & ENVIRONMENTAL MANAGEMENT ASSOCIATION	\$ 275.00
2200364	FEDERAL EXPRESS	\$ 200.00
2200366	FOLLETT HIGHER EDUCATION GROUP INC	\$ 100,000.00
2200370	LIMOGES, KEVIN	\$ 500.00
2200375	DENNIS, PAUL	\$ 400.00
2200376	GONZALES, AMELIA	\$ 300.00
2200377	JOHNSON, WALLACE	\$ 100.00
2200380	STAPLES BUSINESS ADVANTAGE	\$ 127.72
2200381	STAPLES BUSINESS ADVANTAGE	\$ 233.27



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
 FROM: Diana Z. Rodriguez, Chancellor  
 REVIEWED BY: Jose F. Torres, Executive Vice Chancellor  
 PREPARED BY: Lawrence P. Strong, Director of Fiscal Services  
 DATE: August 12, 2021  
 SUBJECT: Quarterly Investment & Deposit Report

RECOMMENDATION

This item is for information only and no action is required.

OVERVIEW

This report is submitted to the Board of Trustees pursuant to Government Code section 53646(b)(1) which states in part: "The treasurer or chief fiscal officer shall render a quarterly report to the chief executive officer, and/or the internal auditor and/or the legislative body of the local agency."

ANALYSIS

The report does not include funds deposited with the County of San Bernardino. Funds deposited with the County are subject to the County of San Bernardino Treasurer's Statement of Investment Policy and are available for review in the San Bernardino Community College District Fiscal Services office.

This report also does not include the General Fund, which is submitted to the Board of Trustees on a monthly basis in the information item, General Fund Cash Flow Analysis.

All other funds are managed in accordance with the District Investment Policy. Sufficient funds and projected incomes are available to meet the cash flow and expenditure needs of the District for the next six months.

INSTITUTIONAL VALUES

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.



# Quarterly Investment & Deposit Report

Quarter Ending June 30, 2021

[v.7.20.2021.p.1][1]

Account	Amount	Interest	Type	Institution
<b>General Fund</b>				
Clearing Account	\$ 3,755,147.35		Checking	Citizens Business Bank, San Bernardino CA
Revolving Cash/Flex Fund	\$ 909,712.31		Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 4,664,859.66</u>			
<b>Bond Fund</b>				
	\$ 30,485,438.85		Investment	Bank of New York Mellon, Los Angeles CA
<b>PERS/STRS Investment</b>	\$ 99,288,977.44		Investment	Public Agency Retirement Services, Newport Beach, CA
<b>OPEB Investment Trust</b>	\$ 11,141,710.72		Investment	Benefit Trust Company
	<u>\$ 140,916,127.01</u>			
<b>Enterprise Funds</b>				
Commercial Property Lockbox	\$ 6,726,694.44		Lockbox	Citizens Business Bank, San Bernardino CA
Cafeteria	\$ 384,623.11		Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 7,111,317.55</u>			
<b>Internal Service Funds</b>				
Workers Comp	\$ 120,000.00	0.10%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 50,000.00		Checking	Bank of America, Concord CA
	<u>\$ 170,000.00</u>			
<b>Trust Funds</b>				
Financial Aid	\$ 87,072.79	0.02%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 1,975,724.03	0.02%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 2,242.08		Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 98,717.44		Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	\$ 18,601.78		Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep Fee & Clubs/Trusts	\$ 1,133,211.08		Checking	Citizens Business Bank, San Bernardino CA
	<u>\$ 3,315,569.20</u>			
<b>Grand Total</b>	<u>\$ 156,177,873.42</u>			

**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, Human Resources & Police Services  
**DATE:** August 12, 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 August 12, 2021

[v.7.21.2021.p.1|1]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
<b>Johnson, Elizabeth</b> Food Service Worker	SBVC Cafeteria	2	07/31/21
<b>Oshman, Melissa</b> Director Technology Servies	CHC Technology Services	2	07/31/21

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

**FROM:** Diana Z. Rodriguez, Chancellor

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor

**PREPARED BY:** Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

**DATE:** August 12, 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 report is attached.

Total Measure CC Construction Contracts	Total Measure CC Change Order Amount	Program-Wide Change Order %
\$10,900,620.17	\$34,107.02	0.31%

### **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 Contract
<b>BOND CHANGE ORDER OVERVIEW</b>	\$10,900,620.17	\$34,107.02	\$10,934,727.19	0.31%



**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	<b>\$762,200.60</b>	-1.85%
CC02-2000 : Crafton Hills College	\$9,938,274.00	\$43,635.40	<b>\$9,981,909.40</b>	0.44%
CC03-3000 : San Bernardino Community College District Wide	\$185,805.17	\$4,812.02	<b>\$190,617.19</b>	2.59%
<b>TOTAL FOR CHANGE ORDERS</b>	<b>\$10,900,620.17</b>	<b>\$34,107.02</b>	<b>\$10,934,727.19</b>	<b>0.31%</b>



**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 : Softball Field	\$0	\$0	\$0	-
CC01-3606 : Instructional & Student Services Building (DB)	\$0	\$0	\$0	-
CC01-3607 : Administration & Campus Center (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%
CC01-3613 : Land Acquisition and Development SBVC	\$0	\$0	\$0	-
<b>CC01-1000 : San Bernardino Valley College Total</b>	<b>\$776,541.00</b>	<b>-\$14,340.40</b>	<b>\$762,200.60</b>	<b>-1.85%</b>

**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	Change Order #02	\$483,000.00	\$0	-	08-Feb-21	13-May-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	Change Order #01	\$483,000.00	-\$14,340.40	-2.97%	28-Oct-20	14-Jan-21
<b>CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date</b>				<b>-\$14,340.40</b>			





**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 : Performing Arts Center Demolition	\$0	\$0	\$0	-
CC02-3621 : Crafton Hall Renovation (DBB)	\$0	\$0	\$0	-
CC02-3623 : Gym Demolition (DBB)	\$1,176,980.00	\$39,268.40	\$1,216,248.40	3.34%
CC02-3624 : Student Support Building Renovation (DBB)	\$0	\$0	\$0	-
CC02-3625 : East Valley Public Safety Training Center (DB)	\$6,781,795.00	\$0	\$6,781,795.00	-
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$1,979,499.00	\$4,367.00	\$1,983,866.00	0.22%
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 : Performing Arts Center Replacement (DBB)	\$0	\$0	\$0	-
<b>CC02-2000 : Crafton Hills College Total</b>	<b>\$9,938,274.00</b>	<b>\$43,635.40</b>	<b>\$9,981,909.40</b>	<b>0.44%</b>

**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.	Change Order #02	\$1,074,000.00	\$34,757.37	3.24%	09-Jun-21	12-Aug-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Change Order #01	\$834,900.00	\$4,367.00	0.52%	01-Apr-21	13-May-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Change Order #01	\$1,074,000.00	\$4,511.03	0.42%	22-Feb-21	08-Apr-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Change Order #01	\$435,592.00	\$0	-	16-Feb-21	08-Apr-21
<b>CC02-2000 : Crafton Hills College - Executed Change Orders To Date</b>				<b>\$43,635.40</b>			



**SBCCD**  
**CONSTRUCTION CHANGE ORDER SUMMARY**  
**CC03-3000 : San Bernardino Community College District Wide**

**CC03-3000 : San Bernardino Community College District Wide**

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	-
<b>CC03-3000 : San Bernardino Community College District Wide Total</b>	<b>\$185,805.17</b>	<b>\$4,812.02</b>	<b>\$190,617.19</b>	<b>2.59%</b>

**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 PMO TI - Change Order #002 - No Cost Time Extension	\$185,805.17	\$0	-	17-Mar-21	13-May-21
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban District PMO TI - Change Order #001	\$185,805.17	\$4,812.02	2.59%	19-Nov-20	14-Jan-21
<b>CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date</b>				<b>\$4,812.02</b>			

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees  
**FROM:** Diana Z. Rodriguez, Chancellor  
**REVIEWED BY:** Diana Z. Rodriguez, Chancellor  
**PREPARED BY:** Dr. Scott Thayer, Interim President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Vice Chancellor, Human Resources & Police Services  
**DATE:** August 12, 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 August 12, 2021

[v.7.21.2021.p.1|1]

	Location Assignment	Department	From	To
<b>Arghandiwal, Haris</b>	SBVC	Men's Basketball	8/13/2021	12/31/21
<b>Benitez, Eric</b>	SBVC	Volleyball	8/13/2021	12/31/21
<b>Perryman, Judy</b>	SBVC	Athletic Training	8/13/2021	12/31/21
<b>Rodriguez, Luis</b>	SBVC	Art	8/13/2021	06/30/22
<b>Rosiles, Adrienne</b>	SBVC	Communication Studies	8/16/2021	12/17/21
<b>Santana, Alex</b>	SBVC	Art	8/13/2021	06/30/22
<b>Son, Phirun</b>	SBVC	Men's Cross Country	8/13/2021	12/31/21
<b>Uiagalelei, Robert</b>	SBVC	Football	8/13/2021	12/31/21
<b>Vega, Hana</b>	SBVC	Communication Studies	8/16/2021	12/17/21
<b>Vogel, Osvaldo</b>	SBVC	Volleyball	8/13/2021	12/31/21
<b>Fontes, Leo</b>	KVCR	Assisting studio as needed	7/1/2021	12/30/21



## Crafton Hills College to Add Cross Country Teams

The rolling hills around Crafton Hills College will soon transform into the field of play for new cross-country teams that will compete in the California Community College District Athletic Association.

Josh Estrada, 29, is the new head coach for the sport that will express the spirit of the school mascot: Ryker the Roadrunner.

