



San Bernardino Community College District  
Board Meeting  
July 14, 2022  
4:00 pm Pacific Time

## **AGENDA**

**Meeting of the Board of Trustees  
July 14, 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) 388-6902 as far in advance of the Board meeting as possible.*

#### **III. APPROVAL OF MINUTES**

A. 2022-06-09

#### **IV. PRESENTATIONS/CELEBRATIONS**

A. Applause Cards

B. Employee Anniversary Recognition

#### **V. ACTION AGENDA**

A. 2024-2028 Five Year Construction Plan

- B. Board Policies - Final Approval
- C. Resolution #2022-07-14-BOT-01 Increasing the Annual Compensation of the SBCCD Board of Trustees

## VI. **CONSENT AGENDA**

*The Consent Agenda is expected to be routine and non-controversial. It will be acted upon by the Board at one time without discussion. Any member of the Board, staff member or citizen may request that an item be removed from this section for discussion.*

### A. **Instruction/Student Services**

- 1. None

### B. **Human Resources**

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Appointment of Interim Managers
- 4. Appointment of Temporary Academic Employees
- 5. Salary Schedule Increase and One (1) Off-Salary Schedule Payment for Confidential Employees
- 6. Employment Contracts for Academic & Classified Managers
- 7. Classification Advancement for Academic Employees
- 8. Classified Job Description & Revision to Classified Salary Schedule
- 9. Employee Promotions
- 10. Employee Transfer
- 11. Management Job Description and Title Update on Management Salary Schedule
- 12. Management Tuition Reimbursement
- 13. Non-Instructional Pay
- 14. Payment of Stipends
- 15. Revised Salary Schedule Increase for Management and Executive Management Employees
- 16. Salary Step Advancement for Executive Management Employees

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

- 1. Conference Requests
- 2. Contracts at or Above \$99,100
- 3. District & College Expenses
- 4. Individual Memberships



5. Surplus Property and Authorization for Private Sale or Disposal

**D. Facilities**

1. Amendment 07R to the Professional Service Agreement with HMC Architects of Ontario, CA
2. Award Bid #CC02-3626-03.02 and Contract to Hamel Contracting, Inc., of Murrieta CA
3. Award RFP CC01-3606.01 and Design-Build Agreement to McCarthy Building Companies, Inc. of Newport Beach, CA
4. Resolution #2022-07-14-FS01 Approving Transfers of Appropriations for the 2022-23 Fiscal Year
5. Master Services Agreements and Task Orders for Bond Construction
6. Reappoint Member to the Citizens Bond Oversight Committee

**VII. REPORTS**

- A. Board Committee Reports
- B. Chancellor's Report
- C. San Bernardino Valley College Academic Senate
- D. San Bernardino Valley College Classified Senate
- E. San Bernardino Valley College Associated Students
- F. Crafton Hills College Academic Senate
- G. Crafton Hills College Classified Senate
- H. Crafton Hills College Associated Students
- I. CSEA
- J. CTA
- K. Police Officers Association
- L. San Bernardino Valley College President
- M. Crafton Hills College President
- N. Executive Vice Chancellor
- O. Vice Chancellor of Human Resources & Police Services
- P. Vice Chancellor of Educational and Student Support Services

**VIII. INFORMATION ITEMS**

- A. Board Master Action Planning Calendar
- B. Budget Revenue & Expenditure Summary
- C. Construction Contracts at or Below \$99,100
- D. General Fund Cash Flow Analysis
- E. MOUs between SBCCD and the CSEA

- F. Professional Expert Short-Term and Substitute Employees
- G. Purchase Orders
- H. Resignations
- I. Retirements
- J. 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  
(3 cases)
- 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
- F. Conference with Real Property Negotiator  
Government Code Section 54956.8  
Properties: Assessor Parcel Numbers: 0160-183-38 through 160-  
183-44; 0160-254-11, 0160-254-12, 160-254-26; 0141-031-43;  
0141-131-22  
Negotiating Parties: San Bernardino Community College District  
(Proposed Buyer)  
Real Property Negotiators: Jose F. Torres, Executive Vice  
Chancellor; Diana Z. Rodriguez, Chancellor  
Under Negotiation: Instruction to Proposed Buyer's Real Property  
Negotiators will concern price and terms of payment associated with  
the possible purchase of the identified Properties

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

**XI. CONVENE CLOSED SESSION**

**XII. RECONVENE PUBLIC MEETING**

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

**XIV. ADJOURN**

The next meeting of the Board: Business Meeting  
August 11, 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

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## San Bernardino Community College District

### Board Meeting Minutes

June 9, 2022

4:00 pm Pacific Time

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

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

#### MEMBERS PRESENT

Gloria Macías Harrison, Chair  
 Dr. Stephanie Houston, Vice Chair  
 Dr. Anne L. Viricel, Clerk  
 Nathan Gonzales, Trustee  
 John Longville, Trustee  
 Frank Reyes, Trustee  
 Joseph Williams, Trustee  
 Paul Del Rosario, SBVC Student Trustee  
 Robert Alexander, 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

#### MEMBERS ABSENT

None

#### ADMINISTRATORS ABSENT

None

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

Chair Harrison called the meeting to order at 4:06pm. Trustee Gonzales led the pledge of allegiance.

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

#### III. OATH OF OFFICE

Chair Harrison administered the Oath of Office to Student Trustees Robert Alexander of Crafton Hills College and Paul Del Rosario of San Bernardino Valley College.

#### IV. APPROVAL OF MINUTES

##### A. 2022-05-12

Trustee Houston moved to approve the minutes of 5/12/22. Trustee Reyes seconded the motion. Vote was taken by roll call.

AYES: Harrison, Houston, Viricel, Gonzales, Longville, Reyes, Williams, Del Rosario, Alexander

NOES: None

ABSENT: Longville

ABSTENTIONS: None

##### B. 2022-05-26

Trustee Gonzales moved to approve the minutes of 5/26/22. Trustee Williams seconded the motion. Vote was taken by roll call.

AYES: Harrison, Houston, Viricel, Gonzales, Longville, Reyes, Williams, Del Rosario, Alexander

NOES: None

ABSENT: Longville

ABSTENTIONS: None

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

Trustee Longville arrived.

## V. CELEBRATIONS/PRESENTATIONS

- 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:

Employee Name	Assignment	Years Of Service
<b>Chavez, Rosemary</b>	Senior Student Services Technician	30
<b>Strong, Teri</b>	Professor, Mathematics	28
<b>Meyer, Stacy</b>	Professor, Culinary Arts	25
<b>Holland, Benjamin</b>	Program Manager, KVCR	24
<b>Nichols, Barbara</b>	Project Analyst	24
<b>Pham, Quang</b>	Technology Support Technician	22
<b>Veloni, Shane</b>	Technology Support Specialist	21
<b>Delgado, Arleen</b>	Senior Student Services Technician	21

## C. Diversity, Equity, Inclusion, and Anti-Racist (DEIA) Presentation

Vice Chancellor Hannon gave a DEIA Initiatives presentation that covered the 2021-2022 Progress made toward Goal 2 – Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution. The presentation also included data analysis of applicants and workforce and equity analysis. Both analyses indicated there is significant progress being made to close the equity gap. Vice Chancellor Hannon concluded with the DEIA Initiatives:

- Inaugural Director of Diversity, Equity, and Inclusion [Completed – Sept. 2021]
- HR DEIA Advisory Committee
  - Consensus Model
- BIPOC Analysis Survey [Completed – April 2022]
- Biddle Adverse Impact Tool
- Revised & Continuous EEO Training [Ongoing]
- Bias Response Team [July 2022]
- DEIA Academy [Fall 2022]
- Updating Hiring AP/BP for all classifications [Ongoing]
- Examine AP/BPs, Policies, Procedures to determine any adverse impact to the differently abled population

## VI. ACTION AGENDA

- A. Board Policies – Final Approval

Trustee Gonzales moved to approve BP 5030 Fees for final approval. Trustee Williams seconded the motion. Vote was taken by roll call.

AYES: Harrison, Houston, Viricel, Gonzales, Longville, Reyes, Williams, Del Rosario, Alexander

NOES: None

ABSENT: None

ABSTENTIONS: None

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

## B. Order of Election and the Specifications of the Election Order

Trustee Viricel moved to adopt a resolution of the Order of Election and Specifications of the Election Order and send Order of Election to the San Bernardino County Registrar of Voters and San Bernardino County Superintendent of Schools. Trustee Williams seconded the motion.

AYES: Harrison, Houston, Viricel, Gonzales, Longville, Reyes, Williams, Del Rosario, Alexander

NOES: None

ABSENT: None

ABSTENTIONS: None

## C. SBCCD Fiscal Year 2022-23 Tentative Budget

Trustee Viricel moved to adopt the Fiscal Year 2022-23 Tentative Budget as presented. Trustee Houston seconded the motion.

AYES: Harrison, Houston, Viricel, Gonzales, Longville, Reyes, Williams, Del Rosario, Alexander

NOES: None

ABSENT: None

ABSTENTIONS: None

## VII. CONSENT AGENDA

### A. Instruction/Student Services

1. Curriculum - CHC
2. Curriculum - SBVC

### B. Human Resources

1. Adjunct and Substitute Academic Employees
2. Advancement in Rank
3. Appointment of District Employees
4. Appointment of Interim Managers
5. Appointment of Temporary Academic Employees
6. Classification Advancement for Academic Employees
7. Equal Employment Opportunity Fund Multiple Method Allocation Model for 2021-22
8. Management Job Description and Placement on Management Salary Schedule
9. Non-Instructional Pay
10. Payment of Stipends
11. Revise Titles and Rates of Pay for Professional Expert Employees
12. Ratification of MOUs between SBCCD and CSEA
13. Ratification of MOU between SBCCD and CSEA Article 7 Pay and Allowances
14. Ratification of Tentative Agreements between SBCCD and the CTA

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

1. Authorized Signature List for 2022-23
2. Contracts at or Above \$99,100 – Item pulled for separate action
3. District & College Expenses
4. District Bank Accounts
5. Individual Memberships
6. Interfund Borrowing Transactions
7. Resolutions #2022-06-09-BS01 through #2022-06-09-BS04 and Signature Authorizations for the State of California
8. Resolution #2022-06-09-BS05 on the Work Ability III Program

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

9. Resolution #2022-06-09-FS01 Regarding the Expenditure of Prop 30 Education Protection Account Funds
10. Resolution #2022-06-09-FS02 Approving Transfers from the Reserve for Contingencies to Various Expenditure Classifications
11. Resolution #2022-06-09-FS03 Approving the Gann Limit for Fiscal Year 2022-23
12. Sole Source Purchases from Climatec, LLC
13. Sole Source Purchases from Johnson Controls Fire Protection
14. Sole Source Purchases from Myrtha Pools USA
15. Sole Source Purchases from Stanley Convergent Security
16. Surplus Property and Authorization for Private Sale or Disposal

## D. Facilities

1. 2024-2028 Five Year Construction Plan - **Item was tabled to the next meeting**
2. Award Bid #CC01-3610-09 and Contract to Allison Mechanical of Redlands CA
3. Master Services Agreements and Task Orders for Bond Construction
4. Resolution #2022-06-09-FPC01 Directing District Leadership to End COVID-19 Vaccinations and Masking

Trustee Longville moved to approve the Consent Agenda, with the exception of item 7.C.2 and 7.D.1. Trustee Houston seconded the motion.

AYES: Harrison, Houston, Viricel, Gonzales, Longville, Reyes, Williams, Del Rosario, Alexander

NOES: None

ABSENT: None

ABSTENTIONS: None

## **ITEMS PULLED FOR SEPARATE ACTION**

Item #C2 Contracts at or Above \$99,100

Trustee Longville moved to approve Contracts at or Above \$99,100. Trustee /Williams seconded the motion.

AYES: Harrison, Viricel, Gonzales, Longville, Reyes, Williams, Del Rosario, Alexander

NOES: None

ABSENT: None

ABSTENTIONS: Houston

Item #D1 2024-2028 Five Year Construction Plan

Trustee Houston moved to table the Five-Year Construction Plan. Trustee Williams seconded the motion.

AYES: Harrison, Houston, Viricel, Gonzales, Longville, Reyes, Williams, Del Rosario, Alexander

NOES: None

ABSENT: None

ABSTENTIONS: None

## **NEW ITEM PER ADDENDUM - Ratification of MOUs Between SBCCD and POA**

Trustee Gonzales moved to ratify the MOU between the SBCCD and the San Bernardino Community College District Police Officers Association (POA) regarding:

- Article 7 Pay and Allowances
- Health and Welfare Benefits<sup>1</sup>.

Trustee Williams seconded the motion.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

AYES: Harrison, Houston, Viricel, Gonzales, Longville, Reyes, Williams, Del Rosario, Alexander

NOES: None

ABSENT: None

ABSTENTIONS: None

Student Trustee Alexander departed the meeting.

## VIII. REPORTS

- A. Board Committee Reports
  - Trustee Williams gave a brief report on the BFC.
  - Trustee Reyes gave a brief report.
- B. Chancellor's Report
  - Chancellor gave a brief report and a written report was provided.
- C. San Bernardino Valley College Academic Senate
  - No report.
- D. San Bernardino Valley College Classified Senate
  - No report.
- E. San Bernardino Valley College Associated Students
  - Paul Del Rosario gave a brief report.
- F. Crafton Hills College Academic Senate
  - Written report was provided.
- G. Crafton Hills College Classified Senate
  - No report.
- H. Crafton Hills College Associated Students
  - No report
- I. CSEA
  - No report
- J. CTA
  - Meridyth McLaren
- K. Police Officers Association
  - No report
- L. San Bernardino Valley College President
  - Dr. Thayer provided a brief written and oral report.
- M. Crafton Hills College President
  - Dr. Horan provided a brief written and oral report.
- N. Executive Vice Chancellor
  - Jose Torres asked the board to refer individuals with non-profit experience to apply for the KVCR executive director position, which closes Friday.
- O. Vice Chancellor Human Resources & Police Services
  - Kristina 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. Construction Contracts, Change Orders and Amendments Subject to UCCAP (\$60,000-\$200,000)
- F. Construction Contracts at or Below \$60,000
- G. Contracts Below \$99,100



# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- H. COVID-19 Vaccinations
- I. General Fund Cash Flow Analysis
- J. PARS Pension Rate Stabilization Trust Actions
- K. Professional Expert Short-Term and Substitute Employees
- L. Purchase Orders
- M. Quarterly Financial Status Report
- N. Resignations
- O. Retirements
- P. Summary of Measure CC Construction Change Orders
- Q. Volunteers

## X. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators  
Government Code 54957.6  
Agency Representatives: Diana Z. Rodriguez and Kristina Hannon – CSEA, CTA, POA, Management/Supervisors, and Confidential Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment  
Government Code 54957 (1 case)
- C. Conference with Legal Counsel – Anticipated Litigation  
Government Code 54956.9(d)(2) (1 case)
- D. Conference with Legal Counsel – Existing Litigation  
Government Code 54956.9(e)(3) or (d)(1) (1 cases)
- E. Public Employee Performance Evaluation  
Government Code Section 54957(b)(1)  
Title: Chancellor
- F. Conference with Real Property Negotiator  
Government Code Section 54956.8  
Properties: Assessor Parcel Numbers: 0160-183-38 through 160-183-44; 0160-254-11, 0160-254-12, 160-254-26; 0141-031-43; 0141-131-22.  
Negotiating Parties: San Bernardino Community College District (Proposed Buyer);  
Real Property Negotiators: Jose F. Torres, Executive Vice Chancellor; Diana Z. Rodriguez, Chancellor.  
Under negotiation: Instruction to Proposed Buyer's Real Property Negotiators will concern price and terms of payment associated with the possible purchase of the identified Properties.

## XI. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

There were no public comments.

## XII. CONVENE CLOSED SESSION

Chair Harrison closed the public meeting and convened the board to closed session at 5:42pm.

## XIII. RECONVENE PUBLIC MEETING

Chair reconvened the public meeting at 6:56pm.

## XIV. REPORT OF ACTION IN CLOSED SESSION

In closed session the Board by majority vote, with Trustee Williams abstaining, took action to delegate authority to the District's Chancellor, or her designee, to execute and deliver any and all things, which she and legal counsel deem necessary or advisable, to begin negotiations on, and demonstrate interest in, potential acquisition of certain properties by SBCCD.

## XV. ADJOURN

The meeting was adjourned at 6:57pm.

# SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

The next meeting of the Board: 2-Day Board Retreat

June 27-28, 2022 at 9am

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:** July 14, 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 July 14, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Rebecca	Abeyta	Counseling	Rebecca: You are one of the kindest and most caring employees on this campus! CHC is very lucky to have such an incredible employee like you! Thank you for all you do! You are very much appreciated!	Cyndie St. Jean
Crafton Hills College	Miguel	Chaure	Maintenance	Thank you for your help with the theatre building and getting it in order for our shows and events	CHC Theatre Department
Crafton Hills College	Shohreh	Rahbarnia	Chemistry	Thank you so much for going above and beyond in the Chemistry Adjunct Instructor search and interview process to staff the Fall '22 Chemistry courses. You are greatly appreciated.	Sam Truong
Crafton Hills College	Cyndie	St, Jean	Presidents	Thank you so much for organizing the end of the year party! You are so awesome! We all had a great time!!	Julie McKee



## Applause Cards

Submitted for Information July 14, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Christina	Sweeting	Career Education and Human Development	Thank you for always being so kind during our interactions and specifically for helping me with my expense reports, Christina! You're greatly appreciated.	Diana Vaichis
DSO	Cynthia	Bernal	EDCT	Cynthia, thank you for your assistance and care in ensuring our programs run smoothly, including working evenings and weekends when needed. You're a great teammate!	Wendy Lester
DSO	Briana	Flores	EDCT	On 6/9/22, Briana provided excellent customer service by assisting a trainee over the phone to enroll them into multiple trainings. Great job!	Wendy Lester
San Bernardino Valley College	Rocio	Cortez	CalWORKs	Thank you for all your efforts in coordinating and assisting during the Employment Fair.	Omar Castro
San Bernardino Valley College	Bonnie	Cruz	CalWORKs	Thank you for setting up a new computer lab for students and consumers.	Omar Castro
San Bernardino Valley College	Jonathan	Flaa	Campus Technology Services	Thank you for all your help during the Inland Empire Health Plan (IEHP) meeting	Omar Castro



## Applause Cards

Submitted for Information July 14, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Aida	Gil	STAR Program	Thank you for all your help volunteering for this year's Grad Breakfast and Commencement Ceremony! We truly appreciate it!	Marie Maghuyop, Student Activities Specialist
San Bernardino Valley College	Amelia	Gonzales	Police Academy	Thank you for all your Community Outreach towards making the Employment Fair extremely successful. In fact, the best ever!!	Omar Castro
San Bernardino Valley College	Anita	Hernandez	CalWORKs	Thank you for all your efforts during the Employment Fair.	Omar Castro
San Bernardino Valley College	Gloria	Kracher	Custodial	Thank you for all your help during the Inland Empire Health Plan (IEHP) meeting	Omar Castro
San Bernardino Valley College	Elizabeth	Larivee	Student Accessibility Services	Beth took time and with a truckload of patience walked me through minute details of the entire first semester process for someone of very few relevant computer skills and taught me how to use Canvas and I owe much of my success to her efforts. Thank You Beth!!!	Rhonda Moore



## Applause Cards

Submitted for Information July 14, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Dr. Craig	Luke	Counseling	Very kind and helpful.	Student
San Bernardino Valley College	Dr. Craig	Luke	Counseling	He was polite and went over everything with detail.	A Student
San Bernardino Valley College	Dr. Craig	Luke	Counseling	Helped me register for classes.	Jenifer Alaniz
San Bernardino Valley College	Dr. Craig	Luke	Counseling	Mr. Craig Luke was very helpful, He took his time to answer all my questions, and was very patient with all the questions I had as an incoming freshman and I appreciated that.	Angela Ramirez



## Applause Cards

Submitted for Information July 14, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Dr. Craig	Luke	Counseling	Dr. Luke went above and beyond my expectations in helping get my Ed plan corrected. I did not have an appointment, but he squeezed me in between his appointments. He was very knowledgeable and explained everything to me in detail and went over all options. He is very compassionate and caring.	Angela Orona
San Bernardino Valley College	Dr. Craig	Luke	Counseling	A lot of help! Explained everything very well!	Alyssa Bencomo
San Bernardino Valley College	Erik	Morden	Food Service	Thank you for the excellent catering recommendations for the Inland Empire Health Plan (IEHP) meeting.	Omar Castro
San Bernardino Valley College	Wendy	Nahuat	CalWORKs	Thank you for always returning emails and phone calls promptly. Due to that, we successfully closed a couple WAII consumers.	Omar Castro





## Applause Cards

Submitted for Information July 14, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Shalita	Tillman	CalWORKs and Workforce Development	Thank you for all your Community Outreach towards making the Employment Fair extremely successful. In fact, the best ever!!	Omar Castro
San Bernardino Valley College	Patricia	Valenzuela	CalWORKs	Thank you for setting up a new computer lab for students and consumers.	Omar Castro
San Bernardino Valley College	Dana	Williams-Hoffman	VPAS Office	Thank you for all your efforts and recommendations	Omar Castro
San Bernardino Valley College	Cedrick	Wrenn	Campus Technology Services	Thank you for all your help during the Inland Empire Health Plan (IEHP) meeting	Omar Castro

**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:** July 14, 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

July 2022

Name	Background Information
<b>Gideon, Angelita (55 years)</b>	Angelita Gideon has worked in the SBVC Library 55 years! More, if we count her two years as a student assistant (1965-67) before being hired as a full-time library clerk. She has worked in all three library buildings in SBVC's history and in all service areas: Reference, Cataloging, Periodicals and Circulation. She also enjoyed teaching Book Repair in the Library Technology program for many years. But working at the circulation desk remains her favorite, where she enjoys greeting students every morning, giving directions and guidance and, as her colleagues like to say, being the heart and soul of Valley College. She feels she has the best job in the world. Thank you and congratulations on 55 years of service!
<b>Ferri-Milligan, Paula (40 years)</b>	Dr. Paula Ferri-Milligan has been at SBVC all her adult life and considers Valley College as her second home. She started as a student at SBVC right after she graduated from high school. She worked as a student worker in the library and a few years later started working as a classified staff member. She worked for 17 years as a classified professional in the library, as Curriculum Secretary, as Division Secretary in Humanities, as a Faculty Development Specialist on a Title III Grant, and as a Secretary in Student Services until she started teaching full time--and has been teaching full time for over 20 years. In addition to teaching, she has been very active over the years on our campus in Academic Senate. She has also served as lead instructor of the Writing Center for 9 years, faculty co-chair of Basic Skills and Program Review, and currently serves as the English Department Chair. She has clearly demonstrated to be an asset to our institution. Congratulations on 40 years of service! Thank you and congratulations on 40 years of service!
<b>Torres, Frances (37 years)</b>	Frances Torres has worked at the Child Development Center working with many different teachers and various directors. She has been a mentor teacher to many students throughout the years, as they become teachers. Over the years she has many children who have returned as adults to bring their own children to the center. She has continued to love the job as a teacher with children from ages 2-5 years old. She looks forward to each new class of children as they start a new school year and miss the children as they leave to go to kindergarten. She works hard to help the children learn and grow while they are in her class each and every year. She will continue to enrich the lives of the children in her class and continue to mentor many more students. Thank you and congratulations on 37 years of service!
<b>Wall, Patricia (37 years)</b>	Patti Wall has worked in the SBVC Library since becoming an employee in 1985. The District and SBVC have provided educational benefits and opportunities that she pursued which enabled her to complete her undergraduate degrees and her graduate degree in Library Science. After having spent almost 15 years as a classified employee she was offered a faculty Librarian position at SBVC. It has been her pleasure to serve the college and the District in the past in leadership roles, for example, faculty co-chair for Curriculum and Arts & Lectures

Name	Background Information
	<p>Committee, and as interim dean. She also has been voted Professor of the Year, but she feels that working one-on-one with the students in the library is the high point to her career. Thank you and congratulations on 37 years of service!</p>
<b>Guerrero, Gina (34 years)</b>	<p>Gina Guerrero's 34 years of service started when she was a student at SBVC, where she enrolled in a work experience class in the Spring of 1988. Her instructor at that time was Margaret Moon (Ortiz); Gina was assigned as a Student Worker in Human Resources at the old district office at the Roy E. Hill Center. This experience allowed Gina to begin her full-time employment with SBCCD in 1988 in the Campus Business Office as a Clerk Typist I. She was later reclassified to Clerk Typist II and stayed in the CBO for five years until she was approached by then KVCR General Manager Thomas Little to see if she would be interested in applying for the position of Secretary I. Gina was hired in 1992 as Secretary I for KVCR in the old KVCR building across campus from its current location. During her time at KVCR, her role was reclassified to Administrative Assistant I, and, recently, the title changed to Administrative Assistant III. Through many years of change, Gina has been a constant for KVCR. Her institutional knowledge is invaluable, and current management is deeply beholden to Gina's willingness to support the station daily. Gina has witnessed many changes to the District during her tenure for the better. With passion and emotion in her voice, she is quoted as saying, "I grew up here, I raised a family here, I feel dedicated to the institution, and I'm fortunate for what I got in return." After 34 years of honorable service to the San Bernardino Community College District, Gina will be retiring in December of 2022. Thank you and congratulations on 34 years of service!</p>
<b>Weiss, Kathryn (33 years)</b>	<p>Dr. Kay Weiss has worked in the San Bernardino Community College District for over 33 years. She has worked at both San Bernardino Valley College and Crafton Hills College, most recently as the Dean of Language, Arts and Mathematics at Crafton Hills College.</p> <p>She is extremely knowledgeable in many areas of the District, College, and Division and is someone that people often turn to for help. In talking with Kay about the people she has worked with over the past 33+ years, she has been very touched on how people at both colleges care about students and work together to help students. She works very hard to create a caring and supportive community.</p> <p>In her short time at Crafton, Kay has already implemented a One Book-One College program with a focus on equity, and taken a leadership role in the facilitation of professional development and distance education. She is dedicated to helping everyone succeed and tirelessly works to facilitate a culture of collaboration and healthy dialogue to serve students. Thank you and congratulations on 33 years of service!</p>

Name	Background Information
<b>Beck, Rosa (32 years)</b>	Rosa Beck (Rosemary) has been working at SBVC Child Development Center as a Preschool Teacher for the past 32 years. She has taught children from the age of infants all the way to the age of five. Many times, parents have brought their children back to visit Ms. Rosemary, and some of her past students have even brought their own young children to meet Ms. Rosemary. She has positively opened each child's mind to the wonder of learning and exploring their world. She will be missed by all. Thank you and congratulations on 32 years of service!
<b>Cota, Marco A. (29 years)</b>	Marco Cota has served the San Bernardino Community College District for 29 years. Dean Cota started his career trajectory with the District in January of 1993 as a Counselor at Crafton Hills College. For close to three decades, Marco has served both Crafton and San Bernardino Valley college in multiple roles including counselor, management intern of student services, director of admissions and records and in 2006, he transitioned into the role of Dean, Counseling & Matriculation, a position he holds at San Bernardino Valley College. Dean Cota oversees the following areas: counseling and matriculation, admissions, and records, CalWorks and Workforce Development, Financial Aid, Transfer and Career Services, Puente and Umoja/Tumaini. We thank Dean Cota for his years of service in the district and SBVC specifically. Thank you and congratulations on 29 years of service!
<b>Karge, Sandy (26 years)</b>	Sandy Karge started at San Bernardino Valley College Child Development Center in August 1994 as a Lab Student; after doing lab hours for a year, she became a long-term substitute in 1995. Sandy was hired as a permeant child development teacher in 1996. In 2010 she became the Lead Child Development Teacher. During Sandy's years of service, she taught children 2 months – 5 years old, mentored fellow co-workers, lab students as well as student employees. She has participated on many committees at the child development center planning special events for the children and their families. Since February 2021 Sandy has been working as the Interim Director of the Child Development Center where she oversees the program following state guidelines put forth by California Department of Education, California Department of Social Services, and Community Care Licensing. Thank you and congratulations on 29 years of service!
<b>Milligan, Marty (25 years)</b>	<p>Marty Milligan serves as the Director of Student Accessibility Services (formerly known as Disabled Student Programs and Services). Marty started his career for the San Bernardino Community College District in August 1997 when he was hired as the learning disabilities specialist at San Bernardino Valley College. He served as interim coordinator of DSPS from December 2013 to June 2015, and then Director of DSPS from July 2015 to August 2019. Marty transferred to Crafton Hills College in August 2019 and became the Director of Student Accessibility Services.</p> <p>Marty is a huge advocate for our disproportionately impacted students who require accessibility services. Through this period of declining enrollment, Marty has worked vigorously with his team to build new partnerships and increased outreach in an effort to continue to expand our program. Marty is always one of the first to arrive on campus and one of the last to leave. His dedication to his department our students is very much appreciated. Thank you and congratulations on 25 years of service!</p>

Name	Background Information
<b>Rubio, David (25 years)</b>	<p>David Rubio has been an employee with San Bernardino Valley College for 25 years. Mr. Rubio is an accomplished coach and Athletics Director. He has earned eleven conference titles, including 5 straight conference titles between 1994-1998, and an impressive 66 game winning streak against Conference opponents from 1994-1999. Mr. Rubio has taken 12 teams to the post season and led his 2002 team to a State Finals appearance. David is the winningest coach in the history of SBVC Women's Volleyball history.</p> <p>By his sixth season at SBVC, Rubio had built a first-place team, making SBVC Women's Volleyball the preeminent powerhouse in the Foothill Conference for the next fourteen years. Several women who played for Rubio were named to All-Southern California and one was named to Southern California All-State among many others.</p> <p>Rubio retired from coaching the Women's volleyball team after the 2007 season to lead the SBVC Athletics department as its full-time director. We are proud and thankful for David's contributions. Thank you and congratulations on 25 years of service!</p>
<b>Byrd, Mark (23 years)</b>	<p>Mark was hired in 1999 to manage the Library's Learning Resource Center computer labs. In 2009 the Campus Technology Services Department was created. Mark along with the other technology staff on campus moved to the new department. Mark manages the campus computer networks and wi-fi. He keeps us all connected to each other and the outside world. Thank you and congratulations on 23 years of service!</p>
<b>Carmell, Melissa (23 years)</b>	<p>Melissa Carmell was hired back in June 1999 as a registration clerk, under the supervision of Loretta Payne. She was hired to do off-campus registration at different sites, including the San Bernardino County Sheriff's Training Facility, San Bernardino County Department of Social Services and various high schools. A couple of years later, she moved into the administration building in the admissions office. Melissa continued to do off-campus registration until 2002. In 2007, her title changed to Admissions &amp; Records Technician. She currently works with the Middle College High School program and she still helps with any police academy, as well as outside sheriff/police agencies, with registration issues, assisting instructors with reinstatements, as well as other in office duties. Thank you and congratulations on 23 years of service!</p>
<b>Chavira, Rejoice (23 years)</b>	<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.</p> <p>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. Thank you and congratulations on 23 years of service!</p>

Name	Background Information
<b>Muskavitch, John (23 years)</b>	<p>John began his financial aid career in 1981 as a work-study student at Cal State Long Beach. Once he graduated, he worked in multiple proprietary schools until 1991, when he was hired at Glendale Community College as an Assistant Director of Financial Aid. He became Director of Financial Aid here at Crafton in 1999. He is a supportive leader in the financial aid office and shares his wealth of knowledge with his staff and all his peers in Region 9. John has been an active member of the California Community College Student Financial Aid Administrators Association since 1991. He was CCCSFAAA President in 2003 and received the Lifetime award in 2016. He is student-centered and always goes above and beyond for our students. John will be retiring in August and will be missed as a colleague and friend. Thank you and congratulations on 23 years of service!</p>
<b>Cole, Michelle (22 years)</b>	<p>Michelle Cole has worked in the Department of Student Life for 22 years. She came to Crafton Hills College in 1996 as a short-term Office Assistant and after four successful years in that role, she became a full time, permanent employee. In 2015, she was promoted to Secretary 2 and in 2019, Michelle advanced to an Administrative Secretary position. In 2021, she became an Administrative Assistant 2.</p> <p>Although she is shy, Michelle is fiercely devoted to students and is always willing to help. Whether it be keeping the campus Food Pantry well stocked, creating/ completing the contracts related to the campus Commencement ceremonies or supporting the many activities spearheaded by the Department, Michelle is committed to student success. Additionally, Michelle is extremely knowledgeable about District processes and is often asked to share tips from her experiences with colleagues across campus. She is a firm believer in the "Crafton spirit" and takes pride in the family atmosphere at the college.</p> <p>CHC is so lucky to have you! Thank you and congratulations on 22 years of service!</p>
<b>Harris III, James (22 years)</b>	<p>James started his career at SBCCD as an adjunct professor teaching Electronics and DC circuitry from 1998 -2000. He became a telecom specialist in 2000 and has worked in that role ever since. James installs and supports district telecommunication equipment and travels between the campuses and district offices to do so. In 2010, James received the District Employee of the Year. After 22 years of service, he is retiring at the end of June and wishes to say, "It has been a pleasure and an honor to have served the SBCCD community in the telecommunications capacity for over 20 years. Thank you." Thank you and congratulations on 22 years of service!</p>
<b>Villa, Raquel (22 years)</b>	<p>Raquel Villa began working in Community Services (now PDC) in June 1995 as part of the JTPA summer program. She was kept on as a short-term worker for 4 years. She was a substitute secretary for Admissions &amp; Records in 1999 and hired permanently as an Admissions &amp; Records clerk in July 2000. In 2007, the Admissions and Records Clerk position was changed to Admissions and Records Technician. Ms. Raquel has also been an active member in the Latino Faculty and Staff Association and actively participant in the CSEA union. Thank you and congratulations on 22 years of service!</p>

Name	Background Information
<b>McLaren, Meridyth (20 years)</b>	<p>Meridyth McLaren has worked at Crafton Hills College for twenty-one years. Across that period, she has served as the primary Child Development/Education instructor and Faculty Chair for the Human Development department. Meridyth is known as a trusted council and advisor to both new and seasoned faculty.</p> <p>Her work transcends the classroom. She works tirelessly to ensure students and faculty are heard and represented in all campus-wide discussions irrespective of the issue.</p> <p>Congratulations on this well-deserved recognition of service and dedication to Crafton Hills College and the San Bernardino Community College District. Thank you and congratulations on 20 years of service!</p>
<b>Orta, Rebecca (20 years)</b>	<p>Rebecca Orta began at Crafton Hills College as a student in 1989. She worked as a student worker in our Disabled Student Programs and Services department through 2000 when she graduated from Crafton. Rebecca went on to become a part-time Student Services Technician II, a role she had until 2002. In 2002 she was promoted to a full-time Student Services Technician II.</p> <p>Rebecca currently serves as a Senior Student Services Technician under the Counseling department. In this role she is instrumental in our Starfish Early Alert system, Probation Program, and serves as our campus liaison for homeless students. Rebecca is a true team player that does not shy away from taking on new projects under her role as a Senior Student Services Technician and loves helping our most disproportionately impacted students. Our Counseling department is grateful to have her as part of our team. Thank you and congratulations on 20 years of service!</p>





