



San Bernardino Community College District
Board Meeting
May 12, 2022
4:00 pm Pacific Time

AGENDA

**Meeting of the Board of Trustees
May 12, 2022 at 4:00 p.m.**

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

Livestream

<https://www.youtube.com/c/SanBernardinoCommunityCollegeDistrict>

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. 2022-04-14

IV. PRESENTATIONS/CELEBRATIONS

- A. Recognition of Outgoing Student Trustees
- B. Applause Cards
- C. Employee Anniversary Recognition

V. ACTION AGENDA

- A. MOUs between SBCCD and the CTA
- B. Board Policies - Final Approval
- C. Regular Board Meeting Dates

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. Alcoholic Beverages at Campus Event
- 2. Curriculum - CHC

B. **Human Resources**

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Appointment of Interim Managers
- 4. Classified Job Description
- 5. Contracts for Tenure Track Academic Employees
- 6. Employee Transfers
- 7. Management Job Descriptions
- 8. Non-Instructional Pay
- 9. Payment of Stipends
- 10. Reclassification of Employees
- 11. Revised 2022 Early Retirement Incentive Plan
- 12. Tentative Agreement with the CTA

C. **Business & Fiscal Services**

- 1. Contracts at or Above \$99,100
- 2. District & College Expenses
- 3. Individual Memberships
- 4. Interfund Borrowing Transactions
- 5. Award RFP 2022-03 and Contract to Gallegos United of Huntington Beach CA
- 6. Award RFP 2022-02 and Contract to Kone Inc. of Costa Mesa CA
- 7. Resolution #2022-05-12-FS01 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications

8. Resolution #2022-05-12-FS02 Authorizing Temporary Interfund Borrowing
9. Surplus Property and Authorization for Private Sale or Disposal

D. Facilities

1. Award Bid #03-2122-07 and Contract to Urban Professional Builders, of Pasadena CA
2. Award Bid #CC01-36010.01 and Contract to Icon West, Inc. of Los Angeles CA
3. Master Services Agreements and Task Orders for Bond Construction
4. Resolution #2022-05-12-FPC-01 to Direct District Leadership to Remove Mandate COVID-19 Vaccinations and Masking for all SBCCD Students and Employees

VII. REPORTS

- A. Board Committee Reports
- B. Chancellor's Report
- C. Key Performance Indicator (KPI) Dashboard Updates
- 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
- O. Executive Vice Chancellor
- P. Vice Chancellor Human Resources & Police Services

VIII. INFORMATION ITEMS

- A. Analysis of AB 705 Student Success
- B. Board Master Action Planning Calendar
- C. Board Policies - 1st Reading
- D. Budget Revenue & Expenditure Summary

- E. CCFS-320 Apportionment Attendance Report for FY 2022 Period 2
- F. Construction Contracts at or Below \$60,000
- G. Contracts Below \$99,100
- H. COVID-19 Vaccinations
 - I. Disabled Student Programs and Services (DSPS) Name Change
- J. General Fund Cash Flow Analysis
- K. MOUs between SBCCD and the CSEA
- L. Professional Expert Short-Term and Substitute Employees
- M. Purchase Orders
- N. Quarterly Investment and Deposit Report
- O. Resignations
- P. Retirements
- Q. Summary of Measure CC Construction Change Orders
- R. Summary of Non-Bond Construction Change Orders
- S. Volunteers

IX. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators
Government Code 54957.6
Agency Representatives: Diana 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)
(1 case)
- E. Public Employee Performance Evaluation
Government Code Section 54957(b)(1)
Title: Chancellor

X. PUBLIC COMMENTS ON 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 (Preliminary Budget Presentation)

May 26, 2022 at 4pm

SBCCD Boardroom

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

Supplemental Handouts (not part of the agenda)

CHC Report to the Board

EDCT Report to the Board

KVCR Talking Points

SBVC Report to the Board

XV. TESS Report to the Board

**San Bernardino Community College District
Board Meeting Minutes
April 14, 2022**

4:00 pm Pacific Time

Location: Crafton Hills College LRC Building (231 Auditorium) 11711 Sand Canyon Rd., Yucaipa, CA

Livestream <https://www.youtube.com/c/SanBernardinoCommunityCollegeDistrict>

MEMBERS PRESENT

Gloria Macías Harrison, Chair
Dr. Anne L. Viricel, Clerk
Nathan Gonzales, Trustee
John Longville, Trustee
Frank Reyes, Trustee (left early)
Joseph Williams, Trustee
Lauren Ashlock, CHC Student Trustee

ADMINISTRATORS PRESENT

Diana Z. Rodriguez, Chancellor
Jose F. Torres, Executive Vice Chancellor
Kristina Hannon, Vice Chancellor of HR & Police Services
Dr. Nohemy Ornelas, Vice Chancellor of Educational & Student Support Services
Dr. Scott Thayer, SBVC President
Dr. Kevin Horan, CHC President

ABSENT

Dr. Stephanie Houston, Vice Chair
Elena Sanchez Paez, SBVC Student Trustee

ADMINISTRATORS ABSENT

None

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

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

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

Bethany Tasaka, APIA Events	Amy Avelar, item 8 D&G	Cassandra Thomas, COLA
Suzanne Delahanty, item 8 D&G	John Sullivan, item 8 D&G	Shane Dishman, COLA
Renee Azenaro, item 8 D&G	Noah Snyder, COLA	Dave Stevenson, COLA

III. APPROVAL OF MINUTES

- A. 2022-02-24
- B. 2022-03-10
- C. 2022-03-24

Trustee Viricel moved to approve the minutes of 2/24/22, 3/10/22, and 3/24/22. Trustee Williams seconded the motion. The vote was taken by roll call.

AYES: Harrison, Viricel, Gonzales, Longville, Reyes, Williams, Ashlock

NOES: None

ABSENT: Houston, Sanchez

ABSTENTIONS: None

Trustee Reyes left the meeting.

IV. CELEBRATIONS

A. Applause Cards

B. Employee Anniversary Recognition

The Board recognized employees who received applause cards and celebrated work anniversaries. Chancellor Rodriguez gave special recognition to employees who have served SBCCD for 20+ years:

Linda Molina (42 years) Admissions & Records Evaluator	Kelly Newton (37 years) Administrative Coordinator	Patricia Wells (37 years) Reference Librarian
Sandy Karge (26 years) Sr. Child Development Teacher	Abe Fulgham III (24 years) Grounds Caretaker	Michael Bedoya (22 years) Art Lab Technician
Lidya Alamsyah (21 years) Accountant	Audrey Annette Davis-Brackins (20 years) Child Development Assistant	

V. ACTION AGENDA

A. Board Policies - Final Approval

Trustee Williams moved to approve BP 2410 Board Policies and Administrative Procedures. Trustee Viricel seconded the motion. The vote was taken by roll call.

AYES: Harrison, Viricel, Gonzales, Longville, Williams, Ashlock

NOES: None

ABSENT: Houston, Reyes, Sanchez

ABSTENTIONS: None

B. Board Ad Hoc Committee for Board Self-Evaluation and Evaluation of the Chancellor Processes

Trustee Longville moved to approve members of the Board Executive Committee (BEC) to serve as the Ad Hoc Committee for the Board's Self-Evaluation and the Evaluation of the Chancellor processes. Trustee Williams seconded the motion. The vote was taken by roll call.

AYES: Harrison, Viricel, Gonzales, Longville, Williams, Ashlock

NOES: None

ABSENT: Houston, Reyes, Sanchez

ABSTENTIONS: None

C. 2022 Early Retirement Incentive Plan

Trustee Gonzales moved to approve the 2022 Early Retirement Incentive Plan for eligible employees effective June 30, 2022. Trustee Longville seconded the motion. The vote was taken by roll call.

Eligibility for Participation	Payout
To be eligible for participation, employees must be at least 55 years of age and have a minimum of 5 years of service with the District as of June 30, 2022.	The payout amount being offered for all employees who choose to participate is \$20,000.

AYES: Harrison, Viricel, Gonzales, Longville, Williams, Ashlock

NOES: None

ABSENT: Houston, Reyes, Sanchez

ABSTENTIONS: None

D. Student Trustee Privileges

Trustee Longville moved to approve the student trustee privileges. Trustee Williams seconded the motion. The vote was taken by roll call.

- The privilege to receive compensation for meeting attendance at a level of \$200 per month. In the event a student trustee has an unexcused absence to a required meeting, the compensation shall be prorated for the pay period.
- The privilege to make and second motions.
- The privilege to vote in an advisory vote, although the vote shall not be included in determining the vote required to carry any measure before the Board.

AYES: Harrison, Viricel, Gonzales, Longville, Williams, Ashlock

NOES: None

ABSENT: Houston, Reyes, Sanchez

ABSTENTIONS: None

VI. Board Ad Hoc Committee Recommendation

Trustee Viricel moved to approve the recommendation of the Board Ad Hoc Committee. Trustee Gonzales seconded the motion. Trustee Longville The vote was taken by roll call.

AYES: Harrison, Viricel, Gonzales, Williams, Ashlock

NOES: None

ABSENT: Houston, Reyes, Sanchez

ABSTENTIONS: Longville

VII. SBCCD Strategic Plan

Trustee Williams moved to approve the Strategic Plan as presented. Trustee Longville seconded the motion. The vote was taken by roll call.

AYES: Harrison, Viricel, Gonzales, Longville, Williams, Ashlock

NOES: None

ABSENT: Houston, Reyes, Sanchez

ABSTENTIONS: None

VIII. **CONSENT AGENDA**

A. Instruction/Student Services

- i. Curriculum - CHC
- ii. Curriculum - SBVC

B. Human Resources

- i. Adjunct and Substitute Academic Employees
- ii. Appointment of District Employees
- iii. Appointment of Interim Managers
- iv. Employee Transfers
- v. Non-Instructional Pay
- vi. Payment of Stipends
- vii. Revise Titles and Rates of Pay for Professional Expert Employees
- viii. Revised Classified Salary Schedule and Implementation of Classification Study

C. Business & Fiscal Services

- i. Contracts at or Above \$99,100
- ii. District & College Expenses
- iii. Property and Authorization for Private Sale or Disposal
- iv. Revised Authorized Signature List for 2021-22
- v. Sole Source Purchases from Myrtha Pools USA

D. Facilities

- i. Award Bid #CC01-3610.04 and Contract to AC Pros, Inc., of Tarzana, CA
- ii. Award Bid #CC02-3634 and Contract to Hamel Contracting, Inc. of Murrieta, CA
- iii. Crafton Hills College Facilities Master Plan Addendum
- iv. Master Services Agreements and Task Orders for Bond Construction

E. REPORTS

- i. Board Committee Reports
 - There were no reports
- ii. Chancellor's Report
 - **Chancellor gave a brief report**
- iii. Key Performance Indicator (KPI) Dashboard Updates
- iv. San Bernardino Valley College Academic Senate

- Davena Burns-Peters gave a brief report.
- v. San Bernardino Valley College Classified Senate
 - Ernest Guillen gave a brief report.
- vi. San Bernardino Valley College Associated Students
 - No report was given.
- vii. Crafton Hills College Academic Senate
 - Brandi Bailes gave a brief report.
- viii. Crafton Hills College Classified Senate
 - Brandiice Mello gave a brief report and the written report was provided.
- ix. Crafton Hills College Associated Students
 - Elisha Gonzales gave a brief report
- x. CSEA
 - Cassandra Thomas allowed classified members to use the time to make comments addressing COLA
- xi. CTA
 - No report was given.
- xii. Police Officers Association
 - No report was given.
- xiii. San Bernardino Valley College President
 - Interim President Thayer gave a brief report.
- xiv. Crafton Hills College President
 - President Horan gave a brief report.
- xv. Executive Vice Chancellor
 - EVC Torres gave a brief report.
- xvi. Vice Chancellor Human Resources & Police Services
 - VC Hannon gave a brief report.

IX. INFORMATION ITEMS

- A. Analysis of AB 705 Student Success
- B. Board Master Action Planning Calendar
- C. Board Policies - 1st Reading
- D. Budget Revenue & Expenditure Summary
- E. Contracts Below \$99,100
- F. COVID-19 Vaccinations
- 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. Resignations
- L. Retirements
- M. Summary of Non-Bond Construction Change Orders
- N. Volunteers

X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators Government Code 54957.6 Agency Representatives: Diana 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) (1 case)
- E. Public Employee Performance Evaluation Government Code Section 54957(b)(1) Title: Chancellor

- XI. **PUBLIC COMMENTS ON CLOSED SESSION ITEMS**
There were no public comments.
- XII. **CONVENE CLOSED SESSION**
Closed Session convened at 6:30pm.
- XIII. **RECONVENE PUBLIC MEETING**
Public meeting was reconvened at 7:58pm.
- XIV. **REPORT OF ACTION IN CLOSED SESSION**
No action was taken.
- XV. **ADJOURN**
The meeting adjourned at 8:00pm.
The next meeting of the Board: Business Meeting, May 12, 2022 at 4pm
SBCCD Boardroom 550 E. Hospitality Ln., Suite 200, San Bernardino, CA

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: May 12, 2022

SUBJECT: Recognition of Outgoing Student Trustees

RECOMMENDATION

This item is for information only.

OVERVIEW

The San Bernardino Community College District (SBCCD) appreciates the dedication and contributions of the Student Trustees representing Crafton Hills College and San Bernardino Valley College students on the SBCCD Board of Trustees.

ANALYSIS

Student trustees provide a direct line of communication between the Board of Trustees and the students on each campus as well as providing a teaching opportunity for those students interested in developing their leadership skills and their understanding of the complex work involved in public and education policy.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



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: May 12, 2022

SUBJECT: Applause Cards

RECOMMENDATION

This item is for information only.

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 receive a certificate and are recognized by the Board of Trustees each month.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Applause Cards

Submitted for Information May 12, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Melissa	Cline	Kinesiology and Health	Melissa is spectacular. She is always going above and beyond to help our department and our students. She helps with curriculum, with presentations, with a million classes, with moving equipment and more! She is amazing! Thank you, Melissa!	Dept of Kinesiology and Health (Colleen and Team)
Crafton Hills College	Chloe	De los Reyes	English	Thank you for your commitment to equity and equitable practices on our campus. Special thanks for highlighting the API community and establishing the APIA.	Kashaunda Harris
Crafton Hills College	Rogelio	Mateo	CHC Student Store	Roger consistently goes above and beyond to be kind, helpful, cheerful, and funny when helping students, faculty, and staff. A truly wonderful person.	Frances Southerland-Amsden, CHC Promise Program
Crafton Hills College	Rebecca	Pompa	Facilities	Thank you for always going over and beyond to help	Michelle Cole
Crafton Hills College	Ali	Raventos	Admissions and Records	Thank you for always being very helpful!	Alexa Aslanian



Applause Cards

Submitted for Information May 12, 2022

SITE	NAME	DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Kristi Simonson	Marketing	Kristi has been awesome in keeping our website updated, which is constantly changing! Great Job and thanks for being so helpful.	Tina Marie Gimple-Edwards
Crafton Hills College	Laura Van Genderen	Student Services	Laura has such a positive and welcoming attitude. She is a pleasure to work with. When I approach her for her expertise and assistance, she is always willing to help me and even goes above and beyond to make sure my project is successful on her end. Thank you, Laura! Student services is so lucky.	Mariana Macamay
Crafton Hills College	Debbie Wilson	Counseling	Debbie cares very much for students. She takes every student's needs personally and pours out her heart in her work with them. She recently did a fantastic job reaching out to students with 60+ units to get them into counseling offices to complete their goals. You are what makes Crafton great!	Mariana Macamay



Applause Cards

Submitted for Information May 12, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
DSO	Aysia	Brown	HR	Thank you for providing a wonderful in-service day presentation!	Rania Hamdy
DSO	Cherishea	Coats	TESS	Thank you for providing a wonderful in-service day presentation!	Rania Hamdy
DSO	Nancy	Green	Payroll	Thanks for your patience and going the extra mile!	Kelly Goodrich
DSO	Joseph	Kim	TESS	Thank you for providing a wonderful in-service day presentation!	Rania Hamdy
DSO	Arliss	Malone	Payroll	Thanks for your patience and going the extra mile!	Kelly Goodrich
DSO	Rosita	Moncada	Technology & Educational Services	Rosita is always willing to go the extra mile to solve a problem. If she can't solve the problem, she is quick to find someone who can.	Raina Okray
DSO	Jeremy	Sims	Technology & Educational Support Services	I was able to complete my helpdesk ticket when Jeremy added the work type I needed.	Raina Okray
San Bernardino Valley College	Georgia	Burckel	Counseling: Middle College High School Program	Going above and beyond. Thank you!	Andrea Hecht, Co-Chair of Counseling
San Bernardino Valley College	Craig	Luke	Counseling	The attention was perfect.	Edward Lopez
San Bernardino Valley College	Amy	Avelar	Chemistry	Thank you for your in-service day session!	Rania Hamdy



Applause Cards

Submitted for Information May 12, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Elizabeth	Banuelos	General Counseling	Thank you for representing the General Counseling Department for Senior Day.	Andrea & Jamie, co-chairs of Counseling
San Bernardino Valley College	Anthony	Blacksher	Social Science	Thank you for your in-service day session!	Rania Hamdy
San Bernardino Valley College	Keynasia	Buffong	Transfer and Career Services	Thank you so much for your willingness to present at the All Student Services event. Your participation was greatly appreciated.	Dr. Olivia Rosas, Interim VP of Student Services
San Bernardino Valley College	Davena	Burns-Peters	Modern Languages	Thank you for your in-service day session!	Rania Hamdy
San Bernardino Valley College	Albert	Camacho	Custodial Supervision	Thank you so much for all your hard work in setting up for the All Student Services event on March 18, 2022. Your assistance was greatly appreciated.	Dr. Olivia Rosas, Interim VP of Student Services
San Bernardino Valley College	Ray	Carlos	Student Life	Thank you so much for assisting with the All Student Services event on March 18, 2022. Your input and ideas were greatly appreciated.	Dr. Olivia Rosas, Interim VP of Student Services
San Bernardino Valley College	Jesse	Chou	Computer Science	Thank you for your in-service day session!	Rania Hamdy



Applause Cards

Submitted for Information May 12, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Mary	Copeland	English	Thank you for providing a wonderful in-service day presentation!	Rania Hamdy
San Bernardino Valley College	Marco	Cota	Counseling and Matriculation	Thank you so much for all your hard work on the All Student Services event. Your assistance was greatly appreciated.	VP of Student Services & VP of Instruction Offices
San Bernardino Valley College	Daihim	Fozouni	English	Thank you for your in-service day session!	Rania Hamdy
San Bernardino Valley College	Edward	Gomez	History Professor	Grabs your attention and makes you push yourself to strive for higher potential. Opened my eyes to potential that I didn't know I had.	Joseph Gallo
San Bernardino Valley College	Andrea	Hecht	Counseling	Thank you for always going above and beyond for faculty and students. You are a wonderful person and friend, and someone I can always count on. Also, thank you for always acknowledging others and letting them know how much you value them.	Jamie Herrera



Applause Cards

Submitted for Information May 12, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Kathryn	Jaramillo	Admissions & Records	Kathryn went out of her way to accommodate one of our Promise Program students; making sure that they were given the correct information in order to reach their desired outcome. Thank you for going the extra mile for our student body.	Dr. Craig Luke, Sr.
San Bernardino Valley College	Heather	Johnson	Counseling: FYE	Going above and beyond. Thank you!	Andrea Hecht, Co-Chair of Counseling
San Bernardino Valley College	Patty	Jones	General Counseling	Thank you for representing the General Counseling Department for Senior Day.	Andrea & Jamie, co-chairs of Counseling
San Bernardino Valley College	Patty	Jones	Counseling	Ms. Jones counseling services were great! Lots of patience she had, and lots of repetitive questions I had! Haha. Thank you, Ms. Jones!	A student



Applause Cards

Submitted for Information May 12, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Tania	Laguna	DREAMers Resource Center Liaison	Has been a key personal who has dedicated themselves to supporting, empowering, and uplifting undocumented student’s needs on school campus by ensuring that there is sufficient allocated resources via a hub at the Dream Resource Center.	The Inland Empire Immigrant Youth Collective
San Bernardino Valley College	Joel	Lamore	English	Thank you for your in-service day session!	Rania Hamdy
San Bernardino Valley College	Mary	Lawler	Kinesiology	She helps me with school related stuff outside of the classroom and is a big help whenever I reach out to her. I'm very grateful to Coach Mary	Arash Taghian
San Bernardino Valley College	Sheri	Lillard	Chemistry	Thank you for always going above and beyond for faculty and students. You are a wonderful person and friend, and someone I can always count on.	Jamie Herrera



Applause Cards

Submitted for Information May 12, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Craig	Luke	Counselor/ Promise Program	Dr. Luke always helps me out and is very thorough/ takes his time to explain what I don't understand. He is always available any time of the day that I need assistance as well.	Cassidy Clark
San Bernardino Valley College	Craig	Luke	first year experience	Very good helping answer all my questions, stayed on line for 2 hours.	Jeremiah Forstall-Haynes
San Bernardino Valley College	Craig	Luke	Counseling	Very helpful, provides good information, and eager to assist.	Octavio Moreno
San Bernardino Valley College	Craig	Luke	Counselor	Excellent Counselor. Very helpful and caring. He asks how you're doing in classes and makes sure you're doing well. Gives helpful suggestions, and sends a copy of notes from appointment.	Rosa Salgado
San Bernardino Valley College	Marie	Maghuyop	Student Life	Thank you for your assistance in making the All Student Services event a success. Your presentation was greatly appreciated. Great job!	Dr. Olivia Rosas, Interim VP of Student Services



Applause Cards

Submitted for Information May 12, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Marie	Maghuyop	Student Life	Thank you for presenting at the All Student Services Event and helping to make it a success. Your presentation and willingness to assist was greatly appreciated.	Dr. Olivia Rosas, Interim VP of Student Services
San Bernardino Valley College	Heidi	Mondragon	General Counseling	Going above and beyond. Thank you!	Andrea Hecht, Co-Chair of Counseling
San Bernardino Valley College	Amanda	Moody	Student Equity and Success	Thank you for your assistance in making the All Student Services event a success. You are appreciated!	Dr. Olivia Rosas, Interim VP of Student Services
San Bernardino Valley College	Amanda	Moody	Student Equity and Success	Thank you for assisting with the All Student Services Event and helping to make it a success. Your assistance was greatly appreciated.	Dr. Olivia Rosas, Interim VP of Student Services
San Bernardino Valley College	Carmen	Rodriguez	Student Equity and Success	Thank you for making the All Student Services event a success. Your hard work and excellent ideas are greatly appreciated.	Dr. Olivia Rosas, Interim VP of Student Services



Applause Cards

Submitted for Information May 12, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Kyle	Stroud	FYE, DREAMers, Guardian Scholars	Thank you so much for participating in the All Student Services event and agreeing to present. I appreciate your assistance in making the event a success.	Dr. Olivia Rosas, Interim VP of Student Services
San Bernardino Valley College	Kam	Syphengpheth	Art Department	Thank you so much for your great presentation and hands-on artwork instruction. Participants were appreciative and gave positive feedback. I am so grateful you were available and appreciate your willingness to join us.	Dr. Olivia Rosas, Interim VP of Student Services
San Bernardino Valley College	Bethany	Tasaka	Math	Thank you for your in-service day session!	Rania Hamdy
San Bernardino Valley College	Peggy	Weber	Applied Technology	Thank you for your in-service day session!	Rania Hamdy
San Bernardino Valley College	Janice	Wilkins	Counseling	Thank you for your in-service day session!	Rania Hamdy
San Bernardino Valley College	Sharaf	Williams	FYE, DREAMers, Guardian Scholars	Thank you for all your hard work in making the All Student Services event a success. You are appreciated!	Dr. Olivia Rosas, Interim VP of Student Services



Applause Cards

Submitted for Information May 12, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Maggie	Worsley	Music	Thank you for your in-service day session!	Rania Hamdy
San Bernardino Valley College	Kay Dee	Yarbrough	Office of Instruction	Thank you for providing a wonderful in-service day presentation!	Rania Hamdy
San Bernardino Valley College	Nathan	Yearyean	CTS	Thank you for your technology support on in-service day!	Rania Hamdy

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: May 12, 2022

SUBJECT: Employee Anniversary Recognition

RECOMMENDATION

This item is for information only. No action necessary.

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.

ANALYSIS

The employees on the attached list have submitted in writing their intention to resign.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





SERVICE RECOGNITION FOR 20+ YEARS

May 2022

Name	Background Information
Beck, Rosa (32 years)	<p>Rosa (Rosemary) Beck has worked at the Child Development Center since 1990. Throughout the years she has worked with many directors, as well as many teachers, student employees, and SBVC students. She has had the privilege of helping young children develop the skills needed in their developmental growth and assisting parents in their understanding of their child's developmental milestones, beginning with toddlers up to the age of five. Many children have returned to visit her and are now successful adults and they share their positive memories of being here in her class and at the Center. Some have even brought their children to meet "Ms. Rosemary." Congratulations Rosa on 32 years of service!</p>
Chavira, Rejoice (23 years)	<p>Dr. Rejoice C. Chavira serves as the Director of EOPS, CARE, CalWORKs, Guardian Scholars, and DREAMERS Scholars Program. Rejoice started her career for the San Bernardino Community College District in 1999 when she was hired as the EOPS/CARE Coordinator at San Bernardino Valley College. Rejoice transferred to Crafton Hills College in January 2002 and became the EOPS/CARE Director. Through the years, Rejoice was given the opportunity to thrive and began overseeing the CalWORKs Program, established the Guardian Scholars Program to support foster youth, and most recently spearheaded the establishment of the DREAMERS Scholars Program to support undocumented students.</p> <p>Rejoice's passion lies in the students she serves and is committed to their success. She is active in statewide EOPS professionals' organizations and is well renowned across the state for her advocacy of our most disproportionately impacted EOPS students. Congratulations Dr. Chavira on 23 years of service!</p>
Gonzalez, Maria (23 years)	<p>Maria Gonzalez is from Zamora, Mich. Mexico. In 1991 she and her family moved to San Bernardino, and when her youngest son reached preschool age in 1995 she enrolled at San Bernardino Valley College. Her only goal at the time was to learn English. She has beautiful memories of most of her instructors who played important roles in her success as a valley college student especially, Professor Villarreal (RIP) because getting an "A" in his English class was an odyssey. Over the course of her educational journey, Maria received many scholarships and certificates, and obtained her Associate of Arts Degree in CIT Office Technology.</p> <p>Maria began her career with SBCCD as a student worker advancing in May 1999 to a full-time employee. Through the years, she held positions in both the Career Center and P.E. Departments, and more than 17 years in the Transfer and Career Services Department. She said that assisting students at the front desk was her passion, especially when they had just graduated from High</p>

Name	Background Information
	<p>School or when they were looking for university transfer assistance. Recognizing students transferring to 4-year colleges and universities were the most enjoyable moments for her. Her gratitude goes to the staff and students at San Bernardino Valley College for their invaluable support and for making her dreams come true. Congratulations Maria on 23 years of service!</p>
Vargas, Genaro (23 years)	<p>Genaro (Gino) is without a doubt one of the most cooperative maintenance team members to serve the campus. Often, at the drop of a hat, Gino is ready and willing to help with an emergency or last-minute request. He's always ready to lend a hand on campus. Gino has a wealth of campus and facilities-related knowledge. His skill level exceeds his job description and combined with his positive attitude he has proven to be a valuable team member to all on this campus. Congratulations Genaro on 23 years of service!</p>
Burnham, Lorrie (22 years)	<p>Lorrie Burnham started her educational journey at San Bernardino Valley College as a CalWorks student and found her way to the Biology department as student and later a student worker. After transferring to CSU San Bernardino, she continued on as a laboratory technician in Microbiology here at Valley College and later pursued her Master's degree in Microbiology. In 2008, Lorrie was hired as a full-time faculty member in the Biology program and has been an active member of the campus community. She has served as the faculty chair of Biology, interim dean of Science, and continues to find ways to connect with and inspire students for the last 22 years as a student, classified professional, administrator and faculty member. Congratulations Lorrie on 22 years of service!</p>
Romo, Maria (21 years)	<p>Mrs. Maria "Sylvia" Romo, started as a short term in the Financial Aid Office in August 1995, while still in high school. She began working in the Admissions & Records Office as student work, substitute, & finally became permanent in 2001. She graduated from Valley in 2002. In 2016 she was promoted to the Admissions and Records Specialist. Sylvia has always been supportive to other programs on campus. She has been assisting with Valley Bound since it began in 2008 and she also assist with the Week of Welcome every semester, Dreamers Center, ESL students, and Senior Day. Congratulations Maria on 21 years of service!</p>
Alex-Schiel, Valerie (20 years)	<p>Valerie began her career at SBVC as Substitute Food Service Worker in 2001. She quickly proved herself to be indispensable and was hired to a permanent position less than a year later. Her strong work ethic, leadership qualities, and Culinary Skills quickly earned her a promotion to Food Service Specialist. She also successfully served as Interim Cafeteria /Snack bar Manager from 2015 to 2016.</p> <p>Valerie takes a great deal of pride in everything that she does and expects nothing less from the Food Service team that she leads. The amount of ownership she puts towards the success of the department, almost gives the impression that you are in "Valerie's Cafeteria" when she is around. Many ask for her by name when ordering from her broad range of signature recipes and will accept no imitations. Crowd favorites such as her Zesty Lemon Pepper Chicken, Spicy House Made Salsa, or Comforting Mac and Cheese just to name a few. Some may not know that Valarie's artistry is not just limited to the culinary realm. She is also a talented painter. Some of her works adorn the Cafeteria wall. Congratulations Valerie on 20 years of service!</p>

Name	Background Information
Gallagher, Debra (20 years)	<p>Debby started in the Administrative Services office as an entry level positions as a clerical assistant in May 2002. Learning the make-up of the campus site and working with all staff in varies offices, processing the facilities use requests, and other varies task within the VPAS office, prepared her to promote and began working in the Community Relations & Resource Development Office in January 2008. This led her to her current position as Executive Administrative Assistant to the President in November 2010. She has held this position in the President's office for over 11 years. Debby has been a consummate professional and is an excellent representative for the college. Congratulations Debby on 20 years of service!</p>



Years of Service Recognition

Presented for Information May 12, 2022

[v.4.21.2022.p.1|3]

Employee Name	Assignment	30+ Years Of Service
Beck, Rosa	Child Development Teacher	32

Employee Name	Assignment	21-25 Years Of Service
Chavira, Rejoice	Director, EOPS	23
Gonzalez, Maria	Secretary II	23
Vargas, Genaro	Maintenance Worker	23
Burnham, Lorrie	Professor, Microbiology	22
Romo, Maria	Admissions & Records Specialist	21

Employee Name	Assignment	16-20 Years Of Service
Alex-Schiel, Valerie	Food Service Specialist	20
Gallagher, Debra	Executive Administrative Assistant, President Office	20
Holmon, Yolanda	Child Development Assistant	19
Davis, Lynnette	Account Clerk II	17
Garcia, Raquel	Child Development Teacher	17
Heredia, Melissa	Administrative Secretary	17
Mc Curry, Shari	College Security Officer	16
Sutphin, Ginger	Administrative Assistant I	16



Years of Service Recognition

Presented for Information May 12, 2022

[v.4.21.2022.p.2|3]

Employee Name	Assignment	11-15 Years Of Service
Donaldson, Dawn	Library Media Clerk	15
Greenwell, Jessica	Traffic Coordinator, Television	14
Silva, Steven	Admissions & Records Evaluator	14
Strong, Michael	Vice President – Administrative Services	14
Torres, Maria	Human Resources Coordinator	13
Gonzales, Michael	Senior Theatre Arts Technical Specialist	12
Krehbiel, Deanna	Director, Economic Development Corporate Training	12
Blanquet, Francisco	Producer/Director, TV	11
Macamay, Mariana	Coordinator, Transfer Center	11

Employee Name	Assignment	6-10 Years Of Service
Tinoco, Michelle	Counselor	10
Lopez, Elizabeth	Schedule/Catalog Data Specialist	8
Mccartney, Karen	Lab Technician, Biology	8
Aquino, Michael	Senior Programmer/Analyst	7
Calderon Cruz, Cinthia	Account Clerk I	6
Cosme, David	Clerical Assistant II	6
Hadsock, Harrison	Lab Technician, Environmental Science	6
Kakuska, Zalina	Evidence And Records Technician	6
Uribe, Reyna	Admissions & Records Evaluator	6



Years of Service Recognition

Presented for Information May 12, 2022

[v.4.21.2022.p.3|3]

Employee Name	Assignment	1-5 Years Of Service
Dulay, Paige	Secretary II	5
Norris, William	Sports Information Specialist	5
Sifuentes, Uvaldo	Technology Support Specialist	5
Sweeting, Christina	Administrative Assistant I	5
Arellano, Yesenia	Child Development Assistant	4
Ford, Heather	Executive Administrative Assistant, Office of the Chancellor	4
Morales, Martha	Child Development Assistant	4
Newman, Ida	Child Development Assistant	4
Ryan, Maureen	Student Services Technician I	4
Arechavaleta, Angelica	College Police Officer	3
Babino, Stephaine	College Police Officer	3
Davis, Ariel	Coordinator, Outreach & Relations with Schools	3
Gomez, Tanya	Food Service Worker	3
Quigley, James	College Police Officer	3
Stroud, Kyle	Student Services Technician II	3

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: May 12, 2022

SUBJECT: Consideration of Ratification of MOUs between SBCCD and the San Bernardino Community College District Teachers Association (CTA)

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Memorandums of Understanding (MOU's) between the SBCCD and the California Teachers Association (CTA) and its SBCCD Chapter regarding:

- Compensation for Stacked Honors Sections
- Health and Welfare Benefits for Full-Time Faculty
- Health and Welfare benefits for Part-Time (Adjunct) Faculty

OVERVIEW

SBCCD staff and the CTA met and entered into the attached Memorandums of Understanding, also known as MOUs.

ANALYSIS

The attached MOUs constitute the full and complete Agreement between the District and the CTA.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The costs are to be covered in the appropriate budgets.



MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

Compensation for Stacked Honors Sections

This Memorandum of Understanding ("MOU") is entered by and between the San Bernardino Community College District ("District") and the San Bernardino Community College District Teachers Association CTA/NEA ("Association"), collectively, "the parties."

WHEREAS, Crafton Hills College has compensated faculty who teach honors courses; and

WHEREAS, the parties agreed to come together and meet to extend or negotiate a new process/compensation for honors courses as outlined in the MOU signed December 4, 2020;

THEREFORE, Effective Fall 2021:

1. All faculty teaching any honors course linked to a non-honors course shall be compensated two (2) hours for each student enrolled at census at the non-instructional rate, up to five (5) students, for a maximum of ten (10) hours.

For example, an instructor teaching three (3) honors sections of ENGL-101 with eight (8) honors students would be compensated for a maximum of five (5) students or ten (10) hours. If an instructor also taught ENGL-102 as well, they could be compensated for a maximum of five (5) students for all ENGL-102 honors sections taught by the instructor as well as being compensated for the ENGL-101 honors students.

2. Counselors at both campuses will be released from other student contact to attend honors related meetings and activities during their assigned workweek.

This MOU will sunset upon district plan and agreed upon MOU/TA.

For SBCCD

Date: 4/15/2022

Kristina Hannon

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

For SBCCDTA

Date: 4/15/2022

Jamie Herrera

Jamie Herrera, SBCCDTA Chief Negotiator

MEMORANDUM OF UNDERSTANDING
BY AND BETWEEN THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AND SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION

HEALTH AND WELFARE BENEFITS FOR FULL-TIME FACULTY

This Memorandum of Understanding ("MOU") is entered by and between the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT ("District") and the SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION (Association), collectively, "the parties."

For the 2022-2023 plan year (October 1, 2022 – September 30, 2023), the benefit cap shall be as follows:

1. Medical plan only: \$14,304.00
 - a. Individual full-time unit members shall have the option to select other health plans offered by the District during open enrollment and shall be responsible for the cost differential between the plans.
 - b. Medical plans offered to include a choice of six (6) medical plans:
 - i. Anthem Blue Cross Select-Network HMO Premier (No additional cost option)
 - ii. Anthem Blue Cross Full-Network HMO Premier (Additional cost option)
 - iii. Anthem Blue PPO (Additional cost option)
 - iv. Anthem Blue PPO Low (Additional cost option)
 - v. Kaiser Low HMO \$30 Co-Pay (Additional cost option)
 - vi. Kaiser High HMO \$10 Co-Pay (Additional cost option)
2. Dental, Vision, Term Life and AD&D: \$649.68
 - a. Individual full-time unit members shall have the option to select other health plans offered by the District during open enrollment and shall be responsible for the cost differential between the plans.
 - b. Dental plans offered include a choice of two (2) dental plans:
 - i. DeltaCare USA HMO (No additional cost option)
 - ii. Delta Dental PPO (Additional cost option)
 - c. Vision plan offered include one vision (1) plan:
 - i. EyeMed (No additional cost option)
 - d. Term Life and AD&D policies include Basic and Voluntary coverage options:
 - i. Prudential Basic Term Life: \$50,000 (No additional cost)
 - ii. Prudential Basic AD&D: \$50,000 (No additional cost)
 - iii. Prudential Voluntary Term Life (Additional cost option)
 - iv. Prudential Voluntary AD&D (Additional cost option)

3. Medical Wavier

- a. Full-time faculty members who chose to opt-out of the medical plan benefits shall complete the 2022-2023 Opt-Out of Medical Benefits Form.
- b. In lieu of medical benefits, full-time faculty members who chose to opt-out shall receive a \$250 per month (\$3,000 per year) stipend. It is understood that this monthly stipend may be considered a compensable benefit and subject to the appropriate taxes and applicable retirement contributions. The District shall still continue any other plan that the faculty member is currently enrolled in including dental, and vision, and any other alternative insurance benefits including Basic Life Insurance and the Employee Assistance Program (EAP).

There shall be no requirement for the District to procure the prior consent of any unit member before deducting the balance of any premium in excess of the above amount from any compensation due from the unit member.

The District shall contribute the cost of the least expensive health and welfare plan to full-time unit members during the 2022-2023 plan year (October 1, 2022 – September 30, 2023).

This Agreement is made and entered into this 22nd day of April, 2022.

SBCCD

Kristina Hannon

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

Date: April 22, 2022

SBCCDTA

Jamie Herrera

Jamie Herrera, SCCDTA Chief Negotiator

Date: April 22, 2022

MEMORANDUM OF UNDERSTANDING
BETWEEN
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT TEACHERS ASSOCIATION
AND
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

HEALTH AND WELFARE BENEFITS FOR PART-TIME (ADJUNCT) FACULTY

This Memorandum of Understanding (MOU) is made and entered into this 22nd day of April, 2022 between the San Bernardino Community College District (hereinafter, "District") and the San Bernardino Community College District Teachers Association-CTA/NEA (hereinafter, "Association").

WHEREAS, The District and Association agree to continue to address the goal of providing health and welfare benefits to part-time bargaining unit members as Objective #7 in Appendix A-1 where the existing collective bargaining agreement also indicates that the District shall present a health and welfare plan for part-time bargaining unit members in the 2019-2020 academic year for implementation on September 1, 2020.

WHEREAS, The District has researched various plan offerings with insurance carriers to offer medical-benefits to part-time faculty.

WHEREAS, the number of part-time faculty have been fewer than anticipated and this money can be used to benefit all part-time faculty in other areas.

IT IS THEREFORE AGREED THAT:

In an ongoing effort to continue to address "D" of Article 11: Health and Welfare Benefits, part-time faculty and their eligible dependents for the 2022-2023 plan year.

Effective October 1, 2022 through September 30, 2023, the District shall offer:

MEDICAL

1. Offer Anthem Blue Cross PPO High Deductible plan to all eligible part-time faculty members and eligible dependents at 100% employee contribution.
2. An interest list will be developed over a two-week period to determine how many part-time faculty members would be interested in enrolling.
3. Up to a maximum of 10 part-time faculty members who meet the eligibility requirements will be funded each month (for up to 12 months) not to exceed \$45,000 for the 2022-2023 plan year, to help offset the cost of employee premiums. The allocated \$45,000 will be divided equally amongst the enrollees, up to 10 people. The subsidy cannot exceed the cost of the benefits. The established cap shall not be considered as a permanent cap to funded benefits for part-time faculty. The established cap and subsidy amount will be subject to negotiations every year.