“This is a brand-new team,” he said. “We are recruiting both women and men and we are starting from ground zero.” He has a year to recruit and train a team with competition starting in August 2022. Cross Country will be the third competitive sport for Crafton Hills College, along with swimming and water polo.

Estrada, who lives in Redlands, said he is already starting to get calls from high school coaches who want to recommend athletes. “We expect to see an influx of runners who will choose Crafton Hills because it is close to their homes,” he said. “This is another opportunity for students to have an outlet to be active and to have a place to belong.”

Estrada ran two years of cross country at Redlands East Valley High School after friends convinced him it would be fun. “I ended up falling in love with it,” he said. One good thing about the sport is that athletes can set individual records in addition to team records. So even runners

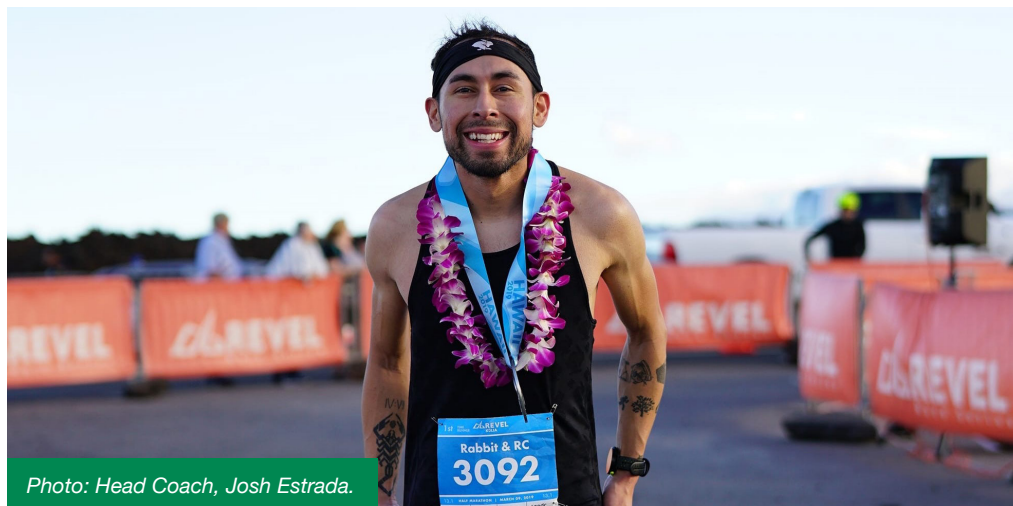


Photo: Head Coach, Josh Estrada.

in new programs can stand out quickly in the regional and state rankings.

He earned his bachelor's degrees in kinesiology and psychology together after deciding that he liked to know what motivates people to compete and succeed in sports.

He has 12 years of coaching in local running clubs, so he knows some of the athletes already. Most recently he was the cross-country coach at Hillcrest High School in Riverside, building a program from scratch.

“It’s a huge passion and I’ve seen a lot of success in coaching and in my methodology of coaching,” he said. “I like to see the students develop into something more than they themselves were able to perceive. I like to see them understand their own potential and how far they can go, not only in sports but in scholastics or in another personal

goal.”

Estrada described coaching as a career that fell into his lap rather than one he had to chase. He thought Hillcrest just wanted to consult with him about building a cross country team. When he arrived, administration said, “You’re the most qualified to coach the team, so how about it?” He did well there, and he found coaching was a good fit for him, so he stuck with it.

He also works with physical conditioning of students working at Crafton’s Fire Academy program. So, he was nearby and well known when Crafton needed a new coach.

Prospective athletes who are interested in joining the team can reach out to their current coach, or they can reach out directly to Crafton Hills College at [CHC\\_info@craftonhills.edu](mailto:CHC_info@craftonhills.edu).

## LifeStream Returning to Campus!

Since 1997, Crafton Hills College has hosted 121 blood drives and collected 4,544 pints of blood. Potentially saving the lives of over 12,000 people. Mark your calendars to help continue this legacy.

Donate from 10 AM – 4 PM on:

August 17      September 21  
August 18      September 22

Giving the gift of life through blood donation is easy!

- 1 Sign up for an appointment at [lstream.org/Yucaipa/](http://lstream.org/Yucaipa/)
- 2 Arrive at the bloodmobile in the campus quad where you will sign in, complete a brief questionnaire about your health history, and a licensed LifeStream

staff member will check your blood pressure, pulse, temperature, and iron levels.

- 3 Your blood is drawn by a skilled medical professional using new, sterile, and disposable material.

That’s it! You will have made a lifesaving difference in the lives of patients in need.



## *President's Circle*

*2021 - 2022*

The Crafton Hills College Foundation's prestigious President's Circle reaches 94 members.

In celebration of the Crafton Hills College 50th Anniversary in September 2022, the Foundation has set a goal of reaching at least 100 President's Circle members.

Contributions made by this generous group of leadership donors annually provides support to meet the most immediate challenges facing CHC and advances the Foundation's mission of "enhancing educational excellence."

Membership in the President's Circle is open to donors who contribute \$1,000 or more to the fund within the fiscal year. To join, visit [craftonhills.edu/presidentscircle](http://craftonhills.edu/presidentscircle)

19six Architects

Anthony Abate

AECOM

Bill & Paula Ahlborn

Mike & Carla Alder

Denise Allen

American Medical Response

Jim & Linda Andersen

Eric & Carrie Audet

Don & Carol Averill

David & Ellen Avila

Larry & Monique Aycock

Brandi Bailes & Michael Casadonte

Paul & Joann Barich

Ward Beattie

Ray & Margie Casey

CBRE/Heery, Inc.

Champion Electric

Louis & Rejoice Chavira

Ryan & Heather Chittenden

Chuck & Karla Christie

Sara Clopine

Stephen & Kirsten Colvey

Larry & Linda Cook

Cheryl A. Cox

Kathy Crow

Darren Diess

DLR Group

Donna Ferracone

Damian Garcia

Louis & Patricia Gomez

Cynthia Hamlett

Thomas M Hancock

Walker & Kristina Hannon

Bill & Gloria Harrison

HMC Architects

Kevin & Erica Horan

Larry & Stephanie Houston

Sam Irwin

Alex Jaco & Michelle Cazares

Shirley Juan

Kitchell Corp

Dick & Theresa Larsen

Steve McGill & Chris Marin

Steve & Rebecca Marlatt

Danielle McCoy

Brandon & Julie McKee

Meridyth McLaren

Marty Milligan

Wayne & Doris Milloy

Rick & Amy Minjares

Gary Moline

Van Muse

John Muskavitch

William & Linda Nassar

Phong Nguyen

Nancy Norton

Melissa Oshman & Roman McInerney

P2S Engineering, Inc.

Dasa & Ericka Paddock

Doug & Rosaura Parsons

Ivan & Michelle Peña

Diane Pfahler

Kevin Pokrywa

David Raley

Redlands-Yucaipa Medical Group

Harvey Ricketts & Betty Jo Wood

Sam & Michelle Riggs

Diana Rodriguez & Jeff Barraza

Elaine Rosen

SafeworkCM

Rene & Shana Sampay

Sempra Energy

Robert & Susan Sharp

Erik Simmons

Mathew & Karen Smerber

Barbara L. Smith

Michael & Casandra Smith

Mark & Bonnie Snowwhite

Giovanni Sosa

Rodney & Delmy Spencer

Chris & Cyndie St. Jean

Michael & Amy Strong

John & Karen Tincher

Anne Viricel

Robert Visconti

Danny & Amanda Ward

Michael & Deborah Wasbotten

Richard & Kathryn Weiss

Sherri Wilson

Dan & Celia Word

Keith & Sheri Wurtz

Souts Xayaphanthong & Guillermo Garcia

June C. Yamamoto





Photo: CHC Alumna, Alexandra Jabr.

## CHC's Alexandra Jabr is Molding the Next Generation of First Responders

Crafton Hills College alumna Alexandra Jabr wants to help first responders build more compassion and empathy while working in the field.

She recently published an article in *EMS World Magazine* exploring the subject and talking about how real-life experiences shaped her career.

"My greatest lessons in this area did not come from graduate school," she writes in the publication's March 2021 edition. "We will never overcome being uncomfortable with death notification skill as long as we ignore a need for it."

Jabr explained that she felt the need to explore the subject further while reading a Pediatric Advance Life Support (PALS) instruction manual. One topic stood

out the most: A chapter titled, Coping with Death (Optional). "Why don't we ever teach this subject," she asked an instructor. He replied, "The class did not have time to cover it."

This response did not satisfy Jabr. She credits her friend for advice in such circumstances: "See a need, fill a need." "At the time I wrote the article," she said, "I didn't think anyone felt the same way as I did, until I put it out there. I felt like, here's something we don't talk about because we don't get taught this. I recognized that there's a flaw in this system."

To help, Jabr created a series of classes on the subject through Emergency Resilience, an online platform she founded to help people in the medical field navigate tough subjects - like addressing death. Her course work is available for a small fee and intends to "shift our culture into becoming more proactive and resilient to the challenges and adversities our vocation inevitability experiences," Jabr said.

"Empathy," Jabr explained, "is one of those things that can't always be taught, but that does not mean we can't try. I wanted to create an introduction to awareness of the subject and prepare first responders to better handle 'real life.'"

"I wanted to create an introduction to awareness of the subject and prepare first responders to better handle 'real life.'"

While Jabr is dedicated to a career in the EMS field and education, her path to get where she is today was not easy. She began attending Crafton Hills College in 2004 but wouldn't graduate until 2014.

At the time she began attending CHC, Jabr said she was too indecisive to focus on one career and she did not think she needed a degree to become an EMT or a firefighter.