## Years of Service Recognition

### Presented for Information July 14, 2022

[v.6.29.2022.p.1|5]

Employee Name	Assignment	50+ Years Of Service
<b>Gideon, Angelita</b>	Circulation Supervisor	55

Employee Name	Assignment	37-40 Years Of Service
<b>Ferri-Milligan, Paula</b>	Professor, English	40
<b>Torres, Frances</b>	Child Development Teacher	37
<b>Wall, Patricia</b>	Librarian, Reference	37

Employee Name	Assignment	31-35 Years Of Service
<b>Guerrero, Gina</b>	Administrative Assistant III	34
<b>Weiss, Kathryn</b>	Division Dean	33
<b>Beck, Rosa</b>	Child Development Teacher	32

Employee Name	Assignment	26-30 Years Of Service
<b>Cota, Marco A</b>	Dean, Counseling & Matriculation	29
<b>Karge, Sandy</b>	Lead Child Development Teacher	26

Employee Name	Assignment	21-25 Years Of Service
<b>Milligan, Marty</b>	Director, SAS	25



## Years of Service Recognition

### Presented for Information July 14, 2022

[v.6.29.2022.p.2|5]

Employee Name	Assignment	21-25 Years Of Service
<b>Rubio, David</b>	Director of Athletics	25
<b>Byrd, Mark</b>	Senior Technology Support Specialist	23
<b>Carmell, Melissa</b>	Admissions & Records Technician	23
<b>Chavira, Rejoice</b>	Director, EOPS	23
<b>Muskavitch, John</b>	Director, Financial Aid	23
<b>Cole, Michelle</b>	Administrative Assistant II	22
<b>Harris II, James</b>	Telecommunications Specialist	22
<b>Villa, Raquel</b>	Admissions & Records Technician	22

Employee Name	Assignment	16-20 Years Of Service
<b>Mclaren, Meridyth</b>	Professor, Child Development	20
<b>Orta, Rebecca</b>	Senior Student Services Technician	20
<b>Jaramillo, Kathryn</b>	Admissions & Records Technician	19
<b>Bogh, Debra</b>	Counselor	18
<b>Dial, Troylynn</b>	Counselor	18
<b>White, Anthony</b>	Director Technology Services	17
<b>Paddock, Ericka</b>	Director, Student Life	16
<b>Raghavan, Girija</b>	Accountant	16
<b>Rodriguez, Maria</b>	Dean, Student Equity And Success	16



## Years of Service Recognition

### Presented for Information July 14, 2022

[v.6.29.2022.p.3|5]

Employee Name	Assignment	16-20 Years Of Service
<b>Rodriguez, Natividad</b>	Eops Coordinator	16

Employee Name	Assignment	11-15 Years Of Service
<b>Chavez, Edward</b>	Warehouse Technician	14
<b>Wheeler, Kaila</b>	Bookstore Assistant II	14
<b>Brady, Jason</b>	Web Developer	13
<b>Carmichael, Dennis</b>	Senior Technology Support Specialist	13
<b>Jones, Dianna</b>	Senior Programmer/Analyst	13
<b>Simental, Yolanda</b>	Associate Dean Of Health Science	13
<b>Blackwell, Shari</b>	Administrative Coordinator	12
<b>Henderson, Dione</b>	College Security Officer	12
<b>Nguyen, Thang</b>	Coordinator Of SSSP	12
<b>Perez-Ponce, Blanca</b>	Child Development Teacher	12
<b>Vasquez, Nancy</b>	Child Development Teacher	12
<b>Baughner, Jeffrey</b>	Director, Alternate Text Production Center	11

Employee Name	Assignment	6-10 Years Of Service
<b>Smith Morton, Daniele</b>	Hsi Stem Pass Go Counselor	10
<b>Halabi, Tarif</b>	Professor, Electronics	9



## Years of Service Recognition

### Presented for Information July 14, 2022

[v.6.29.2022.p.4|5]

Employee Name	Assignment	6-10 Years Of Service
<b>Melancon, Berchman</b>	Professor, Diesel	9
<b>Torres, Jose</b>	Executive Vice Chancellor	9
<b>Hastings, Ronald</b>	Director Library And Learning	8
<b>Lara, Naomi</b>	Secretary II	8
<b>Sternard, Evan</b>	Counselor	8
<b>Bailes, Brandi</b>	Professor, Mathematics	7
<b>Bratulin, Pavel</b>	Campus Director Of Marketing,	7
<b>Carlos, Raymond</b>	Director, Student Life	7
<b>Lemieux, Jessy</b>	Professor, Chemistry	7
<b>Murphy, Joel</b>	Professor, English	7
<b>Quach, Patricia</b>	Dean, Academic Success, Grants	7
<b>Rahbarnia, Shohreh</b>	Professor, Chemistry	7
<b>Rojas III, Daniel</b>	Professor, Respiratory Care	7
<b>Banuelos, Elizabeth</b>	Counselor	6
<b>Grabow, James</b>	Counselor	6
<b>Johnson, Heather</b>	Counselor	6
<b>Johnson, Kimberly</b>	Counselor	6
<b>Kelly-Silagay, Deana</b>	Counselor	6
<b>Luna, Evelyn</b>	Counselor	6



## Years of Service Recognition

### Presented for Information July 14, 2022

[v.6.29.2022.p.5|5]

Employee Name	Assignment	6-10 Years Of Service
<b>O'Shaughnessy, Vonda</b>	Learning Disabilities Specialist	6
<b>Schoenfeld, Racquel</b>	Counselor, Care/Calworks	6
<b>Simpson, Tahirah</b>	Counselor	6
<b>Torres, Christina</b>	PE Professor/Womens Basketball Coach	6

Employee Name	Assignment	1-5 Years Of Service
<b>Guevara, Tiffany</b>	Human Resources Analyst	5
<b>Hannon, Kristina</b>	Vice Chancellor, Human Resources & Police Services	5
<b>Dennis, Paul</b>	Director Of Police Academy	4
<b>Kern-Foster, Iris</b>	Professor, Computer Information Systems	4
<b>Martin, David</b>	Professor, Mathematics	4
<b>Olivera, Christopher</b>	Professor, Microbiology	4
<b>Raventos, Ali</b>	Admissions & Records Technician	4
<b>Valderrama, John</b>	Maintenance Technician	4
<b>Zerbel, Sharon</b>	Administrative Assistant III	4
<b>Aslanian, Alexa</b>	Student Services Technician II	3
<b>Brown Jr, David Lee</b>	Custodian	3
<b>Candelaria, Keith</b>	Athletic Trainer	3
<b>Martin, Amber</b>	Administrative Assistant I	3



## Years of Service Recognition

### Presented for Information July 14, 2022

[v.6.29.2022.p.6|2]

Employee Name	Assignment	1-5 Years Of Service
<b>Mccord, Rose</b>	Account Technician	3
<b>Owens, Kenneth</b>	Police Sergeant	3
<b>Razo, Alexander</b>	College Police Officer	2
<b>Zaldivar, Marie Joyce</b>	Braille Program Manager	2
<b>Pena Leon, Mauro Ivan</b>	Dean of Equity and Student Success	1

## **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:** July 14, 2022

**SUBJECT:** Consideration of Approval of 2024-2028 Five Year Construction Plan

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the 2024-2028 Five-Year Construction Plan.

### **OVERVIEW**

Each year SBCCD is required to submit a Five-Year Construction Plan to the California Community Colleges Chancellor's Office. The Plan provides a list of proposed capital construction projects, including those supported by local funds like Measure CC and those supported with a combination of State and local funds. The project and prioritization are the outcome of the comprehensive districtwide master planning process. The 2024-28 Plan Summary is attached.

### **ANALYSIS**

The Five-Year Construction Plan addresses the highest priority capital construction needs throughout SBCCD. These needs were identified through planning and development with each college. Based on an in-depth analysis of the State's criteria for funding projects, coupled with the results of the education and facilities master planning process, the following proposals are being submitted with this year's report.

- Final Project Proposal (FPP) – CHC New Gymnasium
- Initial Project Proposal (IPP) – CHC West Complex Renovation
- Initial Project Proposal (IPP) – SBVC Warehouse Facilities
- Initial Project Proposal (IPP) – SBVC Physical Sciences and Health & Life Sciences

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
3. Be a Leader and Partner in Addressing Regional Issues
4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

Approval of the Five-Year Construction Plan will not have a direct impact on the budget.



FY2024 - FY2028 FIVE YEAR CAPITAL OUTLAY PLAN  
(FY2024 - 2025) FIRST YEAR FUNDING

**San Bernardino Community College District**

Prepared in reference to the Community College Construction Act of 1980

and

approved on behalf of the local governing board for submission to  
the office of the Chancellor, California Community Colleges

*Signed* \_\_\_\_\_

Jose Torres

(Chief Executive Officer or their designee)

*Title* \_\_\_\_\_ Executive Vice Chancellor

*Date* \_\_\_\_\_ 05/10/2022

*Contact* \_\_\_\_\_ Hassan Mirza

*Telephone* \_\_\_\_\_ 909-388-6958

---

*Date Received at Chancellor's Office:*

\_\_\_\_\_

*Chancellor's Office Reviewed by:*

\_\_\_\_\_

Notice of Approval



**FUSION****District Projects Priority Order (2022-2028)**

## Planning

**San Bernardino Community College District (980)**

No. Project			Schedule of Funds						
Campus	Source	Total Cost	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
<b>1 Softball Field</b>									
San Bernardino Valley College									
Occupancy: 2022-23	STATE:	\$0							
Net ASF: 1,113	DISTRICT:	\$5,841,005							
<b>2 Student Support Building Renovation (SSB)</b>									
Crafton Hills College Phases C,E									
Occupancy: 2023-24	STATE:	\$0	\$0						
Net ASF: 39	DISTRICT:	\$433,392	\$392,220						
<b>3 Technical Building Replacement</b>									
San Bernardino Valley College									
Occupancy: 2022-23	STATE:	\$33,735,000							
Net ASF: 7,073	DISTRICT:	\$40,399,000							
<b>4 Child Development Center Renovation</b>									
Crafton Hills College Phases E									
Occupancy: 2023-24	STATE:	\$0	\$0						
Net ASF: -579	DISTRICT:	\$3,800,799	\$199,542						
<b>5 Technical Building Demolition</b>									
San Bernardino Valley College Phases P Phases W Phases C									
Occupancy: 2025-26	STATE:	\$0	\$0	\$0		\$0			
Net ASF: 0	DISTRICT:	\$6,330,000	\$79,126	\$522,227		\$5,728,647			
<b>6 Performing Arts Center Replacement</b>									
Crafton Hills College									
Occupancy: 2023-24	STATE:	\$7,275,000							
Net ASF: 58	DISTRICT:	\$8,537,000							
<b>7 M&amp;O Repurposing</b>									
San Bernardino Valley College Phases P,W Phases C,E									
Occupancy: 2025-26	STATE:	\$0		\$0	\$0				
Net ASF: 0	DISTRICT:	\$1,404,645		\$133,441	\$1,271,204				
<b>8 East Valley Public Safety Training Center</b>									
Crafton Hills College Phases C Phases E									
Occupancy: 2023-24	STATE:	\$0	\$0	\$0					
Net ASF: 4,448	DISTRICT:	\$11,801,321	\$10,060,626	\$619,569					
<b>9 Instructional &amp; Student Services Building</b>									
San Bernardino Valley College Phases P,W Phases C Phases E									
Occupancy: 2026-27	STATE:	\$0	\$0	\$0		\$0			
Net ASF: 29,795	DISTRICT:	\$98,057,663	\$9,315,478	\$83,594,158		\$5,148,027			
<b>10 Central Complex 2 Renovation (CHS)</b>									
Crafton Hills College Phases C,W Phases E									
Occupancy: 2024-25	STATE:	\$0	\$0	\$0					
Net ASF: 77	DISTRICT:	\$13,391,948	\$12,521,472	\$703,077					
<b>11 Career Pathways Phase 2</b>									
San Bernardino Valley College Phases C Phases E									
Occupancy: 2026-27	STATE:	\$0		\$0		\$0			
Net ASF: 36,655	DISTRICT:	\$83,828,801		\$71,464,053		\$4,401,012			
<b>12 Campus-wide Infrastructure</b>									
Crafton Hills College									
Occupancy: 2026-27	STATE:	\$0							
Net ASF: 0	DISTRICT:	\$20,019,729							

**13 Physical Sciences & Health and Life Sciences**

San Bernardino Valley College

Occupancy: 2028-29      **STATE:**      \$0Net ASF: 0      **DISTRICT:**      \$4,205,151

Phases P,W      Phases C,E

\$0      \$0

\$399,490      \$3,805,661

**14 Performing Arts Center Demolition**

Crafton Hills College

Occupancy: 2024-25      **STATE:**      \$0      \$0      \$0Net ASF: 0      **DISTRICT:**      \$9,622,474      \$914,135      \$8,708,339**15 Campus-wide Infrastructure**

San Bernardino Valley College

Occupancy: 2023-24      **STATE:**      \$0Net ASF: 0      **DISTRICT:**      \$30,623,645**16 Crafton Hall Renovation**

Crafton Hills College

Occupancy: 2024-25      **STATE:**      \$0      \$0      \$0Net ASF: 0      **DISTRICT:**      \$4,134,751      \$341,117      \$3,741,950**17 Administration and Campus Center**

San Bernardino Valley College

Occupancy: 2027-28      **STATE:**      \$0Net ASF: -4,681      **DISTRICT:**      \$8,370,960

Phases P,W

\$0

\$795,242

Phases C

\$0

\$7,136,243

Phases E

\$0

\$439,475

**18 New Gymnasium**

Crafton Hills College

Occupancy: 2028-29      **STATE:**      \$8,898,701Net ASF: 15,000      **DISTRICT:**      \$8,898,700

Phases P,W      Phases C,E

\$739,791      \$8,158,910

\$739,791      \$8,158,909

**19 Warehouse Facilities**

San Bernardino Valley College

Occupancy: 2028-29      **STATE:**      \$2,359,812Net ASF: 0      **DISTRICT:**      \$2,359,556

Phases P,W      Phases C,E

\$207,950      \$2,151,862

\$207,950      \$2,151,606

**20 Instructional Building - Phase I**

Crafton Hills College

Occupancy: 2026-27      **STATE:**      \$0      \$0Net ASF: 2,883      **DISTRICT:**      \$44,747,767      \$4,251,038

Phases P,W

\$0

\$4,251,038

Phases C

\$0

\$38,147,471

Phases E

\$0

\$2,349,258

**21 Parking Structure**

San Bernardino Valley College

Occupancy: 2029-30      **STATE:**      \$0Net ASF: 0      **DISTRICT:**      \$50,400,000

Phases P

\$0

\$630,000

Phases W

\$0

\$4,158,000

Phases C

\$0

\$45,612,000

**22 West Complex Renovation (CL)**

Crafton Hills College

Occupancy: 2028-29      **STATE:**      \$2,104,775Net ASF: -117      **DISTRICT:**      \$2,104,775

Phases P,W      Phases C,E

\$208,135      \$1,896,640

\$208,135      \$1,896,640

**23 Library Repurposing**

San Bernardino Valley College

Occupancy: 2030-31      **STATE:**      \$0Net ASF: 0      **DISTRICT:**      \$4,800,000

Phases P

\$0

\$60,000

Phases W

\$0

\$396,000

Phases C

\$0

\$4,092,000

**24 Athletic Fields**

Crafton Hills College

Occupancy: 2029-30      **STATE:**      \$0Net ASF: 0      **DISTRICT:**      \$12,960,500

Phases P

\$0

\$162,006

Phases W

\$0

\$1,069,241

Phases C

\$0

\$11,048,826

**25 Performing Arts Center**

San Bernardino Valley College

Occupancy: 2030-31      **STATE:**      \$0Net ASF: 0      **DISTRICT:**      \$50,000,000

Phases P

\$0

\$625,000

Phases W

\$0

\$4,125,000

Phases C

\$0

\$42,625,000

**26 Teaching Pool**

Crafton Hills College

Phases P

Phases W

Phases C

Occupancy: 2029-30	STATE:	\$0	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$6,555,000	\$81,938	\$540,788	\$5,932,274

27 Instructional Building - Phase II

Crafton Hills College			Phases P	Phases W	Phases C
Occupancy: 2030-31	STATE:	\$0	\$0	\$0	\$0
Net ASF: 0	DISTRICT:	\$50,000,000	\$625,000	\$4,125,000	\$42,625,000

GRAND TOTALS		2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29
STATE:	\$54,373,288	\$0	\$0	\$739,791	\$8,574,995	\$4,048,502	\$0	\$0
DISTRICT:	\$583,628,582	\$38,074,754	\$169,486,814	\$40,953,708	\$27,231,428	\$20,702,094	\$56,307,504	\$106,323,100

# Final Project Proposal

## 2024-25

### Community College Construction Act of 1980 Capital Outlay Budget Change Proposal

New Gymnasium  
Proposal Name

San Bernardino Community College District  
Community College District

Crafton Hills College  
College or Center

August 1, 2022  
Date

## Final Project Proposal Checklist

<b>District:</b>	San Bernardino Community College District		
<b>College/Center:</b>	Crafton Hills College		
<b>Project:</b>	New Gymnasium		
<b>Prepared by:</b>	ALMA Strategies	<b>Date:</b>	August 1, 2022

Section	Description	Status	Date
1.1	Title Page	Complete	08/01/2022
2.1	Final Project Proposal Checklist	Complete	08/01/2022
3.1	Approval Page - Final Project Proposal (with original signatures)	Complete	08/01/2022
3.2	Project Terms and Conditions	Complete	08/01/2022
4.1	Analysis of Building Space Use and WSCH - JCAF 31	Complete	08/01/2022
5.1	Cost Estimate Summary - JCAF 32	Complete	08/01/2022
5.2	Quantities and Unit Costs supporting the JCAF 32	Complete	08/01/2022
6.1	Board of Governors Energy and Sustainability Policy	Complete	08/01/2022
7.1	Responses to Specific Requirements – State Administrative Manual	Complete	08/01/2022
8.1	California Environmental Quality Act	Complete	08/01/2022
9.1	Analysis of Future Costs	Complete	08/01/2022
10.1	Campus Plot Plan	Complete	08/01/2022
10.2	Site Plan	Complete	08/01/2022
10.3	Floor Plans	Complete	08/01/2022
10.4	Exterior Elevations	Complete	08/01/2022
10.5	Electrical Plans ( <i>as needed</i> )	N/A	N/A
10.6	Mechanical Plans ( <i>as needed</i> )	N/A	N/A
11.1	Guideline-Based Group II Equipment Cost Estimates - JCAF 33	Complete	08/01/2022
12.1	Justification of Additional Costs exceeding Guidelines ( <i>as needed</i> )	Complete	08/01/2022
13.1	Detailed Equipment List <sup>1/</sup>	N/A	N/A

**APPROVAL PAGE****Final Project Proposal**Budget Year 2024-25**District:** San Bernardino Community College District**Project Location:** Crafton Hills College*(College or Center)***Project:** New Gymnasium

The district proposes funds for inclusion in the state capital outlay budget (check items):  
 preliminary plans ☒, working drawings ☒, construction ☒, and equipment ☒

**District Certification**

**Contact Person:** Farrah Farzaneh **Telephone:** (310) 633-1090  
*(Facilities, Planning and Development)*

**E-Mail Address:** ffarzaneh@sbccd.edu **Fax:** \_\_\_\_\_

**Approved for submission:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*(Chancellor/President/Superintendent Signature)*

**District Board of Trustees Certification**

The Governing Board of the District approves the submission of this application to the Board of Governors of the California Community Colleges and promises to fulfill the succeeding list of Project Terms and Conditions.