DENTAL

1. Offer the Delta Dental HMO Direct for eligible part-time faculty and eligible dependents at the 75% employer contribution/25% employee contribution.
2. An interest list will be developed over a two-week period to determine how many part-time faculty members would be interested in enrolling.

3. The District will fund the employer contribution for up to 25 part-time faculty members who meet the eligibility requirements (\$25.15 each month (for up to 12 months) not to exceed \$301.80 for the 2022-2023 plan year). The maximum enrollment for this funding shall be 25 faculty. The established cap shall not be considered as a permanent cap to funded benefits for part-time faculty. The established cap and subsidy amount will be subject to negotiations every year.

The following eligibility requirements shall apply:

1. Part-time faculty must be actively employed in a district faculty position.
2. Applicants who have existing coverage elsewhere are not eligible for District funding.
3. Priority will be established as follows:
 - a. 1st priority: Applicants enrolled in the previous plan year.
 - b. 2nd priority: Shall be established by the earliest hire date.
4. Any subsequent enrollments are at the discretion of the District.
5. An eligible employee may choose either medical or dental benefits, but not both.

The District reserves the right each school year to change the medical plan and/or subsidy amount offered to part-time faculty.

SBCCD

Kristina Hannon

Date: April 22, 2022

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

SBCCDTA

Jamie Herrera

Date: April 22, 2022

Jamie Herrera, SBCCDTA Chief Negotiator

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: May 12, 2022

SUBJECT: Final Approval of Board Policies

RECOMMENDATION

It is recommended that the Board of Trustees approve the Board Policies for second reading and final approval. Administrative Procedures are submitted for information and review for consistency with Board policies.

OVERVIEW

AP 2410 <https://sbccd.policystat.com/policy/11581593/latest>

Pursuant to Board Policy 2410, Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

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

ANALYSIS

AP/BP 6320 Investments

The Board approved first reading on April 14, 2022. 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.



SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

BP 6320: INVESTMENTS | Proposed (redlined)

Level 2, Non 10+1 Recommendation

Please review with constituents and provide feedback by March 4. Proposed changes reflect reordering of items from BP to AP.

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

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

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

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

Investments shall be made based on the following criteria:

1. The preservation of principal shall be of primary importance.
Safety of principal shall be the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the overall portfolio. To obtain this objective, diversification is required so that potential losses on individual securities do not exceed income generated from the remainder of the portfolio.
2. The investment program must remain sufficiently flexible to permit the District to meet all operating requirements.
The District's investment portfolio shall remain sufficiently liquid to meet all operating requirements, which may reasonably be anticipated.
3. Transactions should be avoided that might impair public confidence.
Pursuant to Government Code Section 53646, District funds shall be invested with the judgment and care which persons of prudence, discretion, and intelligence exercise in management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived. The standard of prudence to be used by investment officials shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio.
4. Return on investment

BP 6320: INVESTMENTS | Proposed (redlined)

Level 2, Non 10+1 Recommendation

Please review with constituents and provide feedback by March 4. Proposed changes reflect reordering of items from BP to AP.

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

This Policy applies to all funds of the District.

The authority to invest funds not deposited with the San Bernardino County Treasurer is granted to the Chancellor. Authority to manage the investment portfolio and establish written procedures for the operation of the investment program, consistent with applicable law and this Policy, may be delegated at the discretion of the Chancellor. Investment officers acting in accordance with written procedures, and investment policy and exercising due diligence shall be relieved of personal responsibility of an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

~~District funds may be invested in any of the following:~~

Commented [TF1]: This section was moved to AP

- ~~1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of Government Code Section 53651, namely:
 - ~~a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.~~
 - ~~b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.~~
 - ~~c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.~~
 - ~~d. Registered warrants of California.~~
 - ~~e. Notes, tax anticipation warrants, or other evidence of indebtedness issued~~~~

[v.2022-02-15,p.2|4}

BP 6320: INVESTMENTS | Proposed (redlined)

Level 2, Non 10+1 Recommendation

Please review with constituents and provide feedback by March 4. Proposed changes reflect reordering of items from BP to AP.

~~pursuant to Government Code Sections 53820 et seq.~~

~~f. State of California notes:~~

~~g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.~~

~~2. Local Agency Investment Fund with the Treasurer's Office of the State of California.~~

~~3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to Government Code Section 53635.2.~~

~~San Bernardino County Treasurer's Office, whenever required by law, The Chancellor, pursuant to Government Code Section 53646, shall submit a quarterly investment portfolio status report to the Board of Trustees. Said report shall detail:~~

- ~~• Investment types~~
- ~~• Names of issuers~~
- ~~• Maturity dates~~
- ~~• Par and dollar amounts invested in each security, investment, and money~~
- ~~• Weighted average maturity of investments~~
- ~~• Any funds being managed by contracted parties~~
- ~~• Market value as of date of report and source of valuation~~
- ~~• Description of compliance with investment policy~~
- ~~• Current market value of funds managed by a consultant~~
- ~~• The primary objectives of the District's investment activities shall be:~~

Commented [TF2]: Moved to AP

~~1. SAFETY~~

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

~~2. LIQUIDITY~~

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

AP 6320: INVESTMENTS | Proposed (redlined)

Level 2, Non 10+1 Recommendation

BP 6320 requires an annual review by the Board of Trustees. In preparation, EVC Jose Torres has suggested changes to the BP and AP in order to streamline.

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

Ethics and Conflict of Interest

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

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

Acceptable and Prohibited Investments

District funds may be invested in any of the following:

- Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of Government Code Section 53651, namely:
 - United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
 - Registered warrants of California.

AP 6320: INVESTMENTS | Proposed (redlined)**Level 2, Non 10+1 Recommendation**

BP 6320 requires an annual review by the Board of Trustees. In preparation, EVC Jose Torres has suggested changes to the BP and AP in order to streamline.

- Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
- State of California notes.
- Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
- Local Agency Investment Fund with the Treasurer's Office of the State of California.
- A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to Government Code Section 53635.2.
- San Bernardino County Treasurer's Office, whenever required by law.

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

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

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

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

Authorized Personnel

The Chancellor, Executive Vice Chancellor, or designee shall request approval from the Board to invest surplus funds. Both the Chancellor or designee and the Executive Vice Chancellor must jointly authorize investment decisions such as:

- Transfers of funds to the appropriate agency or financial institution for investment purposes,

AP 6320: INVESTMENTS | Proposed (redlined)

Level 2, Non 10+1 Recommendation

BP 6320 requires an annual review by the Board of Trustees. In preparation, EVC Jose Torres has suggested changes to the BP and AP in order to streamline.

- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

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

Recording and Reconciliation

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

Reporting

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

Investment types

Names of issuers

Maturity dates

Par and dollar amounts invested in each security, investment, and money

Weighted average maturity of investments

Any funds being managed by contracted parties

Market value as of date of report and source of valuation

Description of compliance with investment policy

Current market value of funds managed by a consultant

References:

Government Code Sections 53600 et seq., 87200

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: May 12, 2022

SUBJECT: Regular Board Meeting Dates

RECOMMENDATION

It is recommended that the Board of Trustees approve regular board meeting dates August 2022-July 2023.

OVERVIEW

<https://sbccd.policystat.com/policy/8198406/latest/>

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

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

All regular meetings of the Board, held on the 2nd and 4th Thursday of the month, shall be held within the boundaries of the District except in cases where the Board is meeting with another local agency or is meeting with its attorney to discuss pending litigation if the attorney's office is outside the District. Meetings will be held in the SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino, California, 92408, or as otherwise posted. Regular meetings of the Board begin at 4:00 p.m., or as otherwise posted.

Meeting dates and times are subject to change and are posted on the district website 72-hours prior to the meeting date www.sbccd.edu.

ANALYSIS

Boards of trustees exist to represent the general public for whom they hold the colleges in trust. They are responsible for balancing and integrating the wide variety of interests and needs into policies that benefit the common good and the future of their region. Representing the public means considering multiple viewpoints and discussing the issues in public.



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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications to this item.

Meeting Date	Meeting Type
08/11/22	Business Meeting
08/25/22	Strategy Session: Final Budget Review
09/08/22	Business Meeting
09/22/22	Strategy Session
10/13/22	Business Meeting
10/27/22	Strategy Session
11/10/22	Business Meeting
12/09/22	Annual Meeting
01/12/23	Business Meeting
01/23/23-1/24/23	2-DAY BOARD MID-YEAR RETREAT
02/09/23	Business Meeting
02/23/23	Strategy Session
03/09/23	Business Meeting
03/23/23	Strategy Session
04/13/23	Business Meeting
04/27/23	Strategy Session
05/11/23	Business Meeting
05/25/23	Strategy Session
06/08/23	Business Meeting
06/26/23-6/27/23	2-DAY BOARD MID-YEAR RETREAT
07/13/23	Business Meeting
07/27/23	Strategy Session

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Steven J. Sutorus, Business Manager

DATE: May 12, 2022

SUBJECT: Consideration of Approval to Serve Alcoholic Beverages at a Campus Event

RECOMMENDATION

It is recommended that the Board of Trustees approve this request to serve alcoholic beverages.

Event & Location	Sponsoring Group	Date & Time	Type of Alcohol
Multi Chamber of Commerce Mixer	President's Office	June 14, 2022 5-9 pm	Beer, Wine, Mixed Drinks

OVERVIEW

The possession, sale or furnishing of alcohol on campuses is governed by California law. It is a violation of SBCCD policy for anyone to consume or possess alcohol anywhere on campus without prior District approval. Organizations or groups violating alcohol policies may be subject to sanctions.

The decision to serve alcoholic beverages at the event(s) listed above has been agreed to by campus management.

ANALYSIS

This request meets the requirements of SBCCD Board Policy and Administrative Policy 3560 on Alcoholic Beverages and California law. The appropriate paperwork has been filed through the Business Services office to obtain the appropriate licenses.

SBCCD GOALS

3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with the approval of this board item.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: May 12, 2022

SUBJECT: Consideration of Approval of Curriculum – CHC

RECOMMENDATION

It is recommended that the Board of Trustees approve the CHC curriculum modifications.

OVERVIEW

The courses, certificates, and degrees at CHC are continually being revised and updated to reflect and meet student needs.

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2021-2022 and 2022-2023 College Catalog.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

None.



NEW COURSE

Discipline:	Health Education
Department:	Kinesiology and Health Education
Course ID:	HEALTH 105
Course Title:	Introduction to Holistic and Complementary Health
Units:	3
Minimum Semester Hours:	
Lecture:	48 – 54
Prerequisite:	None
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	This course provides an introduction to holistic and complementary health techniques and practices such as Reiki, Acupuncture, Ayurveda, Chinese Traditional Medicine, Meditation, Massage, and Herbalism. Students explore wellbeing, healing, treatment and prevention from the physical, mental, social and spiritual aspects.
Schedule Description:	Introduction to holistic and complementary health techniques and practices such as Reiki, Ayurveda, Chinese Traditional Medicine, Meditation, Massage, and Herbalism. Students explore wellbeing, healing, treatment and prevention from the physical, mental, social and spiritual aspects.
Student Learning Outcomes:	New
Rationale:	A shift is occurring where individuals are taking greater responsibility for their health prevention and treatment choices. In addition to Western Medicine there are a variety of Alternative and Complementary practices that people are using to improve their health and wellness. It is important that people understand the choices they are making especially as they are taking their own health care into their hands. Transfers to CSU. Adding DE component.
Equate:	HEALTH 103 at SBVC
Effective:	Fall 2023

NEW COURSE

Discipline: Kinesiology – Fitness Activities
Department: Kinesiology and Health Education
Course ID: KIN/F 153A
Course Title: Distance Running I
Units: .50 – 1
Minimum Semester Hours:

Lab 24 – 48

Prerequisite: None
Corequisite: None
Departmental Recommendation: None

Catalog Description: This class will focus on improving the student's cardiovascular fitness, running efficiency, and distance running knowledge.

Schedule Description: This class will focus on improving the student's cardiovascular fitness, running efficiency, and distance running knowledge.

Student Learning Outcomes: New

Rationale: Gives students who enjoy running a way to earn units and improve their health. Helps feed into our new cross-country program. Transfers to CSU.

Equate: KINF 132A at SBVC
Effective: Fall 2023

NEW COURSE

Discipline: Kinesiology – Sport and Skill Base Activities
Department: Kinesiology and Health Education
Course ID: KIN/S 101A
Course Title: Meditation for Wellness I
Units: .50 – 1
Minimum Semester Hours:

Lab 24 – 48

Prerequisite: None
Corequisite: None
Departmental Recommendation: None

Catalog Description: Learn to meditate and improve your overall health. Introduction to a variety of styles of meditation and practices.

Schedule Description: Learn to meditate and improve your overall health. Introduction to a variety of styles of meditation and practices.

Student Learning Outcomes: New

Rationale: Meditation is an excellent tool for stress reduction, disease prevention and management. Our students are more stressed and unfocused now more than ever and need tools to help them manage their health and focus on their academics. Transfers to CSU. Adding DE component.

Equate: Course is not currently equated with SBVC

Effective: Fall 2023

NEW COURSE

Discipline:	Multimedia
Department:	Multimedia and Information Technology
Course ID:	MULTI 155
Course Title:	Digital Sculpting
Units:	3
Minimum Semester Hours:	
	Lecture 48
Prerequisite:	MULTI 100
Corequisite:	None
Departmental Recommendation:	None
Catalog Description:	Introduction to 3D digital sculpting using industry standard 3D sculpting software. Focus includes 3d sculpting, 3d design, topology, 3d asset pipeline, and texture painting 3d objects such as characters, props, and environments for animation, film, and video game design.
Schedule Description:	Introduction to 3D digital sculpting using industry standard 3D sculpting software. Focus includes 3d sculpting, 3d design, topology, 3d asset pipeline, and texture painting 3d objects such as characters, props, and environments for animation, film, and video game design.
Student Learning Outcomes:	New

Rationale: The ability to design and create 3D assets is in high demand in both the public and private sector. Professionals in industries ranging from animation, film, game design, animatronics, set design, application design, and toy design use 3D assets on a regular basis. This course is associate degree applicable and applies to the Associate in Science degree requirements in 3D Modeling for Animation, Game Art and Visual Effects. This course transfers to CSU.

Equate: Course is not currently equated with SBVC

Effective: Fall 2022

MODIFY COURSE

COURSE ID	COURSE TITLE
CHEM 101	Introduction to Chemistry

Prerequisite: MATH 102 or eligibility for MATH 160 or higher as determined through the Crafton Hills College assessment process

Corequisite: MATH 102

Student Learning Outcomes: No change

Rationale: Updating prerequisite and corequisite

Equate: CHEM 101 at SBVC

Effective: Fall 2023

MODIFY COURSE

COURSE ID	COURSE TITLE
CHEM 150	General Chemistry I

Prerequisite: MATH 102 or eligibility for MATH 160 or higher as determined through the Crafton Hills College assessment process. CHEM 101 or eligibility for CHEM 150 as determined through the Crafton Hills College assessment process

Corequisite: MATH 102

Student Learning Outcomes: No change

Rationale: Updating prerequisite and corequisite

Equate: CHEM 150 at SBVC

Effective: Fall 2023

MODIFY COURSE

COURSE ID	COURSE TITLE
COMMST 120	Oral Interpretation of Literature

Student Learning Outcomes: New

Rationale: Six-year revision

Equate: Course is not currently equated with SBVC

Effective: Fall 2023

MODIFY COURSE

COURSE ID	COURSE TITLE
COMMST 140	Small Group Communication

Student Learning Outcomes: No change
Rationale: Six-year revision
Equate: COMMST 140 at SBVC
Effective: Fall 2023

MODIFY COURSE

COURSE ID	COURSE TITLE
MATH 266	Introduction to Ordinary Differential Equations

Student Learning Outcomes: New
Rationale: Six-year revision
Equate: MATH 266 at SBVC
Effective: Fall 2023

MODIFY COURSE

COURSE ID	COURSE TITLE
MATH 942	Arithmetic

Student Learning Outcomes: No change
Rationale: Six-year revision
Equate: MATH 942 at SBVC
Effective: Fall 2023

MODIFY COURSE

COURSE ID	COURSE TITLE
PSYCH 103	Theories of Personality

Student Learning Outcomes: No change
Rationale: Six-year revision
Equate: PSYCH 103 at SBVC
Effective: Fall 2023

MODIFY COURSE

COURSE ID	COURSE TITLE
PSYCH 110	Abnormal Psychology

Departmental Recommendation: Successful completion of ENGL 101 or ENGL 101H
Student Learning Outcomes: No change
Rationale: Six-year revision
Equate: PSYCH 110 at SBVC
Effective: Fall 2023

DISTRIBUTED EDUCATION

Course ID:	HEALTH 105	100% Online
Course Title:	Introduction to Holistic and Complementary Health	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

DISTRIBUTED EDUCATION

Course ID:	KIN/S 101A	100% Online
Course Title:	Meditation for Wellness I	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

DISTRIBUTED EDUCATION

Course ID:	MULTI 155	Hybrid & 100% Online
Course Title:	Digital Sculpting	
Rationale:	Increase DE Offerings	
Effective:	Fall 2022	

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: May 12, 2022

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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost for employment of adjunct and substitute academic employees is included in the appropriate 2021-2022 budgets.





Adjunct and Substitute Academic Employees

Presented for Information May 12, 2022

[v.4.20.2022.p.2|2]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Hayes, Victor	CHC	Political Science	Political Science
Martgan, Ann	CHC	Emergency Medical Services	Emergency Medical Technologies
Moore, Melissa	CHC	Kinesiology	Kinesiology
Simpson, Andrew	CHC	Emergency Medical Services	Emergency Medical Technologies
Smith, Kimberly	CHC	Respiratory Technologies	Respiratory Technologies
Berglas, Ron	SBVC	Theater Arts	Theater Arts
Li, Yi	SBVC	Architecture	Architecture

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: May 12, 2022

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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate 2021-2022 budgets.





Appointment of District Employees

Submitted for Board May 12, 2022

[v.4.20.2022.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Favela, Abel Associate Director of Bond Program Planning and Construction DSO Facilities Planning & Construction	05/16/22	Management 17E	Ryan Smith	Facilities, Planning & Construction	TBD [†]
Hernandez, Luis Tool Room Specialist SBVC Tool Room	05/16/22	Classified 26A	Diana Hopper	General	TBD [†]
Martinez, Vincent Tool Room Specialist SBVC Tool Room	05/16/22	Classified 26A	Edward Jones	General	TBD [†]
Viramontes, Shawn College Police Officer DSO College Police	05/13/22	Classified 50A	Jose Plasencia	College Police	02/22/22

[†]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: May 12, 2022

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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

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





Appointment of Interim Managers

Submitted for Board Approval May 12, 2022

[v.4.26.2022.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
Zaragoza, Karla Interim Associate Director, Human Resources DSO Human Resources	05/01/22 to 12/31/22	16A	New	Human Resources	08/09/12

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: May 12, 2022

SUBJECT: Consideration of Approval of Classified Job Description

RECOMMENDATION

It is recommended that the Board of Trustees approve the classified job description as attached:

- Basic Needs Coordinator
- Institutional Advancement Coordinator

OVERVIEW

The attached job descriptions are necessary to accurately reflect position duties, responsibilities, and minimum qualifications.

ANALYSIS

The attached job descriptions reflect the representative duties and responsibilities, and the appropriate minimum qualifications for the positions involved. CSEA has been notified of the changes.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Basic Needs Coordinator

Classified Range: 46

Board Approved: TBD P. I|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

Coordinates with campus and community organizations to obtain resources for students and to promote student success, retention, and completion by removing barriers to their education.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers and/or professional experts.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. Coordinates the administration of the basic needs program; performs a variety of technical, program support, case management, and clerical duties in support of the basic needs program area.
2. Develops partnerships on- and off-campus, including coordination with the local homelessness response system, and social services to ensure students have access to community-based services.
3. Identifies and links students to on- and off-campus basic needs services and resources such as housing, food, clothing, technology, mental health services.
4. Ensures students receive support in accessing CalFresh and other public benefits for which they may be eligible.
5. Collaborates with the campus financial aid office to ensure students are receiving the maximum aid available.
6. Coordinates and oversees the college-wide food pantry efforts; drives to local food banks and/or grocery stores to assist in restocking food for pantries as needed.
7. Compiles data, prepares and maintains records, reports, lists and files related to the basic needs program area.
8. Works closely with various campus departments and/or programs, such as the Behavioral Intervention Team and Title IX; serves as mandated reporter.
9. Assists with compliance and proper application of applicable policies, procedures, and laws in relation to the basic needs program.
10. Maintains current knowledge of a variety of complex regulations, requirements and policies related to the basic needs program area.
11. Develops brochures, forms, spreadsheets, databases, handbooks, manuals and other written materials to support access to basic needs services and resources.
12. Coordinates, plans, develops, and conducts presentations and workshops relating to basic needs services and resources.
13. Coordinates and/or attends activities and events on or off campus as a representative of the college in relation to its basic needs program area.



Basic Needs Coordinator

Classified Range: 46

Board Approved: TBD P. 2|4

14. Monitors the program budget and makes recommendations regarding allocation of resources and expenditure of funds.
15. Performs other duties related to the primary job duties.

QUALIFICATIONS

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**



Basic Needs Coordinator

Classified Range: 46

Board Approved: TBD P. 3|4

- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines



Basic Needs Coordinator

Classified Range: 46

Board Approved: TBD P. 4|4

- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines:

Education/Training:

A Bachelor's degree in Business, Management, Social Sciences or Human Services from an accredited college or university.

Required Experience:

Three (3) years of increasingly responsible experience in student services or related field.

Equivalency Provision:

In the absence of a Bachelor's degree in Business, Management, Social Sciences or Human Services from an accredited college or university, an Associate's degree in Business, Management, Social Sciences or Human Services from an accredited college or university and five (5) years of increasingly responsible experience in student services or related field is qualifying.

License or Certificate:

Possession of a valid driver's license.

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 with some travel as needed. Evening hours.

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 frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; 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.



Institutional Advancement Coordinator

Classified Range: 45

Board Approved: TBD

*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

Coordinates an array of institutional advancement activities and functions related to enhancing the image of the college and connection to the community.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Collaborates with respective departments and/or employees to coordinate the college's institutional advancement functions, such as communications, graphic design, photography, videography, and social media.
2. Serves as an initial point of contact for members of the campus community to promote events, activities, and workshops.
3. Collaborates with other departments to meet their communication needs including coordinating photography, videography, brochures, and other communication tools.
4. Develops promotional brochures and materials for individual departments, divisions, and college.
5. Coordinates trainings on effective use of social media and branding standards to college departments and divisions.
6. Researches, writes, distributes, and tracks press releases, coordinates information released to the press and media regarding institutional advancement activities.
7. Plans, writes, edits, lays out, coordinates, and distributes newsletters, publications, social media, feature articles and other announcements and communications including board reports, weekly student emails, annual reports; provides updates for TV monitors and other computer screens throughout campus.
8. Assists in the development and use of a tracking and evaluation system to gauge the efficiency in communications.
9. Coordinates and participates in presentations at community functions and events with higher education peer institutions, community partners, local business and industry, and local non-profit organizations related to institutional advancement.
10. Prepares and monitor the department's annual budget and prepare the department's annual program plan.



Institutional Advancement Coordinator

Classified Range: 45

Board Approved: TBD

11. Represent the college at off-campus functions, meetings, and events related to institutional advancement.
12. Prepares and provides reports, program plans, and event plans.
13. Prepares and assesses Service Area Outcomes, Program Review and other related outcomes for institutional advancement.
14. Performs other duties related to the primary job duties.

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.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer-term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality



Institutional Advancement Coordinator

Classified Range: 45

Board Approved: TBD

- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Position*



Institutional Advancement Coordinator

Classified Range: 45

Board Approved: TBD

Education/Training:

An Associate's degree or the equivalent of sixty (60) semester units with major coursework in communications, business administration or a related field from an accredited university.

Experience:

Four (4) years of increasingly responsible experience in journalism, public relations, marketing, communications, public administration, or a related field.

Equivalency Provision:

In the absence of an Associate's degree from an accredited college or university, equivalent to the completion of high school and six (6) years of increasingly responsible experience in journalism, public relations, marketing, communications, public administration, or a related field or a related field is qualifying.

License or Certificate:

Possession of a valid driver's license.

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 with frequent travel to other locations.

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 frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance. 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 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: Dr. Scott Thayer, Interim President, SBVC
Dr. Kevin Horan, President, CHC
Kristina Hannon, Vice Chancellor, Human Resources and Police Services

DATE: May 12, 2022

SUBJECT: Consideration to Rescind Approval of Contracts for Tenure Track Academic Employees

RECOMMENDATION

It is recommended that the Board of Trustees rescind the approval tenure track contract for academic employees as indicated below.

OVERVIEW

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

ANALYSIS

The employee listed below was recommended and granted second year probationary status (1st to 2nd) at the March 10, 2022 Board meeting. After further review, it was found that this employee did not complete the required days of service to qualify for advancement to year two and must continue year one in the 2022-2023 academic year.

Employee Name	Site	Division
Ghazaleh, Rema	SBVC	Student Services

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



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: May 12, 2022

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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of these transfers is included in the appropriate 2021-22 budgets.





Employee Transfers

Submitted for Board Approval May 12, 2022

[v.4.20.2022.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Van Genderen, Laura	CHC Student Services Administrative Coordinator Classified Schedule Range 45, Step F	DSO Professional Development Center Administrative Coordinator Classified Schedule Range 45, Step F	Stacy Garcia	General	05/13/22

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: May 12, 2022

SUBJECT: Consideration of Approval of Classified Management Job Descriptions

RECOMMENDATION

It is recommended that the Board of Trustees approve the classified management job descriptions as attached:

- Development Director
- Director of Operations

OVERVIEW

The attached job descriptions have been developed or revised 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. These positions are contingent on grant funding.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of employment is included in the appropriate budgets.





Development Director

Management Range 18

Pending Board Approval: 05/12/22 08/10/2017 P. 1 | 4

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

SUMMARY DESCRIPTION

Under the general supervision of the appropriate administrator, the Development Director, is responsible for the overall management and administration of the Foundation; the development and implementation of a comprehensive fundraising program to provide the financial resources necessary to support the organization's mission; the coordination or writing of major grants for the Foundation organization; providing leadership for the solicitation of donations, fundraising including planned giving, annual giving campaigns, capital campaigns, endowments, planned annuities, scholarship and corporate giving; major event planning; alumni development; and community involvement as it relates to generating external sources of income to support the mission; oversee the organization's efforts in all philanthropic activities as major gifts, annual fund, cultivation of sponsorships, underwriting, events and development operations and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors.

Note: This position is contingent on grant funding.

REPRESENTATIVE DUTIES

1. Serves as the Director of the Foundation and manages the overall function of the Foundation, developing annual goals, training, preparing meeting agendas, Board handouts, minutes, and other relevant materials, and accountability for the overall operation of the Foundation
2. Develop and implement a comprehensive development plan for the organization, including plans for annual giving, foundation and corporate support, and individual major and planned gifts.
3. Ensure success in events management, including cultivation activities and signature fundraising events.
4. Identifies external sources of income to assist the Foundation organization in attaining its objective by identifying, cultivating and soliciting gifts from both individuals and public and private institutions, including but not limited to: the solicitation of donations; fundraising including planned giving, annual giving campaigns, capital campaigns, endowments; planned annuities, scholarships, corporate giving, cultivation of sponsorships, underwriting, academic and campus program donations; major event fundraisers.
5. Identifies and analyzes new fundraising opportunities, works with others to solicit funds and in-kind gifts, and identify and design special events to support fundraising efforts.
6. Researches, identifies and recognizes state, federal and private grant offerings that present viable funding opportunities for the Foundation organization. Develops grant ideas and writes major grant proposals/applications on behalf of the Foundation organization. Manages and coordinates the implementation and performance of the grants received.
7. Prepares and develops promotional, publications, and marketing strategies, advancing the image and purpose of the Foundation, College, or the District or any of its entities.
8. Organizes and participates in outreach activities to promote long-term competitive capacity for the foundation, College, and the District or any of its entities.
9. Provides technical assistance in the planning, writing, program design, budget development, and evaluation. Creates and maintains systems for dissemination of information about external funding opportunities and other grants-related information.



Development Director

Management Range 18

Pending Board Approval: 05/12/22 08/10/2017 P. 2/4

10. Establishes, maintains and adheres to guidelines for maintaining the confidentiality and security of all Foundation-organization matters. These guidelines take into account the nature of the Foundation's organization's role in the community and the need to safeguard Foundation-organization records.
11. Provides leadership for planning, budgeting, and the development of the grant programs and services in consultation with all external partners and coordinates the submission of proposals. Ensures that all grant expenditures are reasonable, allocable and allowable according to agency guidelines.
12. Manage a portfolio of major gift level prospects through the entire cycle of development (research and identification, cultivation, solicitation, closure and stewardship).
13. Pursue and complete major gift solicitations, to include revocable intentions. This would include face to face meetings with major gift donors.
14. Monitor Foundation-organization assets, fiduciary oversight of trust agreements, gift reception and investment policies. Uses appropriate technology and data systems to manage and monitor gifting, donor data bases, and donations for planning and recognition purposes.
15. Provides leadership for the Foundation-organization to be in compliance with federal, state, and local laws and regulations.
16. Coordinate the Annual Audit of the Foundation and prepares and disseminates the Annual Report and makes the Annual Report presentation to the SBCCD Board of Trustees and the Foundation Board. Ensures and oversees that the Foundation-organization maintains accounts, payables and receivables, safeguards tax records, follows tax requirements, and satisfies the Foundation's-organization's insurance needs.
17. Performs other related job duties as assigned.
- 17-18. Create and maintain systems for dissemination of information about external sponsorship and funding opportunities with corporate partners and other grants-related information.

QUALIFICATIONS

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

Knowledge of:

- Operational characteristics, services, and activities of a foundation, grant management program and fundraising.
- Principles and practices of grant writing and management.
- Principles and practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations.
- Principles and practices of program development and administration.
- Principles and practices of financial management and public and non-profit administration.
- Principles and practices of budget planning, development and preparation, proposal development, assembly, submission and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state, and local laws, codes, and regulations relating to grant writing, administration and management.
- Principles, methods, procedures and strategies of community relations, marketing, promotion, fundraising, Foundation, scholarship and alumni development.
- Planning and implementation of development programs using college and community resources.



Development Director

Management Range 18

Pending Board Approval: 05/12/22 ~~08/10/2017~~ P. 3|4

Ability to:

- Oversee and participate in the management of a comprehensive grant management and resource development program.
- Plan, organize, and efficiently manage concurrent demands and meet deadlines.
- Lead teams, groups and meeting.
- Negotiate with funding agents and follow-up on progress of grant activities.
- Visualize operational and program implications, reason logically, draw valid conclusions, recommend alternative and take appropriate actions.
- Plan, organize and direct and coordinate the work of others.
- Develop, implement, interpret and apply a wide variety of governmental and department policies and procedures.
- Establish and maintain cooperative working relationships with funding agencies, auditors and community.
- 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.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to resource development and grant management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work evening and weekends according to event-related scheduling.

Education and Experience Guidelines

Education/Training:

- A Bachelor's degree from an accredited college or university.

Required Experience:

- Five (5) years of recent full-time experience in grants and resource development. OR
- Five (5) years of progressively responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts. OR



Development Director

Management Range 18

Pending Board Approval: 05/12/22 ~~08/10/2017~~ P. 4|4

- Five (5) years full time equivalent work experience in marketing, community relations, and fundraising/development.

Preferred Experience:

- Experience in an educational setting.

License and Certification

- Possession of a valid California Driver's License.

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.



~~Associate General Manager, Director of Operations,~~ ~~Production & Technology~~

Management Range: ~~2-18~~

~~Pending~~ Board Approval: ~~10-10-2019~~ 05/12/22 P. 1|5

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

SUMMARY DESCRIPTION

Under the administrative direction of the ~~General Manager-Executive Director of Broadcast Media Systems~~ *appropriate administrator*, the ~~Associate General Manager-Director of Operations~~ *Production and Technology* manages the operations of EMPIRE | KVCR's Radio, Television, Digital and News properties to include but not limited to the supervision of assigned staff, budget administration, planning and programming, oversight of engineering, compliance and digital ecosystems. Additional areas of oversight include OTT, VOD, SVOD, AVOD, Live Streaming, mobile applications, social media, technical management, equipment, signal expansion, marketing, and academic pathway support.

The ~~Associate General Manager, Director of Operations & Broadcast Media Systems~~ *assists in the creation* and execution of the long-range plans for the stations budgetary, technical, brand, broadcast, production, studio operations, digital and content strategies. This position is establishes benchmarks and analyzing station data to develop and assist in the strategic planning and direction, whereby ensure maximum efficiency, ratings, and revenue across all platforms.

Note: This position is contingent on grant funding.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Plans and directs the activities related to public media operations of EMPIRE | KVCR.
2. Oversees and participates in the management of a "dual licenses" public broadcast station.
3. Oversees, leads, coordinates and motivates peers, volunteers, staff, and student workers.
4. Guides and directs the hiring, evaluation, promotion and termination of full-time Management, Classified and (Professional Experts) part-time employees.
5. Meets, ~~and~~ coordinates ~~and consults~~ with ~~operational board and~~ stakeholder groups.
6. Analyzes the programming needs of the ~~public District~~ and creates the content aligned with Federal Communications Commission ("FCC") rules and regulations ~~and EMPIRE | KVCR ethics, standards and policies~~; assigns producers, managers and assistant managers to develop and implement programs.
7. ~~Ensure program content complies with Federal Communications Commission ("FCC") rules and regulations and EMPIRE | KVCR ethics, standards and policies.~~
8. Plans and organizes the operation of the television channel in accordance with Federal Communications Commission ("FCC") rules and regulations ~~and EMPIRE | KVCR ethics, standards and policies.~~
9. Establishes department goals, objectives and strategies; develop and implement programs and activities to accomplish goals, ~~foster EMPIRE | KVCR's position in the market and improve the operations.~~



Associate General Manager, Director of Operations, Production & Technology

Management Range: 2118

Pending Board Approval: ~~10-10-2019~~ 05/12/22 P. 2|5

10. Analyzes problems, identify alternative solutions, forecasts consequences of proposed actions and implement recommendations in support of station goals.
11. Participates in the development and administration of goals, objectives, and procedures for assigned areas. Gathers and analyzes data and situations and make appropriate decisions.
- ~~12. Establish policies, procedures, and goals for the broadcast and digital channels by estimating station growth needs for content and technology; including ATSC 3.0 and tower related infrastructure activities.~~
- ~~13. Direct and coordinate all phases of program production including development, writing, digital delivery, and social strategies.~~
- ~~14. Ensure the brand is used correctly and appropriately across the public media system and other district and divisional partners.~~
- ~~15. Will define operational priorities, and drive flawless performance identifying risks early, planning contingencies and reacting to issues in real-time to solve problems.~~
16. Attends conferences, meetings and industry events, monitoring all public broadcast activities; uses this information to make any necessary improvements that will enhance programming format and operations.
17. Develops, plans and coordinate community service programming and operations of the television channels resulting in high-quality broadcasting services to Inland Southern California and the nation.
18. Confers and participates with the Fundraising, Membership and Development departments regarding special programs, events, pledge and fundraising activities.
19. Anticipates, prevents and resolves difficult and/or sensitive inquiries, conflicts and complaints.
- 19-20. Establish and maintain high broadcasting standards
- ~~20-21. Establish and maintain high broadcasting standards.~~
- ~~21-22. Collaborative partner with other teams and stakeholders in pursuit of shared objectives.~~
- 22-23. Serves as a partner and resource for member stations, internal departments, and other stakeholders to implement co-branded content across all platforms.
- ~~23-24. Lead effort with PBS producers and partners to align on co-branding to build stewardship across the EMPIRE | KVCR content ecosystem.~~
- 24-25. Inspires and empowers staff, stations, producers, and others to leverage and optimize brand in their daily work.
- ~~25-26. Direct strategy and brand vision with senior leadership and internal stakeholders.~~
- 26-27. Leverages brand research and audience insights to identify, develop, strengthen and evolve brand identity across digital and traditional platforms.
- 27-28. Provide Supports strategic leadership, reporting and guidance to the cross-functional district and division partners.
- 28-29. Prepares, maintains and submits reports, licenses, and applications to relevant state and federal agencies.
- 29-30. Performs related duties as required.



~~Associate General Manager, Director of Operations,~~ ~~Production & Technology~~

Management Range: 2-18

~~Pending~~ Board Approval: ~~10-10-2019~~ 05/12/22 P. 3|5

ADMINISTRATION DUTIES

The ~~Associate General Manager-Director of Operations, Production and Technology~~, in coordination with the ~~General Manager-Executive Director~~, implements participates in the implementation of EMPIRE | KVCR's administrative, budgeting, digital, technical, strategic and production processes and functions. The ~~Associate General Manager-Director of Operations, Production and Technology~~ will aim to spend budgets as effectively as possible and suggested spending priorities on staffing, productions, technology milestones and equipment needs for the next fiscal year.

STATION AND COMMUNITY OUTREACH

The ~~Associate General Manager-Director of Operations, Production and Technology~~ maintains an ongoing effective relationship with various EMPIRE | KVCR departments, the Community College District, Strategic Partners, and the local community. The ~~Associate General Manager-Director of Operations, Production and Technology~~ will be asked to make appearances at various EMPIRE | KVCR events as appropriate. ~~S/he~~ They will participate in fundraising for the station as well as make an appearance on the stations' behalf for the purpose of growing brand awareness.

QUALIFICATIONS

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

Knowledge of:

- Principles and techniques of producing and directing live and taped television programs in the studio or in the field.
- Principles of supervision, training and performance evaluation.
- Principles and practices of budgeting and purchasing.
- Fiscal preparation and administration, including concepts, methods, techniques, and practices in underwriting.
- Principles and practices of satellite broadcasting procedures and protocols.
- Principles and practices of program development and administration. On-Air methods, techniques, principles, procedures, and processes.
- The resources, principles, and methods of researching program topics.
- Working knowledge of print, online, digital, social, on-air production terms and processes.
- **Principles and practices** of the media industry and the nonprofit sector.
- Public television organizational structures, workflows, systems and operating procedures and processes.
- Pertinent federal, state, and local laws, codes, and regulations; including Federal Communications Commission ("FCC") rules and regulations pertaining to station operations.
- Developing trends in media, including OTT, Mobile, Livestreaming and emerging technologies.
- Office procedures, methods, and equipment including computers and media relevant software applications.



~~Associate General Manager, Director of Operations,~~ ~~Production & Technology~~

Management Range: 2-18

Pending Board Approval: ~~10-10-2019~~ 05/12/22 P. 4|5

Ability to:

- Manage multiple, complex projects simultaneously in a sometimes fast-paced, dynamic environment.
- Be a strong diplomatic leader, team manager, mentor, enthusiastic brand champion and ambassador.
- Grasp high-level branding and positioning concepts and translate them into actionable strategies and tactics.
- Collaborate with cross-functional teams to amplify the brand message across all media and various audiences.
- Bring teams to consensus and move projects forward;
- Make quick, but informed decisions.
- Act independently and confidently, flexible with evolving priorities.
- An iterative learner who will ensure knowledge from various parts of any and all projects are incorporated into future plans and communicated to relevant parties.
- Collaborative partner with other team members and stakeholders in pursuit of shared objectives.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Demonstrate professionalism, fairness, and honesty in all aspects of the performance of duties.
- Develop interpersonal relationships with a diverse audience.
- Make decisions using independent judgment and discretion.
- Organize, prioritize and schedule projects and/or other work assignments.
- Provide leadership based on ethics and principles as they relate to public broadcast functions and operations.
- Promote an organizational culture that values creativity, open communication, diversity, and tolerance.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Plan and organize work to meet changing priorities and deadlines.
- Meet critical deadlines while working with frequent interruptions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Exceptional written communications, interpersonal and public presentation skills.