"My mom died at 18. My dad was overseas. And my sister was the only person to go to," Jabr said. "I was running around feral trying to figure it all out because I did not have a solid idea of what I wanted to do. I just panicked."

In 2012, Jabr decided to pursue a higher education "aggressively" and soon found herself succeeding beyond her expectations. In addition to the quality EMS programs at Crafton, Jabr also credits the College's faculty and sense of community for her success.

"It felt natural coming back because it's home," she said.

In addition to her small business, Jabr teaches at Victor Valley College, where she enjoys molding the next generation of first responders. She also works alongside fellow Crafton alumni, which she calls an extension of her Crafton experience.

She knows that while there were many bumps in the road, her success is due to grit and determination, which is something she hopes inspires others to keep going. She encourages students in this line of work to continue their education beyond the certificate program to finish their degrees. A back injury changed her career path from being a front line EMT to teaching EMTs, and she says that her education and teaching gave her a purpose to keep going.

"Those who can't do teach - that is a positive spin I put on the situation," Jabr said. "Had I not had a degree that allowed me to teach, I wouldn't be where I am today." Currently, Jabr is working to obtain her doctorate in grief counseling.

To learn more about Jabr's work or to purchase her course, visit [www.emergencyresilience.com](http://www.emergencyresilience.com)



Photo: David Avila, CHC Fire Academy Alumnus.

## CHC Alumnus David Avila Endows Scholarship to Support CHC Fire Cadets

The Crafton Hills College Foundation is able to offer financial assistance to students every year because of the generosity of our alumni and friends. This year, a newly endowed scholarship fund has been established by CHC alumnus David Avila to support CHC fire cadets in perpetuity.

Avila, a graduate of the CHC Fire Academy Class No. 3, in 1983, spent 32 years in the fire service in both Riverside and San Bernardino Counties before retiring as Cal Fire Battalion Chief for the Riverside County Fire Department in 2011.

Chief Avila attributes his professional success to his life experiences and his training in the CHC Fire Academy. Avila explained that he was never an A student and that he had to put in extra-long hours and study harder than most to earn his grades. The Fire Academy was no exception. "I was competing with cadets who were legacies, sons and grandsons,

of career firefighters; Firefighting was in their blood," continued Avila. His family members worked as farmers and small business owners. He also confessed that he had to deal with a little ethnic discrimination, too. However, these factors drove him to study and practice harder, not only to keep up but to prove

he was worthy of becoming a professional. It was that spark that fired up his life.

That drive kept David moving up in his career. Through continuing education at Crafton, he earned an associate degree in Fire Science, and through the California Department of Forestry and Cal Fire, Avila enjoyed a multi-faceted career that included wildland and municipal fire station assignments, land use planning, fire marshal services, training, law enforcement, emergency command

center operations, and city fire chief. After retirement Avila won a seat on the Yucaipa City Council, where he served as a council member and as mayor during the Covid pandemic crisis.

Avila dedicated this legacy scholarship in the name of his mother, Dolores Martinez-Avila, who believed in him and encouraged him throughout his academic and professional career.

Avila hopes that this scholarship will assist those "everyday cadets who found that spark to do something great, to succeed as a firefighter despite the obstacles placed before them." Specifically, Avila wants the scholarship to help a cadet who "has to practice longer, study harder, and gives 110%. A cadet who will benefit from this assistance so as to help keep their spark alive, and who hears the calling of being a firefighter, to do something greater than oneself with humility and respect."

Avila hopes that this scholarship will assist those "everyday cadets who found that spark to do something great, to succeed as a firefighter despite the obstacles placed before them."





Photo: CHC Counselor, Jimmy Grabow and family.

## CHC stands with the AAPI Community

CHC's second annual conversation on race focused on violence against Asian Americans and Pacific Islanders. Chloe de los Reyes, Assistant Professor of English, and Madeleine Boone, 2021-2022 Student Senate President, hosted the event.

Boone explained, "Today's discussion will attempt to unpack some of these harmful myths and narratives with the help of our panelists. Most importantly, we are here to make space and to talk about the challenges that the AAPI community is currently experiencing as well as learn ways to offer support and to take action. It is our hope that, by coming together and engaging dialogue, we can move towards understanding and acknowledging each other's perspectives and experiences."

According to event organizers, both hate crimes and incidents of violence or discrimination against Asian Americans and Pacific Islanders have steadily

increased since the beginning of the coronavirus outbreak, and the community is particularly shaken by the growing number of attacks against women and older Asian Americans across the country.

The event, intended to help raise awareness

**"It is our hope that, by coming together and engaging dialogue, we can move towards understanding and acknowledging each other's perspectives and experiences."**

of these harms and to stand in solidarity with the Asian American community and people around the world working toward an equitable society, provided an open forum for CHC students and employees to discuss matters of race and inclusion.

Held online, July 14th from 2pm-4pm, the hosts invited four panelists to answer questions about being a member of the AAPI, describe their experiences with their race suffering from general invisibility

in mainstream curricula and in mainstream U.S. narrative, and discuss how the model minority myth and perpetual foreigner narrative contribute to the current anti-Asian sentiments and violence.

Panelists included CHC counselor Jimmy Grabow, who is a Hapa Yonsai. Both sets of Grabow's grandparents were Japanese Americans born in Hawaii, and Hapa is a Hawaiian word used to refer to someone as mixed ancestry while Yonsai is a term used for fourth generation Japanese Americans. Like many other Yonsai, his mother's side of the family was interned in Manzanar and Topaz camps while some served in the 442nd Combat Regimental Team during World War II. Grabow became more interested in his culture and history when he attended CSU, Long Beach, joining the Japanese American Citizen League and conducting interviews of Japanese Americans who survived the internment camps.

Other panelists included recent CHC graduate Ashley Mascarenhas, who is a proud first-generation college student, representing her parents who are immigrants of Samoa and Pakistan. Another panelist was Naomi Sigg, Senior Associate Dean of Students at Case Western University in Cleveland, Ohio, an award-winning advocate for underrepresented and marginalized communities. Joining these was Michael Takeda, English Professor at Fresno City College, who drew from his personal experiences being a member of the AAPI community and teaching English in a public junior high school in Toyama, Japan.

The over 50 attendees were provided with information and resources to support AAPI students and colleagues.

# Economic Development & Corporate Training



Monthly Board of Trustee's Report | August 2021

## Prison to Employment Program Update

The Economic Development and Corporate Training Division (EDCT) of San Bernardino Community College District (SBCCD) is currently recruiting justice involved participants for their Prison to Employment Training Program (P2E). The program will provide training and job placement services for a total of 70 participants by March of 2022. The training program offers rapid short-term training in which participants receive Job Readiness Skills, a certification in OSHA 10 and Forklift. The safety training component includes ten hours of OSHA 10 and twenty-four hours of Forklift training on four types of forklift (Sit-down, Stand-up, Reach and Walkie Stacker).



The Job Readiness portion of the program consist of resume and cover letter creation, and a "Thank You" letter to follow up with interviews. Participants also learn skills in establishing job search goals, building a network to obtain employment, basic computer skills, effective communication, and interview strategies.



The next cohort of training is scheduled to begin on July 26, 2021 at the San Bernardino Community College District's Del Rosa location. Orientation will take place the week of July 19th.

As of today, EDCT has provided services and training to 31 participants and will serve at least 40

more with a goal of placing each participant in living-wage jobs.

For more information about the program contact Eddie Rubio at: [erubio@sbccd.edu](mailto:erubio@sbccd.edu)



# EDCT Offers Supervisory Skills Training Program

San Bernardino Community College District's Economic Development and Corporate Training (EDCT) is offering a comprehensive Supervisory Skills training program for existing and aspiring supervisors from multiple employers. By utilizing EDCT's Employment Training Panel (ETP) program, companies such as iHerb, Geodis, States Logistics, Analytic Jena and many more, are investing in the professional development of their leadership by upskilling their staff. The training is currently being delivered to over 8 different companies and 15 trainees.

The Supervisory Skills training program began on July 8, 2021 with Essentials of Leadership; the program will continue over the next month to include additional training topics such as managing priorities, making communication a priority, and coaching for peak performance.

EDCT and Professional Expert Trainer, Frank Ortiz, have carefully planned and coordinated the schedule and implementation of this very special program. This program is unique, as it is offered in increments of 2-hour virtual sessions, making it attainable for companies who are balancing the demand of their peak season with professional development for their staff.





Phone: (866) 420-4573

Email: [info@syned.org](mailto:info@syned.org)

FOR IMMEDIATE RELEASE

Contact: Chrissy Ybarra  
805.458.8878  
[cybarra@syned.org](mailto:cybarra@syned.org)

## 2021 Inland Empire Cybersecurity Training Reaches Over 90 Teacher / Coaches from Three Countries

THOUSAND OAKS, Calif. - [SynED](#), a national non-profit focused on education, today announced the successful conclusion of a cybersecurity community training in the Inland Empire, which was held from June 14 to June 18. The training, while still focused on the Inland Empire, was open to any cybersecurity coach across the United States, and beyond.

The event, held virtually, included over 90 participants registered primarily from the Inland Empire but also included coaches from India, Canada and England. Participants learned about cyber coaching, developing K12-College cyber pathways, engaging students in cybersecurity, building cyber clubs, and strategic employer engagement.

“Several years ago, the Inland Empire Desert Regional Consortia made a commitment to develop a regional cybersecurity support network across the Inland Empire. Building awareness is essential if we hope to reach this goal and cyber camps are a great way to do this and move us closer to building a multifaceted cybersecurity network,” stated Susanne Mata, Regional Director – Employer Engagement for the Information and Communication Technologies and Digital Media sector, San Bernardino Community College District.