\_\_\_\_\_  
*(President of the Board of Trustees Signature/Date) (Secretary of the Board of Trustees Signature/Date)*

Attach a copy of the Board Resolution that substantiates approval of the application and promises to fulfill the Project Terms and Conditions.

Submit proposal to:  
 Facilities Planning and Utilization  
 Chancellor's Office  
 California Community Colleges  
 1102 Q Street, 4th Floor (Ste. 6549)  
 Sacramento, CA 95811-6549

**Chancellor's Office Certification**

Reviewed by \_\_\_\_\_

Date Completed \_\_\_\_\_

## PROJECT TERMS AND CONDITIONS

**District:** San Bernardino Community College District

**College/Center:** Crafton Hills College

**Project:** New Gymnasium

**Budget Year:** 2024-25

1. The applicant hereby requests state funds in the amount prescribed by law for the project named herein. All parts and exhibits contained in or referred to in this application are submitted with and made part of this application.
2. The applicant hereby assures the Board of Governors of the California Community Colleges that:
  - a. Pursuant to the provisions of Section 57001.5 of Title 5 no part of this application includes a request for funding the planning or construction of dormitories, stadia, the improvement of sites for student or staff parking, single-purpose auditoriums or student centers other than cafeterias. The facilities included in the proposed project will be used for one or more of the purposes authorized in 57001.5 of Title 5.
  - b. Any state funds received pursuant to this application shall be used solely for defraying the development costs of the proposed project.  
  
If the application is approved, the construction covered by the application shall be undertaken in an economical manner and will not be of elaborate or extravagant design or materials.
  - c. Pursuant to the provisions of Section 81837 of the *Education Code*, approval of the final plans and specifications for construction will be obtained from the Board of Governors of the California Community Colleges before any contract is let for the construction.
  - d. No changes in construction plans or specifications made after approval of final plans which would alter the scope of work, function assignable and/or gross areas, utilities, or safety of the facility will be made without prior approval of the Chancellor's Office of the California Community Colleges and the Department of General Services, Division of the State Architects.
  - e. Pursuant to the provisions of Section 57011 of Title 5, upon completion of a project the governing board shall submit to the Chancellor's Office, within 30 days after the closure of the current fiscal year, a final report on all expenditures in connection with the sources of the funds expended. The district shall be subject to a state post-audit review of fund claims for all such projects.
  - f. Architectural or engineering supervision and inspection will be provided at the construction site to ensure that the work was completed in compliance with the provisions of Section 81130 of the *Education Code* and that it conforms to the approved plans and specifications.
  - g. Pursuant to the provisions of Section 8 of the *Budget Act*, no contract will be awarded prior to the allocation of funds to the Board of Governors by the Public Works Board.

**Project Terms and Conditions (Continued)**

3. It is understood by the applicant that:
  - a. No claim against any funds awarded on this application shall be approved which is for work or materials not a part of the project presented in this application as it will be finally allocated by the Public Works Board.
  - b. The failure to abide by each of the assurances made herein entitles the Board of Governors of the California Community Colleges to withhold all or some portion of any funds awarded on this application.
  - c. Any fraudulent statement which materially affects any substantial portion of the project presented in this application, as it may be finally approved, entitles the Board of Governors of the California Community Colleges to terminate this application or payment of any funds awarded on the project presented in this application.
4. It is further understood that:
  - a. The appropriation which may be made for the project presented in this application does not make an absolute grant of that amount to the applicant.
  - b. The appropriation is made only to fund the project presented in this application, as it is finally approved, regardless of whether the actual cost is less than or equals the appropriation.
  - c. A reduction in the scope of the project or assignable areas shall result in a proportionate reduction in the funds available from the appropriation.



San Bernardino Community College District (980)						
Crafton Hills College (981)						
Project: New Gymnasium						
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space
520	Athletics/Physical Education	0835	Physical Education	11,300	0	11,300
525	Athletic/Physical Ed Service	0835	Physical Education	3,700	0	3,700
<b>TOTAL</b>	-	-		<b>15,000</b>	<b>0</b>	<b>15,000</b>

## FUSION

## Cost Estimate Summary

DISTRICT San Bernardino Community College District				CAMPUS Crafton Hills College	
Project: New Gymnasium		Date Prepared: 5/4/2022		Estimate CCI: 8072	CFIS Ref. #:
Prepared By:			Estimate EPI: 4671		
	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
<b>2. PRELIMINARY PLANS</b>	<b>\$799,312</b>	<b>\$399,656</b>	<b>\$399,656</b>		<b>\$0</b>
2 - A. Architectural Fee for Preliminary Plans	\$399,985				\$0
2 - B. Project Management Services	\$142,852				\$0
2 - C. Division of the State Architect Plan Check Fee	\$0				\$0
2 - D. Preliminary Test (Soils Tests & Geotechnical Report)	\$87,435				\$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$169,041				\$0
<b>3. WORKING DRAWINGS</b>	<b>\$680,269</b>	<b>\$340,135</b>	<b>\$340,135</b>		<b>\$0</b>
3 - A. Architectural Fee for Working Drawings	\$457,125				\$0
3 - B. Project Management Services	\$0				\$0
3 - C. Division of the State Architect Plan Check Fee	\$118,210				\$0
3 - D. Community Colleges Plan Check Fee	\$40,815				\$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$64,119				\$0
<b>4. CONSTRUCTION - HARD COSTS</b>	<b>\$14,285,163</b>	<b>\$7,296,781</b>	<b>\$6,988,381</b>		<b>\$0</b>
4 - A. Utility Service	\$1,726,070				\$0
4 - B. Site Development - Service	\$1,771,405				\$0
4 - C. Site Development - General	\$311,890				\$0
4 - D. Site Development - Other	\$41,198				\$0
4 - E. Reconstruction	\$0				\$0
4 - F. New Construction	\$7,905,000				\$0
4 - G. Board of Governor's Energy Policy Allowance	\$158,100				\$0
4 - H. Other	\$2,371,500				\$0
<b>5. CONTINGENCY</b>	<b>\$714,258</b>	<b>\$357,129</b>	<b>\$357,129</b>		<b>\$0</b>
5. Contingency	\$714,258				\$0
<b>6. ARCHITECTURAL AND ENGINEERING OVERSIGHT</b>	<b>\$285,703</b>	<b>\$142,852</b>	<b>\$142,852</b>		<b>\$0</b>
6. Architectural and Engineering Oversight	\$285,703				\$0
<b>7. TESTS AND INSPECTIONS</b>	<b>\$438,592</b>	<b>\$219,296</b>	<b>\$219,296</b>		<b>\$0</b>
7. Tests and Inspections	\$438,592				\$0
<b>8. CONSTRUCTION MANAGEMENT</b>	<b>\$285,703</b>	<b>\$142,852</b>	<b>\$142,852</b>		<b>\$0</b>
8. Construction Management & Labor Compliance Program	\$285,703				\$0
<b>9. TOTAL CONSTRUCTION (Items 4 through 8)</b>	<b>\$16,009,419</b>	<b>\$8,158,910</b>	<b>\$7,850,509</b>		<b>\$0</b>
Total Construction Costs	\$16,009,419				\$0
<b>10. FURNITURE AND GROUP II EQUIPMENT</b>	<b>\$308,400</b>	<b>\$0</b>	<b>\$308,400</b>		<b>\$0</b>
10 - A. Furniture and Group II Equipment	\$308,400				\$0
<b>Total Project Costs</b>	<b>\$17,797,400</b>	<b>\$8,898,700</b>	<b>\$8,898,700</b>		<b>\$0</b>
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	19,050	15,000	79%	\$527.00	\$414.96
Reconstruction	0	0	0%	\$0.00	\$0.00
<b>13. Anticipated Time Schedule</b>					
Start Preliminary Plans	7/1/2024	Advertise Bid for Construction	10/1/2026		
Start Working Drawings	3/1/2025	Award Construction Contract	2/1/2027		
Complete Working Drawings	12/1/2025	Advertise Bid for Equipment	4/1/2028		
DSA Final Approval	8/1/2026	Complete Project and Notice of Completion	7/1/2028		
14	State Funded	District Funded		District Funded Total	
		Supportable	Non Supportable		
Acquisition	\$0	\$0	\$0	\$0	\$0
Preliminary Plans	\$399,656	\$399,656	\$0	\$399,656	\$399,656
Working Drawings	\$340,135	\$340,135	\$0	\$340,135	\$340,135
Construction	\$8,158,910	\$7,850,509	\$0	\$7,850,509	\$7,850,509
Equipment	\$0	\$308,400	\$0	\$308,400	\$308,400
Total Costs	\$8,898,700	\$8,898,700	\$0	\$8,898,700	\$8,898,700
% of SS Costs	50.00%	50.00%	Project Total	\$17,797,400	\$17,797,400
Points % Calc	49.55%	50.45%	SS Total	\$17,797,400	\$17,797,400

Report Generated: 05/04/2022

## QUANTITIES AND UNIT COSTS SUPPORTING THE JCAF 32

<b>1</b>	<b>Site Acquisition</b>				
<b>2</b>	<b>Plans</b>				<b>\$799,312</b>
	<b>A. Architect's Fee (Preliminary Plans)</b>				
	CONST x 8% x 35%				\$399,985
	<b>B. Project Management Fee (Preliminary Plans)</b>				
	CONST x 1%				\$142,852
	<b>C. Office of the State Architect, Plan Check Fee</b>				
	Plan Check Fee, Structural, Fire, Life Safety Review				\$0
	All Allocated to Working Drawings Phase				
	<b>D. Preliminary Tests</b>				
	Soil Testing				\$29,145
	Geotechnical Report				\$58,290
	<b>E. Other Costs</b>				
	Hazardous Substance Consultant				\$34,974
	Data/Technology Consultant				\$46,632
	Waterproofing Consultant				\$34,974
	Constructability Review Consultant				\$29,145
	CEQA Consultant				\$23,316
<b>3</b>	<b>Working Drawings</b>				<b>\$680,269</b>
	<b>A. Architect's Fee (Working Drawings)</b>				
	CONST x 8% x 40%				\$457,125
	<b>B. Project Management Fee (Working Drawings)</b>				
	CONST x 1%				
	All Allocated to Preliminary Plans				\$0.00
	<b>C. Office of the State Architect, Plan Check Fee</b>				
	Plan Check Fee, Structural, Fire, Life Safety Review				\$118,210
	<b>D. Community College Plan Check Fee</b>				
	CONST x 0.0028571				\$40,815
	<b>E. Other Costs:</b>				
	Advertising, Printing & Legal Fees				\$64,119

<b>4</b>	<b>Construction</b>				<b>\$14,285,163</b>
		<b>Quantity</b>	<b>Unit</b>	<b>Cost per Unit</b>	<b>Total Cost</b>
	<b>A. Utility Services</b>				
	Site Utilities				
	Utilities, allowance	19,050	SF	\$10.78	\$205,359
	Site Electrical Utilities				
	Electrical				
	Service and distribution (do not include generator)	1	LS	\$108,331.46	\$108,331
	LV underground	1	LS	\$32,002.31	\$32,002
	Site lighting	1	LS	\$44,310.97	\$44,311
	Plumbing				
	Plumbing Fixtures	14	EA	\$2,415.32	\$33,814
	Water, Sanitary Waste & Ventilation	19,050	SF	\$9.57	\$182,309
	HVAC				
	Testing and Balancing	133	HRS	\$193.22	\$25,698
	Site Mechanical Utilities	1	LS	\$20,302.11	\$20,302
	Fire Protection				
	Fire Sprinklers	19,050	SF	\$9.76	\$185,928
	Specialty Electrical, Fire Alarm/DAS	19,050	SF	\$7.24	\$137,922
	Telecommunications				
	Allowance for Fiber Connection	1	LS	\$13,182.98	\$13,183
	Connection to Existing Utilities	1	LS	\$736,910.11	\$736,910
	<i>Subtotal Utility Services</i>				<i>\$1,726,070</i>
	<b>B. Site Development Service</b>				
	Site Preparation & Demolition				
	Site Demolition	19,050	SF	\$2.70	\$51,435
	Earthwork				
	Clear, grub, rough/fine grading, excavation and recompacting	27,000	CY	\$37.79	\$1,020,330
	Haul excess, 10-mile round trip	27,000	CY	\$23.69	\$639,630
	Dump charges	564	TN	\$106.40	\$60,010
	<i>Subtotal Site Development Service</i>				<i>\$1,771,405</i>

	<b>C. Site Development General</b>				
	Site Paving, Structure & Landscaping				
	AC Paving				
	3" AC over 4" AB, parking	5,064	SF	\$7.14	\$36,157
	4" AC over 9" AB, fire lane	1,519	SF	\$11.25	\$17,089
	Drop-off lane	232	SF	\$12.32	\$2,858
	Hardscape				
	Pedestrian walkway	1,522	SF	\$16.44	\$25,022
	Concrete pavement	2,586	SF	\$23.83	\$61,624
	Concrete stairs, cast on grade	121	LF	\$123.28	\$14,917
	Concrete stair landing, cast on grade	40	SF	\$20.54	\$822
	Concrete curb, gutter, and ramps				
	Concrete curb, straight	391	LF	\$31.31	\$12,242
	Concrete curb, radius	98	LF	\$57.30	\$5,615
	Pedestrian ramp	211	SF	\$61.61	\$13,000
	Ramp railing	105	LF	\$189.01	\$19,846
	Curb cut ramp, allowance	24	SF	\$38.51	\$924
	Tactile warning tiles, allowance	16	SF	\$42.65	\$682
	Landscape and irrigation, allowance	7,853	SF	\$12.70	\$99,733
	Signage & Wayfinding	2	EA	\$679.31	\$1,359
	<i>Subtotal Site Development General</i>				<i>\$311,890</i>
	<b>D. Other Site Development</b>				
	Temporary Fencing	1	LS	\$8,239.51	\$8,240
	Temporary Utilities	1	LS	\$32,958.02	\$32,958
	<i>Subtotal Other Site Development</i>				<i>\$41,198</i>
	<b>E. Reconstruction</b>				
	Not Applicable				
	<i>Subtotal Reconstruction</i>				<i>\$0</i>
	<b>F. New Construction</b>				
	Cost by Room Use/Top Code (CCI 8072)				

	520 Athletics/Physical Education (0835 Physical Education)	11,300	ASF	\$527.00	\$5,955,100
	525 Athletics/Physical Education Service (0835 Physical Education)	3,700	ASF	\$527.00	\$1,949,900
	<i>Subtotal New Construction</i>				<i>\$7,905,000</i>
	<b>G. Other Construction</b>				
	BOG Energy incentive allowance (2% of New Const.)				\$158,100
	<i>Subtotal Other Construction</i>				<i>\$158,100</i>
	<b>H. Other Construction</b>				
	State Supportable Cost Exceeding CCI 8072 Guideline	15,000	ASF	\$158.10	\$2,371,500
	<i>Subtotal Other Construction</i>				<i>\$2,371,500</i>
<b>5</b>	<b>Contingency</b>				<b>\$714,258</b>
	CONST x 5%				\$714,258
<b>6</b>	<b>Architectural &amp; Engineering &amp; Oversight</b>				<b>\$285,703</b>
	CONST x 8% x 25%				\$285,703
<b>7</b>	<b>Tests &amp; Inspections</b>				<b>\$438,592</b>
	(a) Test = 1% x CONST				\$142,852
	(b) Inspection = 18 months x \$16,430				\$295,740
<b>8</b>	<b>Construction Management</b>				<b>\$285,703</b>
	(a) Construction Management CONST x 2%				\$285,703
<b>9</b>	<b>Total Construction Costs</b>				<b>\$16,009,419</b>
	(Items 4 through 8 above)				
<b>10</b>	<b>Furniture &amp; Group II Equipment</b>				<b>\$308,400</b>
<b>11</b>	<b>Total Project Cost</b>				<b>\$17,797,400</b>
	(Items 1, 2, 3, 9 and 10)				
<b>12</b>	<b>Cost per Gross Square Foot</b>	<b>19,050</b>	<b>GSF</b>		<b>\$415</b>

## **BOARD OF GOVERNORS ENERGY AND SUSTAINABILITY POLICY**

This project will be designed to exceed Title 24, Part 6 Energy Code by 15%, consistent with the Board of Governors Energy and Sustainability policy. The design should incorporate sustainable goals for site, energy efficiency, water use reduction, storm water management, occupant health as well as minimizing the buildings impact on the environment both by design and construction. Strategies will consider:

- Natural and native planting materials will be incorporated around the building to minimize, if not eliminate, the irrigation demand.
- Concrete walkways will be minimized to reduce storm water runoff and promote natural filtration into the soil as well as a reduction in the heat island effect.
- Overhangs have been incorporated to shade glazing.
- Low E dual glazing will be incorporated to reduce heat gain.
- Roofing will incorporate cool roofing to reduce the heat island effect and heat gain.
- Heating and cooling will be provided by a highly energy efficient HVAC system.
- Independent HVAC controls provided where applicable.
- Natural lighting will be incorporated into most spaces.
- Energy saving lighting with automatic lighting controls and sensors.
- Interior materials will be low in volatile organic compounds, high in recycled content.
- Water efficient fixtures, faucets and devices will be incorporated.
- A strict recycling program will be required during construction.
- Requested participation in the local utility's energy incentive program.
- Photovoltaic panels will be incorporated where appropriate.