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 Bachelor's degree from an accredited college or university with major course work preferably in business, communications, marketing, broadcast and/or journalism.

~~Additional experience may be substituted for the educational requirement on a two-for-one basis to maximum of four years of experience for two years of college/~~



Associate General Manager, Director of Operations, Production & Technology

Management Range: 2+18

Pending Board Approval: ~~10-10-2019~~ **05/12/22** P. 5|5

Experience:

- ~~Five (5)~~ **Three (3)** years of increasingly responsible media experience including ~~three (3)~~ **two (2)** years of administrative and supervisory responsibility.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, general identity, sexual orientation, and ethnic backgrounds of community college students.

License or Certificate:

- Current and valid California driver's license.

Equivalency Provision

- In the absence of a Bachelor's degree, an Associate's degree from an accredited college or university with major course work preferably in business, communications, marketing, broadcast and/or journalism and **five (5)** years of increasingly responsible media experience including **three (3)** years of administrative and supervisory responsibility.

Preferred Education/Training

- ~~A Master's degree from an accredited college or university with major course work preferably in business, communications, marketing, broadcast and/or journalism. Five (5) years of increasingly responsible media experience including three (3) years of administrative and supervisory responsibility.~~

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 in both indoor and outdoor field environments, requiring travel from site to site, exposure to noise and all types of weather and temperature conditions.

Physical: Primary functions require sufficient physical ability and mobility to stand or sit for prolonged periods of time, to occasionally stoop, bend, kneel, crouch, reach and twist, to **occasionally** lift, carry, push, and/or pull light to moderate amounts of weight **up to 25 pounds**, to operate office equipment requiring repetitive hand movement and fine motor 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: Kristina Hannon, Vice Chancellor, Human Resources & Police Services

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

DATE: May 12, 2022

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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The cost of the non-instructional pay is included in the appropriate 2021-2022 budgets.





Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 12, 2022

[v.4.25.2022.p.1|4]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Delmonico, Shana Office of Instruction- General Fund	CHC	05/26/22	06/30/22	\$58.00	60	\$3,480.00	Dual Enrollment- Contract Education
Farley, Diana Office of Instruction- General Fund	CHC	05/26/22	06/30/22	\$58.00	30	\$1,740.00	Dual Enrollment- Counseling
Kusko, Vaughan Office of Instruction- General Fund	CHC	05/26/22	06/30/22	\$58.00	30	\$1,740.00	Dual Enrollment- Contract Education
Lippman, Robert Library	CHC	05/31/22	06/30/22	\$54.00	100	\$5,400.00	Adjunct Librarian
McCool, Karol Library	CHC	05/31/22	06/30/22	\$58.00	80	\$4,640.00	Adjunct Librarian
Pennington, Anne Library	CHC	05/31/22	06/30/22	\$58.00	80	\$4,640.00	Adjunct Librarian
Rodriguez, Christina Office of Instruction- General Fund	CHC	05/26/22	06/30/22	\$54.00	30	\$1,620.00	Dual Enrollment- Contract Education
Sibley, Pam Office of Instruction- General Fund	CHC	05/26/22	06/30/22	\$56.00	30	\$1,680.00	Dual Enrollment- Contract Education
Walsh, Sherry Office of Instruction- General Fund	CHC	05/26/22	06/30/22	\$58.00	30	\$1,740.00	Dual Enrollment- Contract Education
Adams, Kathy Strong Workforce Grant Fund	SBVC	05/13/22	06/30/22	\$52.00	18	\$936.00	CD Grant Coordination
Burns-Peters, Davena Cares Act	SBVC	05/23/22	06/30/22	\$52.00	81	\$4,212.00	DE Facilitator-Online Training
Clouser, Alise Office of Instruction General Fund	SBVC	03/10/22	05/19/22	\$52.00	90	\$4,680.00	Tutoring coverage <i>Ratification: Due to an unforeseen leave of absence coverage was needed in the center.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 12, 2022

[v.4.25.2022.p.2|4]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Ferri-Milligan, Paula Basic Skills- Categorical Funds	SBVC	05/13/22	06/30/22	\$52.00	10	\$520.00	English Community of Practice Expansion Project
Hunter, Diane Basic Skills- Categorical Funds	SBVC	05/13/22	06/30/22	\$52.00	10	\$520.00	English Community of Practice Expansion Project
Kasouka, Samar Math & Science - General Funds and Mathematics Division General Funds	SBVC	06/06/22	06/30/22	\$52.00	86	\$4,472.00	Math Summer Bootcamp
Knight, Denise Strong Workforce Grant Fund	SBVC	05/13/22	06/30/22	\$52.00	18	\$936.00	CD Grant Coordination
Levine, Michael Instruction Office General Fund	SBVC	05/13/22	06/30/22	\$52.00	10	\$520.00	Instruction for Honors Class
Lopez, Leonard Instruction Office General Fund	SBVC	05/13/22	06/30/22	\$52.00	10	\$520.00	Instruction for Honors Class
Mills, Amy Basic Skills- Categorical Funds	SBVC	05/13/22	06/30/22	\$52.00	10	\$520.00	English Community of Practice Expansion Project
Moneymaker, Melinda Strong Workforce Grant Fund	SBVC	05/13/22	06/30/22	\$52.00	40	\$2,080.00	Accreditation preparation for California Alcohol and Drug Educators Association (CAADE)
Pave, Adam Instruction Office General Fund	SBVC	05/13/22	06/30/22	\$52.00	10	\$520.00	Instruction for Honors Class
Perez, Alicia Student Equity Categorical Fund	SBVC	01/18/22	04/08/22	\$56.00	195	\$10,920.00	Adjunct Counseling <i>Amendment: Previously board approved on 11/18/21. The amendment reflects change in dates from 01/18/22-06/30/22 to 01/18/22-04/08/22.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 12, 2022

[v.4.25.2022.p.3|4]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Perez, Alicia STAR Categorical Fund	SBVC	04/11/22	06/30/22	\$56.00	208	\$11,648.00	Adjunct Counseling <i>Amendment: Previously board approved on 03/10/22. The amendment reflects change in dates from 04/04/22-06/30/22 to 04/11/22-06/30/22, including change in funding source from Student Equity Categorical fund to STAR Categorical Fund.</i>
Perris, Christina Instruction Office General Fund	SBVC	05/13/22	06/30/22	\$52.00	10	\$520.00	Instruction for Honors Class
Pires, Romana Instruction Office General Fund	SBVC	05/13/22	06/30/22	\$52.00	10	\$520.00	Instruction for Honors Class
Sanchez, Crystal Math & Science - General Funds and Mathematics Division General Funds	SBVC	06/06/22	06/30/22	\$52.00	86	\$4,472.00	Math Summer Bootcamp
Seager, Charles Math & Science - General Funds and Mathematics Division General Funds	SBVC	06/06/22	06/30/22	\$52.00	86	\$4,472.00	Math Summer Bootcamp
Shea, Edward Basic Skills- Categorical Funds	SBVC	05/13/22	06/30/22	\$52.00	10	\$520.00	English Community of Practice Expansion Project
Snow, Stephen Instruction Office General Fund	SBVC	05/13/22	06/30/22	\$52.00	10	\$520.00	Instruction for Honors Class
Worsley, Margaret Cares Act	SBVC	05/23/22	06/30/22	\$52.00	81	\$4,212.00	DE Facilitator-Online Training



Non-Instructional Pay for Academic Employees

Submitted for Board Approval May 12, 2022

[v.4.25.2022.p.4|4]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Yoo, Jane Math & Science - General Funds and Mathematics Division General Funds	SBVC	06/06/22	06/30/22	\$52.00	86	\$4,472.00	Math Summer Bootcamp
Zarate, Rangel Basic Skills- Categorical Funds	SBVC	05/13/22	06/30/22	\$52.00	10	\$520.00	English Community of Practice Expansion Project

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: May 12, 2022

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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The payment of stipends is included in the appropriate 2021-22 budgets.





Payment of Stipends

Presented for Information May 12, 2022

[v.4.20.2022.p.2[3]]

Assistant Coaches – Spring 2022

Employee Name	Location Assignment	Department	Stipend
Herron, Jordan	CHC	Water Polo	\$5,000.00

Other – Spring 2022

Employee Name	Location Assignment	Department	Stipend
Alatorre, Guadalupe	CHC	Social, Informaton, and Natural Sciences	\$1,500.00
Alderson, Kristin	CHC	Social, Informaton, and Natural Sciences	\$1,500.00
Bailes, Brandi	CHC	Letters, Arts, and Mathematics	\$1,500.00
Boebinger, Kelly	CHC	Social, Informaton, and Natural Sciences	\$3,000.00
Cervantez, Jeff	CHC	Social, Informaton, and Natural Sciences	\$2,250.00
Cline, Melissa	CHC	Social, Informaton, and Natural Sciences	\$750.00
Crow, Robert	CHC	Social, Informaton, and Natural Sciences	\$750.00
DiBartolo, Cheryl	CHC	Social, Informaton, and Natural Sciences	\$2,250.00
Dudash, Leigh	CHC	Social, Informaton, and Natural Sciences	\$750.00
Ferrari, Ed	CHC	Letters, Arts, and Mathematics	\$3,672.00
Guaderrama, Anthony	CHC	Social, Informaton, and Natural Sciences	\$3,750.00
Hamlett, Cynthia	CHC	Distance Education	\$2,600.00
Hamlett, Cynthia	CHC	Distance Education	\$2,080.00
Hamlett, Cynthia	CHC	Distance Education	\$1,040.00
Hanley, Jodi	CHC	Letters, Arts, and Mathematics	\$1,500.00
Houilhan, Frank	CHC	Letters, Arts, and Mathematics	\$2,250.00
Juan, Shirley	CHC	Letters, Arts, and Mathematics	\$1,500.00
Maloney-Hinds, Colleen	CHC	Social, Informaton, and Natural Sciences	\$3,750.00



Payment of Stipends

Presented for Information May 12, 2022

[v.4.20.2022.p.3|3]

Other – Spring 2022

Employee Name	Location Assignment	Department	Stipend
McKee, Julie	CHC	Social, Informaton, and Natural Sciences	\$2,250.00
McLaren, Meridyth	CHC	Career Education and Human Development	\$6,000.00
Robles, Josh	CHC	Letters, Arts, and Mathematics	\$1,500.00
Vasquez, Alta	CHC	Social, Informaton, and Natural Sciences	\$750.00
Weiler, Lindsay	CHC	Social, Informaton, and Natural Sciences	\$1,000.00
Weiler, Lindsay	CHC	Social, Informaton, and Natural Sciences	\$3,000.00

Other – 07/01/21 – 06/30/22

Employee Name	Location Assignment	Department	Stipend
Hamdy, Rania	SBVC	Professional & Organizational Development	\$2,000.00

Ratification: Due to an amendment of the Strong Workforce Program, a modification to the plan was submitted which affected the fiscal agent and funding was not available.

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: May 12, 2022

SUBJECT: Consideration of Approval of Reclassification of Employees

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The financial implications resulting from these reclassifications will be an additional cost to the appropriate 2021-22 budgets.





Employee Reclassifications

Submitted for Board Approval May 12, 2022

[v.4.20.2022.p.1|1]

Employee Name Location Assignment & Department	From	To	Effective Date
Hosford, Timothy SBVC Library	Library Technical Assistant I Classified Schedule Range 34, Step F	Library Technical Assistant II Classified Schedule Range 37, Step F	10/21/21
Okroy, Raina SBVC President's Office	Administrative Assistant I Classified Schedule Range 33, Step F	Administrative Assistant II Classified Schedule Range 37, Step E	07/28/21

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor
Kristina Hannon, Vice Chancellor, Human Resources and Police Services

DATE: May 12, 2022

SUBJECT: Consideration of Ratification of Revised 2022 Early Retirement Incentive Plan

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Revised 2022 Early Retirement Incentive Plan for employees that are eligible effective June 30, 2022, with a retirement date on or before December 31, 2022.

OVERVIEW

As a cost savings strategy and a proactive measure to mitigate the effects of the currently scheduled 2025-26 expiration of the State's hold harmless funding protection, staff is recommending approval of an early retirement incentive plan. It is important to note that this is not a typical supplemental employee retirement plan (SERP); retirement health benefits are not being offered. However, employees will still be eligible to participate in the service retirement options afforded by their bargaining unit contract.

ANALYSIS

The Board of Trustees approved the 2022 Early Retirement Incentive Plan on April 14, 2022. The Revised 2022 Early Retirement Incentive Plan being submitted for approval today reflects a change in the effective date of retirement from June 30, 2022 to December 31, 2022 to accommodate district needs. None of the other aspects of this plan or Board item have changed.

Although there are currently 205 employees that will be eligible to for this early retirement incentive, a high level of participation is not anticipated. In order for the plan's goals to be successful, a minimum number of employees must participate. If minimum levels of participation cannot be confirmed by June 15, 2022, the offer will be withdrawn.

Eligibility for Participation	Payout
To be eligible for participation, employees must be at least 55 years of age <u>and</u> have a minimum of 5 years of service with the District as of June 30, 2022.	The payout amount being offered for all employees who choose to participate is \$20,000.



BOARD GOALS

4. Ensure Fiscal /Accountability/Sustainability

FINANCIAL IMPLICATIONS

The financial implications based on all 205 employees is a one-time payout amount of \$4,100,000; however, we do not anticipate a high level of participation. One-time payout will be made out from the SBCCD Unrestricted General Fund balance.

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: May 12, 2022

SUBJECT: Consideration of Ratification of Tentative Agreement with the CTA

RECOMMENDATION

It is recommended that the Board of Trustees ratify the Tentative Agreement between the SBCCD and the California Teachers Association (CTA) and its SBCCD Chapter regarding:

- Article 10: Wages
- Article 11: Health and Welfare Benefits

OVERVIEW

Tentative Agreement was reached as indicated on the attached documents.

ANALYSIS

The attached is based on negotiations between SBCCD and the CTA. It is subject to ratification by the governing boards of both bodies.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

The cost of CTA salaries and benefits are to be covered in the appropriate budgets.



TENTATIVE AGREEMENT
By and Between
San Bernardino Community College District Teachers Association
And
San Bernardino Community College District

Article 10 Wages

This Tentative Agreement is entered by and between the San Bernardino Community College District ("District") and the San Bernardino Community College District Teachers Association CTA/NEA ("Association"), collectively, "the parties."

WHEREAS, To attract and retain the most qualified candidates we need to offer wages for both full and part-time faculty to be competitive with our comparison colleges;

WHEREAS, United States has experienced record inflation at 7% in 2021;

WHEREAS, The Cost-Of-Living Adjustment was 5.07% for 2021-2022, 6.17% (revised by the Legislative Analyst's Office from 5.33%) for 2022-2023, and estimated to be 3.64% for the 2023-2024 year; and

IT IS THEREFORE AGREED THAT:

- A. The proposed full-time salary schedule will replace the salary schedule in Appendix A-1a.
 - a. 5% increase effective July 1, 2022
- B. The proposed Appendix A-2a including the hourly compensation schedule shall replace the current language in Appendix A-2a.
 - a. \$3 increase and the addition of step 4-to the Instructional and Non-Instructional rates effective July 1, 2022

PT Hourly and FT Overload Rates*			
Assignment	Rate		
FT/PT Non-Teaching Agreements PT Professional Development	\$52		
Non-Instructional Faculty (Counselors, Librarians, Health Center Nurses, and nonteaching overload for Coordinators and Faculty Leads)	Group 1	Group 2	Group 3
Based on Requirements on Placement Guidelines**	C	D-H	I
Step 1	\$55	\$57	\$59
Step 2	\$57	\$59	\$61
Step 3	\$59	\$61	\$63
Step 4	\$61	\$63	\$65
Instructional Faculty (Lab/Lecture/Clinical/Non-Credit)			
Based on Requirements on Placement Guidelines**	C	D-H	I
Step 1	\$69	\$71	\$73
Step 2	\$71	\$73	\$75
Step 3	\$73	\$75	\$77
Step 4	\$75	\$77	\$79

Faculty in all groups shall be required to work (in any faculty capacity) for 2 consecutive semesters. If there is no break in service, the following shall be applied:

STEP 1: Semesters 1 and 2

STEP 2: Semesters 3 and 4

STEP 3: Semesters 5 and 6

STEP 4: Semesters 7 and beyond

If there is a break in service for adjunct (part-time) faculty of no more than two (2) consecutive semesters, the unit member shall maintain their Step but will start with semester 1. (This aligns with the seniority list). If class is cancelled, the part-time bargaining unit members shall be paid a maximum of four (4) hours or for the first-class meeting, whichever is less. If the lecture and lab occur on the same day, bargaining unit members shall be paid a maximum of four (4) hours for the lecture and a maximum of four (4) hours for the lab or for the first-class meeting of each, whichever is less. Short-term and/or intensive classes will be pro-rated according to the schedule below:

<u>Total Semester Hours</u>	<u>Hours of Compensation</u>
16 or less	1
17 – 32	2
33 – 48	3
49 or more	4

*Faculty shall be placed on their appropriate Step and Column based on education and existing length of service at SBCCD

**Columns C through I guidelines are found in Article 13.J. (Salary Schedule Placement Guidelines).

SBCCD

Kristina Hannon

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

Date: April 22, 2022

SBCCDTA

Jamie Herrera

Jamie Herrera, SCCDTA Chief Negotiator

Date: April 22, 2022

STEP	COLUMN							
	Days	C Rate	D Rate	E Rate	F Rate	G Rate	H Rate	I Rate
1	175	69,840.83	72,285.26	74,815.25	77,433.78	80,143.96	82,949.00	85,852.22
	198	79,020.71	81,785.78	84,648.56	87,611.14	90,677.66	93,850.22	97,135.04
	219	87,401.70	90,460.03	93,626.44	96,903.23	100,294.99	103,804.03	107,437.24
2	175	72,285.26	74,815.25	77,433.78	80,143.96	82,949.00	85,852.22	88,857.04
	198	81,785.78	84,648.56	87,611.14	90,677.66	93,850.22	97,135.04	100,536.28
	219	90,460.03	93,626.44	96,903.23	100,294.99	103,804.03	107,437.24	111,199.22
3	175	74,815.25	77,433.78	80,143.96	82,949.00	85,852.22	88,857.04	91,967.04
	198	84,648.56	87,611.14	90,677.66	93,850.22	97,135.04	100,536.28	104,053.95
	219	93,626.44	96,903.23	100,294.99	103,804.03	107,437.24	111,199.22	115,089.98
4	175	77,433.78	80,143.96	82,949.00	85,852.22	88,857.04	91,967.04	95,185.89
	198	87,611.14	90,677.66	93,850.22	97,135.04	100,536.28	104,053.95	107,696.36
	219	96,903.23	100,294.99	103,804.03	107,437.24	111,199.22	115,089.98	119,118.70
5	175	80,143.96	82,949.00	85,852.22	88,857.04	91,967.04	95,185.89	98,517.39
	198	90,677.66	93,850.22	97,135.04	100,536.28	104,053.95	107,696.36	111,465.59
	219	100,294.99	103,804.03	107,437.24	111,199.22	115,089.98	119,118.70	123,287.69
6	175	82,949.00	85,852.22	88,857.04	91,967.04	94,266.22	97,565.54	100,980.33
	198	92,943.77	96,197.41	99,563.31	103,049.79	106,654.78	110,388.66	114,251.45
	219	102,801.45	106,400.16	110,123.06	113,979.32	117,966.65	122,096.55	126,369.02
7	175	84,201.25	87,148.30	90,198.49	93,355.43	96,622.87	100,004.67	103,504.84
	198	95,268.10	98,602.81	102,053.95	105,625.67	109,322.14	113,147.50	117,107.99
	219	105,372.29	109,060.69	112,877.86	116,828.40	120,916.91	125,147.99	129,528.54
8	175	86,306.28	89,327.00	92,453.45	95,689.32	99,038.44	102,504.79	106,092.46
	198	97,648.55	101,066.43	104,604.89	108,266.00	112,053.94	115,977.02	120,035.22
	219	108,005.22	111,785.59	115,699.34	119,748.76	123,938.45	128,277.61	132,766.23
9	175	88,463.94	91,560.18	94,764.78	98,081.55	101,514.41	105,067.41	108,744.77
	198	100,091.38	103,594.49	107,220.27	110,972.86	114,856.43	118,877.22	123,037.30
	219	110,707.13	114,581.79	118,592.11	122,742.71	127,038.18	131,485.41	136,086.71
10	175	90,675.54	93,849.18	97,133.90	100,533.59	104,052.27	107,694.10	111,463.39
	198	102,592.41	106,182.85	109,900.10	113,746.25	117,727.53	121,848.11	126,112.14
	219	113,473.43	117,444.66	121,556.17	125,810.24	130,213.79	134,771.40	139,487.67
11	175	92,035.67	95,256.92	98,590.91	102,041.59	105,613.05	109,309.51	113,135.34
	198	104,130.87	107,777.44	111,548.75	115,453.11	119,492.60	123,675.55	128,004.03
	219	115,175.06	119,208.38	123,379.67	127,698.13	132,166.06	136,792.66	141,580.22
12	175	93,416.21	96,685.77	100,069.78	103,572.22	107,197.25	110,949.15	114,832.37
	198	105,694.28	109,392.82	113,222.34	117,184.91	121,286.78	125,530.02	129,925.03
	219	116,904.28	120,995.09	125,230.77	129,613.62	134,150.53	138,843.81	143,704.95
13	175	94,817.45	98,136.06	101,570.82	105,125.80	108,805.20	112,613.39	116,554.86
	198	107,278.48	111,033.15	114,920.88	118,941.67	123,105.91	127,413.59	131,873.05
	219	118,656.50	122,809.40	127,109.46	131,556.69	136,162.59	140,927.16	145,859.58
14	175	96,239.71	99,608.10	103,094.38	106,702.69	110,437.28	114,302.59	118,303.18
	198	108,887.63	112,698.43	116,644.37	120,725.45	124,952.06	129,324.20	133,852.26
	219	120,436.31	124,369.52	128,722.78	133,226.87	137,891.07	142,717.71	147,711.43
15	175	97,683.31	101,102.22	104,640.80	108,303.23	112,093.84	116,017.13	120,077.73
	198	110,521.72	114,240.00	118,238.40	122,377.50	126,659.40	131,092.50	135,681.00
	219	122,243.72	126,523.09	130,949.63	135,534.83	140,276.40	145,188.13	150,267.73
16	175	99,148.56	102,618.76	106,210.41	109,927.78	113,775.25	117,757.38	121,878.89
	198	112,178.68	116,105.91	120,170.36	124,376.18	128,729.60	133,234.79	137,897.99
	219	124,076.42	128,420.18	132,915.70	137,567.59	142,382.74	147,365.76	152,523.54
17	175	100,635.79	104,158.04	107,803.57	111,576.69	115,481.88	119,523.74	123,707.07
	198	113,862.67	117,848.12	121,972.85	126,241.04	130,658.91	135,232.71	139,966.60
	219	125,939.02	130,347.16	134,909.37	139,630.24	144,516.68	149,575.58	154,811.54

STEP	COLUMN							
	Days	C Rate	D Rate	E Rate	F Rate	G Rate	H Rate	I Rate
18	175	102,145.32	105,720.41	109,420.62	113,250.34	117,214.11	121,316.60	125,562.68
	198	115,569.53	119,615.27	123,802.37	128,135.01	132,619.41	137,261.82	142,064.31
	219	127,826.91	132,301.73	136,932.93	141,725.08	146,685.11	151,819.89	157,131.73
19	175	103,677.50	107,306.21	111,061.93	114,949.10	118,972.32	123,136.35	127,446.12
	198	117,303.42	121,409.44	125,658.92	130,056.00	134,609.01	139,320.03	144,195.28
	219	129,744.69	134,286.20	138,986.38	143,849.82	148,885.73	154,096.39	159,488.72
20	175	105,232.66	108,915.81	112,727.86	116,673.34	120,756.90	124,983.39	129,357.81
	198	119,062.25	123,230.65	127,542.49	132,008.18	136,627.72	141,409.42	146,359.52
	219	131,690.07	136,300.56	141,069.73	146,009.05	151,118.54	156,407.39	161,882.50
21	175	106,811.15	110,549.54	114,418.78	118,423.44	122,568.26	126,858.15	131,298.18
	198	120,850.19	125,078.88	129,457.25	133,987.39	138,677.62	143,530.00	148,554.95
	219	133,667.64	138,344.82	143,187.57	148,198.18	153,385.85	158,752.88	164,310.77

Note: Per diem rate shall be calculated as annual salary divided by 175 days, beginning July 1, 2022

This shall be the new per diem rate used to calculate annual salary for faculty authorized to work 198 or 219 service days (new per diem rate times 198 or 219 service days).

TENTATIVE AGREEMENT
By and Between
San Bernardino Community College District Teachers Association
And
San Bernardino Community College District

ARTICLE 11: Health and Welfare Benefits

- A. The District shall fully fund the least expensive health and welfare plan for each full-time unit member. Individual unit members shall have the option to select health plans offered by the District during open enrollment and shall be responsible for the cost differential between the plans. The benefit cap shall be listed in the Appendix.
- B. There shall be no requirement for the District to procure the prior consent of any unit member before deducting the balance of any premium in excess of the above amount from any compensation due the unit member.
- C. Upon receipt of notice by the District that the premiums are expected to increase in an amount which may change, the District shall notify SBCCDTA of such expected increase. Upon receipt of notice of the actual amount of any increase, the District shall notify unit members of the amount of the actual increase and the effective date of such increase.
- D. The District and the Association agree to continue to address the goal of providing health and welfare benefits to part-time bargaining unit members as Objective #7 in Appendix A.

The District shall offer a medical and dental plan for part-time bargaining unit members each year.

SBCCD

Kristina Hannon

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

Date: April 22, 2022

SBCCDTA

Jamie Herrera

Jamie Herrera, SBCCDTA Chief Negotiator

Date: April 22, 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: May 12, 2022

SUBJECT: Consideration of Ratification for Contracts at or Above \$99,100

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 \$99,100.

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 \$99,100. 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.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase and or contract requests have been budgeted for via purchase requisition.



**Contracts and Agreements
Over \$99,100**

Board Date 05/12/2022

1 of 1

Control Number	Vendor Name	Contract Type	Dept/Location	Total New Contract Value	Amendment
22375	19six Architects	Professional Services	Facilities Planning/SBCCD	\$136,450.00	\$46,750.00
	Architectural Services for planning services for remodel of Board Room; this is to approve Amendment 01 to increase contract value by \$46,750 and add additional scope of work				
22658	CurriQunet	Software/Online Services	Instruction/SBVC	\$159,812.00	
	Software - "CurriQunet SaaS" curriculum management				
22752	Keenan & Associates	Professional Services	Human Resources/SBCCD	\$1,076,250.00	
	Service and one-time payout amounts in connection with the 2022 early retirement incentive				

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: May 12, 2022

SUBJECT: Consideration of Approval of District & College Expenses

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached requests for district and college expenses.

OVERVIEW

As required by Ed Code and the County Superintendent of Schools, Board action is required for field trips whenever expenditures are to be made on behalf of students for admission, meals and lodging. In addition, SBCCD AP 6925 requires the Board authorize the expenditure of funds related to various functions planned for the colleges and district office as indicated below.

- Meetings or trainings attended only by employees and/or currently enrolled students for which the total cost will be in excess of \$1,000.
- Meetings or trainings attended by employees, currently enrolled students, and by one or more non-employees and/or non-students of the District, for which the total cost will be in excess of \$500.
- Any refreshments and/or meals for an 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

Details of the various events are included in the attached list being presented for approval.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of these expenditures is included in the budgets shown on the attached.





District & College Expenses

Submitted for Board Approval May 12, 2022

[v.4.21.2022.p.1|4]

Site/Date/Cost	Event/Items Purchased/Funding Source
Site: CHC Date of Event: 05/04/2022 Total Estimated Cost: \$3,500	Event: 2022 Crafton Hills College Student Elections (In Person) Items Being Purchased: DJ services, food, supplies and giveaways on site event Funding Source: Associated Students Fund Ratification: Scheduling conflicts delayed submission of board item.
Site: CHC Date of Event: 05/11/2022 Total Estimated Cost: \$1,500	Event: Promise Program Graduation (In Person) Items Being Purchased: Refreshments Funding Source: CHC Promise Budget Ratification: Scheduling conflicts delayed submission of board item.
Site: SBVC Date of Event: 04/20/2022 Total Estimated Cost: \$2,000	Event: Selena Quintanilla Night (In Person) Mecha will be sponsoring a night honoring Selena Quintanilla. Anticipated attendance 100 students, faculty and staff. Ed Gomez will serve as chaperone. Items Being Purchased: Meals and refreshments, and performer contract. Funding Source: Arts, Lecture, and Diversity General Funds Ratification: This item is being ratified as event is scheduled to take place prior to board approval.
Site: SBVC Date of Event: 04/08/2022 04/20/2022 Total Estimated Cost: \$30,000	Event: Senior Day - 2022 (In Person) Items Being Purchased: Meals, contracts, supplies, and giveaways Sponsored by the Student Equity Division, Outreach and Recruitment will host our annual Senior Day event on 04/08/2022 04/20/2022, in person. The purpose of this event is to connect with local high school seniors and also showcase SBVC and our programs we offer. Anticipated attendance is 350 faculty, staff and students. Carmen Rodriguez, Justine Plemons and Sharaf Williams will serve as chaperones. Funding Source: Student Equity Categorical Fund Amendment: This item was previously approved at the March 10, 2022 Board meeting and is being amended to change the date due to transportation issues.



District & College Expenses

Submitted for Board Approval May 12, 2022

[v.4.21.2022.p.2|4]

Site/Date/Cost	Event/Items Purchased/Funding Source
Site: SBVC Date of Event: 05/12/2022 Total Estimated Cost: \$4,500	Event: Transfer Celebration (In Person) Sponsored by the Transfer and Career Services Department and the Dean of Counseling and Matriculation, the Transfer Celebration is for SBVC students transferring to four-year colleges and universities. Anticipated attendance is approximately 400 faculty, staff and students. Chaperones will be Marco Cota, Keynasia Buffong, Maria Gonzalez, Cindy Huerta and Botra Moeung. Items Being Purchased: Meals and refreshments Funding Source: Student Success and Support Program Categorical Fund Ratification: This event is being ratified due to the event being held on the same date as the Board date of 5/12/2022.
Site: SBVC Date of Event: 05/13/2022 Total Estimated Cost: \$2,000	Event: Nuestra Graduacion (In Person) Sponsored by the Latina Faculty, Staff and Administrators Association - Latino will host their annual Nuestra Graduacion event on using a Drive Thru layout. The purpose of this event is to celebrate the achievements of Latinx students in a culturally aware environment. Anticipated attendance 350 students, staff and faculty. Carmen Rodriguez will serve as chaperone. Items Being Purchased: Meals, contracts and supplies Funding Source: Latino Faculty, Staff & Administration Association Fund, Arts, Lecture, and Diversity General Funds, Student Equity Categorical Fund
Site: SBVC Date of Event: 05/18/2022 Total Estimated Cost: \$7,000	Event: First Year Experience (FYE), Dreamers, Promise, Valley-Bound, Guardian Scholars – Graduate Celebration (In Person) Sponsored by the First Year Experience (FYE) Department and Student Equity Division, the purpose of this event is to celebrate the achievements of program area students. Anticipated attendance 300 students, staff and faculty. Sharaf Williams & Carmen Rodriguez will serve as chaperones. Items Being Purchased: Meals, contracts and supplies Funding Source: Student Equity Categorical Fund



District & College Expenses

Submitted for Board Approval May 12, 2022

[v.4.21.2022.p.3|4]

Site/Date/Cost	Event/Items Purchased/Funding Source
Site: SBVC Date of Event: 05/18/2022 Total Estimated Cost: \$10,000	Event: Umoja-Tumaini Naming Ceremony (In Person) Sponsored by the Umoja-Tumaini Program, this event is the year end Naming Ceremony for the students of the Umoja – Tumaini program to receive their new Swahili names as the official conclusion of the program. Anticipated attendance is 100 faculty, staff, students and community members. Keynasia Buffong, Phylisia Deam and Daniele Smith-Morton will serve as chaperones. Items Being Purchased: Meals and refreshments Funding Source: Minority Transfer Program General Fund/Umoja-Tumaini Categorical Fund
Site: SBVC Date of Event: 05/19/2022 Total Estimated Cost: \$2,500	Event: All Student Services Personnel Special Event (In Person) Office of the Vice President of Student Services and the Dean of Student Equity and Success will be sponsoring this event to be held for all Student Services personnel to renew and engage with each other in attending sessions and to promote collegiality. Anticipated attendance is approximately 80 faculty and staff. Dr. Olivia Rosas, Carmen Rodriguez and Marco Cota will serve as hosts. Items Being Purchased: Meals and refreshments, giveaways and non-instructional supplies Funding Source: Student Services General Fund and Student Equity Categorical Fund
Site: SBVC Date of Event: 05/24-25/2022 Total Estimated Cost: \$168,000	Event: SBVC Breakfast and Commencement 2022 (In Person) Sponsored by the Office of Student Life celebrating the achievements of the graduating classes of 2020, 2021 and 2022. Anticipated attendance is approximately 10,000 students, faculty, staff and community members. Dr. Ray Carlos, Marie Maghuyop, Maritza Portillo, and volunteers will serve as chaperones. Items Being Purchased: Rental contracts, non-instructional supplies, giveaways, meals and refreshments, and performer contract Funding Source: Commencement General Fund, Student Life Trust Account, Associated Student Government General Fund, Arts, Lecture & Diversity General Fund, HEERF Categorical Fund, Student Equity Categorical Fund



District & College Expenses

Submitted for Board Approval May 12, 2022

[v.4.21.2022.p.4|4]

Site/Date/Cost	Event/Items Purchased/Funding Source
Site: SBVC Date of Event: 6/13-16/2022 Total Estimated Cost: \$3,300	Event: Classified Connection Week (In person) Sponsored by SBVC Professional Development, this week-long event will include speaker presentation, workshops, socials, and group activities for classified staff. Breakfast, lunch and ice cream socials will be served. Anticipated attendance is 150 classified staff. Items Being Purchased: Meals and refreshments Funding Source: President's Office General Fund

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: May 12, 2022
SUBJECT: Individual Memberships

RECOMMENDATION

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

OVERVIEW

The list of individual membership 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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Membership associated with this board item are included in the funding source as attached.



Individual Memberships

Submitted for Board Approval May 12, 2022

Name Site	Amount Funding Source	Membership
Raymond Carlos	\$111.00	Association for Student Conduct Administration (ASCA)
SBVC	Student Clubs & Trust/Student Life Trust; Associated Student Government Body General Fund and Student Equity Categorical Fund	
Michael Layne & Phylcia Sanchez	\$320.00 each	Association of Fundraising Professionals (AFP)
SBVC	Development & Community Relations General 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: May 12, 2022

SUBJECT: Consideration of Approval to Ratify Interfund Borrowing Transactions

RECOMMENDATION

It is recommended that the Board of Trustees ratify the following interfund borrowing transaction(s) in accordance with the resolution it adopted on April 8, 2021:

Date	Amount	From Fund (Oracle #)	To Fund (Oracle #)	Notes
04/05/22	\$944,085	74 KVC Fund (390)	01 General Fund (110)	To repay temporary loan.

OVERVIEW

According to California Education Code E.C. 42603, the Board of Trustees may direct that money be temporarily transferred from one fund to another for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds, and shall not be available for appropriation, or considered income. Amounts transferred shall be repaid in the same fiscal year or in the following fiscal year if the transfer takes place within the final 120 calendar days of fiscal year.

On April 8, 2021, the Board of Trustees adopted a resolution authorizing the chancellor or his designee to approve interfund transfers during fiscal year 2021-22 which would later be ratified by the Board.

ANALYSIS

The use of temporary borrowing between funds has been employed to offset interim shortages of cash flow. This standard business practice is approved annually by a resolution of the Board of Trustees. As required by E.C. 42603, the funds were borrowed less than 120 calendar days before the end of the 2020-21 fiscal year and have been repaid before the end of the 2021-2022 fiscal year.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This item will not have a financial impact on the 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: Steven J. Sutorus, Business Manager

DATE: May 12, 2022

SUBJECT: Consideration of Approval to Award RFP 2022-03 and Contract to Gallegos United of Huntington Beach CA

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) and contract for **RFP 2022-03 Integrated Marketing and Communications Plan** to Gallegos United of Huntington Beach, CA. The total amount of the contract is not to exceed \$900,000.

OVERVIEW

An integrated marketing and communications plan and public awareness campaign is required by SBCCD to drive student enrollment and distinguish SBCCD as a valuable educational resource in the community and beyond. The resulting multi-year plan will include a strategy to best integrate and coordinate brand visuals, messages, and public outreach among Crafton Hills College, San Bernardino Valley College, and the District as a whole.

ANALYSIS

The District considered four responsive and responsible proposals. An evaluation committee ranked these vendors as follows:

<u>Vendor</u>	<u>Ranking</u>
Gallegos United, Huntington Beach CA	1
JP Marketing, Fresno CA	2
Interact Communications, La Crosse WI	3
Mozaic Media & Communications Inc., Los Angeles CA	4

Through an analysis of the proposals, company interviews, and a committee-based evaluation process, Gallegos United is the vendor that will best meet the needs of the District.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The cost of this contract is included in Fiscal Year 2021-22 and subsequent budgets.



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: May 12, 2022

SUBJECT: Consideration of Approval to Award RFP 2022-02 and Contract to Kone Inc. of Costa Mesa CA

RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) and contract for **RFP 2022-02 Conveyances Repair & Maintenance SBVC & CHC** to Kone Inc. of Costa Mesa CA. The total annual amount of the contract is not to exceed \$115,000.

OVERVIEW

The current contract for elevator repairs and maintenance is expiring. Districtwide it has been determined that the campuses could receive additional cost savings by continuing to combine and bid the contracts for the maintenance and testing of all elevator systems.

ANALYSIS

The District received two responsive and responsible proposals. An evaluation committee ranked these proposals as follows:

<u>Vendor</u>	<u>Ranking</u>
Kone Elevator, Inc.	1
Amtech Elevator Services, Inc.	2

Through an analysis of the proposals received and a committee based review process, rankings indicate Kone Elevator, Inc. is the vendor that will best meet the needs of the District. The not to exceed estimate includes monthly maintenance costs, standard overtime rates, and parts and supplies.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of this contract is included in the Fiscal Years 2022-2023 & 2023-2024 budgets.



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, Fiscal Services

DATE: May 12, 2022

SUBJECT: Consideration of Approval to Adopt Resolution #2022-05-12-FS01
Approving Transfers from the Reserve for Contingencies to Various
Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2022-05-12-FS01 approving the transfer of funds from the reserve for contingencies to various expenditure classifications as indicated in the attached resolution.

OVERVIEW

The 2021-22 Final Budget adopted by the Board of Trustees on September 9, 2021, represented SBCCD's best estimates for income and expenditures for the fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees shall approve the transfer of funds, upon recommendation of the Chancellor, from the reserve for contingencies to any expenditure classification. Transfers of funds shall be done via the adoption of a resolution by a two-thirds majority vote.

ANALYSIS

The Board is being asked to adopt a resolution approving budget transfers from the reserve for contingencies to the expenditure classifications indicated on the attached resolution.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The approval of this board item will reduce the reserve for contingency accounts by the amounts indicated in the attached resolution.



**RESOLUTION #2022-05-12-FS01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.4.21.2022.p.1|2]

ON MOTION of Member _____, seconded by Member _____,
the following resolution is hereby adopted:

WHEREAS, on the 9th day of September, 2021, the San Bernardino Community College District (the District) adopted the 2021-22 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

WHEREAS, Title 5, §58307 of the California Code of Regulations and District Administrative Procedure 6250 allows the Board of Trustees to approve transfers from the reserve for contingencies to any expenditure classification; and

WHEREAS, transfers of funds shall be done via the adoption of a resolution by a two-thirds majority vote; and

WHEREAS, the transfers listed on the attached Exhibit A were deemed necessary and prudent by the District;

NOW THEREFORE, BE IT RESOLVED that the governing body of the San Bernardino Community College District hereby adopts this resolution and authorizes, by a two-thirds majority vote, to approve said transfers.