Private industry guest speakers included:

- Juan Leon, Co-Founder of the National Foundation of Autism Research (NFAR), who spoke on the diversity of cybersecurity professionals and the importance of including differentiated-learning students in your program.
- Laura Chappell, Founder of Chappell University, spoke on Interspace communication and the interconnectedness of cybersecurity and the future of interspace.
- Rick McGlothlin with the Defense Threat Reduction Agency spoke on the code of ethics that is needed within each cyber program to provide a level of excellence amongst the cyber students.

“I think clubs and competitions really help for career readiness because of its real life skills,” said Beth Waller, a high school teacher in Lexington, South Carolina. “I can talk all day in class and do labs but there is nothing like



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Email: [info@syned.org](mailto:info@syned.org)

using the skills on the fly in a competition. Last year was my first year having a cyber patriots team and I saw a huge difference in the skill development of my students.”

Following the successful 2020 cyber coaches training, some attendees from that event returned this year as trainers themselves. One cyber coach, Sara Lee from Ladera Vista Junior High School in Fullerton, CA, used the resources and connections that she gained during the 2020 training to build a program that, within one year, had 150 students registered in her classes for the 2021-22 school year.

Beyond the special cybersecurity industry guest speakers, participants received shared resources and curriculum, participated in breakout collaborative sessions, and received a free full-year educational platform for learning success.

#### **[About SynED](#)**

SynED is a non-profit organization that acts as a catalyst to help you help others to improve their lives through education and knowledge and skill acquisition, giving them rich career opportunities. Our team will help you explore the many possibilities and potential solutions available to achieve your desired outcomes. SynED also maintains a community for CTE professionals at [Cyber-Guild.org](http://Cyber-Guild.org). SynED is the proud recipient of the 2021 Association for Career & Technical Education Business-Education Partnership [Award](#).

###

# EDCT'S Employment Training Panel Training Schedule





**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**  
Economic Development & Corporate Training  
**UPCOMING LIVE VIDEO CONFERENCE TRAINING**

**JULY & AUGUST 2021**

**UPDATED 7/15/2021**

FEE FOR TRAINING MAY BE COVERED BY ETP ENROLLMENT IN THE EDCT ETP PROGRAM.  
CONTACT OUR OFFICE FOR MORE INFORMATION OR TO SEE IF YOU QUALIFY.

Training Title	Topic Category	Instructor	Weekday	Dates	Time Block	Session hours	Total Hours
 <b>July 2021</b> 							
Motivating Employees	Business Skills	Frank Ortiz	Monday	July 19	8am - 5pm	8	8
Customer Service	Business Skills	Charles Radney	Tuesday	July 20	8am-5pm	8	8
Communicating with Difficult People	Business Skills	Universal Personnel Services	Wednesday	July 21	8am - 5pm	8	8
Supervisory Skills Series: Making Communication a Priority*	Business Skills	Frank Ortiz	Thursday	July 22	9am-11am	2	2
Presentation Skills: Successful Presentation, Preparation and Delivery	Business Skills	Glenn Hunter	Tuesday	July 27	8am - 5pm	8	8
Supervisory Skills Series: Coaching for Peak Performance*	Business Skills	Frank Ortiz	Thursday	July 29	9am-11am	2	2
Effective Goal Setting	Business Skills	Charles Radney	Thursday	July 29	8am-5pm	8	8
Teambuilding	Business Skills	Modern Clerisy	Friday	July 30	8am-5pm	8	8
 <b>August 2021</b> 							
Strengthening Strategic Alignment	Business Skills	Universal Personnel Services	Tuesday	August 3	8am-5pm	8	8
Frontline Leadership Skills	Business Skills	Frank Ortiz	Wednesday	August 4	8am-5pm	8	8
Problem Solving	Business Skills	Modern Clerisy	Thursday	August 5	8am-5pm	8	8
Lean Six Sigma White Belt	Continuous Improvement	Modern Clerisy	Friday	August 6	8am-5pm	8	8
From Buddy to Boss	Business Skills	Sophia Brooks	Fridays	August 6, 13	8am-12pm	4	8
Using MS Excel for Business	Computer Skills	Bill Napoli	Tuesdays	August 10, 17, 24	8am-5pm	8	24
Smart Delegation	Business Skills	Glenn Hunter	Wednesday	August 11	8am-5pm	8	8
Foundational Leadership *In Person Training	Business Skills	Developing Leaders	Wednesdays	August 11, 18, 25	8am - 5pm	8	24
Managing High Performance	Business Skills	Frank Ortiz	Thursday	August 12	8am - 5pm	8	8
Lean Six Sigma Yellow Belt	Continuous Improvement	Modern Clerisy	Fridays	August 13, 20, 27, Sept. 3, 10	8am-5pm	8	40
Employee Performance and Accountability	Business Skills	Universal Personnel Services	Monday	August 16	8am - 5pm	8	8
Reducing Workplace Negativity	Business Skills	Frank Ortiz	Friday	August 20	8am - 5pm	8	8

\* This is part of the Supervisory Skills Series program. More trainings to come!

**TO ENROLL, WITHDRAW, OR TO RECEIVE TRAINING OUTLINES AND TRAINER BIOS, PLEASE EMAIL:**

**[ENROLL4ETP@SBCCD.EDU](mailto:ENROLL4ETP@SBCCD.EDU) OR CALL US AT : (909) 387-1635**

**FOR ALL OTHER INQUIRIES OR TO SET UP A PRIVATE GROUP TRAINING, PLEASE CONTACT:**

**Briana Flores    Katie Myler    Wendy Lester**  
**909-381-2987    909-387-1686    909-382-4086**

SAVE THE DATE

# VIRTUAL DIGITAL MEDIA EDUCATORS CONFERENCE

OCTOBER<sup>28-29</sup> 2021

The conference theme will be  
"THE DIGITAL MEDIA STUDENT EXPERIENCE AND  
BEYOND"

High school and community college faculty will be invited to attend. In addition, students nominated by instructors will also be welcomed to participate.

Regional Director of Employer Engagement,  
Susanne Mata, will participate on the planning  
committee.



# KVCR & FNX

## BOARD OF TRUSTEES REPORT

August 12, 2021

### KVCR Production Crew Is Back in the Community Shooting Local Musical Productions

Redlands Bowl Performing Arts and KVCR are partnering this year to share some of the 2021 Redlands Bowl Music Festival performances with local public television viewers.

The Redlands Bowl is America's longest continuously running summer music festival where no admission is charged. Each season (except for last year) the Redlands Bowl hosts a performance every Tuesday and Friday evening during the summer. The Redlands Bowl Summer Music Festival brings thousands of local residents to the parklike setting where they can relax and enjoy top notch performances. Since its inception in 1924, the Bowl has been a special place in Redlands where families and friends gather to be entertained and inspired by guest performers.

This season, in close cooperation with the Redlands Bowl production team, the KVCR production crew spent long hours setting up equipment and recording select performances and then striking and lugging all the production gear back to the studio, all in the spirit of capturing special performances from this unique space to share with southern California viewers. Since many KVCR viewers are not able to attend the festival, we are thrilled that resources were made available to cover production and editing costs so that we can provide the best seat in the house for a select Bowl performances.



From the 2021 season KVCR was able to record three wonderful shows. These include Balsam Range, the 2018 International Bluegrass Music Association's (IBMA) Entertainer of the Year, and one of the genre's most award-winning acts. Balsam Range headlines major festivals from coast-to-coast. For our second production night, Caro Pierotto Brazil Beyond Samba presented a captivating vintage voice and a repertoire that includes samba, forró, reggae, soul and pop. Caro Pierotto defies labels as she expresses her love for Brazil musically. And on the third night, the KVCR team recorded the TAIKOPROJECT. This is a group of young, emerging taiko drummers. The group continues to define a modern American style of taiko, blending traditional forms with an innovative and fresh aesthetic.

This year KVCR was afforded the opportunity to engage and work with San Bernardino Valley College Media Art Academy students. They were on hand to load and lay out the cameras, and to work with KVCR staff for these on- location productions. While on the grounds of the Bowl, KVCR always attempts to catch an interview with lead performers. Later this summer KVCR will take the recorded footage, combine them with the interviews and edit three shows to be broadcast this fall. It's another way KVCR works to serve the community and bring the arts into homes in our region.





# KVCR

91.9



## ABOUT RADIO

### California Public Radio Day



Stations across the Golden State are banding together on August 26 to celebrate **California Public Radio Day**. Stations will be reminding listeners about the

importance of having strong public radio stations at the ready, providing reliable information for listeners looking for truth in journalism. We will ask KVCR listeners to think about what California and public radio mean to them and we'll provide the opportunity for donations.

### SBVC Faculty to Host New Radio Show

We have set a date for the debut of a new KVCR Radio show and podcast which plans to use SBVC students and faculty on the production team. The monthly hour-long show, to be hosted by SBVC's Music, Theatre & Dance Co-Chair, Margaret Worsley, is a collaborative effort with a focus on symphonic and instrumental music in the Inland Empire. Plans are to air the program on the fourth Saturday of every month at 7:00PM. The show, yet unnamed, will launch on September 25, 2021.

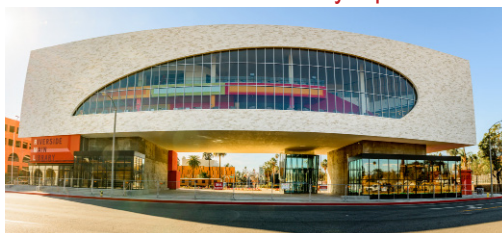
### New Voices on 91.9 KVCR

If you're a regular KVCR listener, you may have noticed some new voices on the air. Jessica Greenwell has been assisting with on-air duties, adding her voice in July during **Morning Edition** and providing some backup to allow other KVCR staff time off. And a 2019 news intern has returned to KVCR as a reporter. Jonathan Linden, who grew up in Riverside and studied journalism at Biola University, is now on the KVCR News Team.