DEPARTMENT: \_\_\_\_\_

PROJECT TITLE: New Gymnasium

TOTAL REQUEST (DOLLARS IN THOUSANDS): \$ \_\_\_\_\_ MAJOR/MINOR: \_\_\_\_\_

PHASE(S) TO BE FUNDED: \_\_\_\_\_ PROJ CAT: \_\_\_\_\_ CCCI/EPI: \_\_\_\_\_

SUMMARY OF PROPOSAL:

**\*\*\*\*\* THIS PAGE IS TO BE COMPLETED BY FPU. \*\*\*\*\***

HAS A BUDGET PACKAGE BEEN COMPLETED FOR THIS PROJECT? (E/U/N/?): \_\_\_\_\_

REQUIRES LEGISLATION (Y/N): \_\_\_\_\_ IF YES, LIST CODE SECTIONS: \_\_\_\_\_

REQUIRES PROVISIONAL LANGUAGE (Y/N) \_\_\_\_\_

IMPACT ON SUPPORT BUDGET: ONE-TIME COSTS (Y/N): \_\_\_\_\_ FUTURE COSTS (Y/N): \_\_\_\_\_

FUTURE SAVINGS (Y/N): \_\_\_\_\_ REVENUE (Y/N): \_\_\_\_\_

DOES THE PROPOSAL AFFECT ANOTHER DEPARTMENT (Y/N): \_\_\_\_\_ IF YES, ATTACH  
COMMENTS OF AFFECTED DEPARTMENT SIGNED BY ITS DIRECTOR OR DESIGNEE.**SIGNATURE APPROVALS:**

_____ PREPARED BY	_____ DATE	_____ REVIEWED BY	_____ DATE
----------------------	---------------	----------------------	---------------

_____ DEPARTMENT DIRECTOR	_____ DATE	_____ AGENCY SECRETARY	_____ DATE
------------------------------	---------------	---------------------------	---------------

\*\*\*\*\*

**DOF ANALYST USE**

DOF ISSUE # \_\_\_\_\_ PROGRAM CAT: \_\_\_\_\_ PROJECT CAT: \_\_\_\_\_ BUDG PACK STATUS: \_\_\_\_\_

ADDED REVIEW: SUPPORT: \_\_\_\_\_ OCIU: \_\_\_\_\_ FSCU/ITCU: \_\_\_\_\_ OSAE: \_\_\_\_\_ CALSTARS: \_\_\_\_\_

PPBA: \_\_\_\_\_

Date: \_\_\_\_\_

DF-151 (Rev. 04/11)



## **RESPONSES TO SPECIFIC REQUIREMENTS OF THE STATE ADMINISTRATIVE MANUAL**

### **A. PURPOSE OF THE PROJECT:**

#### **A1. EXECUTIVE SUMMARY**

This project proposes to construct a new facility to replace the Gymnasium at Crafton Hills College, which was demolished in 2021. The existing Gymnasium required significant structural strengthening and was inactive prior to demolition due to hazardous infrastructure and building condition. Immediate demolition of the Gymnasium was deemed a high priority by Crafton College Council. To meet the needs of today's course curriculum and provide growth potential in dance, fitness, kinesiology, and athletic programs, a Gymnasium facility is essential. Currently, the College does not have adequate space for growing courses in dance and fitness, which require large open spaces. Based on a Title IX survey, students have shown great interest in sports programs like Basketball, Volleyball and Badminton, which the College does not currently have functional space for. Student demand for dance and fitness courses has increased over the years, and the ability to expand athletics would promote a comprehensive College campus. The proposed project develops space for diverse athletics and instructional capabilities, and completes the campus with a gymnasium, bleachers, training and team rooms. Training and team rooms will support current Title IX equity standards for team room space.

The proposed New Gymnasium encompasses 19,050 Gross Square Feet (GSF) and consists of 15,000 Assignable Square Feet (ASF). Functional space within the building will be exclusively in the other support space category and will not impact the College's capacity load ratios. Physical Education space is programmed to adequately teach and train student athletes, and support course curriculum in dance, fitness, and kinesiology programs. The proposed site location of the new Gymnasium is adjacent to the Kinesiology, Health Education & Aquatics Complex and future soccer field for campus synergy and interdisciplinary collaboration. The new building would also be connected to Parking Lot J, an objective of the College's 2017 Comprehensive Master Plan.

Total project cost is estimated at \$17,797,400 (per Construction Cost Index (CCI) 8072 and Equipment Price Index (EPI) 4671 and is not escalated to mid-point of construction.

The State Capital Outlay system considers the proposed project as a Category G project, for growth of institutional support space.

#### **A2. PROBLEM STATEMENT**

Crafton Hills College (CHC) is part of the San Bernardino Community College District (SBCCD). CHC is located above the Yucaipa Valley in the Inland Empire of Southern California. The campus serves students from the Riverside-San Bernardino metropolitan area, and offers more than 50 majors in liberal arts, sciences, vocations, and technical areas. CHC enrolled approximately 8,461 students and generated 4,343.62 Full-Time Equivalent Students (FTES) during the 2020-21 academic year. During the same academic year, approximately 50.6% of students at CHC received some form of financial aid assistance (4,280 students), representing students of lower income households.

The Inland Empire is a region recognized by the State-wide Vision for Success Initiative as being a high-need area, historically not served equitably by community colleges. The College is also focused on industry-recognized certificates and transfers to four-year universities in alliance with the California Community College Vision for Success goals for meeting California's needs. The College remains dedicated to enhancing learning environments for students to support local and state-wide Vision for Success goals by responding to facilities needs where there is inadequate or obsolete space for programmatic needs.

The original Gymnasium was built in 1975 with no major renovations completed until the building was demolished in 2021. The original building constituted 27,250 GSF with 22,428 ASF of usable space. In the early 2000s, a geotechnical analysis was completed to understand the structural strength of campus buildings due to the approximate 4-mile proximity of the College site to the San Andreas Fault. Coupled with the unique geography challenges of interior hills and valleys of the campus and aging building condition, the existing Gymnasium was deemed inadequate for occupancy in 2016. The cost to upgrade building infrastructure to current codes/standards and replace aging building systems deemed reconstruction of the existing building cost prohibitive and impractical. The reconstruction versus new construction effort for the Gymnasium was revisited with the College's 2017 Comprehensive Master Plan, affirming that a new building would be the least costly option for the College. The demolition of the inactive Gymnasium building was a priority project of the College and a locally funded project completed early 2021.

Currently, CHC is unable to offer intercollegiate athletics in Basketball, Volleyball or Badminton due to the lack of a Gymnasium. The College has not been able to offer these sports programs since 2016, when the previous Gymnasium building was deemed unsafe for occupancy. According to a Title IX survey, Badminton, Volleyball and Basketball are the top three sports that women students are most interested in playing competitively at CHC. One of the top three intercollegiate sports that men students are interested in playing is Basketball with a strong interest in Volleyball. When researching community interest, Volleyball and Basketball have the most clubs in the surrounding area.

CHC experiences conflicts with course offerings and scheduling due to the lack of a Gymnasium. The previous Gymnasium held large scale classes in fitness and dance that required large open space for physical movement. These courses include, Zumba, Pilates, Yoga, Tai Chi, Aerobics, Ballroom/Swing Dance, Funk/Hip Hop Dance, and Karate. The number of students per class is limited due to space and scheduling conflicts result in minimal course offerings. When comparing Fall 2018 to Fall 2019, the following programs have grown or show consistent Full-Time Equivalent Student (FTES) averages: Pilates, Yoga, Tai Chi and Funk/Hip Hop Dance. These growing fitness and dance courses would benefit from the use of an open gymnasium space, and would lessen the over use of space within the Kinesiology, Health Education & Aquatics Complex.

Another strong interest of the College is to be able to offer programs in sports medicine, sports training, or athletic assistance. However, the College does not have dedicated training room space necessary to provide functionality for these types of programs. These types of programs would be essential to aide any intercollegiate sports program with injuries, taping and recovery.

### **A3. SOLUTION CRITERIA**

An effective solution to the problems experienced with Gymnasium facilities at Crafton Hills College would address the following criteria:

- Educational Impact – Increase the capacity for dedicated physical education space to accommodate enrollment and program demand
- Educational Impact – Provide updated infrastructure to support technology and equipment needs for physical education
- Educational Impact – Provide a flexible learning environment that supports evolving instructional methods
- Campus Integration – Co-locate related fitness programs within adjacent spaces to facilitate interdisciplinary instruction and promote sharing of resources
- Campus Integration – Consistency with goals/objectives within the College's Comprehensive Master Plan
- Safety/Security – Improves campus fire/life safety systems, accessibility, and building code compliance
- Energy Efficiency and Sustainability – Improves water and energy efficiency
- Delivery Timeline – Delivers a solution in the shortest amount of time
- Cost – Provides the least cost solution

### **B. RELATIONSHIP TO THE STRATEGIC PLAN:**

Crafton Hills College seeks to advance goals of the Vision for Success initiative by improving student success rates, increasing students' transfer rates to four-year institutions, and advancing Career Technical Education (CTE) pathways. Developing campus space for an effective, flexible and purposeful technologically and environmentally advanced educational environment is important for student success, which is the mission of the State and College. Crafton Hills College's 2017 Comprehensive Master Plan (CMP) includes addressing infrastructure issues associated with geotechnical concerns and instructional spaces to support program growth and student success. A facility that meets the 21<sup>st</sup> Century seismic codes and building standards, teaching pedagogies, and flexibility of instructional delivery methods would effectively implement the CMP goals. ADA compliance, campus adjacencies and community access would also successfully align with the CMP objectives.

Other institutional goals, such as upgrading building infrastructure, systems, accessibility, and security would also be achieved if the solution criteria are met. Additionally, the proposed solution adheres to the State's environmental sustainability measures which include, but are not limited to, energy efficient systems/infrastructure, integration of water conservation elements, minimizing solar heat gain, and possible participation in the local investor-owned utility energy incentive program. Crafton Hills College is already a unique campus because it utilizes energy from its Solar Farm and is dedicated to improving its energy production by keeping up with solar energy technological advancements.

### **C. ALTERNATIVES:**

This section analyzes four alternatives as potential viable solutions to the problems discussed in the above Problem Statement. The Solution Criteria Matrix identifies how these alternatives

respond to each measure set forth in the Solution Criteria section. The Economic Matrix at the end of this section details the fiscal impact of each alternative.

- Alternative #1 – New Gymnasium
- Alternative #2 – Reconstruction for Gymnasium
- Alternative #3 – Installation of Portables
- Alternative #4 – Lease Space Off-Campus

### ***Alternative #1 – New Gymnasium***

Construct a new Gymnasium building of approximately 15,000 ASF (19,050 GSF). There are no secondary effects of this option because the existing Gymnasium was demolished in 2021. The estimated cost of this alternative at Construction Cost Index (CCI) 8072 and Equipment Price Index (EPI) 4671 is \$17,797,400 (not escalated to mid-point of construction).

#### ***Pros:***

- Educational Impact – Increases the capacity for dedicated physical education space to accommodate enrollment and program demand
- Educational Impact – Provides updated infrastructure to support technology and equipment needs for physical education
- Educational Impact – Provides a flexible learning environment that supports evolving instructional methods
- Campus Integration – Co-locates related fitness programs within adjacent spaces to facilitate interdisciplinary instruction and promote sharing of resources
- Campus Integration – Is consistent with goals/objectives within the College's Comprehensive Master Plan
- Safety/Security – Improves campus fire/life safety systems, accessibility, and building code compliance
- Energy Efficiency and Sustainability – Improves water and energy efficiency
- Delivery Timeline – Delivers a solution in the shortest amount of time
- Cost – Is the least cost alternative

#### ***Cons:***

- None

### ***Alternative #2 –Reconstruction for Gymnasium***

Reconstruct 15,000 ASF (19,050 GSF) within an existing building on campus. This alternative requires mandatory structural/seismic upgrades to the existing building, along with upgrades to building systems, accessibility, and security. Reconstruction of an existing building on campus would require extensive demolition all the way to the exterior shell. The estimated cost of this alternative at CCI 8072 and EPI 4671 is \$23,228,763 (not escalated to mid-point of construction).

#### ***Pros:***

- Educational Impact – Increases the capacity for dedicated physical education space to accommodate enrollment and program demand

- Educational Impact – Provides updated infrastructure to support technology and equipment needs for physical education
- Educational Impact – Provides an updated and flexible learning environment that supports evolving instructional methods
- Safety/Security – Improves campus fire/life safety systems, accessibility, and building code compliance
- Energy Efficiency and Sustainability – Improves water and energy efficiency

*Cons:*

- Campus Integration – Does not co-locate related fitness programs within adjacent space to facilitate interdisciplinary instruction and promote sharing of resources (There is not an existing building on campus that may be reconstructed within direct proximity to the Kinesiology, Health Education, & Aquatics Complex and future soccer field.)
- Campus Integration – Is not consistent with goals/objectives within the College's Comprehensive Master Plan (Reconstructing an existing building for Gymnasium use would negatively impact instruction and programs that currently utilize the building to be reconstructed)
- Delivery Timeline – Does not deliver a solution in the shortest amount of time (would require swing space for users within the building to be reconstructed and a subsequent project to find a permanent location for those programs/functions)
- Cost – Is not the least cost solution (mandatory seismic upgrades required)

***Alternative #3 – Installation of Portables***

Install 15,000 ASF (19,050 GSF) of portable buildings for the athletic department, kinesiology, and fitness programs. Portables require replacement every 30 years in order to maintain building standards, and therefore would require at least 2 installations to compare this option to a permanent structure. There would be no secondary effects for this option. The estimated cost of this alternative at CCI 8072 and EPI 4671 is \$29,057,720 (not escalated to mid-point of construction).

*Pros:*

- Educational Impact – Increases the capacity for dedicated physical education space to accommodate enrollment and program demand
- Educational Impact – Provides updated infrastructure to support technology and equipment needs for physical education
- Educational Impact – Provides an updated and flexible learning environment that supports evolving instructional methods
- Safety/Security – Improves campus fire/life safety systems, accessibility, and building code compliance

*Cons:*

- Campus Integration – Does not co-locate related fitness programs within adjacent spaces to facilitate interdisciplinary instruction and promote sharing of resources (multiple portables would be spread across a large footprint)
- Campus Integration – Is not consistent with goals/objectives within the College's Comprehensive Master Plan (increases dependency on temporary facilities)

- Energy Efficiency and Sustainability – Does not improve water and energy efficiency (large footprint and requires duplication of building systems)
- Delivery Timeline – Does not deliver a solution in the shortest amount of time (multiple installation phases impact project duration)
- Cost – Is not the least cost solution (multiple installation phases impact project costs)

#### ***Alternative #4 – Leasing an Off-Campus Facility***

Lease 15,000 ASF (19,050 GSF) of space off-campus to house the Gymnasium. To compare this alternative to a facility that is owned by the District, the lease has to be maintained for approximately 60 years. There would be no secondary effects for this option. The estimated cost of this alternative at CCI 8072 and EPI 4671 is \$34,735,560 (not including costs for tenant improvements).