PASSED AND ADOPTED by the Board of Trustees on May 12, 2022, by the following majority vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Diana Z. Rodriguez, Secretary of the Board of Trustees, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Board of Trustees

**RESOLUTION #2022-05-12-FS01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.4.21.2022.p.2]2]

EXHIBIT A

Fund 110/01 General Fund, Unrestricted			24,893,310	2021-22 Initial Fund Balance	
			(210,211)	Net Change from Previously Approved Transfers	
			24,683,099 21.0%	Fund Balance Before Transfer(s)	
Board Approved	Date of Transfer	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
5/12/2022	3/28/2022	220091	(43,690)	2000 Classified Salaries	To fund new Web Developer position at SBVC
			(43,690)	Total Approved at this Board Meeting	
			24,639,409 21.0%	Fund Balance After Transfer(s)	

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: May 12, 2022

SUBJECT: Consideration of Approval to Adopt Resolution #2022-05-12-FS02
Authorizing Temporary Interfund Borrowing

RECOMMENDATION

It is recommended that the Board of Trustees approve Resolution #2022-05-12-FS02 to authorize temporary interfund borrowing between all funds to meet cash flow needs in the 2022-23 fiscal year.

OVERVIEW

According to California Education Code E.C. 42603, the Board of Trustees may direct that money be temporarily transferred from one fund to another for payment of obligations. The transfer shall be accounted for as temporary borrowing between funds, and shall not be available for appropriation or considered income. Amounts transferred shall be repaid in the same fiscal year or in the following fiscal year, if the transfer takes place within the final 120 calendar days of fiscal year.

ANALYSIS

Adoption of this resolution will allow SBCCD to maintain the necessary flexibility to address any cash flow shortfalls.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Approval of this board item will be positive for cash flow.



**RESOLUTION #2022-05-12-FS02 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
AUTHORIZING TEMPORARY INTERFUND BORROWING**

[v.4.22.2022.p.1|1]

ON MOTION of Member _____, seconded by Member

_____, the following resolution is hereby adopted:

WHEREAS, the San Bernardino County Treasurer does not have authority to honor warrants drawn on school district funds with insufficient cash balances in the absence of an approved borrowing arrangement with the district; and

WHEREAS, the governing board of any school district may direct that moneys held in any fund or account may be temporarily transferred to another fund or account of the district for payment of obligations as authorized by Education Code Section 42603; and

WHEREAS, actual interfund transfers shall be accounted for as temporary loans between funds and shall not be available for appropriation or be considered income to the borrowing fund or account; and

WHEREAS, amounts transferred shall be repaid either in the same fiscal year, or in the following fiscal year if the transfer takes place within the final 120 calendar days of a fiscal year;

NOW THEREFORE, BE IT RESOLVED that:

1. The Governing Board of the San Bernardino Community College District hereby authorizes, for fiscal year 2022-23, temporary transfers between the following funds and authorizes the San Bernardino County Treasurer to honor warrants drawn on those funds, regardless of their cash balances, provided the aggregate cash balance of all those funds is positive:

- All Available Funds
2. The Governing Board of the San Bernardino Community College District hereby authorizes the Chancellor or his designee to approve any actual interfund transfers processed between the above-mentioned funds and requires that any actual transfer of funds pursuant to this resolution be ratified by the Board as soon as practicable.

PASSED AND ADOPTED by the Governing Board on May 12, 2022, by the following vote:

AYES:	_____
NOES:	_____
ABSTENTIONS:	_____
ABSENT:	_____

STATE OF CALIFORNIA)
COUNTY OF SAN BERNARDINO)

I, Diana Z. Rodriguez, Secretary of the Governing Board, do hereby certify that the foregoing is a full, true, and correct copy of a resolution passed and adopted by the Board at a regularly called and conducted meeting held on said date.

WITNESSED my hand this _____ day of _____, 20_____.

_____ Secretary of the Governing Board

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: May 12, 2022

SUBJECT: Consideration of Approval of Surplus Property and Authorization for Private Sale or Disposal

RECOMMENDATION

It is recommended that the Board of Trustees declare the equipment and/or materials listed on the attached as surplus property, and direct the Business Manager to arrange for its sale or disposal.

OVERVIEW

California Education Code 81452 states that if a governing board, by a unanimous vote of those members present, finds that property, whether one or more items, does not exceed in value the sum of \$5,000, the property may be sold at private sale without advertising or disposed of.

ANALYSIS

The items listed on the attached have been identified as obsolete and no longer usable. Upon approval by the board, they will be sold or disposed of through reputable auction houses and/or salvage companies.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Funds for materials sold will be provided to the district after auction and positively impact the budget.



Fixed Assets Surplus Report
May 12, 2022

Asset #	Date Retired	Description	Initial Value	Current Value
30966	3/25/2022	Laptop Computer	\$1,745.74	\$0.00
37667	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37668	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37669	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37670	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37671	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37672	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37673	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37674	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37675	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37676	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37677	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37678	3/23/2022	OptiPlex 3240	\$1,077.60	\$0.00
37679	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37680	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37681	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37682	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37683	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37684	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37685	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37686	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37687	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37688	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00
37689	3/25/2022	OptiPlex 3240	\$1,077.60	\$0.00

Non-Fixed Assets Surplus Report
May 12, 2022

Description	Quantity
Laptop Bags	6 ea
Chromebooks	11 ea
Dell Latitude Laptop	1 ea
Dell Vostro Laptop	1 ea
Kawai PN 80	18 ea
Whitney Piano	1 ea
JVC Television	1 ea
Panasonic VHS Player	1 ea
Panasonic DVD Player	1 ea
Ventilator	3 ea
Thermal Cyclor	1 ea

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: May 12, 2022

SUBJECT: Consideration of Approval to Award Bid #03-2122-07 and Contract to Urban Professional Builders, of Pasadena CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid # 03-2122-07 | Renovation at 560 E. Hospitality Lane, Suite 100**, and contract, to Urban Professional Builders, of Pasadena CA in the amount of \$574,000.00.

OVERVIEW

This contract is for construction services. The scope includes renovating an existing building to accommodate new layouts. The suite will have new flooring, millwork, drywall, framing, electrical to include Title 24 upgrades, plumbing, paint, fire alarm/sprinkler and mechanical modifications.

ANALYSIS

A Notice Inviting Bids was publicly advertised on March 11, 2022, and seven bids were received on April 7, 2022 through PlanetBids. The lowest three responsive bids are below.

Vendor	Total Bid
Urban Professional Builders, of Pasadena, CA	\$ 574,000.00
Spec Construction Co, of Ontario, CA	\$ 678,500.00
OCS Construction Services, of Riverside, CA	\$ 698,809.00

An analysis of the bids received indicates that Urban Professional Builders, of Pasadena CA is the lowest responsive bidder.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of this project will be covered by rental income received from tenants. Rental income and expense are accounted for in Fund 590, Investment Properties.



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: May 12, 2022

SUBJECT: Consideration of Approval of Award Bid #CC01-36010.01 and Contract to Icon West, Inc. of Los Angeles, CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #CC01-3601.01 | San Bernardino Valley College Technical Building Replacement** project, and contract, to Icon West, Inc. of Los Angeles, CA in the amount of \$69,832,624.00 contingent upon release of state funding for the project.

OVERVIEW

This project consists of a New Technical Building Replacement (CP1) for the San Bernardino Valley College campus. The new state-of-the-art building will provide 100,525 gross square feet for Career Technical Education programs on campus. The building will consist of approximately 59,612 square feet of laboratory/classroom space, 2,061 square feet of office space, 6,000 square feet of study space, and 100 square feet of other support space. The Technical Building will house the following programs: Automotive Mechanical, Hybrid & EV, Automotive Restoration & Street Rod, Heavy Truck, Machine Technology, HVAC & Refrigeration, Water Inspection Technology, and Electricity & Electronics.

ANALYSIS

This project was advertised through outreach events, local newspapers, and PlanetBids. The District prequalification process was utilized, and over 250 general contractors were notified at the time of issuance. The prequalification process was used to identify general contractors who have a similar experience with this type of project in terms of size and complexity, exhibit financial stability, and support Board Policy 6610. Four general contractors submitted prequalification packages, and all four were deemed qualified.

A Notice Inviting Bids was publicly advertised on March 18, 2022, and the District received three responsive bids. On April 19, 2022, the project team, consisting of one DSO staff member, and two construction management team members, held a virtual meeting to review the bids for responsiveness.



The three lowest responsive bids are below:

Vendor	Total Bid
Icon West of Los Angeles, CA	\$69,832,624.00
McCarthy Building Company, Inc. of Newport Beach, CA	\$70,245,083.00
Bernards Bros, Inc. of San Fernando, CA	\$70,420,000.00

An analysis of the bids received indicated that Icon West, Inc. of Los Angeles, CA is the lowest responsive bidder. Icon West, Inc. listed 24 sub-contractors, out of which nine are local; this meets BP 6610 local business goal. The vendor will also adhere to the 50% local hire, per the Community Benefits Agreement.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

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: May 12, 2022

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.



SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.



Master Services Agreements & Task Orders for Bond Construction

Submitted for Ratification May 12, 2022

[v.4.13.2022.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed	Date Ratified
Placeworks Ontario, CA	California Environmental Quality Act/ National Environmental Policy Act 6/10/2021	\$80,277.50	CHC	Campus -Wide	CC03-3640-14 On-Call Cultural and Paleontological Resources Monitoring Services	3/14/2022	5/12/2022
Tetra Tech San Bernardino, CA	California Environmental Quality Act/ National Environmental Policy Act 6/10/2021	\$44,330.40	CHC	Campus -Wide	CC03-3640-13 On Call Biological Resources Monitoring Services	3/14/2022	5/12/2022
*Leland Saylor Los Angeles, CA	Cost Estimating 12/8/2020	\$22,551.00	CHC	New PAC	CC02-3626-07 Cost Estimating Services	3/21/2022	5/12/2022
*MTGL, Inc. Riverside, CA	Geotechnical 12/12/2019	\$2,800.00	SBVC	Career Pathways Phase 2	CC01-3608.02 Geotechnical Services	3/21/2022	5/12/2022
TYR, Inc. Costa Mesa, CA	Division of the State Architect Inspector of Record 5/13/2021	\$88,608.00	CHC	Child Development Center	CC02-3634.05 DSA IOR Services	3/21/2022	5/12/2022

*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— Campus -Wide On-Call Cultural and Paleontological Resources Monitoring Services

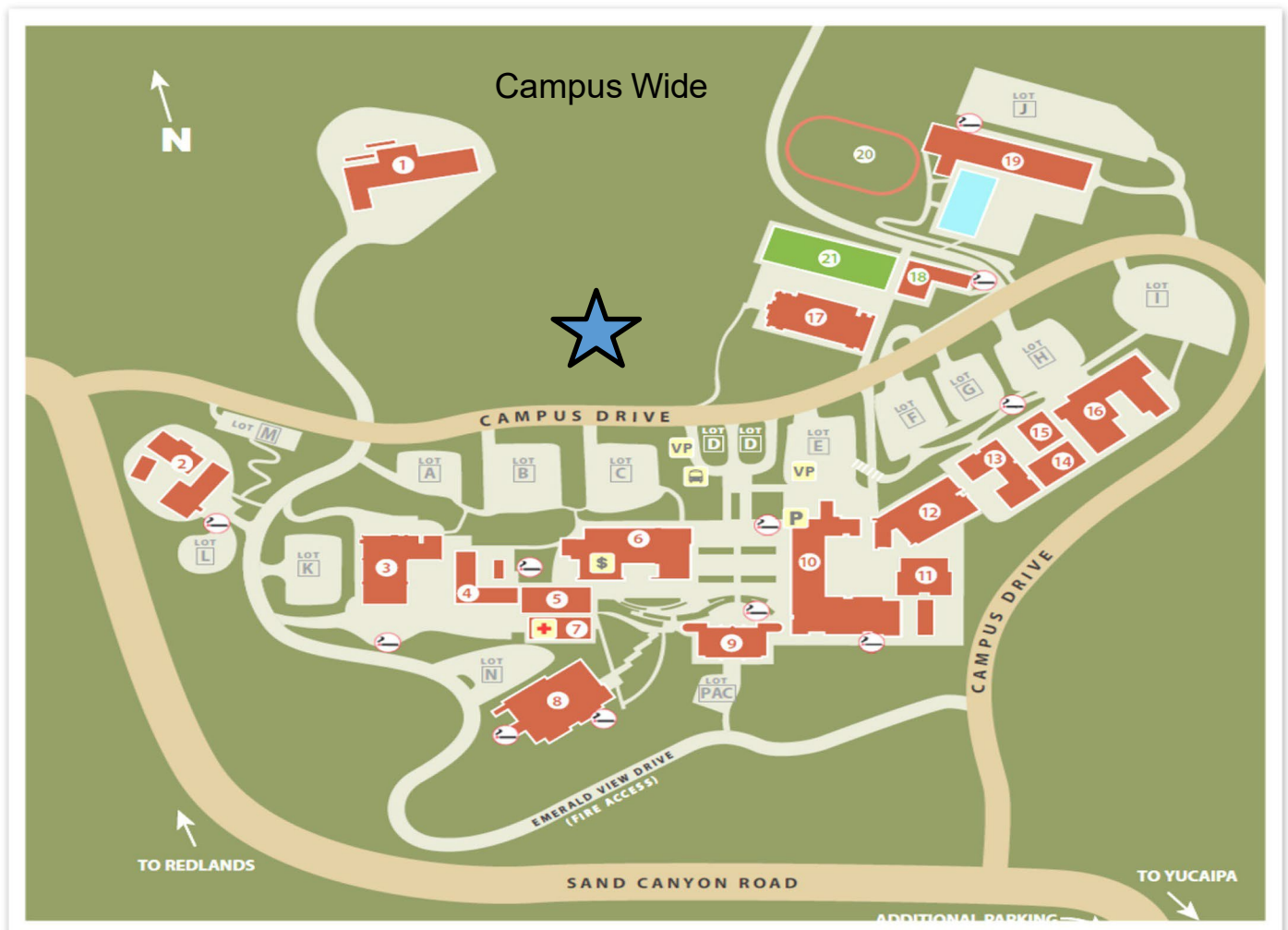
Task Order Awarded to: Placeworks

Task Order Executed: March 14, 2022

Amount: \$80,277.50

Selection Summary:

The short list of pre-qualified California Environmental Quality Act/ National Environmental Policy Act firms includes five firms. One firm submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of one DSO Staff members, and one Program Management Office member. Placeworks was ranked based on Best Value scoring. The qualifications of the proposed team was very strong in both project experience and individual experience. After reviewing their proposal, Placeworks was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College— Campus -Wide On Call Biological Resources Monitoring Services

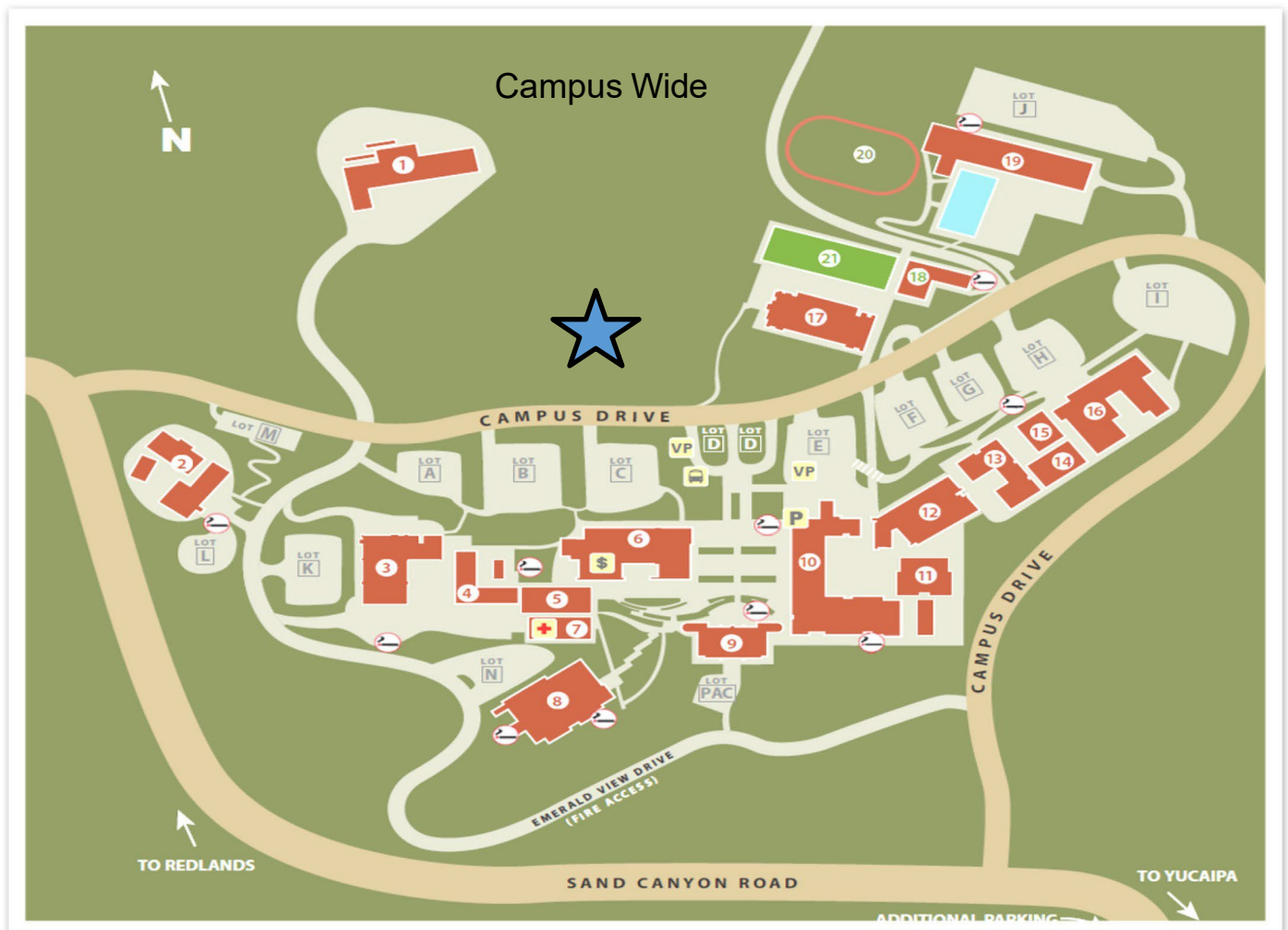
Task Order Awarded to: Tetra Tech

Task Order Executed: March 14, 2022

Amount: \$44,330.40

Selection Summary:

The short list of pre-qualified California Environmental Quality Act/ National Environmental Policy Act firms includes five firms. One firm submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of one DSO Staff members, and one Program Management Office member. Tetra Tech was ranked based on Best Value scoring. The qualifications of the proposed team was very strong in both project experience and individual experience. After reviewing their proposal, Tetra Tech was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College— Child Development Center

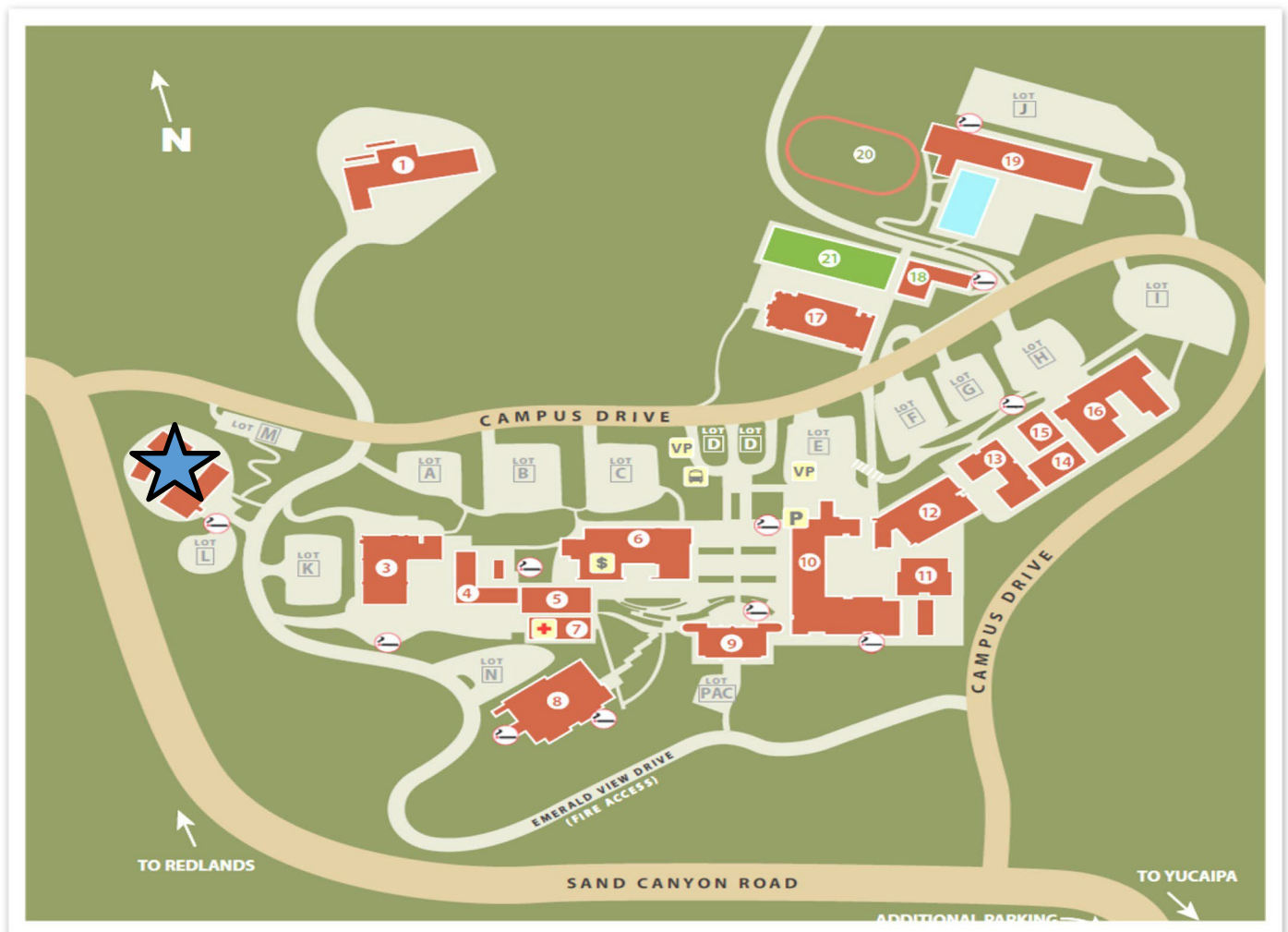
Task Order Awarded to: TYR, Inc.

Task Order Executed: March 21, 2022

Amount: \$88,608.00

Selection Summary:

The short list of pre-qualified Division of the State Architect Inspector of Record firms includes six firms. Five firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of two DSO Staff members, one Campus Staff member, two Program Management Office members, and one Construction Management team member. TYR, Inc. 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, TYR, Inc. received the highest cumulative score and was awarded the Task Order.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: May 12, 2022

SUBJECT: Board Committee Reports

RECOMMENDATION

This item is for information only.

OVERVIEW

BP 2220 <https://sbccd.policystat.com/policy/2811874/latest/>

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.



SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.



Committees of the Board

Subject to the Brown Act

BOT COMMITTEES (with committee charge)	2022 BOARD MEMBERS (chairs are BOLD)
<p>Finance Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf. Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings. Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum. Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees. Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures. 	<ol style="list-style-type: none"> Joseph Williams Gloria Harrison Stephanie Houston
<p>Legislative Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> Increasing the efficiency of the Board of Trustees by performing time-sensitive legislative research on its behalf. Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings. Promoting transparency of SBCCD's legislative advocacy priorities through discussions in an open forum. Fostering an environment of understanding by communicating findings and formulating recommendations to the full Board of Trustees. 	<ol style="list-style-type: none"> Frank Reyes Anne Viricel John Longville



05.12.2022

CA HIGHER EDUCATION INSTITUTIONS ANNOUNCE HISTORIC COLLEGE SERVICE PROGRAM

#CaliforniansForAll College Corps will help create debt-free college pathways for low-income students who commit to serve. Governor Gavin Newsom and the leaders of California's community college and university systems joined Chief Service Officer Josh Fryday to announce the launch of the largest state-level investment in a college service program in California history. California Volunteers selected SBCCD among 45 California colleges and universities as inaugural partners for the service-based college opportunity program. Continue on page 3.



CHANCELLOR'S REPORT



Proof of vaccination is no longer required to enroll in Summer 2022 or Fall 2022 courses

SBCCD will continue providing free COVID-19 testing at Crafton Hills College, San Bernardino Valley College, and the San Bernardino Community College District.

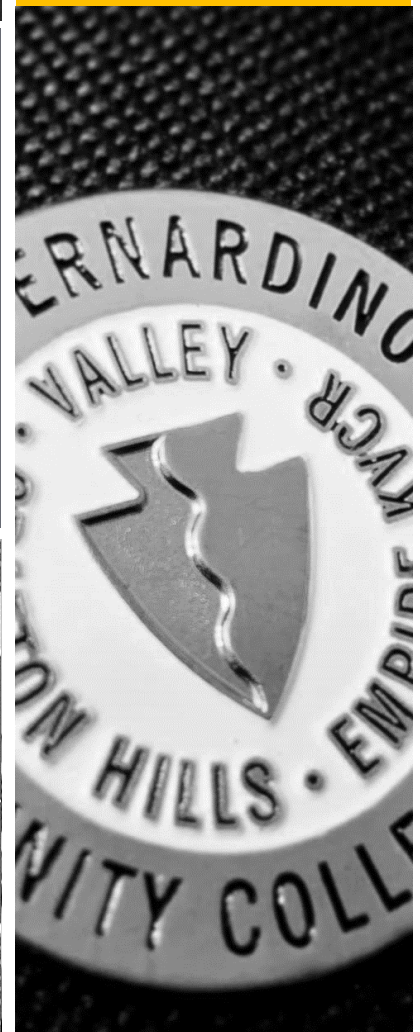
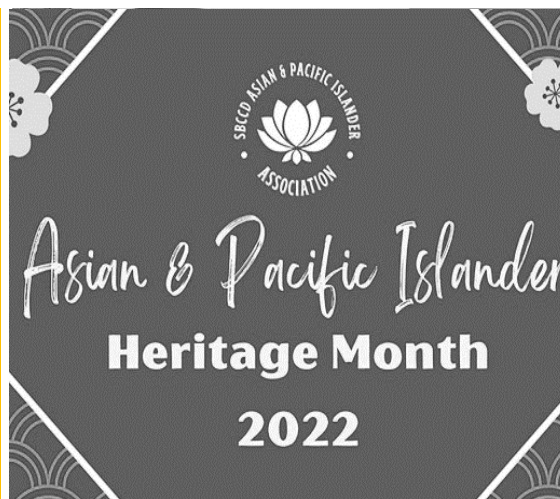
sbccd.edu/covid-19-updates

SBCCD STRONGLY RECOMMENDS VACCINES & INDOOR MASKING BUT IS NOT REQUIRED

Effective May 26, SBCCD will adjust its guidelines for face coverings and COVID-19 vaccinations to align with guidance from the CDC and state and local health authorities. SBCCD strongly recommends face coverings indoors but are not required, and face coverings will continue to be available for students and employees. SBCCD strongly recommends COVID-19 vaccines but are not required for students or employees. Effective April 20, students are not required to submit proof of vaccination to enroll in Summer 2022 or Fall 2022 courses.

CELEBRATING ASIAN & PACIFIC ISLANDER HERITAGE MONTH

To honor and celebrate Asian and Pacific Islander Heritage Month, SBCCD's Asian Pacific Islander Association has sponsored a series of events, including a panel discussion of API students (past and present), faculty, and staff from Crafton Hills College and San Bernardino Valley College. Additional events included Educational Equity and Justice, Supporting Our Undocumented Students, Out of the Closet and Into Academia, The Great Outdoors, Asian American and Korean Identity, and more.





**“Look to the
FUTURE BY
BEING TRANSPARENT.
THAT CAN TAKE
COURAGE, BUT
BE BOLD,”
Chancellor Rodriguez.**

CHANCELLOR PRESENTED SBCCD'S RAODMAP TO CALIFORNIA'S COMMUNITY COLLEGE LEADERS

Chancellor Diana Rodriguez presented at the 2022 Annual Trustees Conference, the state's premier professional development event designed to strengthen the skills and knowledge required of trustees to lead California's community colleges.

On Sunday, May 1st, community college trustees from across the state convened in Dana Point, California, at the Community College League of California Annual Trustees Conference for the first in-person annual business meeting since 2019.

Chancellor Rodriguez was part of a panel discussion that discussed SBCCD's future mindset and what that means to our students. "I love data, and I will admit that I love to dig into the numbers and focus on the qualitative data, the voices, and lived experiences of those we serve. I present those trends to our trustees in the San Bernardino Community College District. It is one of the most impactful things that I can do. Sometimes the data tells a story that surprises me. The final piece, which is rarer than it should be, is looking to the future by being transparent. That can take some courage, but be bold. Share the data widely."

In addition, every year the Community College League of California recognizes the enduring dedication and service of

California's community college trustees with the Fulfilling the Trust Award. The award honors trustees who have served twenty years on a community college district board and acknowledges their service again every ten years thereafter. This year, the League honored retired SBCCD Trustee, Dr. Donald Singer.

During his three decades of service at SBCCD, Dr. Singer impacted the lives of more than 238,946 students. He served on the SBCCD Board of Trustees from 2001 – to 2021, as SBVC president from 1990 – to 1997, and as CHC president from 1982 to 1990. "Dr. Singer's leadership, advocacy, and contributions to lift student talent continue to inspire us. On behalf of everyone he mentored over the years, I thank Dr. Singer for making a difference in our lives," Gloria Macias Harrison, SBCCD Board Chair.



Continue from front page... CA HIGHER EDUCATION INSTITUTIONS ANNOUNCE HISTORIC COLLEGE SERVICE PROGRAM

[#CaliforniansForAll College Corps](#) will provide up to 6,500 college students over two academic years with service opportunities in critical issue areas such as climate action, K-12 education, and COVID-19 recovery. Students who complete a year of service will receive \$10,000 while gaining valuable experience serving in their communities. This program will unite young Californians of all backgrounds in service, and, for the first time, specifically creates state-funded opportunities for AB 540 eligible Dreamers to serve their communities.

"Today is a historic day in California. The Governor, alongside the leaders of the world's top higher education systems, offered a monumental proposal to the next generation of Californians— if you step up to serve your community, we'll help you pay for college," said Josh Fryday, California Chief Service Officer and the head of California Volunteers. SBCCD was chosen along with 17 California community colleges to participate in the program via a competitive grant application process.



BREAKS GROUND ON NEW \$95 MILLION TECHNOLOGY BUILDING

The new facility will cost around \$95 million dollars and replace the previous technology building that was built in 1965. "Inside, we're going to provide hands-on, collaborative training designed to get students hired," said San Bernardino Valley College Interim President Scott Thayer.

Thayer says the new building will transform lives and offer courses for several different careers. "We will prepare students for good-paying jobs in electric automotive repair, water inspection technology, modern machining, HVAC technology, and so much more," Thayer said.

A significant portion of the building funds are coming from Measure CC, which passed in 2018, as well as from a California matching program.

Redlands U.S. Congressman Pete Aguilar attended the event and said the new facility will mean modernization, infrastructure, and job creation for future San Bernardino Valley College students. "This is just an amazing day for San Bernardino Valley College and our region because we're going to be able to pave the way for new jobs and to train our young people (and) give them the skill set to succeed in the next economy," Aguilar said. Assembly Majority Leader Eloise Reyes and Senator Connie Leyva led the effort to secure \$35 million in the state budget to kick off the construction of the Applied Technology Building at SBVC.

The building will take three years to complete and is set to open in 2025.

YOUR MEASURE CC TAX DOLLARS AT WORK

Every Wednesday in May the San Bernardino Community College District (SBCCD) is hosting its 3rd Annual Small Contractor Boot Camp. The SBCCD Small Contractor Boot Camp is a four-week virtual workshop that provides small contractors with the tools and resources to be ready to bid on SBCCD construction related projects.

Measure CC Bond Program alone seeks to invest \$470 million in construction projects at Crafton Hills College and San Bernardino Valley College. The overall SBCCD Bond Program, which includes Measure CC and Measure M, continues to support our local economy.

SBCCD is pleased to report that 54% of contracts have been awarded to local businesses and 11% to Minority, Women and Veteran Business Enterprises. Equating to \$38 million for our local businesses and \$9.5 million for Minority, Women, and Veteran Enterprises. For more information visit www.SBCCD.edu



EDCT RECONGNIZED AS A STATE MODEL FOR REGION-WIDE COLLABORATION

San Bernardino Community College District (SBCCD) attended and sponsored the Inland Empire (IE) Workforce Development Summit on April 29, 2022, at the historic March Field Air Museum in Riverside.

The event featured keynote speaker Natalie Palugyai, Secretary of the California Labor & Workforce Development Agency. Secretary Palugyai recognized the Inland Empire as one of the fastest-growing regions in California, leading in population and job growth. Even with a nationwide labor shortage since the COVID-19 pandemic began, the IE has recovered most of its jobs. This growth is attributed to the IE's transportation, warehousing, and utility sectors. Although the IE measures high on population and job growth, it ranks low in terms of the economic well-being of its residents. Secretary Palugyai stressed the importance of creating employment programs that create high-wage jobs in the region and reduce the number of residents that commute outside the IE for work.

At the event, SBCCD Economic Development and Corporate Training's (EDCT) recent High Road Training Partnership (H RTP) proposal was praised as a state model for region-wide collaboration. The H RTP project is an IE regional collaborative of eleven community colleges, two county workforce development departments, numerous employers, industry stakeholders, and community organizations. As part of the efforts to

enrich and uplift the Inland Empire region, EDCT and collaborative members make a strong commitment to providing vocational training and career technical education opportunities for local residents. The H RTP will help individuals attain the skills needed to enter careers in healthcare, logistics, water treatment, and utility line sectors.

A panel discussion also took place between Secretary Palugyai and seven other community leaders and industry experts. Additional panel members included the Executive Director of the California Workforce Board, the Chairmen of both San Bernardino and Riverside County Workforce Development Board, the Executive Director of IE Growth & Opportunity, the Executive Secretary of IE Labor Council, Riverside Community College District (RCCD) Chancellor, and SBCCD Executive Vice Chancellor, Jose Torres.

The panel examined the present and future of regional partnerships, sustainable growth, and economic equity in the IE. Educational institutions, industry stakeholders, community organizations, and government agencies are prioritizing collaborative projects to reshape the Inland Empire's workforce by creating opportunities for traditionally marginalized populations and individuals with barriers to employment.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Nohemy Ornelas, Vice Chancellor of Education and Student Support Services

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

DATE: May 12, 2022

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 as requested by the Board

ANALYSIS

KPI I.B – Fall to Spring Retention (Persistence): 66.78% of students in the District persisted from Fall 2020 to Spring 2021, compared with 68.58% from Fall 2019 to Spring 2020, 69.71% from Fall 2018 to Spring 2019, and 70.49% from Fall 2017 to Spring 2018. Over this four-year period, the persistence rate declined by 3.70%, with a four-year average of 68.95%. On average, females had a higher persistence rate than males over this four-year period (70.76% and 67.78%, respectively).

KPI II.E – Licensure and Certification Pass Rates: The average licensure/certification pass rate is 88.37% during this 6-year period, with a high of 94.38% in 2016-17 and a low of 84.75% in 2015-16.

SBCCD GOALS

4. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this Board item.





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

Goal I – Eliminate Barriers to Students Access and Success

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

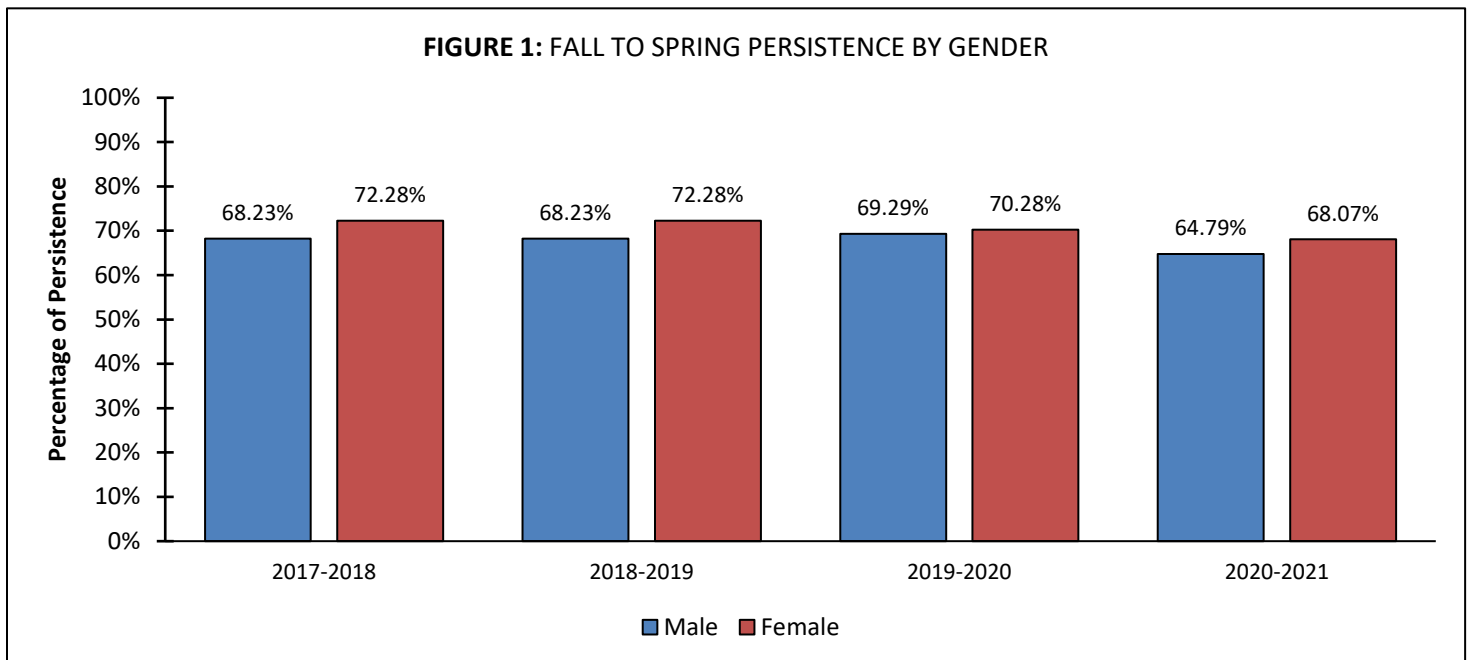
Objective: Continue efforts to increase college-going culture.