## MIDDAY NEWS SEGMENTS HIGHLIGHTS

**California's New Operating Budget** - California's new \$262 billion operating budget includes rebates for most taxpayers and money for business impacted by the pandemic, as well as free breakfast and lunch for all public school students.

### Riverside's New Main Library Opens



Riverside's new state-of-the-art main library on Mission Inn Ave opened last weekend, featuring 60,000 materials, story time areas, laptop kiosks, beautiful views, and more.

**Soaring Gas Prices** - Gas prices in Riverside County soar at an average \$4.23, the highest since May of 2014.

**Hefty Fines for Illegal Campfires** - The Forest Service is stepping up its campaign against illegal campfires, warning of \$5,000 fines for an individual and \$10,000 for a group.

### First Electric Tugboat in San Diego - The

Port of San Diego has commissioned a shipbuilder to construct its first electric tugboat which can complete a job without expending a single drop of fuel.



**76 Million Dollars in Assistance Unclaimed** Roughly one-half of Cal Fresh households failed to claim California Earned Income Tax Credit in 2017.

## THIS MONTH ON KVCR-ARTS & LIFESTYLES

Valley College professor **Margaret Worsley** speaks with **Dana Zimbric** about the California Chamber Orchestra – the organization, and upcoming performances.



Host David Fleming speaks with actor, musician, and producer, **Shawn Michael Perry**.

David speaks with Riverside Guitarist **Peter Curtis** about his most recent release featuring the vocals of Ken Steele, called **STEELE IN LOVE**.



David speaks with **Nathan Goethals**, performing at The Summer Sunset Concert series at the Donna Franco Garden, Noble Creek Community Center.

*Lifestyles takes a fresh look at arts, culture and issues across our unique region.*  
with **Lillian Vasquez**

Flutist, journalist, and author **Eugenia Zukerman** writes about her Alzheimer's diagnosis in the memoir *Like Falling Through a Cloud*.

**Beverly Noerr**, Executive Director for the Redlands Bowl shares exciting news that live performances are back | Mural artist **Allison Brown** talks about the process and concept behind painting a mural in Yucaipa.

**David Brennan**, Founder and Executive Director of Vouch4Vets, a platform helping veterans and their families find employment.



**Twleve Camacho**, Co-Founder and Operations Manager of Foster Army Animal Resuce, talks about the non-profit's mission to save animals. | Comedian **Carole Montgomery** about all things comedy.

Mayor's Movie Moments is back with **Scott Matas**, Mayor of Desert Hot Springs.





# KVCR

## Local TV Production

### KVCR Produces Local Pledge Breaks to Offer Concert Tickets to our Viewers



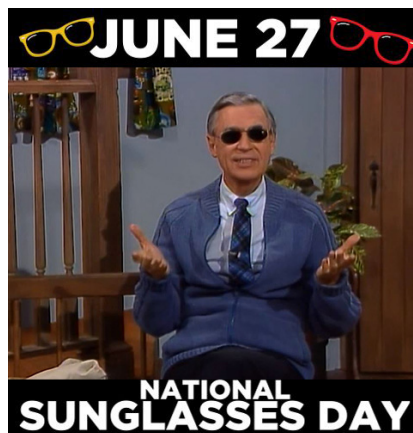
As KVCR prepares to begin our August pledge drive, the production team completed recording and editing local pledge breaks letting our viewers know about some upcoming concerts.

Since the beginning of the pandemic, KVCR has not been able to bring any events or concerts to our community. But now, as the world begins to open up again we are bringing two PBS favorites, Celtic Thunder (April 6, 2022) and Celtic Woman (May 7, 2022). Both concert will be held at the Fox Performing Arts Center in downtown Riverside for concerts in the Spring. We have backstage tickets for both performances and we have great seats to offer our viewers.

### Top Post Social Media KVCR Television

**DID YOU KNOW?** A 2016 survey found that about 83 percent of U.S. men wear sunglasses on a regular basis, compared to nearly 89 percent of U.S. women.

Make UV protection a family affair. UV damage is cumulative, occurring over a lifetime of exposure. Children are extra vulnerable, so get them in the habit of wearing sunglasses early! This will help to mitigate serious vision problems in the future. #NationalSunglassesDay



## TV Programs Airing in August

**Melissa Etheridge: This is M.E., Live in LA** – Join the American rock icon and her band as they perform on the final night of her 2014 national tour at the historic Orpheum in Los Angeles. The set includes songs from her *This is M.E.* album as well as many of her classic hits. **August 10 at 8:00pm**

**Andrea Bocelli: Believe** – Enjoy the songs of the internationally beloved tenor's 2020 album recorded on location in Malta. Selections performed include "Gratia Plena," a duet with Cecilia Bartoli, and new interpretations of "Ave Maria" and Leonard Cohen's "Hallelujah." **August 13 at 8:00pm**



**Sergio Mendes and Friends: A Celebration** – Join the Grammy Award-winning Brazilian musician for a celebration of his incredible life and career. A singular musical artist, he remains as vital and relevant today as when he exploded on the scene with his group, Brasil '66. **August 14 at 5:30pm**

**Monty Python's Best Bits** – Explore the cultural legacy and influence of the British comedy troupe. Celebrities reminisce about various Monty Python segments. **August 16 at 9:30pm**

**Unforgotten on Masterpiece** – Season 4 of the BBC drama continues on KVCR. Cassie and Sunny investigate a cold case with alarming links to the police force. Can the force ever really be trusted, and will Cassie and Sunny find themselves on the wrong side of the law? **Mondays at 8:00pm starting August 23**

**Disrupted: How Covid-19 Changed Education** – Students, families and educators are grappling with the long-term, profound impacts of the pandemic. This special showcases teen stories and conversation with each other and leading journalists about what they've been through, future challenges and opportunities. **August 26 at 7:00pm**

**The Adventures of T-Man** – A coming of age story focused on Terrence, a 26-year-old African American man with high-functioning autism living in Charlotte, North Carolina. Curious, earnest, but naive to a fault, he yearns to live an independent life, despite the many obstacles. However, independence may be more than he bargained for as he encounters numerous setbacks, straining his relationships and placing him in serious danger. **August 26 at 8:00pm**





# KVCR



## Reyes, Ramos and Rodriguez Come to the Rescue of KVCR

State Legislatures representing our region worked to help save KVCR. With the passage of AB 132, a state budget trailer bill dedicated to education funding, KVCR, for now, will continue as the only Inland Empire operated public media outlet. Majority Leader Eloise Reyes (D-San Bernardino), Assemblymember James Ramos (D-Highland), and Assemblymember Freddie Rodriguez (D-Chino) all worked to assist KVCR by submitting a request to Assembly Budget Committee requesting funding that would continue the operations of KVCR.



### New Website for KVCR-FM

KVCR-FM (kvcnews.org) is modernizing our online presence by upgrading to Grove, a new website system built and maintained by NPR. Grove came with no additional cost to KVCR as an NPR station. Grove adds features and support which should enhance our news service presence online.



The new platform will allow staff to highlight more important content and to package stories together. It should improve workflow and access control which should provide ways for staff members and even students to create content more efficiently.

Local businesses and other entities with messaging on 91.9 KVCR will have the opportunity to expand online as well. Customization is available so that our site stands out.

The launch date of the new website was July 22.

### Fund Raising Efforts in July \$4,027,601

**State Funding - \$4,015,000**

**CARS Donation Program - \$12,601**

An on-going fundraiser is the Car Donation Program.

**Pending Grant Proposal: \$ 900,000 (Federal)**

**Pending Production Client Proposals:**

Proposal for Studio Rental \$75,000

**Pending Underwriting:**

Pending Client: Realtor & Property Manager Full Value Properties Inc.

Full Circles Players Theatre Company



### Posted on our Social Media - Radio

NPR: Today on Inland Edition at 2pm, Lillian Vasquez speaks with Dr. Rick Axelrod, CEO and Medical Director for Lifestream Blood Bank. Lifestream is celebrating its 70th anniversary this month, but today, blood inventory is at its lowest since the beginning of the pandemic. Dr. Axelrod discusses this nationwide crisis and basic requirements and tips for donating blood. Visit [www.lstream.org](http://www.lstream.org) to learn more about donating blood.

EMPIRE | KVCR | 91.9 | npr

**INLAND EDITION**

A CONVERSATION WITH  
Dr. Rick Axelrod  
CEO / Medical Director  
LifeStream Blood Bank

# FNX

## First Nations Experience

Visit [www.FNX.org/schedule](http://www.FNX.org/schedule) for full listings

### PROGRAMS IN AUGUST

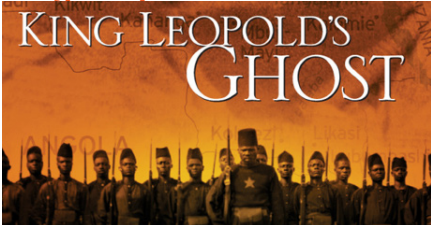
**Adventure Islands** – Shooting a film in New Caledonia could



be a dream come true for many. From 1930 to present day, several filmmakers have set up their cameras in the archipelago with the intention to film. But their vision of the islands has caused a number of misunderstandings among the inhabitants. Marie-France Pisier and Mathieu Kassovitz are strongly criticized by tackling subjects still delicate in 1990 and 2010: the colonization and the taking of hostage in the cave of Ouvéa.

**August 3 at 5:00pm**

**King Leopold's Ghost** – The modern history of the Congo is



a terrifying story of appalling brutality. Beginning with King Leopold II of Belgium's avaricious rape of the country and tracing the impact of this horrifying and often-forgotten crime through to the modern day, this immensely shocking doc is a heart-rending tale of a rich country destroyed by rapacious hands.