#### ***Pros:***

- Educational Impacts – Increases the capacity for dedicated physical education space to accommodate enrollment and program demand
- Educational Impacts – Provides updated infrastructure to support technology and equipment needs for physical education
- Educational Impacts – Provides an updated and flexible learning environment that supports evolving instructional methods
- Safety/Security – Improves campus fire/life safety systems, accessibility, and building code compliance
- Energy Efficiency and Sustainability – Improves water and energy efficiency

#### ***Cons:***

- Campus Integration – Does not co-locate related fitness programs within adjacent spaces to facilitate interdisciplinary instruction and promote sharing of resources (disjoins students/faculty from the main campus)
- Campus Integration – Is not consistent with goals/objectives within the College's Comprehensive Master Plan (disjoins students/faculty from the main campus and the College may not be able to fully control hours of operation)
- Delivery Timeline – Does not deliver a solution in the shortest amount of time (requires long-term lease agreement and substantial tenant improvements)
- Cost – Is not the least cost solution (requires long-term lease agreement and substantial tenant improvements)

### **SOLUTION CRITERIA MATRIX**

<b>SOLUTION CRITERIA</b>	<b>ALTERNATIVES</b>			
	<b>#1 New Construction</b>	<b>#2 Reconstruction</b>	<b>#3 Install Portables</b>	<b>#4 Lease Space Off-Campus</b>
Increase capacity for dedicated physical education space	YES	YES	YES	YES
Update infrastructure to support technology and equipment for physical education	YES	YES	YES	YES
Provides a flexible learning environment	YES	YES	YES	YES
Co-locate related fitness programs within adjacent spaces	YES	NO	NO	NO
Consistent with goals/objectives within the College's EFMP	YES	NO	NO	NO
Improve fire/life safety, accessibility, and building code compliance	YES	YES	YES	YES
Improve water and energy efficiency	YES	YES	NO	YES
Deliver a solution in the shortest amount of time	YES	NO	NO	NO
Least cost solution	YES	NO	NO	NO

## ECONOMIC ANALYSIS

ECONOMIC ANALYSIS	(All Costs estimated to CCI 8072, EPI 4671)			
	#1	#2	#3	#4
	New Construction	Reconstruction	Portable / Modular	Lease Space Off-Campus
Site Acquisition	\$0	\$0	\$0	\$0
Plans and Working Drawings	\$1,479,581	\$2,073,242	\$4,166,985	Unknown
Construction Costs:				
Utility Service	\$1,726,070	\$1,726,070	\$3,452,140	Unknown
Site Development-Service	\$1,771,405	\$1,771,405	\$3,542,810	Unknown
Site Development-General	\$311,890	\$311,890	\$623,780	Unknown
Other Site	\$41,198	\$41,198	\$82,396	Unknown
Reconstruction	\$0	\$5,928,750	\$0	Unknown
New Construction	\$7,905,000	\$0	\$0	Unknown
Other Construction	\$2,529,600	\$8,488,581	\$4,926,642	Unknown
Construction Soft Costs	\$1,724,256	\$2,579,227	\$2,772,467	Unknown
<b>Total Construction Costs</b>	<b>\$16,009,419</b>	<b>\$20,847,121</b>	<b>\$15,400,235</b>	<b>Unknown</b>
Equipment (Group II)	\$308,400	\$308,400	\$308,400	\$308,400
Other – Lease Space or Portable Costs			\$9,182,100	\$34,427,160
<b>Total Project Cost @ CCI 8072 and EPI 4671</b>	<b>\$17,797,400</b>	<b>\$23,228,763</b>	<b>\$29,057,720</b>	<b>\$34,735,560</b>
Escalated per Department of Finance Budget Letter BL05-21	<b><u>CCC Calculates this amount based on latest DOE directions</u></b>			

- 1.) Professional estimate obtained from ALMA Strategies and PBK-WLC Architects at CCI 8072 and EPI 4671.
- 2.) Professional estimate obtained from ALMA Strategies at CCI 8072 and EPI 4671 and includes costs for structural/seismic code upgrades.
- 3.) Portables are estimated to cost \$241 per square foot (19,050 GSF x \$241 = \$4,591,050). Total cost estimate includes replacement for every 30 years over a 60-year period (\$4,591,050 x 2 installations = \$9,182,100). Project costs for preliminary planning, working drawings, soft construction, and equipment were estimated using state allowances on a JCAF 32 form at CCI 8072 and EPI 4671.
- 4.) On average, lease rates are approximately \$30.12 annually per sq. ft. x 19,050 GSF x 60 years = \$34,427,160. (\$30.12 average annual per sq. foot lease cost was obtained using Q4 2021 Inland Empire Office Report by Cushman & Wakefield for Inland Empire East and does not include tenant improvement costs).



## **D. RECOMMENDED SOLUTION:**

### **D1. WHICH ALTERNATIVE AND WHY?**

The recommended solution is **Alternative #1**, to construct a new Gymnasium building because it is the only feasible option that meets all of the stated goals within the solution criteria. A new building increases dedicated space for kinesiology, fitness, athletics, and other court related physical education programs. This alternative will also co-locate these programs near the existing Kinesiology, Health Education and Aquatics building to promote interdisciplinary instruction and sharing of resources. The new building will include infrastructure that supports technology and equipment needs. The proposed alternative responds to CMP goals/objectives by providing usable physical education space that supports current and future enrollment, upgrades technology and energy efficiency, and provides a large open gymnasium for students. Constructing a new building improves overall campus safety/security, accessibility and building code compliance. This option does not require the use of temporary swing space and delivers a solution to stated problems in the shortest overall time schedule. The recommended alternative is also the least cost option.

Other alternatives fell short of responding to all goals stated within the established solution criteria. The reconstruction option (Alternative #2) is not the least cost alternative due to costs associated with mandatory structural/code upgrades. This alternative also requires further planning due to the required reconstruction of academic space for physical education functions, thus does not minimize project time duration or cost. Reconstruction of an existing building on campus for repurposing into a Gym would negatively impact institutional services and require extensive demolition/structural upgrades. Although campus safety, energy efficiency, and environment sustainability are enhanced with a reconstruction effort, it is limited as compared to a new construction. Alternative #3 (portables) and Alternative #4 (leasing off-campus) respond to less of the solution criteria than other options. Installing temporary portables on campus or moving court athletics, athletic training, kinesiology, and wellness and fitness courses off-campus negatively impacts the College and are not supported by the College's Vision for Success goals. Portables require replacement every 30 years to maintain building standards and functionality, thus, require two installations in order to compare this option to a permanent structure. A lease of space off-campus (alternative #4) would need to be maintained for a minimum of 60 years to compare this option to the recommended permanent facility that is owned by the District. This alternative would not only be the most expensive alternative, but disjoins athletics, students, and staff from the main campus, which would negatively impact the College.

The recommended alternative (Alternative #1) does not adversely impact the campus' operations budget and is the least cost solution. Total project costs are \$17,797,400 which includes \$8,898,700 of requested state-supportable funds, and \$8,898,700 of state-supportable District funds (50% of total state-supportable project costs). Of the total project cost, \$799,312 is for Preliminary Plans, \$680,269 is for working drawings, \$16,009,419 is for total construction, and \$308,400 is for Group II Equipment.

### **D2. DETAILED SCOPE DESCRIPTION**

This project proposes to construct a new Gymnasium building that includes a gymnasium, training rooms, team rooms, and equipment storage space at Crafton Hills College. The proposed building encompasses approximately 19,050 GSF and consists of 15,000 ASF. Functional space within the

building will include approximately 11,300 ASF of physical education/athletics space and 3,700 ASF of physical education/athletics service space. Departments and programs to be housed within the proposed building will include athletics, kinesiology, and wellness and fitness programs.

The location of the new building will be adjacent to the existing Parking Lot J and Kinesiology, Health Education, & Aquatics Complex. A future soccer field with bleachers will be constructed directly south of the proposed building as a separate future locally funded capital construction project. Scope of work includes construction of a fire access road directly north of the building footprint, as required by code.

This is a proposed Category G: Growth project, and there are no secondary effects associated with this project. The old Gymnasium was demolished in early 2021 and the building was removed from the campus Space Inventory in 2020. The new building will only have space dedicated to physical education/athletics and corresponding support space, which does not impact capacity load ratio categories.

Upon completion of the project, laboratory capacity load is expected to decrease from 114% to 103%, and office space is anticipated to decrease from 100% to 99%. The proposed project will not create any classroom, laboratory, office, library or AV/TV space within the replacement building; thus, this project does not exacerbate an overbuilt status in these categories. Although this project does not contribute to Lecture and Library space, capacity load ratios are noted to increase due to other projects on the College's Capital Outlay 5-Year Construction Plan.

The following table outlines the net effect of this and other projects on campus ASF and capacity load ratios:

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	0	0	0	0	0	15,000	15,000
Secondary ASF	0	0	0	0	0	0	0
Net ASF	0	0	0	0	0	15,000	15,000
<b>Initial Cap/Load (FY2024)</b>	<b>156%</b>	<b>114%</b>	<b>100%</b>	<b>163%</b>	<b>39%</b>	<b>N/A</b>	<b>114%</b>
<b>Final Cap/Load (FY2028)</b>	<b>164%</b>	<b>103%</b>	<b>99%</b>	<b>168%</b>	<b>39%</b>	<b>N/A</b>	<b>112%</b>

The new building design aims to include features to exceed the requirements of Title 24, part 6, Energy Efficiencies by at least 15%. This project may include the installation of high grade and efficient mechanical and electrical devices, as well as the use of improved materials to ultimately reduce operational and maintenance costs. The building will be constructed to current code and accessibility (ADA) requirements.

The construction phase of the proposed project is intended to be advertised to the District's pre-qualified list of contractors and awarded to the lowest responsible/responsive bidder.

### **D3. BASIS FOR COST INFORMATION**

Cost information for the project is provided by the professional firms of ALMA Strategies and PBK-WLC Architects and reflects their experience for similar projects in the general area. Soft costs associated with the project are based on state supportable cost allowances recommended within the state's JCAF 32 Form (CCI 8072 and EPI 4671). Costs have not been escalated to the mid-point of construction. San Bernardino Community College District has pledged to fund 50% of the total cost with local funds. Additionally, an explanation for hard construction costs exceeding state guidelines is provided in the "Justification for Costs Exceeding State Guidelines" section of this document.

### **D4. FACTORS/BENEFITS FOR RECOMMENDED SOLUTION OTHER THAN THE LEAST EXPENSIVE ALTERNATIVE**

Aside from doing nothing, the recommended option presents the least cost alternative and is the only feasible option that provides an adequate solution to each of the identified solution criteria.

### **D5. COMPLETE DESCRIPTION OF IMPACT ON SUPPORT BUDGET**

Crafton Hills College affirms that it will budget for ongoing maintenance and operations costs associated with the proposed project with existing local resources. This project will not result in a need for additional faculty or staff positions. Any additional expenses for faculty/staff to support expanding or growing programs will come from increased apportionments generated by such programs. This project will include the installation of increasingly efficient building systems and materials that will ultimately reduce maintenance and operations costs. The demolition of aging and obsolete solar panels of the building site location will contribute to decreasing expenses which are currently endured by the operating budget. For further analysis, refer to the "Analysis of Future Cost" in section 9.1 of this document.

### **D6. IDENTIFY AND EXPLAIN ANY PROJECT RISKS**

There are no unusual or extraordinary project risks. Any removal of hazardous materials during site preparation and improvement will be conducted by persons trained for such work. Other portions of the work will be executed by persons who are familiar with construction, its attendant risks, and who will implement activities as necessary to minimize risks.

### **D7. LIST REQUESTED INTERDEPARTMENTAL COORDINATION AND/OR SPECIAL PROJECT APPROVAL**

- The Division of State Architect – Title 24 structural, access compliance, fire/life safety, and energy reviews
- State Fire Marshal – Fire/life safety
- State Public Works Board – Approval of Preliminary Plans and Working Drawings

**E. CONSISTENCY WITH GOVERNMENT CODE SECTION 65041.1:**

Consistent with the provisions of Government Code Section 65041.1 - 65042, the California Community Colleges are exempt from these provisions of this government code section.

**F. ATTACHMENTS:**

JCAF 31

JCAF 32

JCAF 33

**CALIFORNIA ENVIRONMENTAL QUALITY ACT**  
*(Reference: California Code of Regulations, Title 5 Section 57121)*

District will have CEQA review requirements completed prior to request for Preliminary Plans approval.
--

### ANALYSIS OF FUTURE COSTS

Provide an economic analysis of additional instructional, administrative, and maintenance cost resulting from the proposed project, including personnel years. Disclose all new courses or programs to be housed in the project that may need Chancellor's Office review.

#### **Personnel Costs**

##### **Certificated:**

No additional certificated staff need estimated with the proposed replacement project

##### **Classified:**

No additional classified staff need estimated with the proposed replacement project

#### **Depreciation, Maintenance, and Operation**

The energy efficient building systems, equipment and technology throughout the new building will decrease maintenance and operations costs from levels which they were when the old Gymnasium was on campus. However, the project will result in an increase to the overall campus assignable square footage now that the old Gym is demolished. Energy efficiency measures will help reduce energy cost per square foot over the current buildings, but custodial costs and ongoing maintenance will likely increase with occupancy of the proposed building.

#### **Program/Course/Service Approvals**

List all new programs/courses/services to be housed in this project or its secondary effects and give the date of approval. If there are no new programs/courses/services for which approval is required, please so state. This is not required for equipment-only projects.

**Name of New Program/Course/Service**

**Date of Approval**

None


## **DIAGRAMS OF CAMPUS, PROJECT SITE, BUILDING AREAS, AND ELEVATIONS**

Provide the following pre-schematics in lieu of this sheet: Campus Plot Plan, Site Plan, Floor Plans, and Exterior Elevations. If the project has unusual characteristics that require further explanation, please provide the following conceptual drawings as needed: Electrical Plans and Mechanical Plans.