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

Measurement Frequency: Annual

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

KPI I.B: Fall to Spring Retention (Persistence)	2017-2018	2018-2019	2019-2020	2020-2021
Crafton Hills College (CHC)	71.14%	68.94%	69.09%	67.50%
San Bernardino Valley College (SBVC)	69.22%	69.84%	67.24%	65.44%
SBCCD (Unduplicated)	70.49%	69.71%	68.58%	66.78%

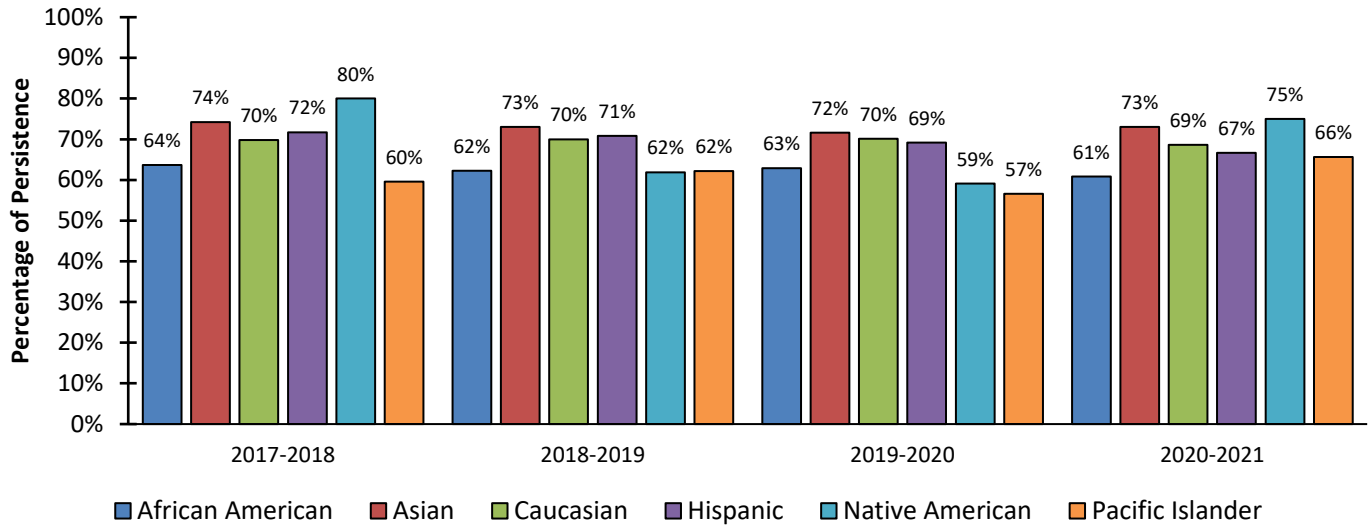


Analysis - Overall and by Gender: 66.78% of students in the District persisted from Fall 2020 to Spring 2021, compared with 68.58% from Fall 2019 to Spring 2020, 69.71% from Fall 2018 to Spring 2019, and 70.49% from Fall 2017 to Spring 2018. Over this four-year period, the persistence rate declined by 3.70%, with a four-year average of 68.95%. On average, females had a higher persistence rate than males over this four-year period (70.76% and 67.78%, respectively).



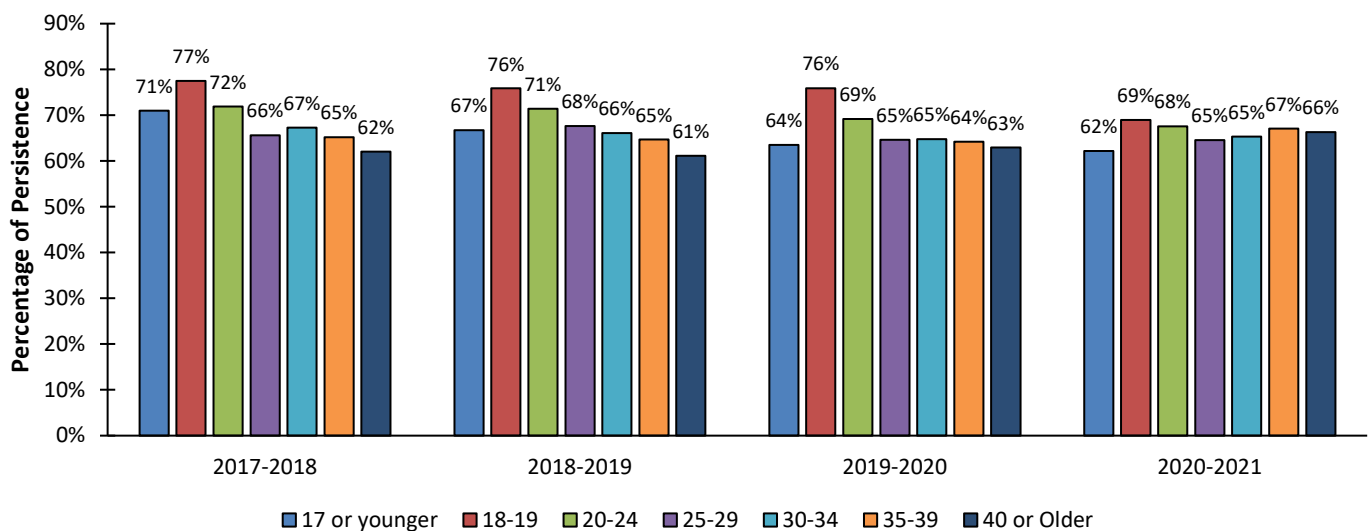
Office of Research, Planning & Institutional Effectiveness Key Performance Indicator (KPI) Dashboard

FIGURE 2: FALL TO SPRING PERSISTENCE BY RACE/ETHNICITY



Analysis: On average, over the same four-year period, Asians (73.0%) have the highest persistence rate, followed by Hispanics (69.7%), Caucasians (69.7%), Native Americans (68.7%), African Americans (62.5%), and Pacific Islanders (60.4%). Over the period, the greatest decrease in persistence rate was observed among Hispanics (-5.08%), Native Americans (-5.00%), and African Americans (-2.86%).

FIGURE 3: FALL TO SPRING PERSISTENCE BY AGE



Analysis: On average, over this four-year period, the 18-19 age group had the highest persistence rate (74.6%), followed by the 20-24 age group (70.2%). The lowest persistence rate was seen in the 40 or older group, 35-39, 30-34, and 25-29, age groups (63.0%, 65.2%, 65.9%, and 65.7%, respectively). Over the period, the greatest decrease in persistence rate was observed among the 17 or younger age group (-8.85%) and the 19-20 age group (-8.53%).



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

Goal 1 – Eliminate Barriers to Student Access and Success

KPI II.E – Licensure and Certification Pass Rates

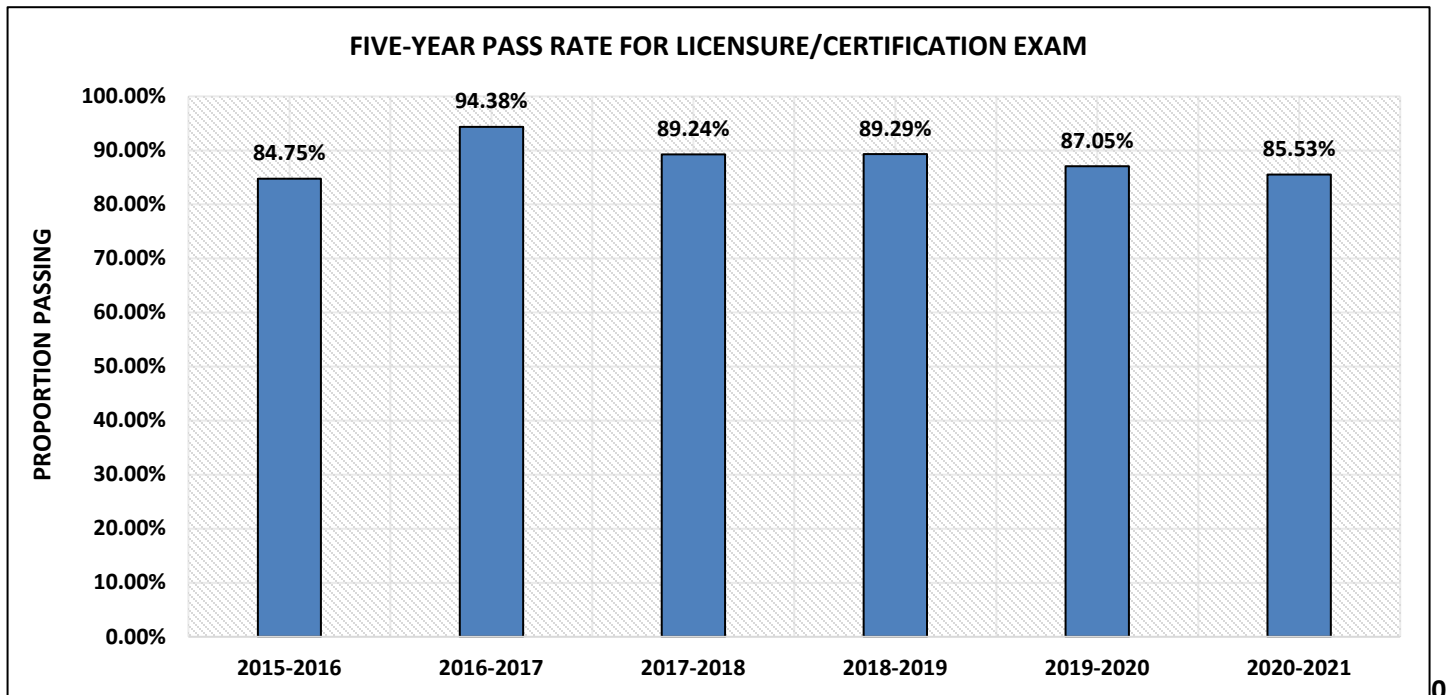
Objective: Continue efforts to increase college-going culture.

Definition: The total number of examinees that received a passing score divided by the total number of examinees that took a licensure or certification examination. Note, this data is collected and distributed by the ACCJC.

Measurement Frequency: Annual

KPI II.E: Licensure and Certification Pass Rates	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21
Crafton Hills College (CHC)	83.50%	92.75%	93.00%	95.25%	89.00%	90.73%
San Bernardino Valley College (SBVC)	86.00%	96.00%	85.48%	83.33%	85.09%	80.33%
SBCCD (Total)	84.75%	94.38%	89.24%	89.29%	87.05%	85.53%

Note: Data for this KPI is collected from the various licensure agencies. They do not provide equity data in their reports; thus, the graph below simply shows the SBCCD pass rates for the past six years.



Analysis: The average licensure/certification pass rate is 88.37% during this 6-year period, with a high of 94.38% in 2016-17 and a low of 84.75% in 2015-16.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Nohemy Ornelas, Vice Chancellor of Education and Student Support Services

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

DATE: May 12, 2022

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

The report provides an analysis of enrollments in Transfer-Level Math and Transfer-Level English by race/ethnicity and compares the enrollment percentages of underrepresented groups in Transfer-Level Math and Transfer-Level English to their representation (i.e., percentage) in the SBCCD population. The enrollments of underrepresented groups in Transfer-Level Math and Transfer-Level English are proportional to their representation in our student body.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

There are no direct financial implications associated with this Board item.



SBCCD AB705 PROGRESS REPORT

REPORT 3 OF 6: OVERALL AND GENDER ANALYSIS

OVERVIEW: TRANSFER LEVEL ENGLISH

AVERAGE ENROLLMENTS POST AB705

5,440

TL ENGLISH

Retention: Females

+1,009 ▲ 56%

Retention: Males

+541 ▲ 42%

TL ENGLISH

POST AB705 INCREASE IN ENROLLMENTS

+1,836 ▲ 51%

TL ENGLISH

Thursday,
12 May 2022



OVERVIEW: TRANSFER LEVEL MATH

AVERAGE ENROLLMENTS POST AB705

5,205

TL MATH

Retention: Females

+815 ▲ 46%

Retention: Males

+358 ▲ 25%

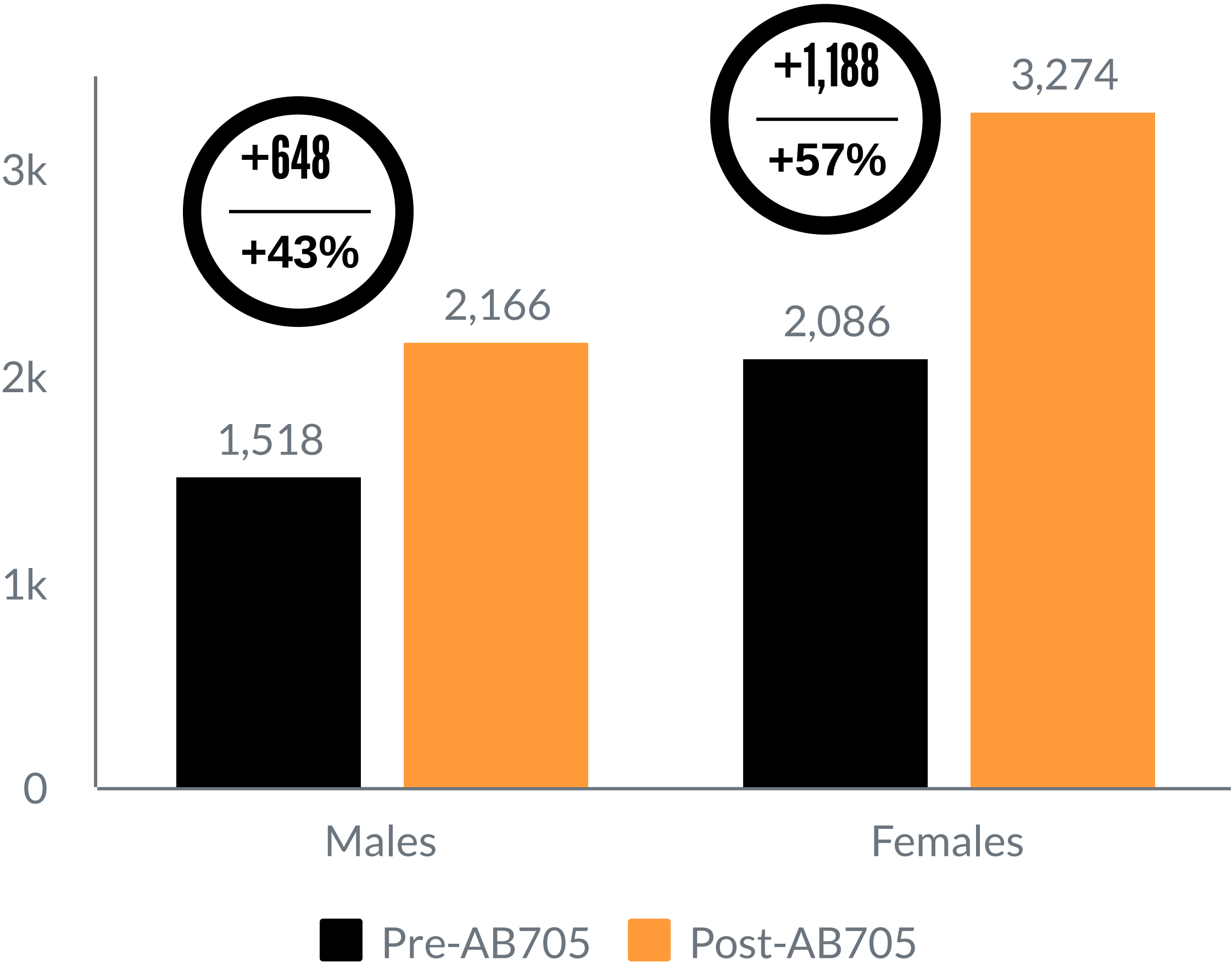
TL MATH

POST AB705 INCREASE IN ENROLLMENTS

+1,430 ▲ 38%

TL MATH

FIG.1: AVERAGE ENROLLMENTS IN TRANSFER-LEVEL ENGLISH BY GENDER PRE- AND POST-AB705



HIGHLIGHT

The percentage of students completing both TL Math and English in 1 year increased from 5% to 11% for both genders. This 6% increase is higher than the state and region increases.

SBCCD AB705 METRICS BY GENDER

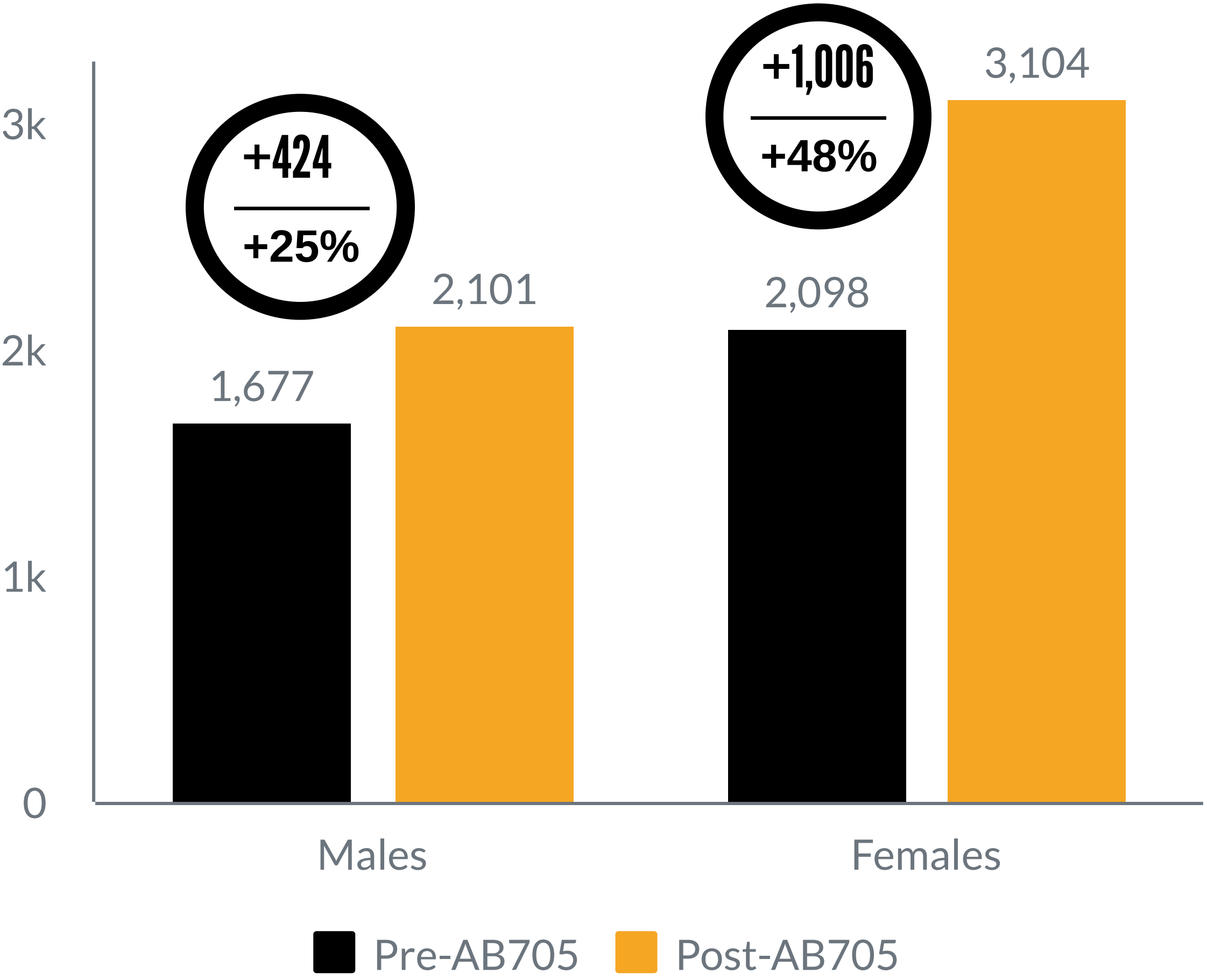
	Pre AB705		Post AB705	
	Female	Male	Female	Male
Enrollments	2086	1518	3274	2166
Successes	1354	916	1929	1161
Retention Rate	87%	86%	87%	86%

As seen in figure 1, enrollments in transfer-level English have increased by over 40% for both genders. The number of successes have increased for females and males by 42% and 27%, respectively. Retention rates have remained steady for both genders.

	Pre AB705		Post AB705	
	Female	Male	Female	Male
Enrollments	2098	1677	3104	2101
Successes	1236	927	1738	1137
Retention Rate	85%	85%	85%	86%

As seen in figure 2, enrollments in transfer-level Math have increased by over 25% for both genders. The number of successes have increased for females and males by 41% and 23%, respectively. Retention rates have remained steady for both genders.

FIG. 2: AVERAGE ENROLLMENTS IN TRANSFER-LEVEL MATH BY GENDER PRE- AND POST-AB705



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: May 12, 2022

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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



Board Master Planning Action Calendar

As of 4/28/2022 12:47 PM

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

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> • Budget Calendar (by 2/1) • Budget Directives 1st Reading • National Community College Month Resolution (by 2/1) • Sabbaticals Granted • Enrollment Report (P1) 	<ul style="list-style-type: none"> • Closed Session – Notice of Intent to Non-Renew (by 3/15) • Budget Directives 2nd Reading/Approval (by 3/1) • Nonresident Tuition Fee (by 3/1) • Apportionment Attendance Report P1 • Quarterly Investment Report • Budget Report (quarterly) 	<ul style="list-style-type: none"> • CBOC Annual Report (by 3/31) • Selection of Auditor (by 4/1) • Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15) • Grant Tenure/Tenure Contracts • Classified Employee of the Year <i>Endorsement</i>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> • Interfund Transfer Resolution • Constitutional Advance (optional) • Elect BOT Self-Evaluation Ad Hoc Committee • 4/10 Alternate Summer Work Schedule for Management & Confidential Employees • Board Orientation Handbook 1st Reading • Student Trustee Privileges (by 5/15) • District Technology Strategic Plan – 1st Reading (last plan 2020-2023) • Enrollment Report (P2) 	<ul style="list-style-type: none"> • Quarterly Investment Report • Apportionment Attendance Report P2 • EEO Multiple Method Certification (by 6/1) • Board Orientation Handbook 2nd Reading • Preliminary Budget & Presentation (study session) • Outgoing Student Trustee Recognition • ACCJC Institutional Self-Evaluation Report 1st Reading (by 8/1 every seven years. Last report 2020) • AP/BP 4235 - Credit for Prior Learning (every three years. Last approved 5/13/21) • District Technology Strategic Plan – 2nd Reading (last plan 2020-2023) • Approval of BOT Self-Evaluation Instrument • Approval of Chancellor Evaluation Instrument 	<ul style="list-style-type: none"> • AP/BP 6320 Investments 1st Reading (annually) • Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15) • Authorized Signature List (annually) • Board Meeting Dates for Next FY • Bank Accounts (annually) • Tentative Budget (by 7/1) • Prop 30 EPA Expenditures Resolution (annually) • GANN Limit (by 7/1) • Meals, Refreshments, Open POs for Next FY • Order of Election and the Specifications of the Election Order (every 2 years on even numbered years) • New Student Trustee Orientation (information) • New Student Trustee Oath of Office

Board Master Planning Action Calendar

As of 4/28/2022 12:47 PM

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

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> • AP/BP 6320 Investments 2nd Reading/Approval (<i>annually</i>) • Transfer of Appropriations Resolution (<i>annually</i>) • Annual Resolution to Pay Trustees • Reaffirm Institutional Values, SBCCD Strategic Directions, and Board Priorities • Elect Chancellor's Self-Evaluation Ad Hoc Committee and Approval of Evaluation Instrument & Process • Enrollment Report (P3) 	<ul style="list-style-type: none"> • Quarterly Investment Report • Prop 30 EPA Expenditure Accounting (<i>if figures change dramatically based on ReCalc</i>) • Apportionment Attendance Report P3 • Final Budget Presentation (<i>study session</i>) • 2024 ACCJC Midterm Report 1st Reading/Approval (<i>by 10/1. Last report 2020</i>) • 2027 ACCJC Institutional Self-Evaluation Report 1st Reading/Approval (<i>by 10/1. Last report 2020</i>) • Budget Report (quarterly) 	<ul style="list-style-type: none"> • Final Budget Public Hearing and Approval (<i>by 9/15</i>) • 2024 ACCJC Midterm Report 2nd Reading/Approval (<i>by 10/1. Last report 2020</i>) • 2027 ACCJC Institutional Self-Evaluation Report 2nd Reading/Approval (<i>by 10/1. Last report 2020</i>)
OCTOBER	NOVEMBER	DECEMBER
<ul style="list-style-type: none"> • Annual Campus Advisory Committees • Initial Proposals to Reopen Negotiations with CSEA/CTA • Annual Security Report (information item) 	<ul style="list-style-type: none"> • Closed Session – Notice of Intent to Non-Renew • Quarterly Investment Report • Annual Sabbatical Completion Report from last spring and fall (<i>by first semester after return</i>) • Budget Report (quarterly) 	<ul style="list-style-type: none"> • Closed Session – Notice of Intent to Non-Renew • Certified Quarterly Financial Status Report (<i>by 11/15, 2/15, 5/15</i>) • Reaffirm FCC Auction Guiding Principles (<i>annually</i>) • Audit Reports: District, CBOC, KVCR (<i>by 12/31</i>) • New Trustee Orientation (<i>every 2 years on even numbered years, if new trustees are elected</i>) • BOT Annual Organizational Meeting • BOT Committee Member Assignments • BOT Member Assignment to the SBRETCJPA • BOT Member Assignment County Committee on School District Organization • BOT Executive Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: May 12, 2022

SUBJECT: Board Policies for First Reading

RECOMMENDATION

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

OVERVIEW

AP 2410 <https://sbccd.policystat.com/policy/11581593/latest>

Pursuant to Board Policy 2410, Policies of the Board may be adopted, revised, added to, or amended at any regular Board meeting by a majority vote. Proposed changes or additions shall be introduced not less than one regular meeting prior to the meeting at which action is recommended. The Board shall regularly assess its policies for effectiveness in fulfilling the District's mission.

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

ANALYSIS

AP/BP 5030 Fees

At its meeting on April 11, 2022, the PPAC members voted to send the attached BP/AP 5030 Fees, to Chancellor's Cabinet and for BOT first read in May.

Change of fees based on annual increase in State allowances, clerical enhancements. 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.



SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

BP 5030 FEES | Proposed (redlined)
Level 2 Recommendation

No Changes, FYI Only



Last Revised 04/2021

Next Review 07/2031

Owner Academic
Senates
Academic
Senates

Policy Area Chapter 5
Student Services

References Legally
Required

BP 5030 Fees

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

Enrollment Fee (Education Code Section 76300)

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

Course Auditing Fees (Education Code Section 76370)

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

Parking Fee (Education Code Section 76360)

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

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

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

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

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use

BP 5030 FEES | Proposed (redlined)

Level 2 Recommendation

No Changes, FYI Only

non-district facilities, students enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee (Education Code Section 76060.5)

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

Student Transportation Costs (Education Code Section 76361)

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

Transcript Fees (Education Code Section 76223)

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

International Students Application Processing Fee (Education Code Section 76142)

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

Fee Refunds

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

References:

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

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

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

ACCJC Accreditation Standard I.C.6

Attachments

AP 5030 FEES | Proposed (redlined)
Level 2 Recommendation

Change of fees based on annual increase in State allowances, clerical enhancements.



Origination	N/A	Owner	Academic
Last Approved	N/A		Senates Academic Senates
Last Revised	N/A	Policy Area	Chapter 5
Next Review	N/A		Student Services

AP 5030 Fees

~~(Replaces current SBCCD AP 5030 and AP 5033)~~

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)As prescribed by state law.
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and76140.5):
As prescribed by state law and established by the Board of Trustees no later than March 1 for thesucceeding fiscal year.
- All nonresident students enrolling for 6 or fewer units; or
- A student who is a citizen and resident of a foreign country who demonstrates financial need andthis required exemption (Education Code Section 68130.5);
- All students, other than non immigrant aliens under ~~188~~ U.S. Code Section 1101(a)(15), who meetthe following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the ~~State~~California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that

AP 5030 FEES | Proposed (redlined)**Level 2 Recommendation**

Change of fees based on annual increase in State allowances, clerical enhancements.

the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.

- ~~Student representation (Education Code Section 76060.5; Title 5 Sections 54801 and 54805)~~
- Student representation (Education Code Section 76060.5; Title 5 Section 54805)

Fees authorized by law include:

- Non-District physical education facilities (Education Code Section 76395)
- Noncredit courses (Education Code Section 76385)
- Community service courses (Education Code Section 78300)
- Auditing of courses (Education Code Section 76370)
- Instructional materials (Education Code Sections 73365, 81457, and 81458; Title 5 Sections 59400 and 59408)
- Athletic insurance (Education Code Section 70902 subdivision (b)(9))
- Cross-Enrollment with the California State University (CSU) or University of California (UC) (Education Code Section 66753)
- Health (Education Code Section 76355)
- Parking (Education Code Section 76360)
- Transportation (Education Code Sections 76361 and 82305.6)
- Student Center (Education Code Section 76375; Title 5 Section 58510)
- Copies of student records (Education Code Section 76223)
- Dormitory (Education Code Section 81670)
- Child care (Education Code Sections 79121 et seq. and 66060)
- Nonresident capital outlay (Education Code Section 76141)
- Nonresident application processing (Education Code Section 76142)
- Credit for Prior Learning (Education Code Section 76300; Title 5 Section 55050)
- Use of facilities financed by revenue bonds (Education Code Section 81901 subdivision (b)(3))
- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))

AP 5030 FEES | Proposed (redlined)
Level 2 Recommendation

Change of fees based on annual increase in State allowances, clerical enhancements.

- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

- Late application (CCCCO Student Fee Handbook)
- Add/drop (CCCCO Student Fee Handbook)
- Mandatory student activities (CCCCO Student Fee Handbook)
- Student Identification Cards (CCCCO Student Fee Handbook)
- Student Body Organization (CCCCO Student Fee Handbook)
- Nonresident application (CCCCO Student Fee Handbook)
- For dependents of certain veterans (Education Code Section 66025.3)
- For dependents of certain victims of the September 11, 2001, terrorist attacks (CCCCO Student Fee Handbook)
- For certain recipients of the Medal of Honor and certain children of the recipients of the Medal of Honor (Education Code Section 66025.3)
- For surviving spouses and children of a firefighter employed by the federal government whose duty assignment involved the performance of firefighting services in California (Education Code Section 68120)
- For students who have been exonerated of a crime through writ of habeas corpus or pardon that meet certain conditions (Education Code Section 69000)
- Required or funded services (CCCCO Student Fee Handbook)
- Refundable deposits (CCCCO Student Fee Handbook)
- Distance education (other than the statutorily authorized enrollment fee) (CCCCO Student Fee Handbook)
- Mandatory mailings (CCCCO Student Fee Handbook)
- Rental of practice rooms (CCCCO Student Fee Handbook)
- Apprenticeship courses (Education Code Section 76350)
- Technology fee (CCCCO Student Fee Handbook)
- Late payment fee (Title 5 Sections 58502 and 59410)
- Nursing/healing arts student liability insurance (Title 5 Section 55234)
- Cleaning (CCCCO Student Fee Handbook)
- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

AP 5030 FEES | Proposed (redlined)**Level 2 Recommendation**

Change of fees based on annual increase in State allowances, clerical enhancements.

Collection and Refund of Fees

~~A. Associated Students Discount Sticker~~

~~\$9.50 - CHC~~

~~\$7.50 - SBVC~~

~~\$4.00 - Replacement for lost card~~

~~B. Breakage/Lost Property Fee~~

~~Replacement cost of item(s) broken or lost~~

~~C. Campus Center Fee~~

~~\$1.00/unit (not to exceed \$10 per fiscal year)~~

~~D. Capital Outlay Fee~~

~~As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.~~

A. Associated Students Discount Sticker

\$9.50 - CHC

\$7.50 - SBVC

\$4.00 - Replacement for lost card

B. Breakage/Lost Property Fee

Replacement cost of item(s) broken or lost

C. Campus Center Fee

\$1.00/unit (not to exceed \$10 per fiscal year)

D. Capital Outlay Fee

As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.

E. Catalog

\$6.00 - purchased on campus

F. Credit by Examination

\$20.00 plus class unit fee

G. Document Fee Handling

\$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents; minimum charge of 1 hour

\$0.15 per side copy cost

Fees must be paid prior to document release

H. Enrollment Fee

\$46.00/unit

I. Insufficient Funds Check

\$15.00

J. International Student Application

\$25.00 (nonrefundable)

AP 5030 FEES | Proposed (redlined)**Level 2 Recommendation**

Change of fees based on annual increase in State allowances, clerical enhancements.

- K. Key Deposit/Replacement
 - \$15.00 plus cost of rekeying if needed (metal/electronic key)
- L. Learning Center Reproduction Fees, SBVC
 - \$0.20 - Laser printout: text, black and white printer
 - \$0.50 - Laser printout: graphics, black and white printer (over ½ page)
 - \$1.00 - Laser printout: graphics and/or text, color
 - \$2.00 - Scan text or graphics to disk, per scan
- M. Library Fines – SBVC/CHC
 - \$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 -Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value
 - \$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value
 - \$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
 - \$2.00 - replacement for lost library card
- N. Parking Permit Fees
 - ~~\$100~~108.00 - annual permit
 - ~~\$39~~42.00 - one semester (\$20 BOGG student)
 - ~~\$22~~24.00 - summer session
 - \$3.00 - daily
- O. Parking Violation Fees
 - \$ 50.00 - illegal parking
 - \$ 50.00 - decal violation
 - \$275.00 - handicap violation
- P. Refund Processing Charge
 - A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student persemester as defined in the Fee Refund Policy.
- Q. Replacement – Diploma/Certificate
 - \$10.00
- R. Student Health and Accident Insurance
 - ~~\$22~~23.00 - per semester (includes \$1.50 accident insurance)
 - ~~\$18~~19.00- \$20.00 - summer session (includes \$1.50 accident insurance)
 - \$1.50 - accident insurance only
- S. Student Representation
 - \$2.00

AP 5030 FEES | Proposed (redlined)**Level 2 Recommendation**

Change of fees based on annual increase in State allowances, clerical enhancements.

T. Supplemental Health Services Fee

\$10.00 - TB skin test (one-step test)

\$10.00 - TB skin test (two-step test)

At cost - All Vaccines

\$25.00 - Physical Exams

\$50.00 - DMV Physical Exams

At cost - Prescription medications

At cost - In-house Lab Tests

At cost - Lab Test sent to external lab

At cost - Optional Medical Procedures

At cost - Optional Medical Supplies

\$ 8.00 - Vision screening (Titmus vision tester)

\$ 2.00 per item - Duplication of medical records

\$10.00 - Hearing Screening (Audiometer) At cost -
Birth Control Pills

U. Testing Fees

At cost - Paramedic National Registry Testing

\$ 25.00 - Retest per skill

\$ 10.00 - CPR card

Repeat course from Career Tech Department

0.5 units - \$12.00

1.0 units - \$23.00

2.0 units - \$46.00

3.0 units - \$70.00

V. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

W. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

X. Crafton Hills College Recreation Fee

Students registering for CHC for Spring, Fall, or Summer semesters have the option to pay for the use of the aquatic and fitness centers:

AP 5030 FEES | Proposed (redlined)**Level 2 Recommendation**

Change of fees based on annual increase in State allowances, clerical enhancements.

\$8.00 per semester

Fee Refunds

A. Designated Fees

This regulation covers the following fees:

1. Enrollment fee
2. Nonresident tuition
3. Parking fee
4. Health fee
5. Accident Insurance fee
6. Student Services Card fee
7. Student Center fee
8. Student Representation Fee
9. Capital Outlay Fee
10. Student Transportation Fee

B. Conditions

If a refund is requested for parking or student services card fees, the parking decal or the studentservices card must be attached to the refund request.

C. Military Service Exception

If a student who is a member of an active or reserve military service receives orders compelling a withdrawal from courses, the District shall, upon petition and a copy of received orders of the affected student, refund the entire enrollment fee unless academic credit is awarded.

D. Refund Schedule

This refund schedule applies to all fees listed in Paragraph A, above.

1. Fees collected in error

Fees collected in error will be refunded in their entirety.

2. Class ~~cancelled~~canceled by the college

If a class is ~~cancelled~~canceled by the college, enrollment and/or non-resident tuition fees will be refunded in their entirety. If that cancellation results in a student's withdrawal from the college, refunds of the appropriate fees listed in Paragraph "A" will apply.

3. Withdrawal from the College
 - a. Enrollment Fee/Nonresident Tuition

AP 5030 FEES | Proposed (redlined)**Level 2 Recommendation**

Change of fees based on annual increase in State allowances, clerical enhancements.

If a student withdraws during the first two weeks of a full-term class or during the first 10% of a short-term class, enrollment fees or nonresident tuition fees will be refunded.

- b. Parking Fee, Health Fee, Accident Insurance Fee, Student Services Card Fee, Student Center Fee, Student Representation Fee, Capital Outlay Fee, Student Transportation Fee.

In order to be eligible for a refund, a student must withdraw prior to the first day of the term for a full-term class or prior to the first day of instruction for a short-term class.

4. Unit Reduction

If a change of program within the first two weeks of a full-term class or during the first 10% of a short-term class results in a reduction in the number of units taken, the enrollment fee or non-resident fee will be refunded at the per unit cost of the reduction.

- 5. A student who withdraws from a class or the college after the second week of instruction for a full-term class or the first 10% of a short-term class is not eligible for any refund.

E. Refund Processing Fee

A charge of \$10 will be collected for each refund transaction not to exceed \$10 per student per semester, except for ~~cancelled~~ canceled classes or ~~over-payment~~ overpayment.

Waiver of Fees

The District may waive enrollment fees which were not collected in a previous session where the enrollment fees were not collected as a result of the District's error in awarding a Board of Governors Fee Waiver to an ineligible student and not through the fault of the student, and to collect the enrollment fee would cause the student undue hardship.

References:

Education Code Sections 66025.3, 68120, 70902(b)(9), 76300, and 76300.5

Title 5 Sections 51012, 58520, and 58629

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

Accreditation Standard I.C.6

Attachments

[AP 5030 Fees- Comments](#) [AP 5030 Fees- Legal Citations](#)

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: May 12, 2022

SUBJECT: Budget Revenue & Expenditure Summary

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 April 19, 2022. As of that date, SBCCD was 80.2% through the fiscal year and had spent and/or encumbered approximately 57.2% of its budgeted general fund.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.