**August 11 at 9:00pm**

**HARD ROCK MEDICAL series** – A drama series that tells



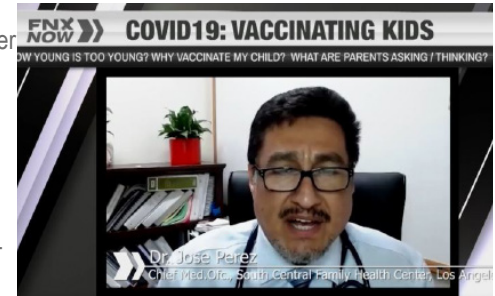
the story of a diverse group of interns navigating their way through a four-year adventure in the most offbeat medical school in the world. Hard Rock U is a medical school set deep in Northern Ontario, a place where interns learn about life, death, and themselves. Working and practicing medicine here is a challenge to even the most resourceful student.

**August 18 at 8:30pm**

### IN PRODUCTION

**FNX NOW** is produced in partnership with Ethnic Media Services.

**“Vaccinating Kids”** – This episode includes Dr. Jose Perez, Chief Medical Officer at South Central Family Health Center in Los Angeles. Also on the show is Dr. Grace Lee, Professor of Pediatrics at Stanford University School of Medicine and Associate Chief Medical Officer for Practice Innovation at Stanford Children's Health.



**“Will Ethnic Small Business Catch Boom”** – Speakers discuss how mom-and-pop Main Street America can emerge from this crisis. Will small businesses catch the wave of the expected economic boom, or continue to tread water to stay afloat? Guests include Everett Sands, CEO of Lendistry, a minority-led entity which helped thousands of small businesses secure loans through the Paycheck Protection Program. Also, Congressman Ro Khanna, D-California. Representative Khanna, a member of the Congressional Small Business Caucus, speaks on the challenges of reopening Main Street America, whether the PPP loan program was sufficient to get small business owners back on their feet, and what's next in the Congressional pipeline for additional support.

**“Vaccinating the Hardest to Reach”** – Many older adults and people with disabilities have experienced substantial challenges accessing COVID-19 vaccination. This segment includes conversations with Kim McCoy Wade, Director of the California Department of Aging, Dr. Louise Aronson, a geriatrician and founder of the optimizing aging practice at the UCSF Osher Center for Integrative Medicine, and Anni Chung, President and CEO of Self Help for the Elderly, which strives to promote independence, dignity, and self-worth for seniors.

**“Voter Rights or Voter Suppression?”** – Are new bills aimed to protect voting rights, or are they a form of voter suppression? In this episode it's advocates of voting rights from Texas and Arizona. Speakers are Alex Gulotta and Mimi Marziani. Gulotta is All Voting is Local's Arizona State Director. Marziani previously directed voting rights programs for multiple political campaigns and committees, also overseeing compliance with election law. Ms. Marziani teaches “Election Law and Policy” at the University of Texas School of Law and serves on the NYU Board of Trustees.

### Social Media - FNX TOP FNX TV Tweet:

They're dancing in jingle dresses — traditional dresses made with beads and metal cones. The jingle dress was used for healing during another health crisis, the 1918 flu pandemic.







San Bernardino  
Valley College

# President's Board of Trustees Report

The President's Monthly Report to the Board of Trustees, Campus & Community

## Dr. Scott Thayer, VP of Student Services, Named Interim President

Dr. Scott W. Thayer has stepped into the role of Interim President of San Bernardino Valley College, beginning August 1, 2021. Having served as SBVC's Vice President of Student Services since 2017 and in numerous administrative, leadership and faculty roles at California colleges and universities over the past 23 years, Dr. Thayer plans to leverage his extensive higher education expertise for the continued benefit, growth, and success of our campus community. Dr. Thayer is renowned systemwide as an advocate for historically underrepresented students, as well as an authority on student access, retention, equity, success, enrollment management, and K-20 partnerships. He is a founding member of two non-profit organizations: Have Faith, Be Strong (HFBS)—a non-profit organization for childhood cancer awareness—and the African American Male Education Network and Development (A<sup>2</sup>MEND), a service organization that promotes the increased involvement and representation of young men of color in higher education. Dr. Thayer is an established grant writer, having secured over \$5 million in grant funding to assist students in their pursuit of a higher education, and continues to teach part-time in San Diego State University's Community College Leadership program, where he mentors the next generation of community college leaders. Former SBVC president, and now SBCCD Chancellor-Designate Diana Z. Rodriguez, says that Dr. Thayer's leadership will be instrumental to our campus and district's successful transition back to in-person instruction and operations during this upcoming academic year.



## \$37 Million in Funding Set to Modernize SBVC in New Fiscal Year



The San Bernardino Community College District secured \$37 million in state funding to build a new workforce training center at SBVC. Governor Newsom and the legislature included these campus infrastructure projects in the state budget for the fiscal year that begins July 1. SBCCD will match the state dollars from Measure CC money voters approved locally in 2018. Chancellor-Designate Diana Z. Rodriguez said the state investments are welcome and an essential boost for the region's future. Construction starts in late 2021 on San Bernardino Valley College's 114,000 square foot building outfitted for modern workforce training. The new building will be accessible, sustainable, and filled with the tools needed for training students in water management, automotive repair, heavy truck technology, machining, electrical heating, and air conditioning, among other fields. The new building is expected to open in early 2024.





# SBVC HIGHLIGHTS

## SBVC Launches Machinist Training Pilot Program for Individuals with Autism

In an effort to combat high rates of unemployment and underemployment among Americans with disabilities, SBVC will launch a pilot program providing Computer Numerical Control (CNC) machinist training to individuals with autism. This first cohort of eight students will receive on-campus instruction and hands-on work experience using SBVC's state-of-the-art machinist technology, with San Bernardino County Workforce Development Board later providing job placement. "For the individual and the industry, it's a win-win," Machinist Prof. Miguel Ortiz (right) said. "Being a CNC operator is the most prevalent job and easiest way to get into the industry." The program is made possible thanks to a \$10,000 award from the Bank of America Charitable Foundation, \$15,000 from the San Bernardino Valley College Foundation, and \$10,000 from Goodwill. This \$35,000 will cover the cost of a job coach who will assist students enrolled in the program.



## SBVC Math Professor Anthony Castro chosen as TEDx Talk Speaker at CSUSB



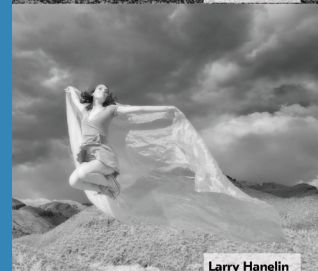
In June, Prof. Anthony Castro was able to share his love of math as a presenter at the pre-recorded TEDx event at Cal State San Bernardino. One of his passions is changing how people view math, and during his talk he discussed how textbook problems might not inspire learning. He shared examples on how he gets his students excited by talking about "buying a car, becoming a millionaire, predicting the end of the world, all using math," Castro said. "Baby steps, but I plan to continue working towards making math relevant and one of the exciting subjects students want to learn." Castro is also an SBVC alumnus, and former graduate of Middle College High School in 2008. "The faculty and staff here at the campus poured their passion for student success into me. This care changed my own personal perception and instilled a confidence in me that I had what it takes to succeed in college."

## Gresham Art Gallery Hosts First-Ever Virtual Exhibit, Featuring 10 Galleries

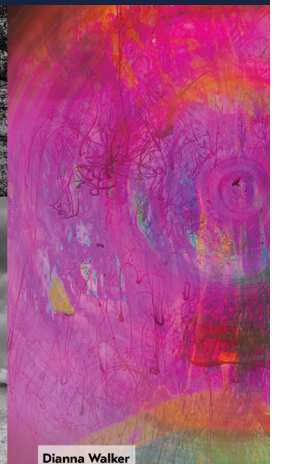
SBVC's Gresham Art Gallery is now reaching an audience far beyond the Inland Empire. SBVC purchased a one-year subscription to Kuntsmatrix, an online gallery platform, with the intent of hosting a student art show this spring. Dr. Mandi Batalo, chair of the Art Department, initiated a collaboration between the gallery and Laurie Klein, a Rhode Island-based photographer and teacher Batalo met through a virtual workshop. Batalo invited Klein and her students who just completed a nine-month Zoom class to showcase their work online, using SBVC's Kuntsmatrix subscription. Titled "Knee Deep," the exhibit features 10 different virtual galleries – one for each participating artist. It will run through October 31, highlighting the work of a diverse group of photographers from across the United States and Mexico. In appreciation for hosting "Knee Deep," Klein made a pitch for donations to the Gresham Art Gallery, and the facility received \$500 – half of its yearly budget.