ISSUE DATE: 05/21/2021



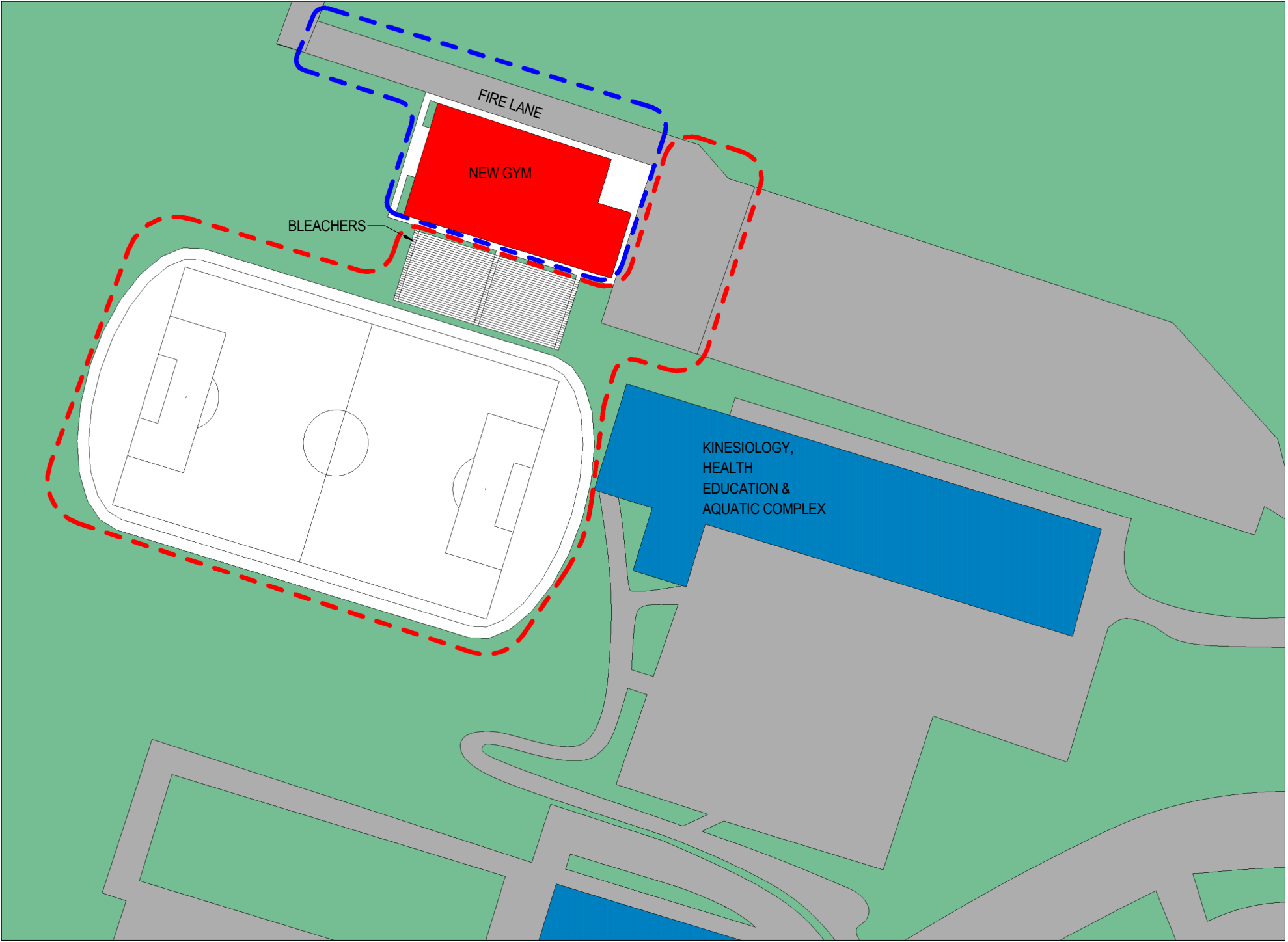
CRAFTON HILLS COLLEGE

10.1

CRAFTON HILLS COLLEGE - GYMNASIUM,  
SOCCER FIELD & PARKING EXPANSION

CAMPUS PLOT PLAN





**LEGEND**

- PARKING EXPANSION  
SOCCER FIELD NON-STATE  
FUNDED PROJECT
- STATE FUNDED PROJECT  
(FPP) SITE LIMIT

ISSUE DATE: 05/21/2021



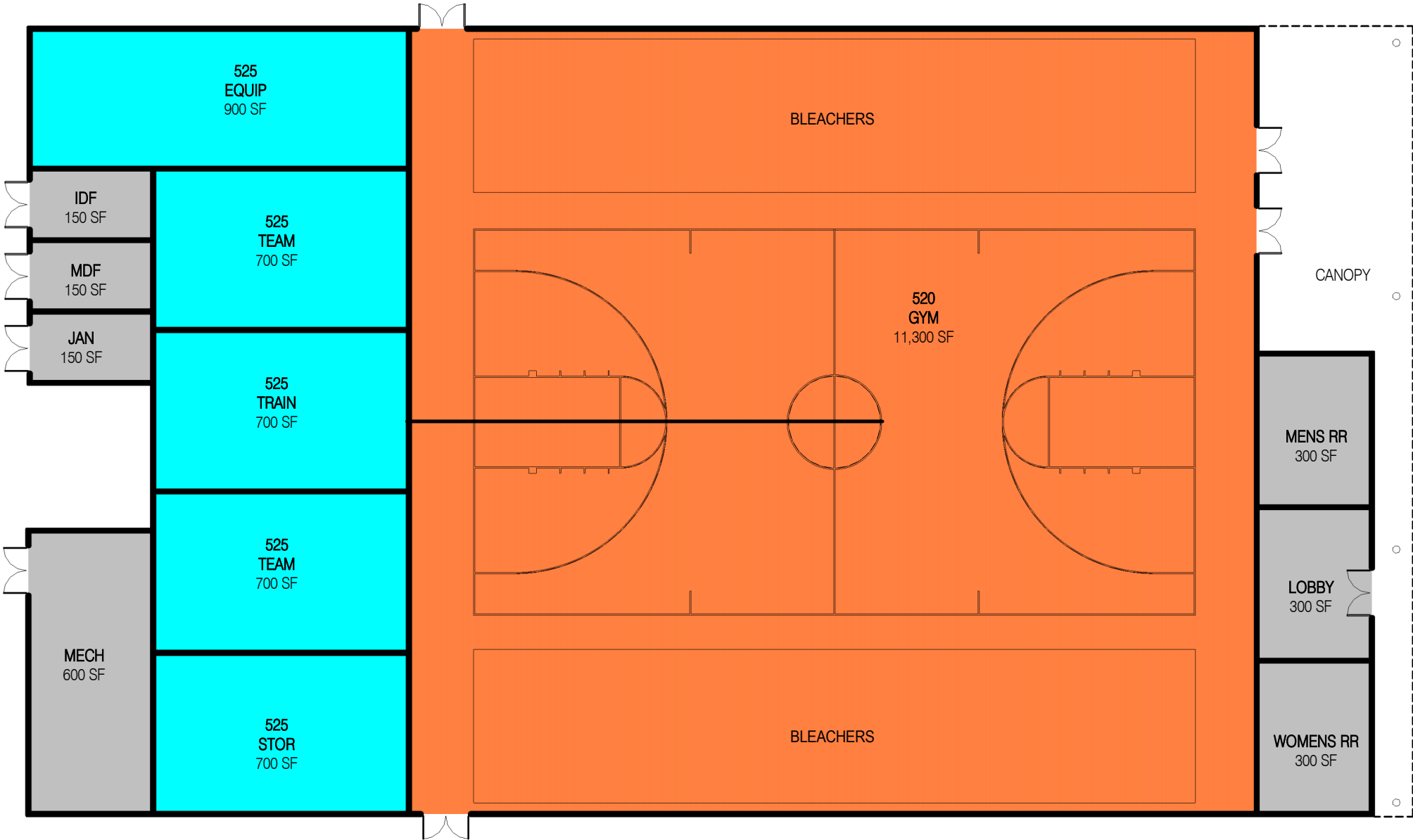
CRAFTON HILLS COLLEGE

10.2

CRAFTON HILLS COLLEGE - GYMNASIUM,  
SOCCER FIELD & PARKING EXPANSION

ENLARGED SITE PLAN

	Space	Rm Use	TOP	ASF
	Gym	520	835	11,300
	Training Rm	525	835	700
	Team Rm	525	835	1,400
	Storage	525	835	700
	Equipment Rm	525	835	900
		TOTAL ASF		15,000
	Womens RR			300
	Mens RR			300
	Mechanical			600
	MDF			150
	Lobby			300
	Janitorial			150
	IDF			150
		TOTAL NON-ASF		16,950
	Wall Thicknesses			900
	Exterior Canopy			1,200
		TOTAL GSF		19,050



ISSUE DATE: 05/21/2021

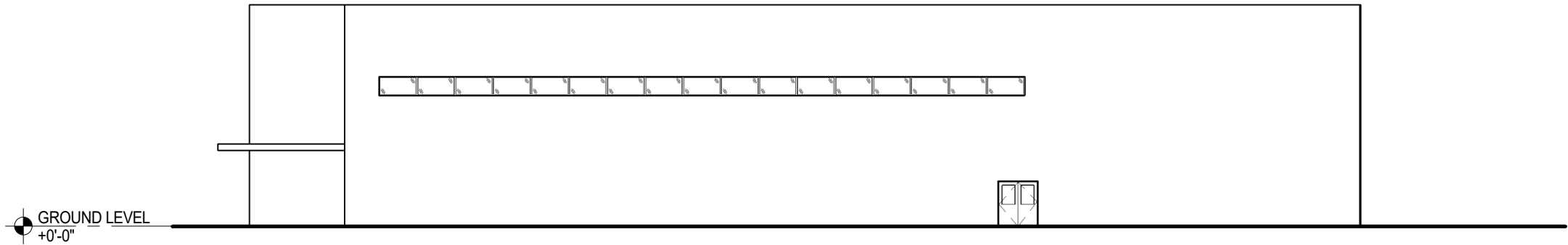


CRAFTON HILLS COLLEGE

10.3

CRAFTON HILLS COLLEGE - GYMNASIUM,  
SOCCER FIELD & PARKING EXPANSION

FIRST FLOOR PLAN



## NORTH ELEVATION

SCALE: 1" = 20'-0"

ISSUE DATE: 05/21/2021

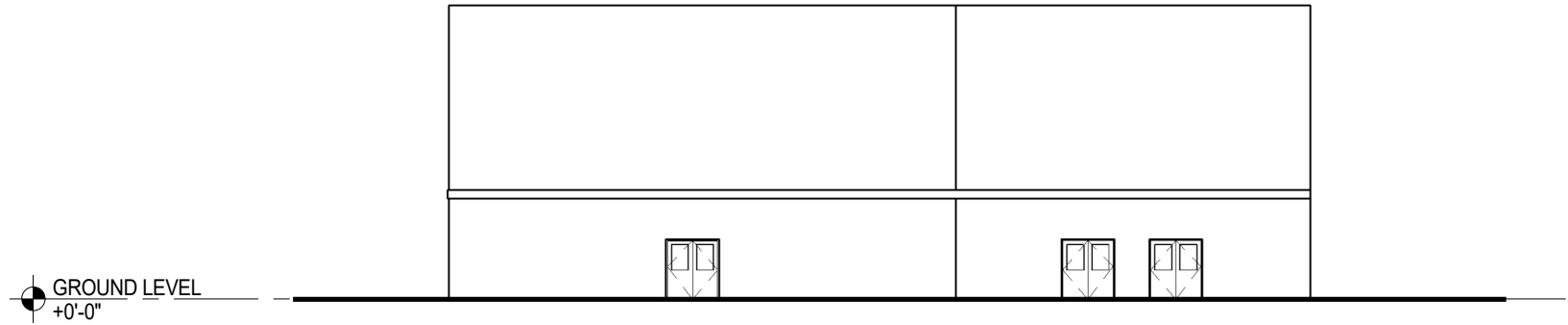


CRAFTON HILLS COLLEGE

10.4

CRAFTON HILLS COLLEGE - GYMNASIUM,  
SOCCER FIELD & PARKING EXPANSION

NORTH ELEVATION



EAST ELEVATION  
SCALE: 1" = 20'-0"

ISSUE DATE: 05/21/2021

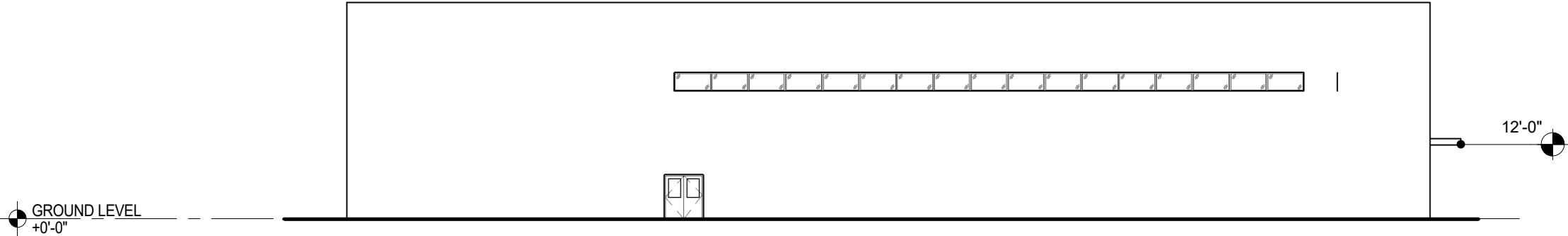


CRAFTON HILLS COLLEGE

10.4

CRAFTON HILLS COLLEGE - GYMNASIUM,  
SOCCER FIELD & PARKING EXPANSION

EAST ELEVATION



SOUTH ELEVATION

SCALE: 1" = 20'-0"

ISSUE DATE: 05/21/2021

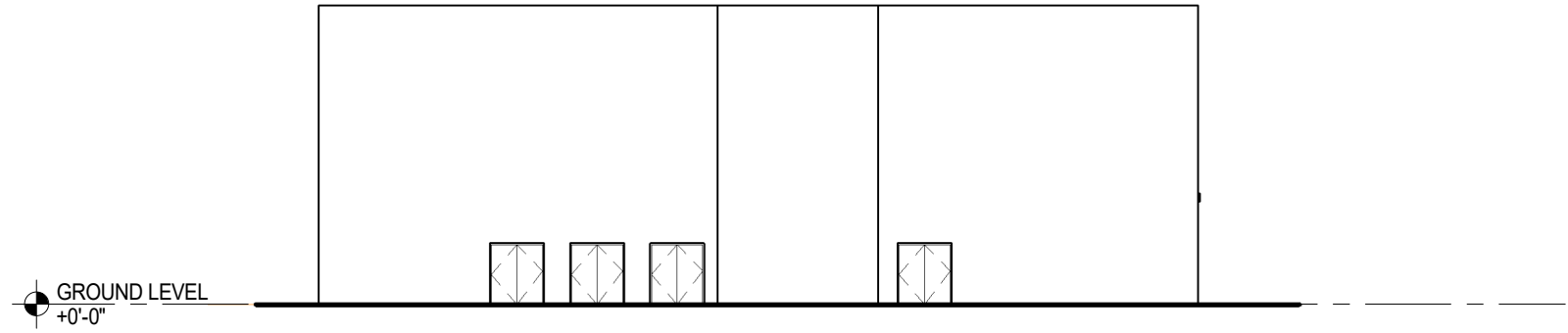


CRAFTON HILLS COLLEGE

10.4

CRAFTON HILLS COLLEGE - GYMNASIUM,  
SOCCER FIELD & PARKING EXPANSION

SOUTH ELEVATION



WEST ELEVATION

SCALE: 1" = 20'-0"

ISSUE DATE: 05/21/2021



CRAFTON HILLS COLLEGE

10.4

CRAFTON HILLS COLLEGE - GYMNASIUM,  
SOCCER FIELD & PARKING EXPANSION

WEST ELEVATION

San Bernardino Community College District (980)								
Crafton Hills College (981)								
Project: New Gymnasium - EPI : 4671								
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space	Equip. Cost/ASF	Total Allowable Cost
520	Athletics/Physical Education	0835	Physical Education	11,300	0	11,300	\$20.56	\$232,328
525	Athletic/Physical Ed Service	0835	Physical Education	3,700	0	3,700	\$20.56	\$76,072
TOTAL		-	-	15,000	0	15,000	-	\$308,400

## JUSTIFICATION FOR ADDITIONAL COSTS EXCEEDING GUIDELINES

☐ Construction (including Group I equipment), ☐ Equipment (Group II and Furniture)

**District:** San Bernardino Community College District **College:** Crafton Hills College

**Project:** New Gymnasium

Please use this and additional pages or diagrams to explain and justify items of cost not easily explained on other forms. Examples of items needing justification: site improvements, unusual or high-cost construction methods, or items of equipment that exceed ASF cost guidelines. This form, when completed, supplements both the “Quantities and Unit Costs Supporting the JCAF 32” and the “Guidelines-based Group II Equipment Cost Estimate” forms.

Estimated hard construction costs for the proposed project exceed current state guidelines at CCI 8072. All space within the proposed project is state supportable and there are no non-state supportable elements within the proposed scope of work. However, current state guideline costs are not estimated to be sufficient to construct the building ASF and GSF. Multiple factors may be contributing to costs exceeding state guidelines including, but not limited to, increases in the cost of raw construction materials, labor shortages, supply chain disruptions, higher than average inflation rates, and market uncertainty. The proposed project is estimated to exceed maximum state guidelines for hard construction (at CCI 8072) by \$2,371,500. These costs are directly related to hard construction of the building, including concrete, masonry, metals, wood/plastics, thermal/moisture protection, doors/windows, finishes, specialties, conveying systems, fire suppression, plumbing, HVAC, electrical, communications, and safety/security. The gymnasium space will include specialized Group I Equipment including flooring, bleacher system, score boards systems/controls, etc. These are state supportable costs that are proposed to be split 50:50 between the state and local District.



## DETAILED EQUIPMENT LIST

**College:** Crafton Hills College **Project:** New Gymnasium

Item #	Item Name <sup>1</sup>	Units	Cost per Unit	Total Cost
			\$	\$

List to be provided when the Plan Year of funding the equipment phase is due to FPU:

- Traditional= due year after initial FPP submittal

<sup>1</sup>Cost requests for equipment are to be limited to those required for new programs or for net expansion space in existing programs.

**District:** San Bernardino Community College District  
**College / Center:** Crafton Hills College  
**Project Name:** West Complex Renovation (CL)  
**Project Type:** Reconstruction

**Project Funding**

	<u>State Funded</u>	<u>District Funds</u>	<u>Non-State Funds</u>	
Land Acquisition:				Budget Year: 2025
Prelim. Plans:	\$96,067	\$96,067	\$0	Const. Cost Index: 8072
Working Draw:	\$112,068	\$112,068	\$0	5 yr. Plan Priority: 22
Construction:	\$1,896,640	\$1,686,740	\$0	Net ASF: -117
Equipment:	\$0	\$209,900	\$0	Total GSF: 6,800
	\$2,104,776	\$2,104,776	\$0	
<b>Total Cost:</b>	<b>\$4,209,552</b>			

**Project Description:**

This project will renovate the West Complex to repurpose the building for administrative offices, administrative support, mailroom/reprographics, and minimal classroom space. Building systems will be upgraded for sustainability, along with network infrastructure and connectivity upgrades. The existing building was constructed in 1972 and has had no major renovations. This project will respond to safety/accessibility needs by reducing assignable square footage within the building.

**Master Plan Comments:**

The proposed project supports the initiatives of Crafton Hills College's 2017 Comprehensive Master Plan, and is a part of its 5-Year Construction Plan. This project will renovate the outdated West Complex with sustainable design goals to maintain and refresh the campus and improve the building life-cycle and operational costs.