Budget Revenue & Expenditure Summary

Year to Date 4/19/22

[v.4.22.2022.p.1|2]

80.2% of Fiscal Year Elapsed

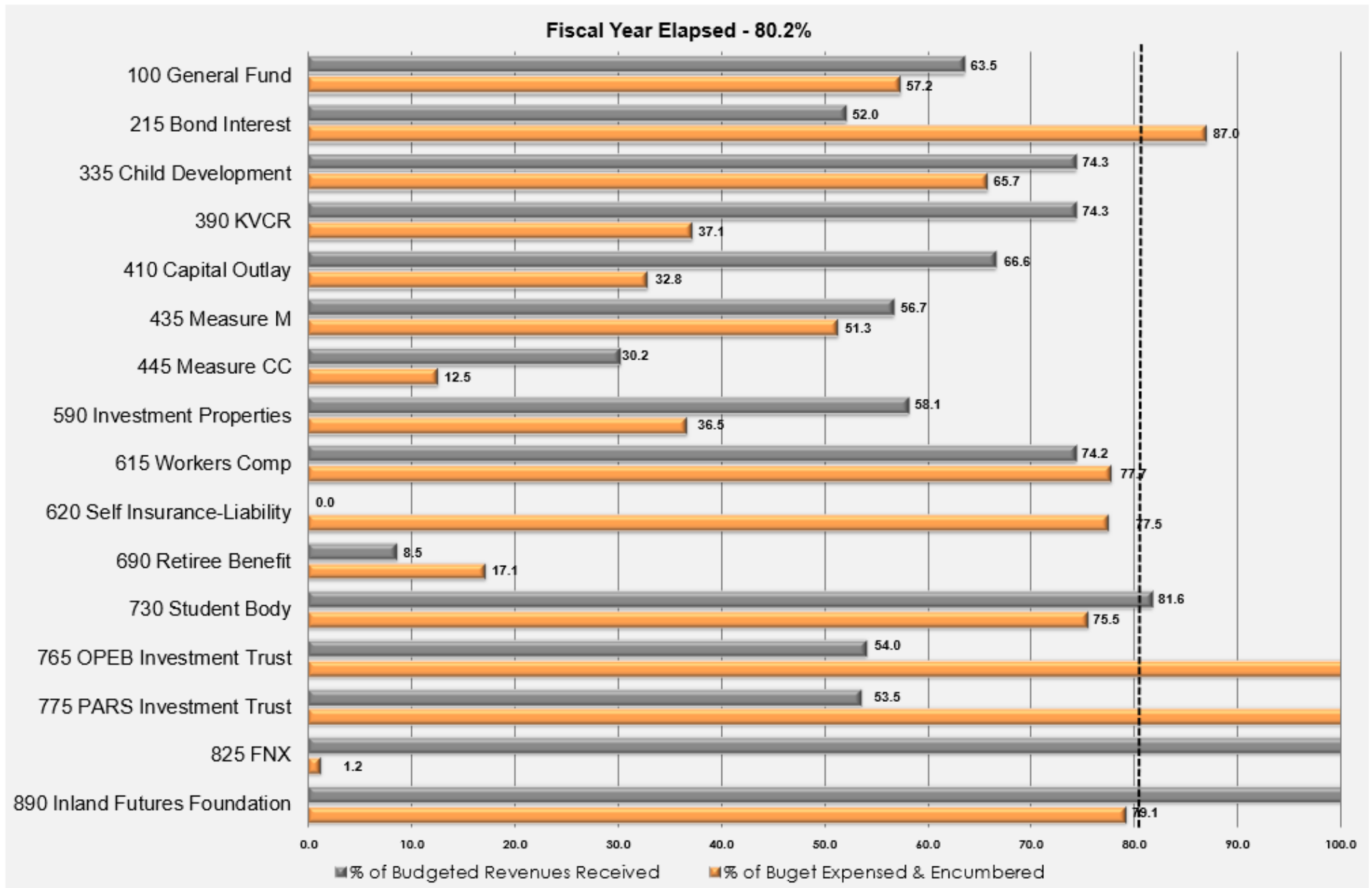
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
100 General Fund	234,839,193	149,039,897	63.5%	235,746,247	134,917,911	57.2%	Expenditures are consistent with the needs of the fund given the current climate.
215 Bond Interest & Redemption	58,000,000	30,161,813	52.0%	58,000,000	50,437,387	87.0%	Taxes are determined and collected by the County for bond measures.
335 Child Development	4,198,678	3,119,541	74.3%	4,198,678	2,758,135	65.7%	Expenditures consistent with the current needs of the programs associated with this fund.
390 KVCR	9,696,821	7,204,567	74.3%	9,132,094	3,386,297	37.1%	Expenditures consistent with the current needs of the programs associated with this fund.
410 Capital Outlay	2,824,251	1,879,930	66.6%	2,275,963	746,107	32.8%	Expenditures consistent with the current needs of the programs associated with this fund.
435 Measure M	23,500	13,320	56.7%	880,413	451,570	51.3%	3rd quarter interest income to post in late April. Expenditures consistent with project schedules.
445 Measure CC	3,400,000	1,025,786	30.2%	283,418,073	35,340,787	12.5%	3rd quarter interest income to post in late April. Expenditures consistent with project schedules.
590 Investment Properties	4,627,527	2,686,363	58.1%	2,028,789	741,192	36.5%	Revenue and expenditure activity posted one month in arrears. Posting in progress for February activity.
615 Workers Compensation	1,345,000	998,518	74.2%	2,570,000	1,998,159	77.7%	
620 Self Insurance-Liability	595,660	580,457	97.4%	1,135,000	879,583	77.5%	Revenues are usually received at the beginning of the fiscal year.
690 Retiree Benefit	1,356,216	115,119	8.5%	1,356,216	231,518	17.1%	Budget increased due to expected retirement incentive expense.
730 Student Body Center Fee	241,151	196,878	81.6%	241,151	181,983	75.5%	
765 OPEB Trust	1,000,000	540,110	54.0%	82,000	398,877	486.4%	\$353,247 recorded for Jul-Dec expenditure activity (investment loss).
775 PARS Trust	4,900,000	2,622,335	53.5%	3,454,946	10,537,674	305.0%	\$6 Million recorded in investment losses and \$4.4 million in disbursement to General Fund, KVCR, and FNX.
825 FNX	570,000	626,794	110.0%	553,028	642,477	116.2%	\$450,000 recorded for FY22 PARS transfer in. \$195,866 prepaid expenses recognized not accounted in the budget.
890 Inland Futures Foundation	823,525	1,090,070	132.4%	823,525	651,577	79.1%	



Budget Revenue & Expenditure Summary

Year to Date 4/19/22

[v.4.22.2022.p.2|2]



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Nohemy Ornelas, Vice Chancellor of Education and Student Support Services

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

DATE: May 12, 2022

SUBJECT: CCFS-320 Apportionment Attendance Report for FY 2022 Period 2

RECOMMENDATION

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

OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2022 Period 2 has been submitted to the State Chancellor's Office.

ANALYSIS

The Period 2 report includes final attendance figures for the period July 1, 2021 through April 20, 2022. The chart below summarizes the District's status as of P2 and provides comparison data.

	Fiscal Year 2021	Fiscal Year 2022	# Change	% Change
CHC	4,539	3,797	-742	-16.35%
SBVC	10,103	8,159	-1,944	-19.24%
SBCCD Total	15,358	11,956	-2,686	-22.15%

SBCCD Goals

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The data included in this report will be used to make strategic decisions related to enrollment management, budgeting, multi-year forecasting, and other goal-setting processes.



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: May 12, 2022

SUBJECT: Construction Contracts at or Below \$60,000

RECOMMENDATION

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

OVERVIEW

This board item affects small scale construction contracts which have a total value of \$60,000 or less.

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code.

ANALYSIS

Per Public Contract Code 22032(a), public projects of \$60,000 or less may be performed by the employees of a public agency by force account, by negotiated contract, or by purchase order. Informal proposals were solicited as necessary and an analysis of those received indicates that the contracts selected best suit the needs of SBCCD for the particular projects.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The cost of this project will be covered by rental income received from tenants. Rental income and expense are accounted for in Fund 590, Investment Properties.





Construction Contracts At or Below \$60,000

Presented for Information on May 12, 2022

[v.4.22.2022.p.1|1]

Contract Awards

Contractor & Project	Amount	Funding
Parkwest Construction Company of Redlands, CA Painting Improvements at 658 E Brier Drive , Suite 300 San Bernardino	\$39,860.00	Fund 590, Investment Properties

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
DATE: May 12, 2022
SUBJECT: Contracts Below \$99,100

RECOMMENDATION

This item is for information only. No 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 \$99,100. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase and or contract requests have been budgeted for via purchase orders.



Contracts Below \$99,100

Board Date 05/12/2022

1 of 9

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
22664	4 Imprint	Production of Logo Items	Calworks/SBVC	\$7,667.12		
22666	Achievers Inc.	Production of Logo Items	Counseling/SBVC	\$1,577.34		
22713	Ai-Media Technologies	PO as Contract	DSP&S/CHC	\$437.50		
22672	American Thermoform Corp.	Maintenance Agreement	ATPC/SBCCD	\$5,000.00		
22760	Amudipe, William	Speaker	Student Equity/SBVC	\$1,000.00		
22661	Anady's Trophies & Engraving	Production of Logo Items	Counseling/SBVC	\$39.15		
22690	Arrowhead Auto Repair	Repairs	KVCR/KVCR	\$1,600.00		
22676	ARUP US Inc.	Consultants	Facilities Planning/SBCCD	\$35,000.00		
22712	B - San Diego, LLC	Training Services	EDCT/SBCCD	\$96,600.00		
22680	BoardBookit Inc. dba Govenda	Software/Online Services	Chancellor/SBCCD	\$500.00		
22673	Boyd & Associates	Services	ATPC/SBCCD	\$1,000.00		
22746	C&F Shaved Enterprises dba Tikiz Shaved Ice & Ice Cream	Catering	Student Equity/SBVC	\$1,525.00		
22782	California State University - San Bernardino	Rental	EOP&S/SBVC	\$4,806.00		

Contracts Below \$99,100

Board Date 05/12/2022

2 of 9

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
22724	Carreras Tours	Bus Rental	Student Equity/SBVC	\$8,184.00		
22677	CDW Government Inc.	Services	TESS/SBCCD	\$10,019.97		
22678	Collaborative Economics, Inc	Income - Studio Production	KVCR/KVCR		\$45,000.00	
22735	Colton Redlands Yucaipa ROP	Space Rental	Student Services/CHC	No Cost		
22732	Community Action Partnership	Income - Facilities Use	Administrative Services/SBVC		\$222.00	
22681	Computerized Embroidery Company, The	Production of Logo Items	Counseling/SBVC	\$1,089.89		
22693	Control Air Enterprises LLC	Repairs	Maintenance/SBVC	\$29,619.00		
22710	Crafton Hills College Foundation	Sponsorship	President/CHC	\$1,500.00		
22688	Crown Promotions Group Inc.	Production of Logo Items	Student Services/SBVC	\$5,429.54		
22708	CurriQunet	Software/Online Services	Student Services/CHC	\$9,200.00		
22694	Custom Ink, LLC	Production of Team Uniforms	Pool/CHC	\$371.08		
21979	Datanetiix, Inc.	Software/Online Services	TESS/SBCCD	\$15,000.00		
22748	Doing Good Works	Production of Logo Items	Student Services/CHC	\$4,992.51		
22689	Dropbox.com	Software/Online Services	RTVF/SBVC	\$9,672.00		

Contracts Below \$99,100

Board Date 05/12/2022

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
22711	Dropbox.com	Software/Online Services	President/CHC	\$119.88		
22734	E.S. Kluft & Company	Income - Training Agreement	EDCT/SBCCD		\$25,000.00	
22728	EMCOR Service Mesa Energy	Repairs	Maintenance/SBVC	\$10,175.00		
22706	Envision Education LLC	On Demand Services	EDCT/SBCCD	\$21,000.00		
22707	Envision Education LLC	On Demand Services	EDCT/SBCCD	\$10,000.00		
22674	E-Oscar Web dba Online Data Exchange	Software/Online Services	Fiscal Services/SBCCD	\$1,000.00		
22729	Erby, Kyle	Speaker	Learning Resource Center/SBVC	\$1,000.00		
22754	Espinoza Market	Catering	Counseling/SBVC	\$3,232.50		
22753	FastSigns	Production of Logo Items	Counseling/SBVC	\$316.07		
22756	Film Option International	Program Acquisition	KVCR/KVCR	\$14,135.00		
22719	Full Capacity Marketing, Inc.	Software/Online Services	Mathematics/SBVC	\$7,000.00		
22743	G/M Business Interiors	Installation Services	Police Science/SBVC	\$5,341.07		
22695	G/M Business Interiors	Installation Services	Maintenance/CHC	\$8,672.00		

Contracts Below \$99,100

Board Date 05/12/2022

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
22744	Galls LLC	Production of Uniforms	Police Science/SBVC	\$284.98		
22671	Garcia, Juan dba AJC Building Maintenance	Services	ATPC/SBCCD	\$6,000.00		
22718	Generac Power Systems	Maintenance Agreement	TESS/SBCCD	\$1,335.00		
22679	Getinge USA Sales	Equipment Installation	Respiratory Care/CHC	\$31,655.75		
22215	Golf Cars of Riverside Inc.	On Demand Repairs Agreement	DSP&S/CHC	\$3,500.00		
22696	Gray, Katherine	Speaker	Academic Success/SBVC	\$500.00		
22715	Green, Tawon	Speaker	Humanities/SBVC	\$250.00		
22736	Grove School, The	Income - Facilities Use	Pool/CHC		\$800.00	
22667	H & L Charter Co, Inc.	Bus Rental	Student Equity/SBVC	\$1,256.00		
22668	H & L Charter Co, Inc.	Bus Rental	Athletics/SBVC	\$2,640.00		
22737	Heritage Park Nursing Facility	Clinicals	EDCT/SBCCD	No Cost		
22761	Howard, Onikhol Carisha	Speaker	Student Equity/SBVC	\$500.00		
22669	Inland Empire 66ers Baseball Club	Rental	Student Equity/SBVC	\$250.00		
22725	Intermex Inc	Bus Rental	Student Equity/SBVC	\$8,800.00		

Contracts Below \$99,100

Board Date 05/12/2022

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
22697	Island Advertising, Inc.	Production of Logo Items	Student Services/CHC	\$23,112.12		
22727	J & M Trophies	Production of Logo Items	Community Relations/SBVC	\$4,469.63		
21822	JAD Auto Detailing	On Demand Services	District Police/SBCCD	\$3,600.00		
22698	Jim Coleman LTD	Production of Awards	Nursing/SBVC	\$2,150.00		
22275	Jones Enterprises	PO as Contract	Cafeteria/SBVC	\$3,500.00		
22751	JZPC Party Rentals, Inc.	Rental	Student Life/SBVC	\$24,717.26		
22705	Kanopy LLC	Software/Online Services	Library/SBVC	\$6,000.00		
22701	Keys to a Brighter Future	Income - Facilities Use	Administrative Services/SBVC		\$1,444.30	
22709	Klein Educational System Inc	Software/Online Services	Technical Training/SBVC	\$4,676.00		
22720	Knorr Systems, Inc.	Installation Services	Maintenance/CHC	\$46,316.63		
22687	Knorr Systems, Inc.	Repairs	Physical Education/CHC	\$170.09		
22682	Latino Police Officers Association of I.E. Chapter CA Inc.	Income - Facilities Use	Administrative Services/SBVC		\$268.00	
21796	Linden, Jonathan	Amendment	KVCR/KVCR	\$33,500.00		\$8,000.00

Contracts Below \$99,100

Board Date 05/12/2022

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
22717	Look Cinemas LLC	Rental	Humanities/ SBVC	\$399.00		
22738	Martinez, Ramiro	Sheriff On Site Supervisor	Police Science/SBVC	No Cost		
22686	Martinez, Walter dba DJ Wall-E	Performer	Student Activities/CHC	\$500.00		
22692	Occupational Health Centers of California, A Medical Corp.	Services	Human Resources/ SBCCD	\$6,000.00		
22739	PAPE Group, Inc. dba Pape Material Handling Inc.	General	Maintenance/ SBVC	\$19,140.05		
22745	Phoenix Group - Information Systems	Services	Administrative Services/CHC	\$17,500.00		
22406	PPL Inc	Consultants	Instruction/ SBVC	\$11,980.00		
22747	Premiere Sound, Inc	Rental	Student Life/SBVC	\$40,668.75		
22759	Price, Brittney Shelton	Speaker	Student Equity/SBVC	\$500.00		
22740	Prime Promos LLC	Production of Logo Items	Counseling/ SBVC	\$613.84		
22750	Prime Promos LLC	Production of Logo Items	Speech/ SBVC	\$197.82		
22702	Prime Promos LLC	Production of Logo Items	English/SBVC	\$177.94		
22703	Prime Promos LLC	Production of Logo Items	Theater Arts/SBVC	\$177.94		
22704	Prime Promos LLC	Production of Logo Items	Art/SBVC	\$177.94		

Contracts Below \$99,100

Board Date 05/12/2022

7 of 9

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
22726	Prime Promos LLC	Production of Logo Items	Counseling/SBVC	\$11,923.82		
22722	Prime Promos LLC	Production of Logo Items	Student Equity/SBVC	\$7,283.90		
22723	Prime Promos LLC	Production of Logo Items	Counseling/SBVC	\$996.15		
22660	Prime Promos LLC	Production of Logo Items	Student Equity/SBVC	\$1,165.86		
22683	Prime Promos LLC	Production of Logo Items	Counseling/SBVC	\$2,468.09		
22684	Prime Promos LLC	Production of Logo Items	RTVF/SBVC	\$177.94		
22741	Prime Promos LLC	Production of Signs & Posters	Student Equity/SBVC	\$161.25		
22699	Quantum Group, The	Production of Logo Items	Financial Aid/SBVC	\$5,102.00		
22757	Quinn Power Systems	Repairs	Maintenance/CHC	\$1,597.00		
21730	R Dependable Construction Inc.	On Demand Repairs Agreement	Maintenance/SBVC	\$67,900.00		
22731	Redlands Bicycle Classic	Sponsorship	Resource Development/CHC	\$2,500.00		
22762	Rivas, Alexander	Performer	Student Equity/SBVC	\$1,500.00		
22758	Salvesen, Kathleen	On Demand Services	KVCR/KVCR	\$30,070.00		

Contracts Below \$99,100

Board Date 05/12/2022

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
22663	San Bernardino County Superintendent of Schools	Production Agreements	KVCR/KVCR		\$1,375,014.00	
22733	SARS Software Products dba Valsoft Corporation Inc.	Software/Online Services	TESS/SBCCD	\$20,350.00		
22763	Shred-It	On Demand Services	Student Equity/SBVC	\$350.00		
22714	Signature Party Rentals	Rental	Student Life/SBVC	\$43,035.97		
17712	SiteLogIQ Inc	Amendment	Facilities Planning/SBCCD	\$80,258.66		\$34,258.66
22721	Snipes Engineering, Inc. dba Snipes-Dye Associates	Professional Services	Facilities Planning/CHC	\$75,740.00		
22670	Southern California Mountains Foundation	Income - Training Agreement	EDCT/SBCCD		\$18,000.00	
22685	Summerland Bags, LLC	Production of Logo Items	Counseling/SBVC	\$35,576.36		
22765	Tennessee, University of	Software/Online Services	Transfer Center/SBVC	\$150.00		
22755	Timeless Plaques & Awards	Production of Awards	Student Life/SBCCD	\$1,499.88		
22742	Trophy Store, The	Production of Awards	President/CHC	\$244.72		
22700	Viva La Boba LLC	Catering	Student Life/CHC	\$992.34		
22730	Vortex Industries	Repairs	Maintenance/CHC	\$5,000.00		

Contracts Below \$99,100

Board Date 05/12/2022

9 of 9

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
22675	West Coast Lights & Sirens, Inc.	Installation Services	Police Science/SBVC	\$16,545.27		
22764	Western Audio Visual	Services	TESS/SBCCD	\$39,842.54		
22716	Xgraphix LLC	Production of Logo Items	Humanities/SBVC	\$1,078.24		

Total Number of Contracts = 110

\$1,094,548.35 \$1,465,748.30 \$42,258.66

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 and Construction

DATE: May 12, 2022

SUBJECT: COVID-19 Vaccinations & Testing

RECOMMENDATION

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

OVERVIEW

On September 23, 2021, the Board of Trustees approved Resolution #2021-09-23-FPC-01, which mandated COVID-19 vaccinations for all employees and students learning or working on district operated sites.

ANALYSIS

The purpose of this report is to provide the Board of Trustees a monthly update outlining actions that have been taken to promote vaccination & testing opportunities to the campus community and support the infrastructure needed to implement the mandate. The attached highlights the continued actions of staff to secure vendors to facilitate on campus vaccination & testing clinics, items discussed by the SBCCD's Safe Reopening Task Force, and the District's COVID-19 testing locations.

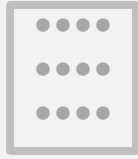
SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues

FINANCIAL IMPLICATIONS

It is anticipated that the costs associated with implementation of the vaccination mandate at SBCCD will be included in the SBCCD CARES Act plan and budget.





COVID-19 Vaccination REPORT TO THE BOARD May 12, 2022

[v.4.22.2022.p.1|1]

FACE COVERINGS UPDATE

- ▶ Effective May 26, SBCCD will adjust its guidelines for the use of face coverings to align with guidance from the Centers for Disease Control and Prevention and state and local health authorities.
- ▶ Face coverings indoors will be strongly recommended but not required.
- ▶ Face coverings will continue to be available on campus for students and employees.

PROOF OF VACCINATION UPDATE

- ▶ Effective May 26, SBCCD will adjust our guidelines on COVID-19 vaccinations to align with guidance from the Centers for Disease Control and Prevention and state and local health authorities.
- ▶ Effective May 26, COVID-19 vaccines will be strongly recommended but not required for students or employees.
- ▶ Effective April 20, students are not required to submit proof of vaccination to enroll in Summer 2022 or Fall 2022 courses.

COVID-19 TESTING LOCATIONS

COVID Clinic testing sites will continue to operate every Tuesday and Thursday at three District locations:

Crafton Hills College

Learning Resource Center (LRC), Rm. 110
11:30 a.m. - 7:30 p.m.

San Bernardino Valley College

Computer Technology Services (CTS), Rm. 106
11:30 a.m. - 7:30 p.m.

District Headquarters

550 E. Hospitality Lane, Suite 200
8:00 a.m. – 4:00 p.m.

Effective May 26, COVID-19 vaccines will be strongly recommended but not required for students or employees.



Effective April 20, students are not required to submit proof of vaccination to enroll in Summer 2022 or Fall 2022 courses.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Scott W. Thayer, Interim President, SBVC
Dr. Kevin Horan, President, CHC

PREPARED BY: Larry W. Brunson, Jr., Director, DSPS, SBVC
Marty Milligan, Director, DSPS, CHC

DATE: May 12, 2022

SUBJECT: Change Name of Disabled Student Programs and Services (DSPS)
at CHC and SBVC

RECOMMENDATION

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

OVERVIEW

To develop a name that would be embraced by all District stakeholders, the following process was implemented:

- A focus group consisting of 40 stakeholders from CHC and SBVC, which included current DSPS students, faculty, classified staff, and management.
- A preliminary survey was sent out in September 2021 to all faculty, staff, management, and students at CHC and SBVC that generated almost 300 responses. An overwhelming majority were in favor of a name change for DSPS and the survey was also used to generate interest for the focus group.
- The focus group met five times over the course of five months during the fall and spring semesters of 2021 and 2022.
- In the weeks leading to the final focus group collaborative in April 2022, current CHC and SBVC DSPS were surveyed again with the final four names proposed by the focus group where nearly 200 DSPS students expressed their desire to change the current DSPS name to Student Accessibility Services.
- A final focus group collaborative was held on April 4, 2022, where the group overwhelmingly agreed with the student voice and recommended Student Accessibility Services for Board approval.



ANALYSIS

The name Disabled Student Programs and Services has been around for quite some time and served as a place to support students with disabilities at both CHC and SBVC. Recent studies have shown that names with the words “disabled” or “disability” attached come with a stigma that discourages students that may be eligible for services and supports to follow through because of the negative connotation that is associated with the name. To attract more students to the program, along with aligning the name and program to the District’s current initiatives and goals that include Diversity, Equity, and Inclusion (DEI), a focus group was developed to change the name to something that would be embraced by all stakeholders of the District including, faculty, staff, management, students and the community at large.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues

FINANCIAL IMPLICATIONS

There are no financial implications attached to the name change at this time.

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: May 12, 2022

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. District cash balances are reviewed regularly and monitoring the amount of cash available to meet financial obligations is a core responsibility of the Fiscal Services Department. Fiscal year forecasts are updated monthly using the most current actual revenue and expense data and any new guidance from the State. Attached is the restricted and unrestricted General Fund monthly cash flow analysis.

ANALYSIS

As noted in the forecast, cash balances fluctuate throughout the year based on the amount and timing of actual and estimated revenues and expenses. The current cash estimate as of June 30, 2022 decreased \$8,023,288 to \$56,935,357 from the previous estimate of \$64,958,645. The primary driver of this decrease includes less revenues in the month of March 2022 compared to the projected amount.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This analysis is an important part of ensuring sufficient cash is available to meet District needs.





General Fund Cash Flow Analysis – Restricted & Unrestricted Fiscal Year 2021-2022

(as of March 31, 2022, rounded to the nearest \$1,000)

	PROJECTED												ACCRUALS	TOTAL
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN		
Estimated Beginning Cash Balance	32,693	39,180	48,268	56,800	60,687	60,299	55,772	67,216	64,803	61,856	55,273	39,889		
Receipts														
Federal	139		106		-34	-99	6,816	60	19	1,576	269	13,336		22,188
State	11,532	9,573	29,825	182	1,822	1,038	6,619	5,754	12,520	6,320	6,958	22,664		114,807
State Deferral Repayment*	3,736	3,736	3,736	3,736	3,736									18,679
Local	1,572	3,630	2,652	1,160	5,819	6,675	9,630	1,403	753	2,930	283	10,474		46,981
Interfund Transfer & Sale of Assets	930	933	930	930	1,285	940	931	1,081	2,148	810	1,565	354		12,837
Accounts Receivable/Accruals	1,045	-1,123	323	10,554	491	6,578	223	771	624	4,251	196	562		24,495
Total Receipts	18,954	16,751	37,572	16,563	13,119	15,132	24,218	9,070	16,063	15,887	9,270	47,390		239,987
Disbursements														
Academic Salaries	2	2,443	4,350	4,675	4,749	4,821	4,749	4,050	4,572	4,975	4,956	7,021		51,363
Classified Salaries	2,730	2,598	2,699	2,920	2,858	3,195	2,894	2,710	3,292	3,424	3,366	3,849		36,534
Benefits	1,264	-1,073	2,378	2,495	2,123	2,574	2,537	1,474	2,632	3,500	3,385	4,599		27,888
Supplies & Materials	239	166	-277	153	142	260	147	102	167	1,024	708	1,608		4,438
Other Operating Exp	2,238	1,521	590	1,283	1,170	3,315	1,346	1,470	2,896	7,133	5,089	7,845		35,898
Capital Outlay	587	108	-388	270	103	186	209	594	305	1,121	1,577	8,488		13,161
Other Outgo	853	102	1,786	863	1,167	4,984	1,025	1,162	5,008	1,230	5,713	1,464		25,356
Longterm Post-Employment Benefits	-6	-10	-8	-10	25	-2	5		-10		-1	-2		-19
Accounts Payable/Accruals	4,559	1,807	17,910	28	1,170	327	-139	-80	148	62	-139	-4,528		21,125
Total Disbursements	12,466	7,663	29,040	12,676	13,507	19,659	12,773	11,483	19,010	22,469	24,654	30,343		215,744
Increase / (Decrease) in Cash Balance	6,487	9,088	8,532	3,887	-387	-4,527	11,445	-2,414	-2,947	-6,583	-15,384	17,046		
Estimated Ending Cash Balance	39,180	48,268	56,800	60,687	60,299	55,772	67,216	64,803	61,856	55,273	39,889	56,935		

*Deferrals are reductions in cash payments owed to the District due to an unbalanced State budget. As of November 2021, the District has received full repayment of FY 2020-2021 deferrals.

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: May 12, 2022

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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

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

April 5, 2022

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."

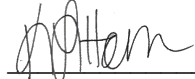
It is Hereby Agreed:

The Institutional Advancement Coordinator classification will be added to the classified bargaining unit. This classification will be placed at Range 45 of the CSEA Salary Schedule.

The Institutional Advancement Coordinator will be added to the 2017-2020 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".

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



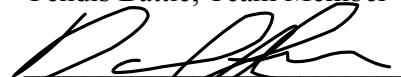
Noah Snyder, CSEA LRR



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Institutional Advancement Coordinator

Classified Range: 45

Board Approved: TBD

*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

Coordinates an array of institutional advancement activities and functions related to enhancing the image of the college and connection to the community.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Collaborates with respective departments and/or employees to coordinate the college's institutional advancement functions, such as communications, graphic design, photography, videography, and social media.
2. Serves as an initial point of contact for members of the campus community to promote events, activities, and workshops.
3. Collaborates with other departments to meet their communication needs including coordinating photography, videography, brochures, and other communication tools.
4. Develops promotional brochures and materials for individual departments, divisions, and college.
5. Coordinates trainings on effective use of social media and branding standards to college departments and divisions.
6. Researches, writes, distributes, and tracks press releases, coordinates information released to the press and media regarding institutional advancement activities.
7. Plans, writes, edits, lays out, coordinates, and distributes newsletters, publications, social media, feature articles and other announcements and communications including board reports, weekly student emails, annual reports; provides updates for TV monitors and other computer screens throughout campus.
8. Assists in the development and use of a tracking and evaluation system to gauge the efficiency in communications.
9. Coordinates and participates in presentations at community functions and events with higher education peer institutions, community partners, local business and industry, and local non-profit organizations related to institutional advancement.
10. Prepares and monitor the department's annual budget and prepare the department's annual program plan.



Institutional Advancement Coordinator

Classified Range: 45

Board Approved: TBD

11. Represent the college at off-campus functions, meetings, and events related to institutional advancement.
12. Prepares and provides reports, program plans, and event plans.
13. Prepares and assesses Service Area Outcomes, Program Review and other related outcomes for institutional advancement.
14. Performs other duties related to the primary job duties.

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.

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer-term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality



Institutional Advancement Coordinator

Classified Range: 45

Board Approved: TBD

- Applies knowledge and skill in recognizing and evaluating details of work**
- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines
- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Position*



Institutional Advancement Coordinator

Classified Range: 45

Board Approved: TBD

Education/Training:

An Associate's degree or the equivalent of sixty (60) semester units with major coursework in communications, business administration or a related field from an accredited university.

Experience:

Four (4) years of increasingly responsible experience in journalism, public relations, marketing, communications, public administration, or a related field.

Equivalency Provision:

In the absence of an Associate's degree from an accredited college or university, equivalent to the completion of high school and six (6) years of increasingly responsible experience in journalism, public relations, marketing, communications, public administration, or a related field or a related field is qualifying.

License or Certificate:

Possession of a valid driver's license.

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 with frequent travel to other locations.

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 frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 35 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance. 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 printed documents; and to operate assigned equipment.

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

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

April 5, 2022

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."

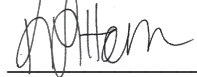
It is Hereby Agreed:

The Basic Needs Coordinator classification will be added to the classified bargaining unit. This classification will be placed at Range 46 of the CSEA Salary Schedule.

The Basic Needs Coordinator will be added to the 2017-2020 CSEA Collective Bargaining Agreement Article 1: Recognition, section 1.1 and Appendix "A".

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

For the District

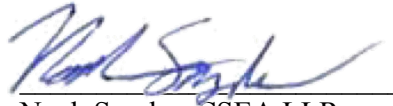


Kristina Hannon, SBCCD
Vice-Chancellor, Human Resources
& Police Services

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LLR



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Basic Needs Coordinator

Classified Range: 46

Board Approved: TBD P. I|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

Coordinates with campus and community organizations to obtain resources for students and to promote student success, retention, and completion by removing barriers to their education.

SUPERVISION RECEIVED AND EXERCISED

Receives limited direction from appropriate supervisor; refers only unusual decisions to supervisor. May provide technical and functional direction to assigned student workers and/or professional experts.

REPRESENTATIVE DUTIES

The following duties are typical for this classification

1. Coordinates the administration of the basic needs program; performs a variety of technical, program support, case management, and clerical duties in support of the basic needs program area.
2. Develops partnerships on- and off-campus, including coordination with the local homelessness response system, and social services to ensure students have access to community-based services.
3. Identifies and links students to on- and off-campus basic needs services and resources such as housing, food, clothing, technology, mental health services.
4. Ensures students receive support in accessing CalFresh and other public benefits for which they may be eligible.
5. Collaborates with the campus financial aid office to ensure students are receiving the maximum aid available.
6. Coordinates and oversees the college-wide food pantry efforts; drives to local food banks and/or grocery stores to assist in restocking food for pantries as needed.
7. Compiles data, prepares and maintains records, reports, lists and files related to the basic needs program area.
8. Works closely with various campus departments and/or programs, such as the Behavioral Intervention Team and Title IX; serves as mandated reporter.
9. Assists with compliance and proper application of applicable policies, procedures, and laws in relation to the basic needs program.
10. Maintains current knowledge of a variety of complex regulations, requirements and policies related to the basic needs program area.
11. Develops brochures, forms, spreadsheets, databases, handbooks, manuals and other written materials to support access to basic needs services and resources.
12. Coordinates, plans, develops, and conducts presentations and workshops relating to basic needs services and resources.
13. Coordinates and/or attends activities and events on or off campus as a representative of the college in relation to its basic needs program area.



Basic Needs Coordinator

Classified Range: 46

Board Approved: TBD P. 2|4

14. Monitors the program budget and makes recommendations regarding allocation of resources and expenditure of funds.
15. Performs other duties related to the primary job duties.

QUALIFICATIONS

CORE COMPETENCIES:

Analyzing and Interpreting Data

- Apply sorting, coding and categorizing rules
- Analyze data
- Read reports
- Draw meaning and conclusions from quantitative and/or qualitative data

Customer Focus

- Attending to the needs and expectations of customer
- Seeks information about the immediate and longer term needs of the customer
- Anticipates what the customer may want or expect in a product or service
- Works across organizational boundaries to meet customer needs **

Reading Comprehension

- Understanding and using written information
- Knows the meaning of printed words; comprehend the literal meaning of text
- Make interpretations, applications, deductions, inferences, extrapolations from written information **

Professional and Technical Expertise

- Applying technical subject matter to the job **
- Knows the rudimentary concepts of performing the essential technical operations

Critical Thinking

- Analytically and logically evaluates information to resolve problems
- Follow guide, SOP or other step by step procedures for locating the source of a problem and fixing it
- May detect ambiguous, incomplete, or conflicting information or instructions**

Attention to Detail

- Focusing on the details of work content
- Shows care and thoroughness in adhering to process and procedures that assure quality
- Applies knowledge and skill in recognizing and evaluating details of work**



Basic Needs Coordinator

Classified Range: 46

Board Approved: TBD P. 3|4

- Applies skilled final touches on products

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware
- Experiments and finds novel uses for standard features and functions **
- Adds, improves, modifies, or develops features and functionality**

Team Work/Involving Others

- Collaborating with others to achieve shared goals
- Engages others for suggestions and ideas

Writing

- Communicating effectively in writing
- Using correct writing mechanics including spelling, vocabulary, grammar, syntax, punctuation, capitalization, sentence structure
- Logically orders and structures ideas and progression of thought

Adaptability

- Responding positively to change and modifying behavior as the situation requires**
- Accept and adjust to changes and the unfamiliar

Innovation

- Imagining and devising new and better ways of doing things**
- Fix what is broken; find solutions and fixes with resources at hand
- Finds new approaches to performing familiar tasks
- Create and invent new ideas; envision the unexpected, unexplored, untried**

Listening

- Comprehend and verbal instructions and orally presented information
- Recalls or retrieves key points in a conversation
- Listen actively by rephrasing others' input cogently and accurately**

Legal and Regulatory Navigation

- Understanding, interpreting, and ensuring compliance with laws and regulations
- Locates, understands, or provides factual regulator information**
- Works within the bounds and limits of what is permissible

Professional Integrity and Ethics

- Follows a clear-cut set of rules
- Understands practical necessity of rules and ethical guidelines



Basic Needs Coordinator

Classified Range: 46

Board Approved: TBD P. 4|4

- Shows consistency in behavior and judgement over a long term and varied situations

Valuing Diversity

- Shows acceptance of individual differences
- Welcomes input and inclusion of others who may be different from oneself
- Shows understanding and empathy for the challenges of groups seeking inclusion or dealing with perceived discrimination

***Lead, Advanced or Senior Level Positions*

Education and Experience Guidelines:

Education/Training:

A Bachelor's degree in Business, Management, Social Sciences or Human Services from an accredited college or university.

Required Experience:

Three (3) years of increasingly responsible experience in student services or related field.

Equivalency Provision:

In the absence of a Bachelor's degree in Business, Management, Social Sciences or Human Services from an accredited college or university, an Associate's degree in Business, Management, Social Sciences or Human Services from an accredited college or university and five (5) years of increasingly responsible experience in student services or related field is qualifying.

License or Certificate:

Possession of a valid driver's license.

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 with some travel as needed. Evening hours.

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 frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; 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.

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

April 19, 2022

Terms and Conditions: This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

1. In accordance with Article 16: PERSONNEL, specifically article 16.3 REQUEST for reclassification, it has been determined the following bargaining unit members shall be reclassified.
2. Effective July 28, 2021, bargaining unit member Raina Okray, Administrative Assistant I, Range 33 Step F, 8 hours/260-day work year in the President's Office at San Bernardino Valley College will be reclassified to the classification of Administrative Assistant II, Range 37 Step E, 8 hours/260-day work year.
3. Effective October 21, 2021, bargaining unit member Timothy Hosford, Library Technical Assistant I, Range 34 Step F, 8 hours/260-day work year in the Library at San Bernardino Valley College will be reclassified to the classification of Library Technical Assistant II, Range 37 Step F, 8 hours/260-day work year.

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

For the District



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

For CSEA



Cassandra Thomas, President CSEA #291



Brandice Mello, Team Member



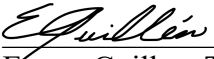
Vendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR


Ernest Guillen, Team Member

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

April 19, 2022

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 4/10 Summer Alternate Work Schedule ("AWS") for the period of Sunday, June 5, 2022, through Saturday, July 30, 2022.

1. All bargaining unit members will participate in the 4/10 Summer AWS except for those employed in the following departments:
 - Child Development Centers (SBVC)
 - Aquatic Center (CHC)
 - Police Department (DIST)
 - KVCR (DIST)
2. The 4/10 workweek will be Monday through Thursday except for those departments with alternate workweek MOUs on file.
3. Unit members who are currently participating in an AWS/RWS have the option to be exempt from working the 4/10 Summer AWS and may continue working their current AWS/RWS through the expiration date of June 30, 2022. Additionally, unit members may request to opt-out of the 4/10 Summer AWS and may request to participate in an AWS/RWS. Unit members will be required to discuss their request to work an AWS/RWS with their immediate supervisor. The adjustment to an AWS/RWS will be mutually agreed upon by the unit member and immediate supervisor.
4. During the week of July 3, 2022, full-time unit members on the 4/10 Summer AWS will receive ten (10) hours of holiday pay for Independence Day that will be observed on Monday, July 4, 2022, and will be required to work three (3) ten (10) hour days for the remainder of the workweek, Tuesday through Thursday.
5. Individual unit members may opt to work four (4) eight (8) hour days and use two (2) hours of vacation per day, consistent with Article 19.9.
6. The 4/10 Summer AWS start time and end times shall be based on the existing work schedule by adding two (2) hours. The existing work schedule can be adjusted by no more than two (2) hours before or after start/end times.
7. Unit members will not acquire or lose shift differential during the 4/10 Summer AWS.

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

For the District



Kristina Hannon, SBCCD

Vice-Chancellor, Human Resources and
Police Services

For CSEA



Cassandra Thomas, President CSEA #291

Brandice Mello
Brandice Mello, Team Member

Ernest Guillen
Ernest Guillen, Team Member

Yendis Battle
Yendis Battle, Team Member

David Stevenson
David Stevenson, Team Member

Noah Snyder
Noah Snyder, CSEA LRR

MEMORANDUM OF UNDERSTANDING
By and Between
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
And
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER #291

April 19, 2022


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 4/10 Alternate Work Schedule ("AWS") for College Security Officers ("CSOs") for the period of Sunday, May 15, 2022, through Saturday, December 31, 2022.

1. Unit members will participate in a 4/10 AWS. The workweek shall be forty (40) hours on four (4) consecutive days Monday through Friday and the workday shall consist of ten (10) hours per day.
2. The 4/10 AWS will be offered based on a rotational basis, determined by the permanent hire date among those in the same classification and department who normally perform the work involved. Unit members may request a meeting with their immediate supervisor and a union representative to discuss any hardships with the 4/10 AWS.
3. Holidays will be offered and compensated in accordance with Article 12. Holiday work will be offered by seniority per classification.
4. Unit members shall be notified of their 4/10 AWS start and end times.
5. The District will provide the Association with the 4/10 AWS including names, location, and shift times worked at the beginning of the 4/10 AWS.
6. All shifts will be paid at the appropriate differential in accordance with Article 7.2.
7. The Parties understand that unforeseen circumstances may arise that require the termination of the 4/10 AWS prior to December 31, 2022. The District shall provide written notification to the Association prior to the termination of the 4/10 AWS and shall provide unit members with a 21-day schedule change notice in accordance with Article 6.

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 Service

For CSEA


 Cassandra Thomas, President CSEA #291


 Ernest Guillen, Team Member

Yendis Battle

Yendis Battle, Team Member

David Stevenson

David Stevenson, Team Member

Noah Snyder

Noah Snyder, CSEA LRR

Brandice Mello

Brandice Mello, Team Member

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: May 12, 2022

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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

The cost of employment for these employees is included in the appropriate 2021-2022 budgets.