Randy Roussel

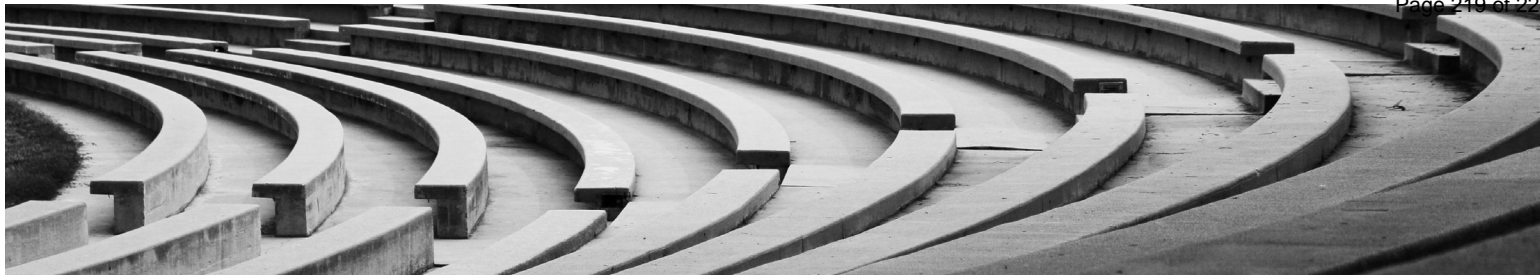


Larry Hanelin



Dianna Walker





# SBVC SNAPSHOTS

## SBVC Cross Country Star Headed to University of St. Mary

Elvis Rojas-King, who was part of the 2019 Inland Empire Athletic Conference championship cross country team, has signed with University of St. Mary. Rojas-King finished 44th in the Southern California regionals in 2019, and according to SBVC men's cross country coach Jim Ratigan, was on track for a high finish at the State Championships in 2021. St. Mary features one of the top track and field programs in the NAIA, having finished fifth in the nation in cross country.

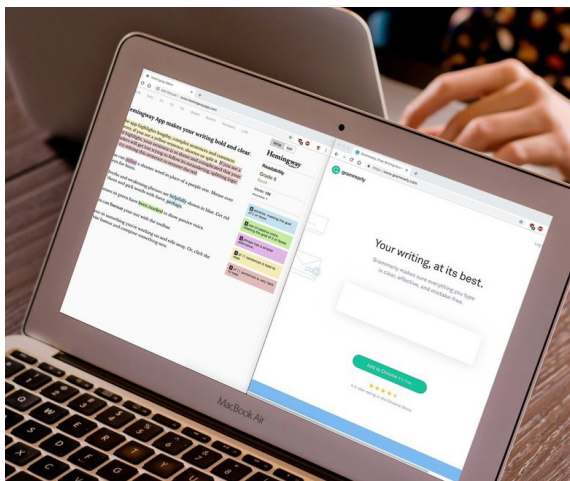


## Nursing Student Named New SBCCD Trustee

Nursing student Elena Sanchez Paez, 19, will represent SBVC as the student trustee on the Board of the San Bernardino Community College District. She was elected by a vote of her peers, and was sworn in on June 10, via Zoom, for a one-year term. "Since I want to be a nurse, I should start helping people," said Sanchez, a graduate of Redlands High School. "I should start with my school. I want to be out of my comfort place and meet new people." Sanchez is a San Bernardino resident, and fully bilingual in English and Spanish. She hopes to transfer to CSUSB to earn a degree in nursing, and become a nurse, like her mother in Mexico.

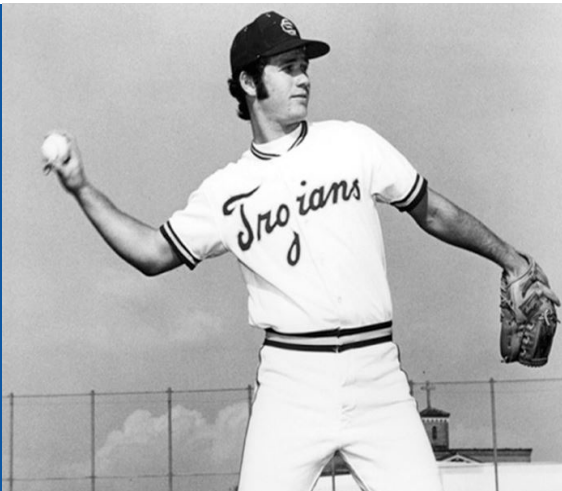
## SBVC Offers Grammarly Free to Students and Staff

In an effort led by the Basic Skills Committee, SBVC has purchased access to Grammarly, a cross-platform writing assistant that reviews spelling, grammar, punctuation, engagement and delivery mistakes in real-time. The software is free to use for SBVC students, staff, and faculty, and can further helps campus members communicate with impact and clarity.



## SBVC Alumnus Inducted into Baseball Hall of Fame

SBVC alumnus Rich Dauer has been inducted into the the College Baseball Hall of Fame. While at SBVC, Dauer earned Junior College Player of the Year honors in 1972 before transferring to USC. He led the Trojans to national titles in both '73 and '74 as the team's starting third baseman, and then went on to play 10 seasons in the MLB, winning a World Series title with the Orioles in 1983.





# SBVC HIGHLIGHTS

## 16-Year-Old Student's Animated Film on Climate Change Wins Festival

Darwin Melchiorre is drawn to animation, and at just 16, her talents are already being recognized. Melchiorre, a high school junior at Sage Oak Charter school and concurrently enrolled in classes at San Bernardino Valley College, entered her animated movie "Dreaming of the Deep" into the Aquarium of the Pacific's inaugural High Tide Student Film Festival. In June, she won first place in the Thriving in a Changing Climate category. It took Melchiorre 100 hours to draw the 85 individual frames that comprise her film, plus several hours to edit, write, and record the poem that is the film's soundtrack. "Dreaming of the Deep" is about how climate change is affecting the ocean, a topic Melchiorre is passionate about. Making films gives her "a creative outlet as a way to express myself and as a way to get across messages that are important to me and use it as a way to feel my voice can be heard."



## SBVC Cornerback Credits Coach for Guidance Transferring to Boise State



Jalen Neal joined the SBVC football team as a cornerback in the summer of 2020, which turned out to be a non-existent season due to the global pandemic. Despite never playing a down for the Wolverines, Neal will be transferring to Boise State University thanks to the guidance and support of SBVC defensive coordinator Ken Lawler. Neal worked diligently throughout the summer to maintain his physical shape and mental toughness, and was rewarded by the efforts of Lawler, who played a key role in helping Neal find his route to Boise State. The defensive coordinator worked as a coach at Boise State from 2000-02, where he coached a young player from Corona named Andy Avalos. In January, Avalos became the head coach at Boise State, and with the Broncos looking for help in their secondary this fall, Lawler helped Neal get a tryout. The Wolverine subsequently earned himself a spot on the team. Currently studying kinesiology, with an emphasis on anatomy in hopes of one day become an orthopedic surgeon, Neal will be able to step onto the blue turf field at Boise State this fall. "It was a blessing for me to find Coach Lawler and his staff. It was probably the best football coaches I've ever had in terms of being stand-up people, knowing their knowledge of the game."

## UPCOMING EVENTS

**August 13**  
Fall Opening Day

**August 16**  
Fall Semester Begins

**September 6**  
Labor Day







# BOARD OF TRUSTEES REPORT

## TECH NEWS

San Bernardino Community College District  
Technology and Educational Support Service

### TECHNOLOGY AND EDUCATION SUPPORT SERVICES

It has been inspiring to see all of the hard work and the way that the entire district continues to react and overcome the challenges that we are facing. As we prepare to return to the district, TESS is working on several projects that should help with this transition. The Technical Services team has been working on new technology to allow for better Zoom meetings within the conference rooms in the district building. In addition, they are working on adding some Zoom capabilities with the video and audio equipment that is located in the Board Room. The team has also been fixing several problems related to the video and audio signals during Zoom meetings within the District offices.

The Administrative Applications team has also been hard at work on implementing new applications and technologies to better support the district and the colleges. The Directors of Campus Technology at both colleges have been very busy preparing technology for staff, faculty and students. All areas within TESS have continued to make significant strides in improving the security on our networks. This has been a great team effort and I am excited to see the level of progress that we have all been able to accomplish this past year.

In addition to the projects that I mentioned you will find many other projects that we are working on covered in more detail throughout this Newsletter. We hope that you find this information useful and we look forward to hearing your feedback. Also, please remember that TESS is ready to assist you as you transition back to your offices so please let us know if you need our assistance.

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- Luke Bixler, Chief Technology Officer

# ADMINISTRATIVE APPLICATIONS AND DISTANCE EDUCATION

## Chosen names:

This project was to add programming to existing integrations with vendors such as Canvas and Starfish to replace a student and/or faculty's legal name with their chosen name. This project also addresses the need for the chosen name of the student to display on the roster replacing the legal name. In a previous iteration of the chosen name on the roster, the chosen name appeared in parentheses next to the legal name per feedback from the requestors at that time. Now instead of displaying the legal name when there is a chosen name present, the system will send the chosen name to the roster instead. Faculty can submit requests to enter their chosen name into the system by emailing HR @ hureinfo@sbccd.edu and students have a process they can follow through the Admissions and Records office to add a chosen name. This works for both the first and last names.

## TouchNet:

This project addresses the need for an online payment system for non-enrollment related fees such as lab tests, transcript fees and event/club fees. Both colleges have agreed to use a platform called TouchNet which is an Ellucian partner. Ellucian is the vendor for SBCCD's student information system Colleague. Due to the partnership, there is an integration between the two platforms so that when a student purchases something on the TouchNet platform, it will automatically be updated in Colleague. Currently (pre-COVID), students would have to pay in person or send in a check and then staff

would manually update Colleague with the amount paid. The kickoff meeting for the implementation happened in early June and both colleges have assigned leads that will be responsible for creating new stores and maintaining the current ones.



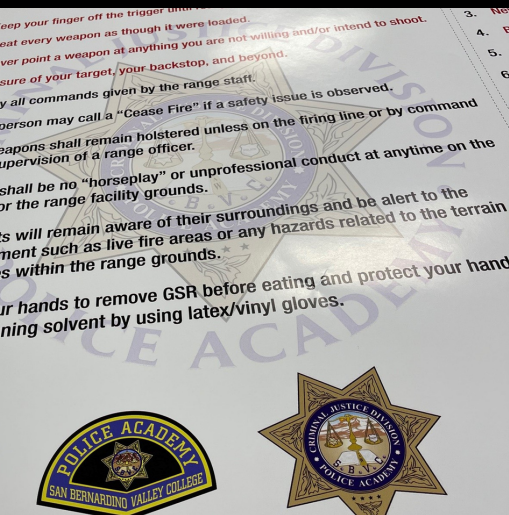
## Dual Enrollment workflow:

This project was undertaken on the request of student services at both colleges. Currently when processing dual enrollment students, the staff would have to go to multiple screens to make data entries or modify data in order to accurately process a dual enrollment student. The changes are to reduce the number of screens needed to process dual enrollment students to as few as possible, ideally one. This will be done by modifying an existing screen to allow data from other screens to display on that screen as well as accounting for other dependencies such as registration rules. The admissions offices at both colleges will assist in the testing of the new process once it is complete and ready for testing in the non-production area of Colleague.

# CRAFTON HILLS TECHNOLOGY SERVICES

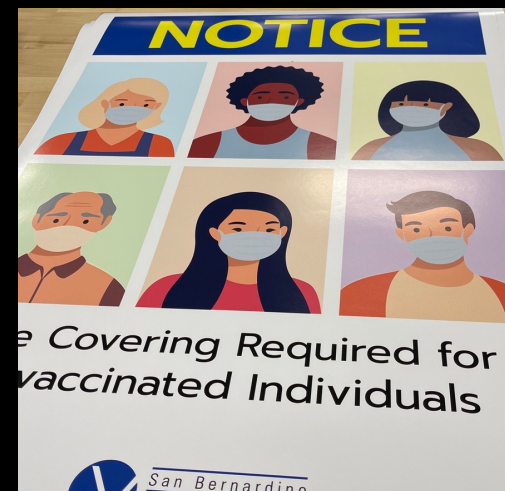
CHC is checking out laptops to all full-time employees to replace desktops. Technology Services is moving all the data from your desktop to your new laptop for you once you schedule an appointment with us. Reach out to CHC Technology Services for an appointment to pick up your new laptop. Your new workstation will be set up with dual monitors, webcam, speakers, wireless keyboard and mouse and a docking station. You now have the flexibility of working from virtually anywhere.

Technology Services is working throughout the campus updating computers in all classrooms and labs, testing projectors and equipment to ensure functionality when you return to the classroom.



## Printshop

Print Shop and Graphics staff have been working on providing safety signs for the District and campus'. Since we are scheduled to reopen in August our print and poster orders have increased. We have also been working on items in preparation for student's returning to campus'.





## TESS TECHNOLOGY SERVICES

Technical services will be moving its Single Sign On (SSO) services to the cloud. The move to the cloud will make access to our applications utilizing SSO more available to faculty and students. In the event we have any type of local internet outage at the colleges or DSO offices our SSO applications (Canvas, Oracle, Cranium Café, SARS, Starfish, etc...) will continue to be available despite the local outage.

Technical Services is starting the process of moving our Domain Name Services (DNS) to the cloud via Amazon's Route53 service. DNS is a crucial part of providing access to our local resources like the college websites and E-mail. Moving DNS to the cloud will help provide continued access to local resources regardless of local outages.

While we continue to support the remote workforce Technical services is also working to make the transition back to onsite work smooth with technology. We are improving our connections to Zoom and Teams. We are making sure our conference rooms are setup and working well with these applications as we will continue to use these onsite. We are upgrading the video and audio in the conference rooms to utilize Meeting Owl Pros. This system will provide an overall better experience while using Zoom and Teams with auto tracking of speaker voice and video.

### ALTERNATE TEXT PRODUCTION CENTER



The ATPC grant serves the needs of students with print disabilities throughout the California Community College system by providing electronic and braille textbooks at no cost. We currently house over 36,000 textbooks that are available to all 115 colleges and serve approximately 10,000 requests per year. this year we are seeing a drop in these numbers due to the Covid-19 pandemic.

This fiscal year we have processed 4878 new accessible electronic textbook requests for students across the state. Of these books, 123 were transcribed into braille. We have continued to participate in the Accessibility Standards Workgroup (ASWG) in conjunction with the California Community College Chancellor's Office to develop a statewide accessibility standard.

## VALLEY TECHNOLOGY SERVICES

SBVC Campus Technology Services is 70% through the migration of full-time employee desktops to laptops and docking stations. We are migrating all data stored on the user's desktop to OneDrive as part of this process. As employees return to work, they can bring in their laptops and be up running immediately. The notebooks and docking station allows for employees to mobilize if needed in the future quickly.

Upgrade all classrooms to accommodate synchronous Zoom meetings with in-class and remote students, also known as HyFlex. We are upgrading sixty-seven classrooms and labs for HyFlex classes in the Fall of 2021, with the remainder of the classrooms and labs upgrades scheduled to take place during the Fall semester. Contractors are onsite installing electrical and low voltage cabling. CTS is installing the remainder of the equipment.



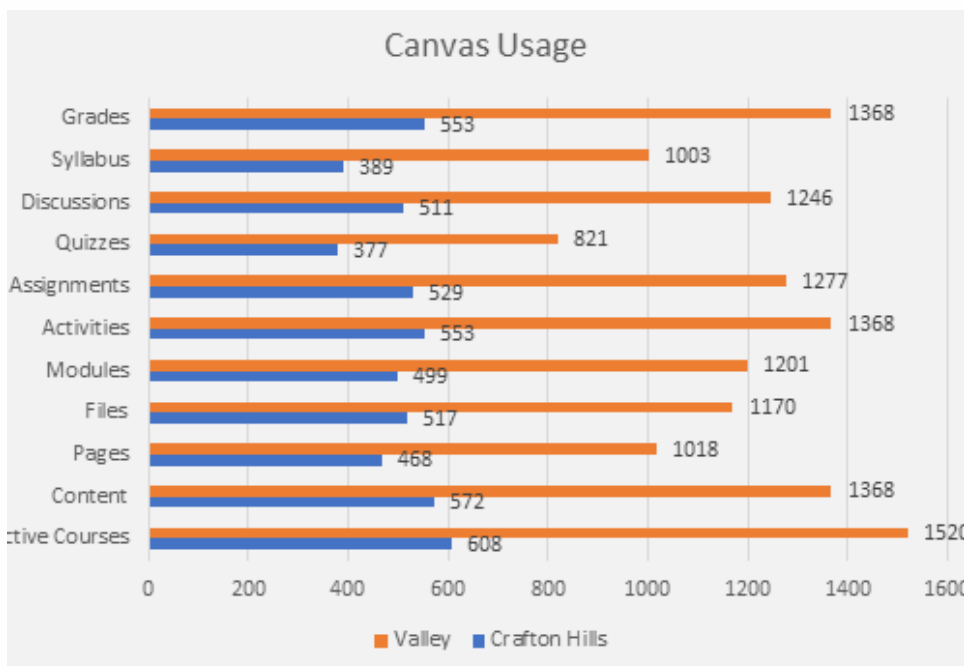
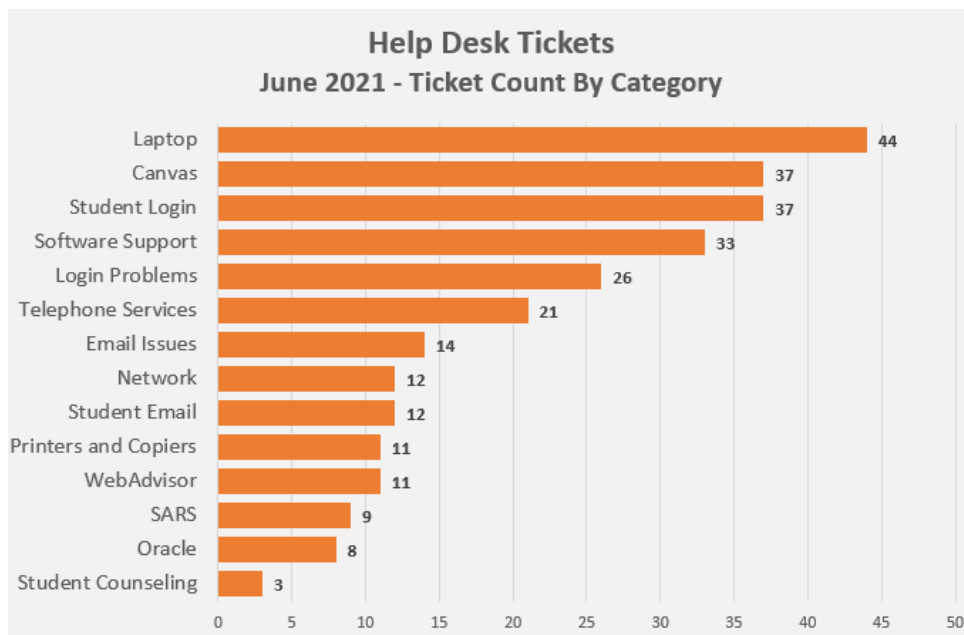
# HELP DESK AND CANVAS DASHBOARDS

The first chart below shows the type of Help Desk tickets that are received by volume. Over the past 30 days the Service Desk received 359 tickets excluding project requests. The second chart below shows the activity on Canvas. There has been a steady increase in the overall usage of Canvas by both colleges.



## ORACLE UPDATE

District Support Services and ideaMetrics, our Oracle consultant, are working through examining the latest upgrade (21C) Oracle Support installed in our TEST system on August 6th. Our system functionality test will be a comprehensive test of all modules and functionality SBCCD utilizes. The improvements will be available to everyone on Monday, August 23rd. Any changes that will affect district users, be it functionality or display, will be communicated at the end of the testing phase.



We are also working with ideaMetrics and the Fiscal Department to create reports with the goal of improving efficiency and helping functional users with day to day processes.