Professional Expert, Short-Term & Substitute Employees

Presented for Information on May 12, 2022

[v.4.20.2022.p.1|2]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Aslanian, Artour CHC Office of Institutional Effectiveness, Research and Planning	Project Liaison	04/18/22	06/30/22	\$75.00
Thronson III, Glen CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/ EMS Specialist	04/01/22	06/30/22	\$20.00/ \$25.00/ \$30.00
Cruz, Michael N. DIST Economic Development & Corporate Training	Workforce Development Trainer	04/01/22	06/30/22	\$72.00
Ramirez, Theresa Angela SBVC Disabled Student Programs & Services	Program Assistant	04/15/22	06/30/22	\$20.00
Rotell, Valecia M SBVC Marketing & Public Relations	Program Assistant	04/04/22	06/30/22	\$40.00

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Kennedy, Alan CHC Instruction	Project Assistant I	02/14/22	06/30/22	\$15.00

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Bender, Zsaquita CHC Instruction <i>Ext: Leave Coverage</i>	Administrative Assistant III	04/01/22	05/31/22	\$27.50
Ortiz, Estephania CHC Library <i>Ext: Vacation & Sick Coverage</i>	Library Technical Assistant II	05/07/22	06/30/22	\$24.92
Shehata, Neveen SBVC Child Development Center <i>Ext: Vacation & Sick Coverage</i>	Child Development Assistant	05/09/22	06/30/22	\$16.79



Professional Expert, Short-Term & Substitute Employees

Presented for Information on May 12, 2022

[v.4.20.2022.p.2|2]

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Soto, Jacqueline SBVC Child Development Center <i>Ext: Vacation & Sick Coverage/Vacancy</i>	Child Development Assistant	05/09/22	06/30/22	\$16.79
Gilbert, Darlene SBVC Child Development Center <i>Ext: Vacation & Sick Coverage</i>	Child Development Center Assistant	05/09/22	06/30/22	\$16.79
Gonzalez, Vivianne SBVC Child Development Center <i>Ext: Vacation & Sick Coverage</i>	Child Development Center Assistant	05/09/22	06/30/22	\$16.79
Hernandez, Xochiquetzal SBVC Child Development Center <i>Ext: Vacation & Sick Coverage/Vacancy</i>	Child Development Center Assistant	05/09/22	06/30/22	\$16.79
Menchaca, Irene SBVC Child Development Center <i>Ext: Vacation & Sick Coverage/Vacancy</i>	Child Development Center Assistant	05/09/22	06/30/22	\$16.79
Sandoval-Ochoa, Maria SBVC Child Development Center <i>Ext: Vacation & Sick Coverage</i>	Child Development Center Assistant	05/09/22	06/30/22	\$16.79
Gilbert, Darlene SBVC Child Development Center <i>Ext: Vacation & Sick Coverage</i>	Child Development Center Teacher	05/09/22	06/30/22	\$23.70
Menchaca, Irene SBVC Child Development Center <i>Ext: Vacation & Sick Coverage</i>	Child Development Center Teacher	05/09/22	06/30/22	\$23.70
Shehata, Neveen SBVC Child Development Center <i>Ext: Vacation & Sick Coverage</i>	Child Development Center Teacher	05/09/22	06/30/22	\$23.70

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: May 12, 2022
SUBJECT: Purchase Order Report

RECOMMENDATION

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

OVERVIEW

In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts.

Education Code 81656 provides that all transactions entered into by an authorized officer shall be reviewed by the Board every 60 days.

ANALYSIS

Purchase orders issued between the dates of 3/21/2022 – 4/12/2022 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.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The attached purchase orders are included in the appropriate budgets.



Purchase Order Report
May 12, 2022

PO#	Supplier Name	Amount
2203370	FOLLETT CORPORATION	\$ 300.00
2203381	COMMUNITY PLAYTHINGS	\$ 1,794.04
2203382	HOPPERS OFFICE AND DRAFTING FURNITURE	\$ 6,518.88
2203384	SAN BERNARDINO CCD	\$ 628.99
2203385	SAN BERNARDINO CCD	\$ 344.80
2203386	SAN BERNARDINO CCD	\$ 344.80
2203387	SAN BERNARDINO CCD	\$ 344.80
2203388	SAN BERNARDINO CCD	\$ 344.80
2203396	LAKESHORE LEARNING MATERIALS	\$ 4,569.68
2203397	KAPLAN SCHOOL SUPPLY CORP	\$ 1,748.21
2203398	HYUNDAI INLAND EMPIRE	\$ 52,350.83
2203399	CALIFORNIA COMM COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	\$ 150.00
2203400	CALIFORNIA COMM COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	\$ 150.00
2203401	CALIFORNIA COMM COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	\$ 150.00
2203402	CALIFORNIA COMM COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	\$ 150.00
2203403	CALIFORNIA COMM COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	\$ 150.00
2203404	CALIFORNIA COMM COLLEGE STUDENT FINANCIAL AID ADMIN ASSOC	\$ 150.00
2203406	BLACKHAWK NETWORK INC	\$ 5,410.50
2203407	BLACKHAWK NETWORK INC	\$ 5,410.50
2203408	BORRELLO, ANDREW	\$ 150.00
2203409	MORRIS, CHRIS DBA ACTIVE SHOOTER AMERICA LLC	\$ 996.00
2203410	PERFORMA LABS INC	\$ 75.00
2203411	GLOBAL EQUIPMENT COMPANY INC	\$ 86.42
2203412	APPLIED CONCEPTS INC DBA STALKER RADAR	\$ 1,560.22
2203414	MICROSOFT CORPORATION	\$ 3,141.96
2203416	SAN BERNARDINO CCD	\$ 725.97
2203417	STATER BROS MARKETS	\$ 60,000.00
2203419	CDW LLC	\$ 6,470.66
2203421	VERIZON FEDERAL INC	\$ 2,970.61
2203427	SAN BERNARDINO CCD	\$ 307.70
2203430	CALIFORNIA COALITION EARLY MIDDLE COLLEGES	\$ 750.00
2203432	SAN BERNARDINO CCD	\$ 1,874.85
2203434	VWR INTERNATIONAL LLC	\$ 3,221.09
2203435	SAN BERNARDINO CCD	\$ 495.84
2203436	US POSTAL SERVICE	\$ 5,000.00
2203437	SAN BERNARDINO CCD	\$ 495.84
2203439	DELL COMPUTER COMPANY	\$ 796.96
2203440	GTSIMULATORS BY GLOBAL TECNOLOGIES	\$ 4,741.00
2203441	GTSIMULATORS BY GLOBAL TECNOLOGIES	\$ 1,680.90
2203442	FLINN SCIENTIFIC INC	\$ 1,532.21
2203443	POCKET NURSE ENTERPRISES INC	\$ 6,865.61
2203448	SAN BERNARDINO CCD	\$ 875.47
2203452	COLOR CONSULTANTS INC	\$ 2,443.39
2203453	COLOR CONSULTANTS INC	\$ 779.87
2203455	GENUINE AUTO PARTS	\$ 1,438.60

Purchase Order Report
May 12, 2022

PO#	Supplier Name	Amount
2203456	FAIRVIEW FORD	\$ 68,958.48
2203459	CALIFORNIA COMM COLLEGE EOPS ASSOCIATION	\$ 1,050.00
2203461	STAPLES BUSINESS ADVANTAGE	\$ 408.29
2203462	CALIFORNIA COMM COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	\$ 975.00
2203463	CDW LLC	\$ 8,250.17
2203468	GENUINE AUTO PARTS	\$ 60.01
2203471	ROCHA, ELILIWE	\$ 300.00
2203472	OKONKWO, BERNADETTE	\$ 300.00
2203473	MOLLE, LAURA	\$ 300.00
2203474	PENNIMAN, WALTER	\$ 300.00
2203478	CDW LLC	\$ 499.81
2203479	STAPLES BUSINESS ADVANTAGE	\$ 197.79
2203481	STAPLES BUSINESS ADVANTAGE	\$ 145.40
2203482	CEBALLOS, SEAN	\$ 500.00
2203483	STAPLES BUSINESS ADVANTAGE	\$ 132.13
2203486	SIMPSON, TAHIRAH M	\$ 78.86
2203491	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES, THE	\$ 2,475.00
2203494	STAPLES BUSINESS ADVANTAGE	\$ 86.93
2203495	STAPLES BUSINESS ADVANTAGE	\$ 831.64
2203504	STAPLES BUSINESS ADVANTAGE	\$ 145.14
2203509	SAN BERNARDINO CCD	\$ 9,525.63
2203510	GALLAGHER, SANDRA L. DBA GALLAGHERS	\$ 598.13
2203511	SAN BERNARDINO CCD	\$ 822.36
2203512	SBVC FOUNDATION	\$ 1,250.00
2203513	STAPLES BUSINESS ADVANTAGE	\$ 322.82
2203514	STAPLES BUSINESS ADVANTAGE	\$ 138.22
2203516	MEJIA, KARINA	\$ 170.00
2203519	AUDET, MASON	\$ 500.00
2203520	MORALES, ENGGIE OCAMPO	\$ 500.00
2203521	EKEROMA, ASIA-LANI	\$ 500.00
2203522	NEVINS, MATT	\$ 500.00
2203523	STAPLES BUSINESS ADVANTAGE	\$ 61.28
2203524	STAPLES BUSINESS ADVANTAGE	\$ 325.69
2203525	GTSIMULATORS BY GLOBAL TECNOLOGIES	\$ 1,680.90
2203530	DEPARTMENT OF CONSERVATION REF FD	\$ 3,600.00
2203538	FLINN SCIENTIFIC INC	\$ 210.02
2203539	SBVC FOUNDATION	\$ 15,483.00
2203541	FLINN SCIENTIFIC INC	\$ 191.33
2203542	CAROLINA BIOLOGICAL SUPPLY CO	\$ 419.69
2203544	GTSIMULATORS BY GLOBAL TECNOLOGIES	\$ 4,741.00
2203546	STAPLES BUSINESS ADVANTAGE	\$ 801.96
2203548	SAN BERNARDINO CCD	\$ 991.47
2203550	ASSOCIATION OF ACADEMIC MUSEUMS & GALLERIES	\$ 175.00
2203551	SAN BERNARDINO CCD	\$ 443.04
2203552	SAN BERNARDINO SYMPHONY ASSOCIATION	\$ 587.50

Purchase Order Report
May 12, 2022

PO#	Supplier Name	Amount
2203554	HONORS TRANSFER COUNCIL OF CA, THE	\$ 120.00
2203557	FISHER SCIENCE EDUCATION	\$ 2,702.88
2203561	CDW LLC	\$ 10,273.45
2203562	CDW LLC	\$ 93.40
2203567	FOLLETT CORPORATION	\$ 500.00
2203576	PALOMAR COMMUNITY COLLEGE DISTRICT	\$ 299.00
2203578	ULINE	\$ 1,375.54
2203587	STAPLES BUSINESS ADVANTAGE	\$ 64.63
2203588	STAPLES BUSINESS ADVANTAGE	\$ 145.20
2203589	STAPLES BUSINESS ADVANTAGE	\$ 32.61
2203590	STAPLES BUSINESS ADVANTAGE	\$ 87.37
2203591	VELASQUEZ, JESSICA	\$ 150.00
2203592	CAMPOS, ALEJANDRA	\$ 150.00
2203596	POCKET NURSE ENTERPRISES INC	\$ 824.92
2203597	SAN BERNARDINO CCD	\$ 809.53
2203598	SAN BERNARDINO CCD	\$ 809.53
2203599	SAN BERNARDINO CCD	\$ 620.30
2203600	SAN BERNARDINO CCD	\$ 620.30
2203601	MCMASTER-CARR SUPPLY CO	\$ 12,154.90
2203608	FOLLETT CORPORATION	\$ 3,382.00
2203612	STAPLES BUSINESS ADVANTAGE	\$ 559.25
2203615	STAPLES BUSINESS ADVANTAGE	\$ 621.48
2203617	GRAINGER INC	\$ 795.20
2203620	STAPLES BUSINESS ADVANTAGE	\$ 157.84
2203622	CAROLINA BIOLOGICAL SUPPLY CO	\$ 1,850.97
2203623	HEMOSTAT LABORATORIES INC	\$ 144.92
2203625	FLINN SCIENTIFIC INC	\$ 107.52
2203627	UNITED STATES PLASTIC CORP	\$ 168.33
2203628	HARDY DIAGNOSTICS	\$ 2,151.44
2203633	AI-MEDIA TECHNOLOGIES LLC	\$ 437.50
2203635	SOTO, JACQUELINE	\$ 295.30
2203636	STAPLES BUSINESS ADVANTAGE	\$ 499.95
2203637	STAPLES BUSINESS ADVANTAGE	\$ 534.62
2203639	DICK BLICK HOLDINGS INC	\$ 558.66
2203643	GARCIA, GINA	\$ 3,000.00
2203644	ONYENAOBI, PEACE	\$ 3,000.00
2203645	ZAMORA, SOPHIA	\$ 3,000.00
2203646	MCINERNY, ALLISON	\$ 3,000.00
2203647	ARBOR SCIENTIFIC	\$ 2,117.44
2203649	DELL COMPUTER COMPANY	\$ 4,980.74
2203651	SAN BERNARDINO CCD	\$ 588.58
2203652	SAN BERNARDINO CCD	\$ 805.43
2203654	SAN BERNARDINO CCD	\$ 371.20
2203656	A&T EUROPE S.P.A.	\$ 150,000.00
2203657	STAPLES BUSINESS ADVANTAGE	\$ 1,294.79

Purchase Order Report
May 12, 2022

PO#	Supplier Name	Amount
2203658	STAPLES BUSINESS ADVANTAGE	\$ 205.47
2203659	TOLUCA, SAZON	\$ 4,848.75
2203674	CALIFORNIA FIRE CHIEFS' EMS FIRE AND EDUCATION FOUNDATION	\$ 330.00
2203675	ESPINOZA MARKET	\$ 4,310.00
2203677	CDW LLC	\$ 571.17
2203680	SAN BERNARDINO CCD	\$ 234.90
2203681	CRAFTON HILLS COLLEGE FOUNDATION	\$ 15,000.00
2203682	CDW LLC	\$ 723.63
2203684	SAN BERNARDINO CCD	\$ 19,043.50
2203688	SAN BERNARDINO CCD	\$ 503.41
2203690	SAN BERNARDINO CCD	\$ 344.62
2203691	CONSTRUCTION MANAGEMENT ASSOCIATION OF AMERICA	\$ 1,310.00
2203695	STAPLES BUSINESS ADVANTAGE	\$ 728.23
2203696	LIVE NATION WORLDWIDE INC	\$ 1,408.75
2203699	COSTCO	\$ 500.00
2203703	SAN BERNARDINO CCD	\$ 602.63
2203704	CDW LLC	\$ 5,127.04
2203705	STAPLES BUSINESS ADVANTAGE	\$ 109.96
2203706	MCGOVERN, LINDA	\$ 500.00
2203711	PALOMAR COMMUNITY COLLEGE DISTRICT	\$ 499.00
2203713	ULINE	\$ 2,032.93
2203714	DISCOUNT SCHOOL SUPPLY	\$ 500.00
2203715	POCKET NURSE ENTERPRISES INC	\$ 58.59
2203716	B&H PHOTO VIDEO	\$ 914.41
2203718	FOLLETT CORPORATION	\$ 561.05
2203719	SAN BERNARDINO CCD	\$ 1,425.11
2203720	SAN BERNARDINO CCD	\$ 309.06
2203721	SAN BERNARDINO CCD	\$ 309.06
2203722	SAN BERNARDINO CCD	\$ 1,146.44
2203723	SAN BERNARDINO CCD	\$ 907.48
2203724	WALDRIP, ANTHONY	\$ 2,000.00
2203725	SMITH, SHERVIN	\$ 2,000.00
2203726	SARGENT, SEKYMA	\$ 2,000.00
2203729	SAMANIEGO, YESENIA	\$ 2,000.00
2203730	ROBINSON, FRANCISCO	\$ 2,000.00
2203731	REDDIX, CHRISTINA	\$ 2,000.00
2203732	REDDIX, CANDACE	\$ 2,000.00
2203733	PFEIFER, LINDA	\$ 2,000.00
2203734	ORNELAS, MARCOS	\$ 2,000.00
2203735	ONG, CINDY	\$ 2,000.00
2203736	HORNYAK, DERIK	\$ 2,000.00
2203737	KIRKWOOD, CHRISTINE	\$ 2,000.00
2203739	GILIBERTO, ANTHONY	\$ 2,000.00
2203740	FOSTER, TIMOTHY	\$ 2,000.00
2203741	CHUAN, SAFFRON	\$ 2,000.00

Purchase Order Report
May 12, 2022

PO#	Supplier Name	Amount
2203742	CHERRETTE, ELISA	\$ 2,000.00
2203743	BELL, TROY	\$ 2,000.00
2203744	SAN BERNARDINO CCD	\$ 1,637.80
2203745	SAN BERNARDINO CCD	\$ 195.75
2203747	BARBER, TIMOTHY	\$ 2,000.00
2203748	DICK BLICK HOLDINGS INC	\$ 349.01
2203749	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	\$ 700.00
2203756	WEBER, PEGGY	\$ 500.00
2203757	AVANTE MEDICAL SURGICAL	\$ 13,802.78
2203758	AVANTE MEDICAL SURGICAL	\$ 1,039.79
2203759	AVANTE MEDICAL SURGICAL	\$ 5,382.11
2203760	J.W. PEPPER & SON INC	\$ 1,955.65
2203761	ASSOCIATION OF CALIFORNIA COMM COLLEGE ADMINISTRATORS	\$ 88.73
2203762	ELMORE, CORY	\$ 101.00

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Lawrence P. Strong, Director of Fiscal Services

DATE: May 12, 2022

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.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.





Quarterly Investment & Deposit Report

Quarter Ending March 31, 2022

[v.4.22.2022.p.211]

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 344,454.42		Checking	Citizens Business Bank, San Bernardino, CA
Revolving Cash/Flex Fund	\$ 707,257.56		Checking	Citizens Business Bank, San Bernardino, CA
	\$ 1,051,711.98			
Bond Fund				
	\$ 30,487,799.33		Investment	Bank of New York Mellon, Los Angeles, CA
PERS/STRS Investment	\$ 94,470,956.01		Investment	Public Agency Retirement Services, Newport Beach, CA
OPEB Investment Trust	\$ 10,355,913.31		Investment	Benefit Trust Company
	\$ 135,314,668.65			
Enterprise Funds				
Commercial Property Lockbox	\$ 8,207,270.79		Lockbox	Citizens Business Bank, San Bernardino, CA
Commercial Property Disbursing	\$ 476,006.10		Checking	Wells Fargo Bank, San Francisco, CA
Cafeteria	\$ 391,302.44		Checking	Citizens Business Bank, San Bernardino, CA
	\$ 9,074,579.33			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.10%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 50,000.00		Checking	Bank of America, Concord CA
	\$ 170,000.00			
Trust Funds				
Financial Aid	\$ 41,315.50	0.02%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 1,591,948.45	0.02%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 107.92		Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 97,078.94		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	\$ 956,649.01		Checking	Citizens Business Bank, San Bernardino CA
	\$ 2,705,701.60			
Grand Total	\$ 148,316,661.56			

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: May 12, 2022

SUBJECT: Resignations

RECOMMENDATION

This item is for information only. No action necessary.

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.

SBCCD GOALS

2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Resignations

Presented for Information May 12, 2022

[v.4.27.2022.p.2|2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Aten, David Laboratory Technician, EMS	CHC EMS	6	04/30/22
Calderon, Colleen Associate Professor, History	SBVC History	26	04/27/22
Nunez, Leilani Campus Project Manager	DSO Facilities, Planning and Construction	1.5	05/06/22
Parks, Michael J. Grounds Caretaker	SBVC Grounds	2	04/07/22
Sims, Jeremy Director Technology Services	DSO Technology & Educational Support Services	12.5	05/02/22

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: May 14, 2022

SUBJECT: Retirement Recognition

RECOMMENDATION

This item is for information only

OVERVIEW

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

Elizabeth Langenfeld, Assistant Professor, English, CHC

Elizabeth Langenfeld has submitted a letter of intent to retire effective 05/27/2022, after 16 years of service to the District. Elizabeth began her employment in September of 2000 as an Adjunct Professor, English at San Bernardino Valley College. She transitioned to full-time Assistant Professor, English at Crafton Hills College on 08/11/2006, which she held for the remainder of her career. Amendment: This item is being resubmitted to update the April board submission effective retirement date to 05/27/22.

The commitment and dedication this individual has shown to student success is unwavering. The District is truly grateful for their years of service and congratulates them on their retirement.

SBCCD GOALS

2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



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: May 12, 2022

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 %
\$23,201,675.36	\$176,735.13	0.76%

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.





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	\$4,979,399.24	-\$24,340.40	\$4,955,058.84	-0.49%
CC02-2000 : Crafton Hills College	\$18,035,775.95	\$196,263.51	\$18,232,039.46	1.09%
CC03-3000 : San Bernardino Community College District Wide	\$186,500.17	\$4,812.02	\$191,312.19	2.58%
TOTAL FOR CHANGE ORDERS	\$23,201,675.36	\$176,735.13	\$23,378,410.49	0.76%



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)	\$41,874.71	\$0	\$41,874.71	-
CC01-3603 : M&O Repurposing (DBB)	\$420.14	\$0	\$420.14	-
CC01-3605 : Softball Field	\$3,589,812.42	\$0	\$3,589,812.42	-
CC01-3606 : Student Services Building (New Construction)	\$37,302.70	\$0	\$37,302.70	-
CC01-3607 : Administration & Campus Center (PDB)	\$2,458.36	\$0	\$2,458.36	-
CC01-3608 : Career Pathways Phase 2 (PDB)	\$30,351.79	\$0	\$30,351.79	-
CC01-3609 : Physical Science and Health & Life Science	\$1,279.00	\$0	\$1,279.00	-
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	\$1,275,900.12	-\$24,340.40	\$1,251,559.72	-1.91%
CC01-1000 : San Bernardino Valley College Total	\$4,979,399.24	-\$24,340.40	\$4,955,058.84	-0.49%

CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date

Project	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Sundt Construction Inc. SBVC Career Pathway	Sundt Construction Inc. - Change Order #03	\$65,436,634.00	\$0	-	-	10-Jan-22	12-May-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #03	\$483,000.00	-\$10,000.00	-2.07%	-5.04%	29-Jul-21	07-Oct-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #02	\$483,000.00	\$0	-	-5.04%	08-Feb-21	13-May-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #01	\$483,000.00	-\$14,340.40	-2.97%	-5.04%	28-Oct-20	14-Jan-21
CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date				-\$24,340.40				



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

Projects	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3621 : Crafton Hall Renovation	\$1,321.22	\$0	\$1,321.22	-
CC02-3623 : Gym Demolition (DBB)	\$1,255,991.20	\$96,347.19	\$1,352,338.39	7.67%
CC02-3624 : Student Support Building Renovation (DBB)	\$711.73	\$0	\$711.73	-
CC02-3625 : Public Safety Training Center (DB)	\$6,785,562.54	\$0	\$6,785,562.54	-
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$9,948,379.78	\$99,916.32	\$10,048,296.10	1.00%
CC02-3631 : Instructional Building (New Construction)	\$19,052.27	\$0	\$19,052.27	-
CC02-3633 : Central Complex 2 Renovation (PDB)	\$6,507.54	\$0	\$6,507.54	-
CC02-3634 : Child Development Center Renovation (DBB)	\$1,368.22	\$0	\$1,368.22	-
CC02-3635 : New Performing Arts Center (DBB)	\$16,881.45	\$0	\$16,881.45	-
CC02-2000 : Crafton Hills College Total	\$18,035,775.95	\$196,263.51	\$18,232,039.46	1.09%

CC02-2000 : Crafton Hills College - Executed Change Orders To Date

Project	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021	Baker - Change Order #01	\$686,675.00	-\$19,592.00	-2.85%	-2.85%	17-Mar-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #02	\$392,213.00	\$11,088.23	2.83%	5.54%	14-Feb-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #01	\$392,213.00	\$10,641.88	2.71%	2.71%	01-Nov-21	13-Jan-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair	Borden Excavating - Change Order #01	\$22,000.00	-\$5,225.46	-23.75%	-23.75%	07-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair - Phase 2	Borden Excavating - Change Order #01	\$15,000.00	-\$4,592.20	-30.61%	-30.61%	07-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mike's Custom Flooring, Inc. M&O Office Trailer Upgrades	Mike's Custom Flooring - Change Order #01	\$8,000.00	-\$418.00	-5.23%	-5.23%	01-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #02*	\$435,592.00	\$41,166.00	9.45%	9.45%	29-Jun-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #02*	\$834,900.00	\$62,480.87	7.48%	8.01%	28-Jun-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #03*	\$1,074,000.00	\$49,449.22	4.60%	8.26%	07-Sep-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Borden Excavating, Inc. CHC Gym Demo -Bldg 17 Phase 3	Borden Excavation - Change Order #01*	\$77,555.00	\$7,629.57	9.84%	9.84%	26-Aug-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #02	\$1,074,000.00	\$34,757.37	3.24%	3.24%	09-Jun-21	12-Aug-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #01	\$834,900.00	\$4,367.00	0.52%	0.52%	01-Apr-21	13-May-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #01	\$435,592.00	\$0	-	-	16-Feb-21	08-Apr-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #01	\$1,074,000.00	\$4,511.03	0.42%	0.42%	22-Feb-21	08-Apr-21
CC02-2000 : Crafton Hills College - Executed Change Orders To Date				\$196,263.51				

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%, or greater than \$250,000



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
CC03-0002 : Program Expenses	\$695.00	\$0	\$695.00	-
CC03-3640 : District-Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
CC03-3000 : San Bernardino Community College District Wide Total	\$186,500.17	\$4,812.02	\$191,312.19	2.58%

CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date

Project	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban - Change Order #02	\$185,805.17	\$0	-	2.59%	17-Mar-21	13-May-21
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban - Change Order #01	\$185,805.17	\$4,812.02	2.59%	2.59%	19-Nov-20	14-Jan-21
CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date				\$4,812.02				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: May 12, 2022

SUBJECT: Summary of Non-Bond Construction Change Orders

RECOMMENDATION

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

OVERVIEW

In January 2022, the Board of Trustees adopted a District-Wide Construction Change Order Board Approval Process and authorized its use for all SBCCD construction projects. As part of the approved process, all change orders will be presented to the board as an information item.

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. A detailed report is attached.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Any reflected costs will be included in the project budget.





NON-BOND CONSTRUCTION CHANGE ORDER LOG

Presented for Information May 12, 2022

Project	Contract	Change Order	Original Contract Amount	Change Order Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	New Contract Amount	Executed Date	Presented for Information & Board Date
03-2122-01 Renovation at 560 E Hospitality Ln, Suites 330, 460	Birdgroup Construction	Birdgroup CO #2	\$711,268	(\$3,328)	-0.05%	8.60%	\$772,946	2/23/2022	5/12/2022
03-2122-01 Renovation at 560 E Hospitality Ln, Suites 330, 460	Birdgroup Construction	Birdgroup CO #1*	\$711,268	\$65,006	9.10%	9.10%	\$776,274	2/23/2022	4/14/2022

* Chancellor concurrence received due to the single and/or cumulative change order percent being greater than 5% but less than 10%, or greater than \$250,000 .

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: May 12, 2022

SUBJECT: Volunteers

RECOMMENDATION

This item is for information only. No action necessary.

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.

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.





Volunteers

Presented for Information May 12, 2022

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Volunteer Name	Location Assignment	Department	From	To
Dowler, Matt	SBVC	Athletics/Football	05/12/22	06/30/22



BOARD OF TRUSTEES REPORT



Photo: Orland family presents check for \$75,000 in memory of Captain Mike Orland.

Annual Foundation Gala Celebrates Crafton's 50-Year History, Students

In 1972, almost 50 years ago, a small community college in the hills of the city of Yucaipa opened its doors to area students.

Since then, Crafton Hills College has uplifted the lives of thousands through its educational resources. CHC celebrated this 50-year milestone on April 21 during a special fundraising gala hosted by the Crafton Hills College Foundation.

This nonprofit organization invited current Roadrunners, past alumni, and hundreds of supporters to the campus -- all in an effort to raise funds for its mission to support student success.

"Tonight is all about fundraising [and] how meaningful this is to our students," explained Diana Rodriguez, chancellor of the San Bernardino Community College District.

The CHC Foundation is supported by contributions from the community that provides CHC students with funds for needs that they cannot otherwise afford—from textbooks to emergencies. The gala

helps support the nonprofit's mission to overcome the financial barriers that may keep students from achieving their educational goals and ensures its students have access to the best facilities, faculty, and equipment available.

Rodriguez recalled a student who had to make a difficult decision: either pay for a textbook or a utility bill. "He showed us the real cost of attending college," she explained. "At that moment he needed to decide whether to pay for the book or attempt to be successful in class without it." The Foundation works to ensure students do not have to make that difficult decision.

This year's event took place in-and-outside of a central venue on campus – The Finkelstein Performing Arts Center – and included some notable highlights, including a live and silent auction that raised thousands and recognition of a \$75,000 donation from the family of the late Mike Orland, a Crafton alumnus and former fire captain of the San Manuel Band of Mission Indians Fire Department, who lost his battle with cancer

in September 2021 at the age of 54. The donation will help establish an endowment fund to support CHC Fire Academy Students going through the program. It will cover uniform and certification costs, among other expenses.

"We shared so many wonderful years together," said Orland's mom, Margie. "When Mike was 13 and getting ready for his Bar Mitzvah, his grandmother labeled him the bold one. He attacked everything he did with great energy, direction and purpose."

The event also included recognition of its 2022 Outstanding Alumni – Paul Barich, mayor of Redlands; Ann Martgan, EMS Operations Manager for the San Manuel Band of Mission Indians; and former Redlands Fire Chief Jim Topoleski, who is currently serving as Division Chief for San Bernardino County Fire.

"The reason why I look at Crafton the way I do is [that] it is regionally located in one of the most vibrant areas for public safety," Topoleski said, adding that without these programs, local governments are unable to properly staff first responder teams. "And that hurts you in the long run because they can't get the right care to you."

When asked why he continues to support CHC and its programming, Topoleski responded without hesitation: "[CHC] has taken care of my family, and that opportunity exists for every student who steps onto this campus."

Outstanding 2020 Alumni Bill Ahlborn, whose celebration that year was postponed when the annual Foundation gala was not held because of the COVID-19 pandemic, was also recognized.

In total, \$210,000 was raised during the event. For those who were unable to attend, donations can still be made any time at the Foundation's website at www.craftonhills.edu/foundation.



Photo: Audreyana and Jose Rosales.

From Crafton to Harvard: One student's journey to the Ivy League

Crafton Hills College transferring student Jose Aaron Rosales is packing his bags and heading to Harvard in the fall.

The Rialto resident received the news via email on March 31 while he was having dinner with family at a Texas roadhouse.

"It was such a hard week after burying my grandmother and here I am bawling," the 33-year-old recalled after opening his acceptance letter on his cell phone. "I turned the phone to (my wife) and showed her what it said. She gave me a big hug. Only a few people knew I applied because it was not a guarantee I'd get in."

The first-generation college student's road to Harvard was difficult, but Rosales credits the height of the

COVID-19 pandemic for changing the trajectory of his life, explaining, "the pandemic really was an eye-opener. I was limited in what I could do to help without a medical background. So, my wife and I talked about me going back to school."

"It was a team effort."

Rosales worked to do just that by connecting with two nonprofits dedicated to providing military veterans like him, who had served as a Marine from 2007 to 2015, a crash course in college life. While going through the process of trying to find the right school, he learned about Crafton Hills College and its high transfer rate and made a phone call.

"Lisa Mills (a counselor) at the (CHC)

Veterans Resource Center picked up the phone on the first ring, and that's how my journey at Crafton started," he said.

Rosales quickly immersed himself in classes focused on his major – Physics – taking as many classes as possible. He then decided what to do next: apply for a four-year college.

With his 4.0 grade-point-average, Rosales said he connected with Crafton's Veterans Resource Center and Transfer Center as well as the nonprofit Service To School for help. Service to School is dedicated to supporting servicemembers and veterans looking to accomplish "their next chapter for leadership by helping them gain admission to the best college or graduate school possible."

Rosales said both resources worked with him to prepare application requirements for consideration. He then connected with someone at Harvard, who relayed the reality of the situation: Rosales might not get in. "... [O]ut of (the many) applicants, they only took 954. And out of that 954, only 18 of them were veterans and I was one of them," he said.

Currently, Rosales is preparing to move back east to attend the university with his wife, Christina, and eight-year-old daughter Audreyana. He expects to graduate with the Harvard Class of 2026 with a bachelor's degree in Physics. Post-graduation, he plans on attending medical school and after that, he said, "give back by helping our veterans."

"I couldn't have done any of this without the support of my family, the nonprofits I worked with and Crafton," Rosales said. "It was a team effort."



Photo: William and Paula Ahlborn.

Ahlborn Naming Dedication Ceremony

On Saturday, April 9, Crafton Hills College celebrated the unveiling of the newly named William O. and Paula B. Ahlborn courtyard.

The morning event drew a crowd of over 65 guests including family, friends, members of the CHC foundation board of directors, and SBCCD board of trustees.

"Our grateful thanks go to all of the members of the Crafton family for making our day so wonderful," stated Paula Ahlborn.

Bill came to Crafton as a re-entry student. His first career was in Journalism; He then served in World War II and received the Purple Heart for being wounded during his action in the Battle of the Bulge. He then worked

as a civilian contractor for the U.S. Air Force at Norton Air Force Base in San Bernardino. At this time Bill began taking classes at Crafton, which led to a teaching career at Crafton, Cal State Fullerton, and Orange Coast College.

CHC director of institutional advancement Michelle Riggs opened the ceremony by welcoming guests and saying, "Bill was the 2020 CHC Alumni of the year. He and Paula have been President's Circle members for the past seven years, participated in all our foundation events, and are always reaching out to support special projects, including providing gas cards for our veteran students." Riggs continued, "We are so happy to have you here with us today, Bill & Paula, to celebrate this gift and your contributions to Crafton."



Photo: Chloe de los Reyes, Delmy Spencer, Ivan Peña, and Kashaunda Harris.

CHC Faculty and Administrators Attend the IE Black Education Congress

BLU's Inland Empire Black Education Congress was held on Saturday, April 23. The BLU Educational Foundation

began its work in 2001 in response to the higher education challenges faced by families with limited income and

limited opportunities in California's Inland Empire.

The Black Education Congress event was held in support of the Inland Empire Black Education Agenda that identified five priority areas: (1) academic success, (2) Black history, (3) college and career access, (4) effective teachers, and (5) graduation rates to improve Black student achievement in the Inland Empire. The focus of this event was to identify steps and detailed strategies for each participating organization so that they will be able to meet these educational priorities.

Closing the racial equity gap in education takes intentionality and long-term commitment. Participants from CHC worked together to develop strategies that will be implemented at the College to impact educational outcomes for black students.



API Letter to ASCCC Published in April Rostrum

Chloe de los Reyes, Dirkson Lee, and Bethany Tasaka authored an article titled An Open Letter to Academic Senates for the Academic Senate of California Community Colleges' (ASCCC) April Rostrum. This article was developed from a letter written by the Asian Pacific Islander

Association (APIA) to the leadership of the San Bernardino Community College District (SBCCD). The authors are also part of the statewide Asian Pacific Islander Caucus, a group that represents API faculty from community colleges across the state. According to de los Reyes, "The letter's

purpose is to raise awareness of the concerns that our API colleagues have during this time, especially with regards to mental health and safety." The trio called for proactive, intentional, and ongoing support for the community.

"We are calling on our colleagues to stand with us and to offer support during a very stressful time for us," de los Reyes continued. "This is particularly important because media coverage has tapered in the last few months but acts of violence and attacks on APIs continue."

The letter requests for the ASCCC's support of the efforts of the API Caucus at the statewide level and hopes the message will serve as a starting point to providing ongoing support to API individuals within the California community colleges and serves as a foundation for working with others in the community college system. It also calls for community colleges to find ways to support their API students and employees. This is a time for solidarity.



Photo: Duck and Owl owners, Rebecca and Patricio.

Duck and Owl

Crafton Hills College introduces to its campus a new café: Duck and Owl.

This whimsical name and its logo blend the childhood nicknames of owners

Rebecca and Patricio. The couple moved from Stamford, Connecticut, to southern California for the sole purpose of opening the Café at Crafton Hills College.

The owners have strong restaurant industry backgrounds and were looking for a new adventure. After seeing the space inside the Crafton Center listed online, the duo knew straight away it would be the perfect place to bring their vision to life. They closed on the deal sight unseen and moved into their Southern California apartment -- also sight unseen -- one month before the grand opening.

The menu of delicious offerings was curated specifically for Crafton and incorporates traditional recipes passed down to Patricio by family such as Pato's famous grilled cheese and the traditional chicken Tinga quesadilla.

Rebecca and Patricio are adjusting quickly to life in California and enjoying the CHC community where everyone who walks into the café automatically becomes a regular.

Duck and Owl is open 7:30 am to 4 pm Monday through Thursday and 7:30 am to 2 pm on Friday.

CHC Student Presents at Pathways to Equity Conference

On March 16, CHC CalWORKs student Carina Gutierrez presented at the California Community Colleges Pathways to Equity conference.

Gutierrez shared her story of becoming a single mother at the age of 19 to her daughter Magnolia and how, as a CalWORKs recipient, she pursued an education to provide a better future for her daughter.

"I made the decision to apply to Crafton Hills College," Gutierrez shared. She soon secured a student worker position and began to develop a passion for the work she was doing for the CalWORKs department, where she became a SPARC leader.

SPARC is a project through the CalWORKs Association in which parenting CalWORKs students conduct research regarding conditions and barriers within the public assistance and higher education systems, design solutions that make sense to the families

served by those systems, and advocate for the implementation of new, out-of-the-box solutions.

Gutierrez shared her personal struggles of balancing school, home, motherhood, and work. She presented a report of her work with the SPARC Project and how she has been able to "delve into the CalWORKs system and programming to identify barriers, challenges, and obstacles parenting and CalWORKs students face."

Gutierrez shared how the work she has done will "promote equity, reduce poverty, and increase economic justice while addressing issues regarding race and inequity."

CHC CalWORKs Director Dr. Rejoice Chavira stated, "I am so proud of Carina and what she has accomplished." Gutierrez will be graduating this spring and transferring to Cal Poly Pomona.



Photo: Carina and Magnolia Gutierrez.



Photo: Crafton Hills College campus community garden.

CHC Garden Re-Opening

The Crafton Hills College campus community garden is once again ready to provide much needed vegetables to students facing food insecurity.

Two solid wood gazebos and additional picnic tables were recently installed to provide a place for students to study outside or have a serene place to eat and hang out.

Professor Janine Ledoux developed the garden several years ago as part of the COACH (Creating Opportunities and Changing Hearts) project, which helps alleviate food insecurity by offering to food-insecure students vegetables grown in the garden, a food pantry, and food vouchers.



Photo: Student Art Exhibit visitors.

Spring 2022 Student Art Exhibit

The Spring 2022 Crafton Hills College Student Art Exhibit is now open in the Art Gallery located inside the Learning

Resource Center.

The artwork displayed comes from

multiple classes on campus: Painting I & II, Life Drawing, Sculpture, Drawing I & II, 2D Design and 3D Design.

This must-see exhibit includes displays of still life, charcoal still life, monochromatic focal point designs, self-portraits, decorative fashion jewelry, clothes, accessories, and wire armature sculptures -- a few that are suspended from the ceiling.

The exhibition celebrates the talent and creativity of the College's Fine Arts students. Admittance is free and the exhibit will be on display until Tuesday, May 17. Hours are Monday-Thursday from 10 a.m. - 4 p.m.



Outdoor Fitness Equipment

Crafton Hills College has a brand-new all-in-one outdoor fitness training station and activity space. It has been uniquely designed to incorporate old-school calisthenics with the latest outdoor gym training features. The built-in obstacle course allows students to train individually or in groups.

Cadets from the Crafton Fire Academy and Paramedic Program will incorporate the equipment into their

physical training as the course is perfect for boot-camp style workouts.

The outdoor equipment gives the Crafton community the opportunity to get healthy in a safe environment and maintain an active lifestyle while enjoying the outdoors. Designed with accessibility in mind, this training space welcomes users of all abilities.



Gay-Pril

Crafton Hills College kicked off Gay-Pril 2022 by hosting a celebratory event for all students in the quad on April 5.

Students were able to stop by the Gay-Pril pride booth and play games like cornhole and hopscotch as well as join in on some hula hooping. Attendees had a fun time picking out souvenir pride flags, pins, pronoun

stickers and rainbow snacks. Members of the Gay-Pril planning committee were present to answer questions and provide information. The event ended with students singing and dancing to popular musical theatre songs.



Photo: Crafton Hills College tenure recipients.

Fifteen Faculty Celebrated at Tenure Recognition Ceremony

On April 15, a faculty tenure celebration, hosted by the Crafton Hills College President's Office and Professional Development Committee, recognized tenure recipients from 2020, 2021, and 2022.

Congratulations to these honorees, who have moved up in academic rank from Assistant Professor to Associate Professor:

2020

Racquel Schoenfeld
Vonda O'Shaughnessy
James Grabow
Kenneth George
Laurie Green
Thomas Serrano
Jonathan Anderson

2021

Renee Azenaro
Cheryl DiBartolo
Sabrina Jimenez
Christopher Olivera

2022

Amanda Ward
Krista Ivy
Iris Kern-Foster
Danielle McCoy



Photo: #TeamCrafton bowling night participants.

#TeamCrafton Bowling Night

#TeamCrafton is a campaign for all employees who donate through payroll deduction to the CHC Foundation. As a thank you to all our team members for partnering with us to make a difference in the lives of our students, the CHC Foundation hosted a bowling night on April 7. From novice to advanced levels of play, about 20 employees and their families participated in the two-hour event. All San Bernardino Community College District employees are invited to join the team. Visit www.craftonhills.edu/teamcrafton for more information.

SAVE THE DATE

BLACK STUDENT SUCCESS WEEK APRIL 25-29, 2022

**A Vision for Black Student Success:
Creating a New Landscape to Succeed**

CHC Celebrates Black Student Success Week

Events during the week of April 25-29 centered around this year's theme, A Vision for Black Student Success: Creating a New Landscape to Succeed focused on new approaches

to ensure Black and African American students succeed as we recover from the COVID-19 pandemic.

The week kicked off with remarks from

U.S. Secretary of Education Dr. Miguel Cardona on Monday, April 25. Other activities included: Daily webinars, daily group discussion forums, an advocacy day, and additional webinars that were held via Zoom and live streamed on YouTube.

Black Student Success Week concluded with a panel who shared examples on how they have navigated a system not set up for African Americans to succeed and focused on transformative action that intentionally and authentically creates environments that embrace and support Black excellence.

Black Student Success Week is organized in partnership with A2MEND, Umoja Community Education Foundation, The Campaign for College Opportunity, The Education Trust-West, the Equity Avengers, The RP Group, the Academic Senate for California Community Colleges, the Community College League of California, the California Community Colleges Chancellor's Office, the Foundation for California Community Colleges, and the Student Senate for California Community Colleges.



Photo: CHC student leaders.

CHC Student Leaders Represent in State Capital

On Friday April 1 through Sunday, April 3, 2022, six Crafton Hills College Student Senate members and Vice President of Student Services, Dr. Delmy Spencer attended the statewide Student Senate of California Community Colleges Conference in Sacramento.

Over the weekend, 2021/22 CHC Student Body President Madeleine Boone, CHC Student Trustee Lauren Ashlock, CHC Director of Outreach Amr Bahjri, CHC Director of Interclub Council Trista Beggs, CHC Director of Events Natasha "Sasha" Paago, and

CHC Director of External Affairs Isaiah Lynch attended conference workshops regarding effective student representation.

Additionally, this group voted on over 30 resolutions related to the student experience at California Community Colleges.

Thank you for expressing our student voice, Roadrunners!





ECONOMIC DEVELOPMENT & CORPORATE TRAINING

Monthly Board of Trustees Report | APRIL 2022

San Bernardino Community College District (SBCCD), partner with Caltrans to help cleanup highways and reduce recidivism



The California Department of Corrections and Rehabilitation (CDCR) extended and awarded a 3-year 3.4 million dollar contract to the San Bernardino Community College District's (SBCCD) Economic Development and Corporate Training (EDCT) to oversee the Caltrans Parolee Litter Abatement program. This marks 9 years of working with the CDCR and demonstrates a great partnership with SBCCD's EDCT. The Caltrans Litter Abatement program provides 90-work day's transitional work.

The goal of the program is to transition parolee participants into either full-time employment with Caltrans, or employment in another career pathway to earn an honest and sustainable wage. In addition, the transitional work crews train individuals on how to work, how to work with coworkers, and employer expectations. SBCCD's EDCT oversees two transition work crews, where parolee participants earn 15 dollars an hour, and work up to 40 hours a week.

Some of the tasks completed by participants of the program include litter and debris removal, creating fire line breaks, plant restoration, storm drain cleaning, graffiti removal, etc. The new extended Caltrans Parolee Litter Abatement program contract is from July 01, 2022 to June 30, 2025.

CADENCE 2022 CUBESAT DEVELOPERS WORKSHOP



Join the State of California CADENCE Consortium for a complimentary event on Friday, April 29, 2022 following the 2022 CubeSat Developers Workshop

The [California Advanced Defense Ecosystems & National Consortia Effort \(CADENCE\)](#) program activities focus on supporting California suppliers in the defense innovation and manufacturing base who are involved in the advancement of these specific key technologies including, but not limited to, space, microelectronics, fifth-generation (5G) wireless technology, cyber, artificial intelligence, and fully networked command, control and communications (FNC3).

This special event will highlight how CADENCE supports defense organizations and ecosystems.

The event will include a dialogue to highlight ways CADENCE can be helpful to your organization.

Topics To Include:

- How to access College student interns and faculty externs for your innovation or production.
- How to access California Employment training Panel (ETP) dollars to upskill your workers in cybersecurity and to support your innovation and competitiveness.
- Key topics:
 - * Cybersecurity
 - * Continuous Improvement
 - * Advanced Technologies

REGISTER TO ATTEND THIS FREE EVENT:

- Friday, April 29th, 2022 from 8:00 am-12:00 pm
- Location: Cal Poly, 1 Grand Avenue San Luis Obispo, CA 93407; Building 007, Rm 002 (Keck Lab)

Click here to register: <https://www.cubesatdw.org/cadence>

Note: This CADENCE event is being held the day after CubeSat Developers Workshop (April 26-28, 2022). Registration and admission to this CADENCE event is free of charge.

EDCT Clients Interested in Returning to Face-to-Face Trainings



Photo: Recent survey results demonstrate that EDCT clients are interested in face-to-face trainings, while also still having the option of attending virtual trainings.

San Bernardino Community College District's Economic Development and Corporate Training's (EDCT) transitioned to an online, virtual platform for its Employment Training Panel (ETP) trainings in April 2022. This safe model allowed EDCT clients to participate in training without the risk of spreading COVID-19. As vaccinations are being made available to the public and businesses are expanding their workforce, EDCT has noticed a surge of interest in the return of face-to-face training.

If businesses choose to host training at their facility, EDCT will offer in-person training following all safety guidelines.

As we approach the end of the Spring semester, San Bernardino Community College District has provided updates on COVID-19. While online, virtual training has proven to be convenient and accessible, many clients and trainees prefer the in-person format and continue to request socially distanced in-person trainings. EDCT is committed to offering safe and valuable trainings for our company partners whether it be face-to-face or virtually.

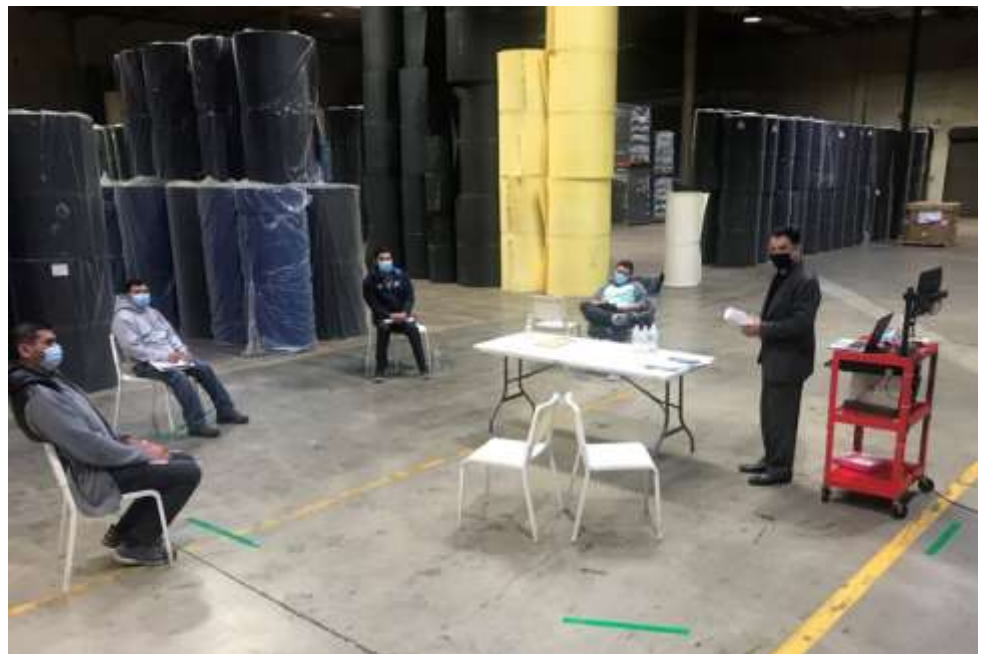


Photo: EDCT Trainer, Frank Ortiz, trained four Qycell Corporation employees on how to be effective supervisors in December 2020.



EDCT's Employment Training Panel Training Schedule

Training Title	Instructor	Weekday	Dates	Time Block	Total Hours
April 2022					
Excel for Business	TBD	Tuesday	April 5	8am-5pm	8
Creating an IIPP/Effective Goal	TBD	Wednesdays	April 6	8am-5pm	8
LSS White Belt in Spanish	TBD	Thursdays	April 7	1pm-5pm	8
	TBD	Friday	April 8	8am-12pm	4
Teambuilding/Personalities in the	TBD	Monday	April 11	8am-12pm	4
Emotional Intelligence	TBD	Tuesday	April 12	8am-5pm	8
Excel for Business/ Developing	TBD	Wednesday	April 13	8am-5pm	8
OSHA for HR	TBD	Thursday	April 14	8am-5pm	8
Foundational Leadership/ Busi-	TBD	Friday	April 15	8am-12pm	4
Teambuilding/ 16 Personalities in	TBD	Monday	April 18	8am-5pm	8
May 2022					
Smart Delegation/ Taking Control	TBD	Monday	May 2	8am-5pm	8
Coaching	TBD	Tuesday	May 3	8am-5pm	8
Stress Management/ LSS Green	TBD	Wenesdays	May 4	8am-5pm	8
Motivating Employees	TBD	Thursday	May 5	8am-5pm	8
Listening Skills	TBD	Friday	May 6	8pm-12pm	4



KVCR Talking Points

MAY 2022

Around SBCCD

KVCR Studio and the SBVC Foundation

The SBVC Foundation Board held its annual scholarship ceremony virtually on May 4th. Foundation President Dr. Dennis Byas, SBVC President Dr. Scott Thayer, and SBVC Executive Director, Development and Community Relations Mike Layne visited KVCR studios and prerecorded videos for the virtual scholarship ceremony.

KVCR supports SBCCD with public service announcements for Measure CC on TV, Radio and Social Media. As a public service, SBCCD wants you to know that local, minority, women and veteran owned businesses are encouraged to participate in the contractor bidding process for repairs, upgrades and new facilities under Measure CC. This includes San Bernardino Valley College and Crafton Hills College. [Learn more every Wednesday in the month of May.](#)

KVCR & SBVC campus outreach and recruitment efforts. On March 31st, 2022, 70 students from Rialto Middle School and Jehue Middle School toured the campus and KVCR-PBS and NPR studios. Students were able to witness KVCR studios and radio operations in action and caught a glimpse of what working in media is like.

KVCR Studio hosted *Rhythm Lounge*, a music show featuring Inland Empire artists. The show is produced by students of SBVC Film, TV, Media Department. The production started on March 30th and will continue through the Spring 2022 semester. FTVM / Institute of Media Arts is anticipating providing shows to air in the Fall. Stay tuned...!

Around the Community

San Bernardino County Workforce Development Department contracts KVCR for video production. The team will develop a series of influential short-form public service announcement videos that highlight positive stories and experiences of working in the logistics sector. The target audience for each video would be recent high school graduates and young adults looking for a rewarding career. KVCR will delivery six videos by end of June with another six to follow thereafter.

FNX TV continues its collaboration with 91.9 KVCR FM to cover another community outing.

This time the two SBCCD entities partnered on a segment covering the grand opening of the Santos Manuel Student Union at Cal State San Bernardino. This converted radio piece is an example of multi-use media, which is part of a training that is being offered to tribal radio stations across the nation in an effort to include their short form radio stories in the FNX daily broadcast. [Check out the grand opening of the Santos Manuel Student Union, CSUSB.](#)

Latest Announcements

In April, KVCR celebrates National Autism Awareness Month with *Your Station, Your Story* project with *Stories of Autism in Our Lives*. We know individuals with autism have great skills but face many challenges. These are stories of triumph, overcoming the odds, and family. KVCR asked viewers and listeners to share. For more information, and to watch the stories that were shared, [click here](#). Click the links below to listen KVCR Radio.

[INLAND EDITION](#) Hosted by Lillian Vasquez

[EDUCATION INSIGHT](#) Hosted by Lacey Kendall

[MUSICALLY SPEAKING](#) Hosted by Margaret Worsley

Experience KVCR

KVCR - 24.1 - OVER THE AIR

Cable: Frontier FiOS, Spectrum, AT&T U-verse

Satellite: DirecTV, Dish TV Live
Streaming: kvcr.org, PBS App, and mobile

VOD: PBS Passport

RADIO - 91.9FM

kvcrnews.org, and the KVCR mobile app, NPR One Mobile App and on "Alexa" and "Google" smart speakers

Community Calendar

FNX - 24.2 - OVER THE AIR

Cable: Frontier FiOS, Spectrum, AT&T U-verse

Live Streaming: Localbtv
Nationally: 22 affiliates broadcasting in 25 states

DESERT CITIES - 24.3 - OVER THE AIR

Cable: Frontier FiOS

CREATE - 24.4
Over the Air



KVCR Talking Points

MAY 2022

Balance Sheet As of 3/31/22

	KVCR	FNX
Assets		
Cash in County Treasury	4,533,550	267,131
Estimated Revenues Receivable*	55,600	-
Interfund Receivables	-	-
Prepaid Expenses	111,743	186,853
Other Assets	33,534	-
Total Assets	4,734,427	453,984
Liabilities		
Accounts Payable	(6,228)	(20)
Temporary Loans^	944,085	1,157,014
Deferred Income	423,859	-
Health and Welfare	27,282	5,725
Other Miscellaneous Liabilities	4,175	743
Total Liabilities	1,393,172	1,163,462
Fund Balance (February 28)	3,341,254	(709,478)

^ KVCR temporary loan for NPR and PBS invoices March 2020. FNX temporary loans from FY20 and FY21 due to end of San Manuel grant.

* Estimated per bank statements as of March 31, 2022

Estimated Revenues & Expenditures For 9 Months Ended 3/31/2022

	KVCR	FNX
Revenues		
Contributions and Grants	1,310,820	1,905
AB 132 Funding	4,015,000	-
Underwriting	82,906	171,850
Rentals and Leases	386,647	-
Estimated Revenues*	55,600	-
Interest Revenue	4,149	289
Transfers In—KVCR Endowment Gains	980,000	450,000
Total Revenues	6,835,121	624,044
Expenditures		
Classified Salaries	883,729	148,793
Employee Benefits	404,337	73,817
Books and Supplies	2,732	577
Services and Operating Expenditures	1,752,719	398,522
Capital Outlay	720	81
Total Expenditures	3,044,237	621,791
Revenues Less Expenditures	3,790,884	2,253

* Estimated per bank statements as of March 31, 2022

PRESIDENT'S BOARD OF TRUSTEES REPORT

The President's Monthly Report to the Board of Trustees, Campus & Community



San Bernardino
Valley College

May 2022

SBVC'S 95TH ANNIVERSARY GALA RAISES \$175,000 FOR STUDENT SCHOLARSHIPS

It was a night of food, fun, and fundraising, as San Bernardino Valley College celebrated 95 years of excellence at its Great Expectations Gala.

Held April 1st on the SBVC campus, this sold-out event brought in more than \$175,000 through sponsorships, seats, a silent auction, an opportunity drawing, and additional donations. Amazon was the gala's largest sponsor at \$25,000, followed by Stater Bros. Charities and Edison with \$10,000 each.

All net profits from the gala will support future student scholarships, and San Bernardino Community College District Chancellor Diana Z. Rodriguez thanked the audience for "really believing in the power of education." "We're holding the door open for the next generation that follows us so that they, too, can have opportunities for a better life," Rodriguez said.

The gala was also a celebration of 95 Distinguished Alumni, with one of them, Dexter Thomas, performing onstage with a jazz band. SBVC Interim President Dr. Scott Thayer praised the college's alumni during his remarks, saying that "for almost a century, SBVC has helped to build up and drive the many businesses that flourish in our region. Throughout that time, we have produced over 850,000 global alumni in every field imaginable, winning so many awards, recognitions, and accolades they are difficult to count."

The night was "a resounding success," SBVC Foundation Director Mike Layne said, adding that his team is "extremely grateful for all of the support from the community and stakeholders." "The event allowed us to showcase the many positive impacts that San Bernardino Valley College and its students have brought to our local communities for the past 95 years."

HIGHLIGHTS

SBVC BREAKS GROUND ON NEW APPLIED TECHNOLOGY BUILDING



San Bernardino Valley College officials and community members gathered on April 8th for the groundbreaking of the school's new Applied Technology Building.

The new facility will cost around \$95 million dollars and replace the current applied technology building that was built in 1965. "Inside, we're going to provide hands-on, collaborative training designed to get students hired," said San Bernardino Valley College Interim President Dr. Scott W. Thayer.

Thayer says the new building will transform lives and offer courses for several different careers. "We will prepare students for good-paying jobs in electric automotive repair, water inspection technology, modern machining, HVAC technology, and so much more," Thayer said.

A significant portion of the building funds are coming from Measure CC, which passed in 2018, as well as from a California matching program.

U.S. Congressman Pete Aguilar, who attended the event alongside other elected officials, said the new facility will mean modernization, infrastructure, and job creation for future Valley College students. "This is just an amazing day for San Bernardino Valley College and our region because we're going to be able to pave the way for new jobs and to train our young people (and) give them the skill set to succeed in the next economy," Aguilar said.

The 108,000 square foot building will take three years to complete and is set to open in 2025.



SBVC BEGINS NEW STUDENT APPRENTICESHIP PROGRAM WITH CERTIFIED AVIATION SERVICES

Certified Aviation Services (CAS) is implementing a new student apprenticeship program with San Bernardino Valley College. During their time in the program, CAS hires students to work on actual aircraft, engines, systems, panels, and more to complete 70 of their required student hours. This apprenticeship program allows students to receive real on the job training under experienced, licensed mechanics. The program also allows for students to get hired and paid as regular employees while continuing their education at SBVC. Students have the opportunity to keep their employment after they graduate the program.

CAS met with the Dean of Applied Technology Vanessa Thomas and Aeronautics Professor Kenneth Wilkerson to show them the CAS facility at the San Bernardino Airport and present the program to the San Bernardino International Airport Authority Board. CAS will also be donating materials and supplies for educational purposes.

CAS President of Commercial, Paul Oliver, said, "CAS is continually looking to create concrete ways to develop and grow talent for its future growth needs. I am delighted that we have been able to successfully partner with San Bernadino Valley College to help young aspiring aviation professionals to gain a foothold in the industry. By combining their studies with real life paid work, the students are accelerating access to their dream jobs. Following the training period, CAS expects to place all apprentices into one of their wide ranges of MRO activities."

SBVC'S WOLVERINE CON AND FILM FESTIVAL BRING THE ARTS BACK TO CAMPUS

Movie makers and lovers came together for the 2022 Wolverine Con and 11th Annual International Student Film Festival at San Bernardino Valley College.

Running March 30 to April 2, this year's theme was "Heroes & Villains." The event kicked off with an expo and several panel discussions, including "From Hero to Zero Back to Hero: Inclusivity of Film" and "The Villain's Quest." More than 76 films were screened during the festival, and guests also had the chance to walk the red carpet to a showing of the best movies created during the Inland Empire 48 Hour Film Project.

This was the first in-person Wolverine Con and International Student Film Festival since the start of the pandemic. Both events were "a blast this year," Lucas Cuny, faculty chair of SBVC's Film, Television, and Media Department and director of the Institute of Media Arts, said. "I think mainly because we were able to celebrate media arts as they should be: face to face."

Highlights of Wolverine Con include graphic arts students from the SBVC Art Department showcasing their zines; representatives from Panavision discussing their new filmmaker grant program and demonstrating how to work a camera system; and a presentation from cinematographer Gus Bendinelli.

"He shared with the department his desire to bring more of our students to Hollywood and help make sure Hollywood continues to pursue better diversity, equity, and inclusion," Cuny said.

Films were screened by filmmakers from as far away as Alaska and Canada, and several SBVC student projects won awards: the Grand Jury Prize went to Zach Gutierrez for Airdrop; Best Sound Design was won by Oscar Bermudez for Night of Armageddon; Best Documentary was awarded to Dominic Garcez and Briana Navarro for Meet the I.E.; and Best Editing went to Romeo Lorenzo Apalit for Sleepless. Apalit, a 2020 SBVC graduate, is now a student at California State University San Bernardino.

Organizers are already preparing for the 2023 Wolverine Con and 12th Annual International Student Film Festival, set to run Feb. 28 through March 3. The theme is "Classic Hollywood," and a new category is being added to the festival: Silent Film. Cuny is also planning to coordinate with SBVC's Art, Theater, and Music Departments to hold an open house showcasing the media arts departments on campus.



**"We were
able to
celebrate
media arts as
they should
be: face to
face."**

- Lucas Cuny
Department Chair, FTVM

SNAPSHOTS



SBVC DREAMERS RESOURCE CENTER CELEBRATES 7TH ANNIVERSARY

The week of April 11th was busy with events celebrating seven years of the Dreamers Resource Center providing support services to our undocumented DREAMers/AB540/DACA students. The week started with a free film screening of "Status Pending" by Priscilla Gonzalez Sainz and ended with a resource fair.

Guest speakers at the fair included Dean of Student Equity and Success Carmen Rodriguez and Ericka Flores, an SBVC alum who's currently attending Southwestern Law School.

The DRC also unveiled an art mural outside of the center that was painted by Eldy Fajardo. The campus community is invited to take a selfie in front of it by visiting the DRC in LA-121.



LOCAL HIGH SCHOOL SENIORS RETURN FOR SENIOR DAY 2022

On April 20th, hundreds of local high school seniors experienced campus life at SBVC thanks to the efforts of the college's First Year Experience and Outreach departments.

Seniors were able to learn more about college programs and resources that are available to them at a fraction of the cost and time that it could take to attain similar education at 4-year or out of state schools. After a welcome presentation in the SBVC Auditorium, the seniors participated in campus tours and met campus representatives.

Blue the Wolverine also made an appearance, taking selfies with future students and promoting the college's TikTok and Instagram accounts.



GLASSBLOWING DEMO GATHERS ASPRING ARTISTS ON CAMPUS

The SBVC Art department hosted one of its first on-campus events since the pandemic, a glassblowing demonstration from Katherine Gray.

Gray is a CSUSB professor, glass artist and resident evaluator on the Netflix show Blown Away. After a live demo in Studio E, Gray answered questions and discussed her process, allowing current students to learn of the opportunities that an art degree can open up.

Professor Gray's work ranges from blown glass to elaborate installations of found glass. Her immersive work draws on rich traditions of glass blowing, fearless experimentation, and a fascination with glass as both a visual and experiential encounter.



BLACK STUDENT SUMMIT DRAWS LOCAL HIGH SCHOOL GRADS

On April 28th, hundreds of local high school students were invited to San Bernardino Valley College for the Black Excellence Education Summit. The event served as an introduction to the college lifestyle, and presented the numerous special programs and resources SBVC has to offer. Hundreds of students from local high schools were guided into the SBVC Auditorium, where campus faculty and community officials welcomed them with upbeat music and atmosphere.

Several guest speakers and campus faculty addressed the crowd of eager students by stressing the importance of higher education and excellence in the African American community.

EVENTS

For more campus events, visit calendar.valleycollege.edu

API Grad Recognition Ceremony

May 13

Greek Theatre • 5:00pm

Nuestra Graduación

May 15

Parking Lot #3 • 5:00pm

Transfer Celebration

May 17

SBVC Auditorium • 5:00pm

Black Graduate Celebration

May 21

SBVC Auditorium • 3:00pm

2022 Commencement

May 25

SBVC Football Field • 9:00am

As SBVC celebrates its 95th anniversary, we look back on some of the college's rich history. In this photo from the 1980s, students perform at a pep rally next to the original Library building.



STUDENT SPOTLIGHT

As a high school student athlete, Augusta Cheek was interested in continuing his football career while furthering his education in college. San Bernardino Valley College (SBVC) was an easy choice for him. It was a combination of his close ties to defensive coach Kenneth Lawler, who Cheek describes as "like family to me."

"I wanted to play football under him and learn his defensive schemes," he said, adding that he already planned to take advantage of the ways SBVC makes college affordable for its students.

Born and raised in Cordele, Georgia, the anthropology major said he has enjoyed every step of his experience at SBVC.

"San Bernardino Valley College has heightened my confidence academically and has prepared me for life," said Cheek.

Cheek has the extracurriculars to prove it. He is currently a member of the Associated Student Government (ASG), and football and track and

field teams. He plans to transfer to a university in California and to graduate with an anthropology degree while completing the prerequisites for the Doctor of Physical Therapy program.

With the pandemic changing the landscape of in-person learning, Cheek and his classmates in his Psychology and research methods class were able to work together and build relationships and camaraderie through online learning as if they were still in the classroom.

"Enduring the pandemic has been tough," said Cheek. "But having a school system where faculty are driven to help students succeed makes it less stressful."

When asked if he would recommend SBVC to family or friends, Cheek was enthusiastic.

"Yes! I recommend anyone I come across who is seeking education to look into Valley College," he said. "I will continue to do so given the huge impact that Valley had on me."

FOLLOW US ON SOCIAL MEDIA!



BOARD OF TRUSTEES REPORT

TECH NEWS

San Bernardino Community College District Technology and
Educational Support Service



● HelpDesk ●

You can call them at:

(909) 384-HELP

On Site dialing extension:

xHELP (x4357)

Submit a ticket through:

Support.sbccd.org

Support.valleycollege.org

Support.craftonhills.org

"Tech News" is a quarterly newsletter that provides updates and information on various projects the Technology and Education Support Services departments are developing. If there are questions or you would like additional information please contact us. Thank you for taking the time to review our newsletter and we look forward to hearing from you.

- Luke Bixler, Chief Technology Officer

Rick Hrdlicka's Retirement

Rick Hrdlicka Director of Technology Services at SBVC has announced his retirement effective June 30, 2022. Uvaldo Sifuentes will step in as Interim Director until the vacancy is filled effective July 1, 2022.

- SBVC Technology Services



CovidClinic Implementation

Recent changes in SBCCD's COVID mandate state students are no longer required to request an exemption or provide proof of vaccination status.

Non-compliance would have prevented the student from registering for classes or attending in person classes. As a result, TESS has rolled back the CovidClinic implementation changes made to Colleague and other systems, one of which is a nightly data import to Colleague that provides student's vaccination/exemption status from CovidClinic.

Admin Apps also reset all student statuses in Colleague and SARS related to Covid. Lastly, the "ok on campus" modification on student cards in Colleague UI has been reverted to its original status.

- Administrative Applications and DE



COVID CLINIC

Classroom Upgrade

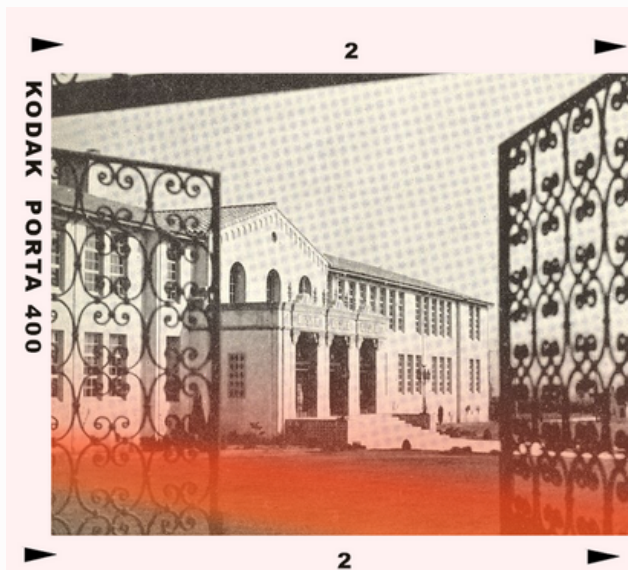
The upgrade of all classrooms to accommodate synchronous Zoom meetings with in-class and remote students, also known as HyFlex continues. We upgraded 90 percent of classrooms to HyFlex. The contractor has finished their portion of the upgrade. Employees are working to finish the install in the remaining rooms.

- SBVC Technology Services

Lab Computer Replacement

SBVC CTS is in the process of replacing 320 computers for campus labs. The new computers are for the Library, Professional Development Lab, and various other instructional labs on campus. The move back to remote work and instruction along with impacts of Covid has put us behind on projects as we move to support these unforeseen changes.

- SBVC Technology Services



SBVC 95th Foundation Anniversary

Staff has been working on a few print orders for the 95th anniversary of SBVC Foundation held April 1, 2022, including, invitations, programs, thank you cards, posters and elevator and parking signs. Staff is also currently working on 1,000 booklets of SBVC Foundation annual reports. Staff has also been working on a few print orders for the CHC anniversary GALA, including invitations, stickers, banners, envelopes and brochures.

- Print Shop

*Great
Expectations*

San Bernardino Valley College

A 95th Anniversary Gala

OneDrive Migration

As part of the laptop rollout for users, we setup everyone on OneDrive. This is only the first part of this project and is now complete.

We have begun working with users to migrate their "home" directories from the local server storage into their OneDrive.

- CHC Technology Services



Ethos Integration

More and more vendors are utilizing Ellucian's API platform called Ethos to perform data reads and writes from the Colleague student information system. One such vendor is the Online Education Initiative (OEI) and they have requested that SBCCD make the transition from using CSV data exports to utilizing the Ellucian Ethos platform to fully integrate with the OEI. As such, we have started the work with our hosting partners in standing up an instance of Ethos in our Ellucian hosting environment and will work to configure it to communicate with the OEI for data transfers.

- Administrative Applications and DE

Project Glue for OpenCCApply

The current way of importing applications from OpenCCApply for both SBVC and CHC is using a legacy download client that was developed by the CCC Tech Center and hosted locally at SBCCD. The download client will be coming to end of support by the CCCTech Center in early 2023 so we are working to transition to their new platform called SuperGlue. This requires new software as well as additional programming to bring in the application data from OpenCCApply.

- Administrative Applications and DE



Oracle

District Support Services and ideaMetrics, our Oracle consultant, have completed 1/2 of the Oracle to Questica integration. The data is synced nightly between the two systems creating additional efficiencies and more accurate data visible to users.

Also, we have been working with Purchasing and Payables to create a Fiscal User App. This document will be used to add new users or request user account changes in Oracle, Fin2K, and Questica. We are testing the process flow between departments and ensuring all necessary data is accessible on the docuemtn. Once completed the docuemtn will be made available on the district's site for use.

Lastly, we are currently in our testing phase for the 22B Oracle update. Any changes that will impact our users will be sent out the Thursday before installed into production.

- Business Systems



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.



Secure Wireless Rollout

The secure wireless SSIDs have been rolled out campus wide. We are in the process of bug testing and reconfiguring the captive portal for guest/student wifi connections.

The current wide open wireless platform has served a general purpose, but it does not require device registration or provide any kind of sufficient information for connected clients.

Additionally, student and guest users will be connected to a captive portal page that will allow the login of students or the registration of guest users. They will be connected to an internet only network and the registration of user and device will be captured.

The wide open wireless network will be slowly decommissioned to prevent any serious disruption for users. The plan is to have the decommission completed by end of summer session 2022.

- CHC Technology Services

National Paper Shortage

We expect the next few months to be a little challenging for our department. There is a national paper shortage. We are working with our paper vendors to get paper orders in as soon as possible but there is up to a 6 month delay on specialty paper orders.

- Print Shop

Upgrades & Refresh

As part of the annual refresh process, we have a number of classrooms and computer labs that are slated to be replaced.

3 full classrooms worth of computers have already been replaced, and the final 2 classrooms are on the slate to be scheduled for replacement.

Phase one of the conference room upgrade has finished and we have now started phase two. Phase two will upgrade 9 of the campus conference rooms including the installation of cameras and microphones into each of the spaces to facilitate hybrid meetings.

- CHC Technology Services



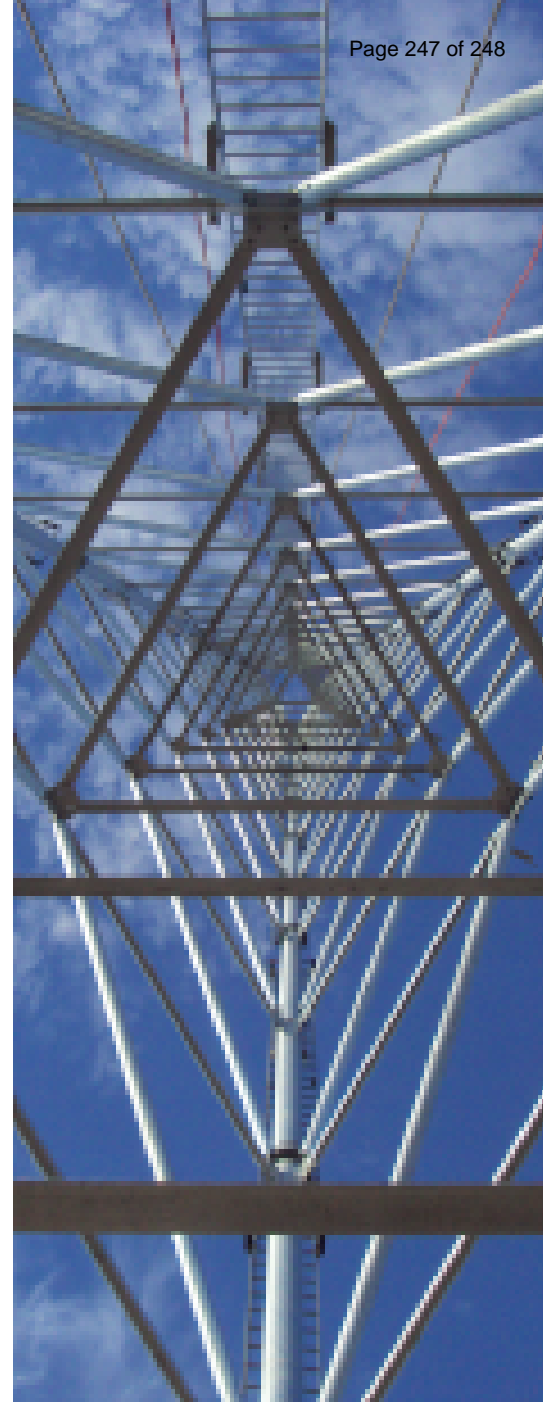
Technical Services Update

Technical Services is in the process of implementing Multi-Factor Authentication for its Single Sign-On applications and Microsoft 365. Multi-Factor Authentication provides the use of a second form of verification beyond just the standard password. Our users will have the option of using their cell phone or personal e-mail to receive a security code as the second form of verification. This will better protect our user accounts from being compromised.

We are in the process of upgrading the credit card terminals around campus. The upgraded units will provide additional layers of security to protect credit card holder information. These new devices utilize a technology called Point-to-Point Encryption. This technology makes it nearly impossible for credit card information to be read while in transit over the internet.

Technology Services is in the process of creating new information security plans and practices. These items will include Incident Response, Business Impact Analysis (BIA) and our overall Information Security Plan. The Incident Response plan will better help us detect, respond and mitigate information security incidents. The BIA will help us classify and protect critical business functions and the Information Security plan is a collection of policies, standards and agreements surrounding best practices in Information Security.

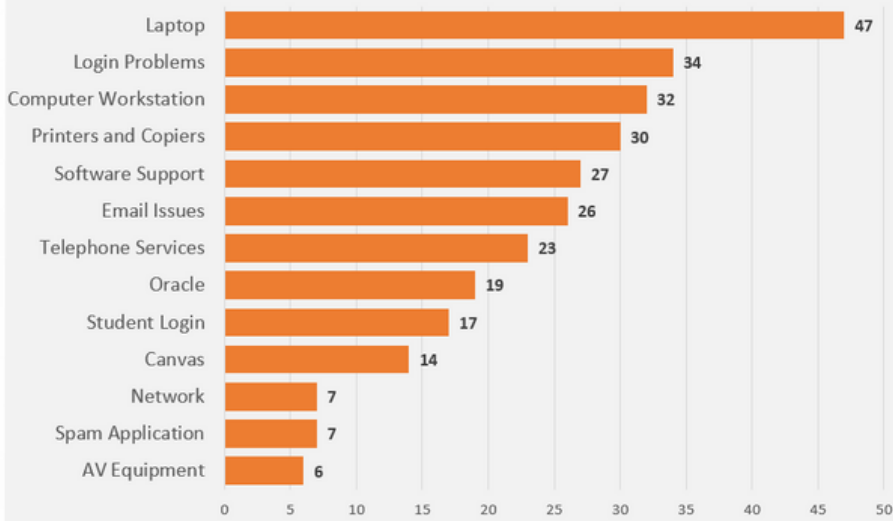
- TESS Technology Services



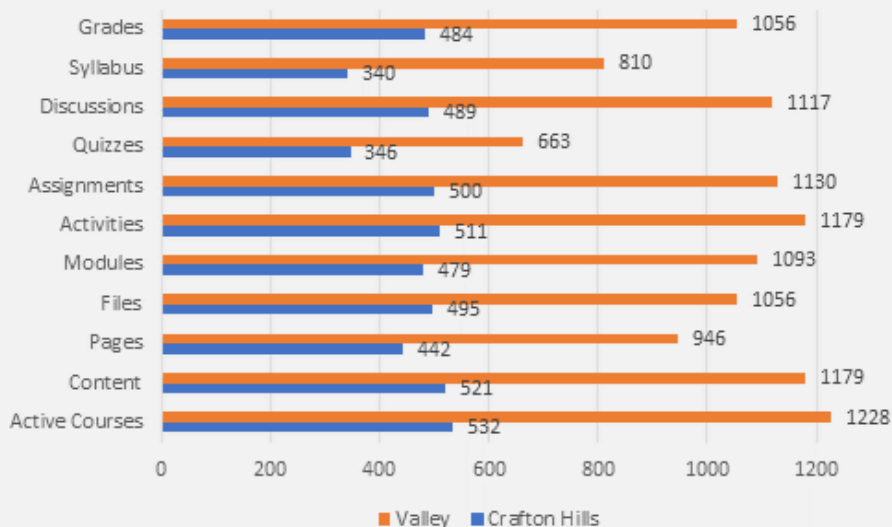
Helpdesk

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 289 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.

Help Desk Tickets
March 2022 - Ticket Count By Category



Canvas Usage



Print Shop Jan-Mar Orders

Between January and March the Print Shop printed:

- 418 Quick copy job orders (b/w copies) for a total 396,849 impressions
- 104 color copier print job orders for a total 6,030 impressions
- 6 offset press orders for a total 80,545 impressions
- 10 Oki Envelope Printer job orders for a total 6,030 impressions
- 6 offset press orders for a total 33,950 impressions
- 9 wide format orders for a total 83 posters