**CEQA Status:**

	Project Under Review	Hearing Underway	Approved District/Filed Clearinghouse	Not Required
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

**Type of Project and Qualifying Information:**

N/A	Life Safety Project - Required Supporting report is attached to establish imminent danger
Yes	Project Design - Construction and equipment design conform with State design and cost guidelines
No	Infrastructure
No	Loss Imminent - Loss or failure of infrastructure is imminent
No	Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
No	<b><u>Instructional Space</u></b>
	Major ASF:
Yes	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio
Yes	<b><u>Academic Support, Student Services or Administrative Space</u></b>
	Type of space: Alteration
	Major ASF: Office
No	<b><u>Other Facility Projects</u></b>
Yes	- There is an existing facility in use for this proposed project
	<b><u>Supplemental Information and Alternatives Explored</u></b>
No	- Cost to reconstruct existing building is more than 50% of cost of a new building
N/A	- Usage in the new building will be the same as usage in the building replaced
N/A	- Replaced building will be demolished and costs are included in the project
Yes	- Alternative instructional delivery system, distance learning, other such means
No	- District or private funding sources
Yes	- Other: Local Bond Funds
	- Total construction period in number of Months: 12
	<b><u>Additional Forms/Pages enclosed</u></b>
Yes	- District Five-Year Construction Plan or project related pages of said document
N/A	- Critical Life-safety third party justification
No	- Engineering test or other related documents
Yes	- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
Yes	- Other FPP related forms: JCAF 31, JCAF 33

**West Complex Renovation (CL)**

**Initial Project Planning (IPP)**

District Contact:	Jose Torres	Phone No:	9093886908
Date:	5/5/2022	Fax No:	
Prepared By:	Bobby Khushal	E-mail Address:	bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:	_____	_____
	Name / Title	Signature / Date

San Bernardino Community College District (980)						
Crafton Hills College (981)						
Project: West Complex Renovation (CL)						
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space
110	Classroom	0099	General Assignment	1,000	4,772	-3,772
115	Classroom Service	0099	General Assignment	0	195	-195
310	Office	6000	Instructional Administration	1,300	0	1,300
315	Office Service	6000	Instructional Administration	200	0	200
650	Lounge	0099	General Assignment	0	618	-618
650	Lounge	6000	Instructional Administration	300	0	300
655	Lounge Service	0099	General Assignment	0	32	-32
680	Meeting Room	6000	Instructional Administration	2,000	0	2,000
720	Shop	6510	Building Maintenance and Operation Support	700	0	700
<b>TOTAL</b>	-	-		<b>5,500</b>	<b>5,617</b>	<b>-117</b>

## FUSION

## Cost Estimate Summary

DISTRICT San Bernardino Community College District				CAMPUS Crafton Hills College	
Project: West Complex Renovation (CL)		Date Prepared: 5/4/2022		Estimate CCI: 8072 CFIS Ref. #:	
Prepared By:			Estimate EPI: 4671		
		Total Cost	State Funded	District Funded	
				Supportable	Non Supportable
2. PRELIMINARY PLANS		\$192,135	\$96,067	\$96,067	\$0
2 - A. Architectural Fee for Preliminary Plans		\$105,349			\$0
2 - B. Project Management Services		\$30,100			\$0
2 - C. Division of the State Architect Plan Check Fee		\$0			\$0
2 - D. Preliminary Test (Soils Tests & Geotechnical Report)		\$28,343			\$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)		\$28,343			\$0
3. WORKING DRAWINGS		\$224,137	\$112,068	\$112,068	\$0
3 - A. Architectural Fee for Working Drawings		\$120,399			\$0
3 - B. Project Management Services		\$0			\$0
3 - C. Division of the State Architect Plan Check Fee		\$32,784			\$0
3 - D. Community Colleges Plan Check Fee		\$8,600			\$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)		\$62,354			\$0
4. CONSTRUCTION - HARD COSTS		\$3,009,974	\$1,609,937	\$1,400,037	\$0
4 - A. Utility Service		\$76,525			\$0
4 - B. Site Development - Service		\$114,787			\$0
4 - C. Site Development - General		\$191,312			\$0
4 - D. Site Development - Other		\$0			\$0
4 - E. Reconstruction		\$2,550,825			\$0
4 - F. New Construction		\$0			\$0
4 - G. Board of Governor's Energy Policy Allowance		\$76,525			\$0
4 - H. Other		\$0			\$0
5. CONTINGENCY		\$210,698	\$105,349	\$105,349	\$0
5. Contingency		\$210,698			\$0
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT		\$75,249	\$37,625	\$37,625	\$0
6. Architectural and Engineering Oversight		\$75,249			\$0
7. TESTS AND INSPECTIONS		\$227,260	\$113,630	\$113,630	\$0
7. Tests and Inspections		\$227,260			\$0
8. CONSTRUCTION MANAGEMENT		\$60,199	\$30,100	\$30,100	\$0
8. Construction Management & Labor Compliance Program		\$60,199			\$0
9. TOTAL CONSTRUCTION (Items 4 through 8)		\$3,583,380	\$1,896,640	\$1,686,740	\$0
Total Construction Costs		\$3,583,380			\$0
10. FURNITURE AND GROUP II EQUIPMENT		\$209,900	\$0	\$209,900	\$0
10 - A. Furniture and Group II Equipment		\$209,900			\$0
Total Project Costs		\$4,209,552	\$2,104,776	\$2,104,776	\$0
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0%	\$0.00	\$0.00
Reconstruction	6,800	5,500	81%	\$463.79	\$375.12
13. Anticipated Time Schedule					
Start Preliminary Plans		7/1/2025	Advertise Bid for Construction		8/1/2027
Start Working Drawings		3/1/2026	Award Construction Contract		10/1/2027
Complete Working Drawings		11/1/2026	Advertise Bid for Equipment		7/1/2028
DSA Final Approval		7/1/2027	Complete Project and Notice of Completion		9/1/2028
14		State Funded	District Funded		District Funded Total
			Supportable	Non Supportable	
Acquisition		\$0	\$0	\$0	\$0
Preliminary Plans		\$96,067	\$96,067	\$0	\$96,067
Working Drawings		\$112,068	\$112,068	\$0	\$112,068
Construction		\$1,896,640	\$1,686,740	\$0	\$1,686,740
Equipment		\$0	\$209,900	\$0	\$209,900
Total Costs		\$2,104,776	\$2,104,776	\$0	\$2,104,776
% of SS Costs		50.00%	50.00%	Project Total	\$4,209,552
Points % Calc		49.07%	50.93%	SS Total	\$4,209,552

Report Generated: 05/05/2022

## FUSION

## Cost Mid Point Summary

DISTRICT San Bernardino Community College District			CAMPUS Crafton Hills College		
Project:	West Complex Renovation (CL)	Date Prepared: 5/4/2022	Prepared By:	Estimate CCI: 8072 Estimate EPI: 4671	CFIS Ref. #:
	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
<b>2. PRELIMINARY PLANS</b>	<b>\$235,000</b>	<b>\$118,000</b>	<b>\$117,000</b>		<b>\$0</b>
2 - A. Architectural Fee for Preliminary Plans	\$139,000				\$0
2 - B. Project Management Services	\$40,000				\$0
2 - C. Division of the State Architect Plan Check Fee	\$0				\$0
2 - D. Preliminary Test (Soils Tests & Geotechnical Report)	\$28,000				\$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$28,000				\$0
<b>3. WORKING DRAWINGS</b>	<b>\$273,000</b>	<b>\$136,000</b>	<b>\$137,000</b>		<b>\$0</b>
3 - A. Architectural Fee for Working Drawings	\$159,000				\$0
3 - B. Project Management Services	\$0				\$0
3 - C. Division of the State Architect Plan Check Fee	\$41,000				\$0
3 - D. Community Colleges Plan Check Fee	\$11,000				\$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$62,000				\$0
<b>4. CONSTRUCTION - HARD COSTS</b>	<b>\$3,965,000</b>	<b>\$2,121,000</b>	<b>\$1,844,000</b>		<b>\$0</b>
4 - A. Utility Service	\$101,000				\$0
4 - B. Site Development - Service	\$151,000				\$0
4 - C. Site Development - General	\$252,000				\$0
4 - D. Site Development - Other	\$0				\$0
4 - E. Reconstruction	\$3,360,000				\$0
4 - F. New Construction	\$0				\$0
4 - G. Board of Governor's Energy Policy Allowance	\$101,000				\$0
4 - H. Other	\$0				\$0
<b>5. CONTINGENCY</b>	<b>\$278,000</b>	<b>\$139,000</b>	<b>\$139,000</b>		<b>\$0</b>
5. Contingency	\$278,000				\$0
<b>6. ARCHITECTURAL AND ENGINEERING OVERSIGHT</b>	<b>\$99,000</b>	<b>\$50,000</b>	<b>\$49,000</b>		<b>\$0</b>
6. Architectural and Engineering Oversight	\$99,000				\$0
<b>7. TESTS AND INSPECTIONS</b>	<b>\$237,000</b>	<b>\$118,000</b>	<b>\$119,000</b>		<b>\$0</b>
7. Tests and Inspections	\$237,000				\$0
<b>8. CONSTRUCTION MANAGEMENT</b>	<b>\$79,000</b>	<b>\$40,000</b>	<b>\$39,000</b>		<b>\$0</b>
8. Construction Management & Labor Compliance Program	\$79,000				\$0
<b>9. TOTAL CONSTRUCTION (Items 4 through 8)</b>	<b>\$4,658,000</b>	<b>\$2,468,000</b>	<b>\$2,190,000</b>		<b>\$0</b>
Total Construction Costs	\$4,658,000				\$0
<b>10. FURNITURE AND GROUP II EQUIPMENT</b>	<b>\$210,000</b>	<b>\$0</b>	<b>\$210,000</b>		<b>\$0</b>
10 - A. Furniture and Group II Equipment	\$210,000				\$0
<b>Total Project Costs</b>	<b>\$5,376,000</b>	<b>\$2,722,000</b>	<b>\$2,654,000</b>		<b>\$0</b>
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0%	\$0.00	\$0.00
Reconstruction	6,800	5,500	81%	\$610.91	\$494.12
<b>13. Anticipated Time Schedule</b>					
Start Preliminary Plans	7/1/2025	Advertise Bid for Construction	8/1/2027		
Start Working Drawings	3/1/2026	Award Construction Contract	10/1/2027		
Complete Working Drawings	11/1/2026	Advertise Bid for Equipment	7/1/2028		
DSA Final Approval	7/1/2027	Complete Project and Notice of Completion	9/1/2028		
14	State Funded	District Funded		District Funded Total	
		Supportable	Non Supportable		
Acquisition	\$0	\$0	\$0		\$0
Preliminary Plans	\$118,000	\$117,000	\$0		\$117,000
Working Drawings	\$136,000	\$137,000	\$0		\$137,000
Construction	\$2,468,000	\$2,190,000	\$0		\$2,190,000
Equipment	\$0	\$210,000	\$0		\$210,000
Total Costs	\$2,722,000	\$2,654,000	\$0		\$2,654,000
% of SS Costs	50.63%	49.37%	Project Total		\$5,376,000
Points % Calc	49.07%	50.93%	SS Total		\$5,376,000

Report Generated: 05/05/2022

## San Bernardino Community College District (980)

### Crafton Hills College (981)

Project: West Complex Renovation (CL) – EPI : 4671

Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space	Equip. Cost/ASF	Total Allowable Cost
110	Classroom	0099	General Assignment	1,000	4,772	-3,772	\$21.84	\$0
115	Classroom Service	0099	General Assignment	0	195	-195	\$21.84	\$0
310	Office	6000	Instructional Administration	1,300	0	1,300	\$38.96	\$50,648
315	Office Service	6000	Instructional Administration	200	0	200	\$38.96	\$7,792
650	Lounge	0099	General Assignment	0	618	-618	\$35.39	\$0
650	Lounge	6000	Instructional Administration	300	0	300	\$35.39	\$10,617
655	Lounge Service	0099	General Assignment	0	32	-32	\$35.39	\$0
680	Meeting Room	6000	Instructional Administration	2,000	0	2,000	\$35.39	\$70,780
720	Shop	6510	Building Maintenance and Operation Support	700	0	700	\$100.09	\$70,063
TOTAL		-	-	5,500	5,617	-117	-	\$209,900

San Bernardino Community College District (980), Crafton Hills College (981): West Complex (5)

**Description:**

This project will renovate the West Complex to repurpose the building for administrative offices, administrative support, mailroom/reprographics, and minimal classroom space. Building systems will be upgraded for sustainability, along with network infrastructure and connectivity upgrades. The existing building was constructed in 1972 and has had no major renovations. This project will respond to safety/accessibility needs by reducing assignable square footage within the building.

**Project Type:** Reconstruction

**Occupancy Year:** 2028-29

**Acres:** 0

**District Priority:** 22

**Contact:** Hassan Mirza

**CCI:** 8072

**EPI:** 4671

**Net ASF:** -117

**Total OGSF:** 6,800

**Last Edit Date:** 4/14/2022

**Last Edit By:** Bobby Khushal

**Online:** No

**Complete:** No

**Project Score:**

Score Type	Score	Supporting Data
Age of Building	53	
Facility Condition Index (FCI)	27	
FTES	12	
Vision for Success Regions of High Need	5	
Vision of Success CTE	0	
Local Contribution	50	
<b>Total Score</b>	<b>147</b>	

**Space Analysis:**

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	1,000	0	1,500	0	0	3,000	5,500
Secondary ASF	-4,967	0	0	0	0	-650	-5,617
Net ASF Change	-3,967	0	1,500	0	0	2,350	-117
Initial Cap/Load FY2025 - 2026	171%	108%	104%	162%	39%	N/A	116%
Final Cap/Load FY2028 - 2029	148%	103%	102%	168%	39%	N/A	112%

**Project Cost:**

Phase	FY	State Funded	District Funds	Non-State Funds	Total Cost
Preliminary Plans	2025-2026	\$96,067	\$96,067	\$0	\$192,135
Working Drawings	2025-2026	\$112,068	\$112,068	\$0	\$224,137
Construction	2026-2027	\$1,896,640	\$1,686,740	\$0	\$3,583,380
Equipment	2026-2027	\$0	\$209,900	\$0	\$209,900
<b>Project Total</b>		<b>\$2,104,776</b>	<b>\$2,104,776</b>	<b>\$0</b>	<b>\$4,209,552</b>



**District:** San Bernardino Community College District  
**College / Center:** San Bernardino Valley College  
**Project Name:** Warehouse Facilities  
**Project Type:** New

**Project Funding**

	<u>State Funded</u>	<u>District Funds</u>	<u>Non-State Funds</u>	
Land Acquisition:				Budget Year: 2025
Prelim. Plans:	\$112,515	\$112,515	\$0	Const. Cost Index: 8072
Working Draw:	\$130,743	\$130,743	\$0	5 yr. Plan Priority: 19
Construction:	\$2,549,256	\$2,520,992	\$0	Net ASF: 0
Equipment:	\$0	\$28,264	\$0	Total GSF: 18,200
	\$2,792,513	\$2,792,514	\$0	
<b>Total Cost:</b>	<b>\$5,585,028</b>			

**Project Description:**

This project will construct a new Warehouse Facilities to replace existing Shipping and Receiving, Police Storage, Warehouse, and M&O Storage. The Warehouse, Shipping & Receiving, Police Storage, and Storage Buildings 1, 2, and 4 will be demolished and replaced with a single building enclosed with masonry walls and gates. The existing Warehouse was constructed in 1960 while Shipping/Receiving and Police Storage buildings were constructed in 1935. These facilities no longer support storage and operational support needs for the College and require replacement. The new Warehouse Facilities will be approximately 18,200 GSF.

**Master Plan Comments:**

The proposed project supports the initiatives of San Bernardino Valley College's 2016 Comprehensive Master Plan, and is a part of its 5-Year Construction Plan. This project will replace multiple outdated M&O facilities and storages with sustainable and functionality design goals, while consolidating facility support functions.

**CEQA Status:**

	<u>Project Under Review</u>	<u>Hearing Underway</u>	<u>Approved District/Filed Clearinghouse</u>	<u>Not Required</u>
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

**Type of Project and Qualifying Information:**

No	Life Safety Project - Required Supporting report is attached to establish imminent danger
Yes	Project Design - Construction and equipment design conform with State design and cost guidelines
No	Infrastructure
No	Loss Imminent - Loss or failure of infrastructure is imminent
No	Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund
No	<b><u>Instructional Space</u></b>
	Major ASF:
Yes	- This project will not cause total ASF in any category to exceed 110% of capacity/load ratio
No	<b><u>Academic Support, Student Services or Administrative Space</u></b>
	Major ASF:
Yes	<b><u>Other Facility Projects</u></b>
	Type of space: New Construction
	Primary ASF of request space: Warehouse
Yes	- There is an existing facility in use for this proposed project
	<b><u>Supplemental Information and Alternatives Explored</u></b>
Yes	- Cost to reconstruct existing building is more than 50% of cost of a new building
Yes	- Usage in the new building will be the same as usage in the building replaced
Yes	- Replaced building will be demolished and costs are included in the project
Yes	- Alternative instructional delivery system, distance learning, other such means
No	- District or private funding sources
Yes	- Other: Local Bond Funds
	- Total construction period in number of Months: 12
	<b><u>Additional Forms/Pages enclosed</u></b>
Yes	- District Five-Year Construction Plan or project related pages of said document
N/A	- Critical Life-safety third party justification
No	- Engineering test or other related documents
Yes	- JCAF 32 Cost Estimate Summary and Anticipated Time Schedule
Yes	- Other FPP related forms: JCAF 31, JCAF 33

**Initial Project Planning (IPP)**

District Contact:	Jose Torres	Phone No:	9093886908
Date:	5/5/2022	Fax No:	
Prepared By:	Bobby Khushal	E-mail Address:	bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:	_____	_____
	Name / Title	Signature / Date

San Bernardino Community College District (980)						
San Bernardino Valley College (982)						
Project: Warehouse Facilities						
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space
310	Office	6510	Building Maintenance and Operation Support	1,200	883	317
310	Office	6780	Management Information Services	0	240	-240
515	Armory Service	2100	Public and Protective Services	0	1,228	-1,228
710	Data Processing/Computer	6780	Management Information Services	0	450	-450
730	Storage	6510	Building Maintenance and Operation Support	13,765	12,164	1,601
<b>TOTAL</b>	-	-		<b>14,965</b>	<b>14,965</b>	<b>0</b>

## FUSION

## Cost Estimate Summary

DISTRICT San Bernardino Community College District				CAMPUS San Bernardino Valley College	
Project: Warehouse Facilities		Date Prepared: 5/5/2022		Estimate CCI: 8072	
				CFIS Ref. #:	
Prepared By:		Estimate EPI: 4671			
		Total Cost	State Funded	District Funded	
				Supportable	Non Supportable
2. PRELIMINARY PLANS		\$225,029	\$112,515	\$112,515	\$0
2 - A. Architectural Fee for Preliminary Plans		\$124,042			\$0
2 - B. Project Management Services		\$44,301			\$0
2 - C. Division of the State Architect Plan Check Fee		\$0			\$0
2 - D. Preliminary Test (Soils Tests & Geotechnical Report)		\$28,343			\$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)		\$28,343			\$0
3. WORKING DRAWINGS		\$261,487	\$130,743	\$130,743	\$0
3 - A. Architectural Fee for Working Drawings		\$141,763			\$0
3 - B. Project Management Services		\$0			\$0
3 - C. Division of the State Architect Plan Check Fee		\$44,713			\$0
3 - D. Community Colleges Plan Check Fee		\$12,657			\$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)		\$62,354			\$0
4. CONSTRUCTION - HARD COSTS		\$4,430,080	\$2,229,172	\$2,200,908	\$0
4 - A. Utility Service		\$102,833			\$0
4 - B. Site Development - Service		\$154,249			\$0
4 - C. Site Development - General		\$257,081			\$0
4 - D. Site Development - Other		\$0			\$0
4 - E. Reconstruction		\$0			\$0
4 - F. New Construction		\$3,427,750			\$0
4 - G. Board of Governor's Energy Policy Allowance		\$68,555			\$0
4 - H. Other		\$419,612			\$0
5. CONTINGENCY		\$221,504	\$110,752	\$110,752	\$0
5. Contingency		\$221,504			\$0
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT		\$88,602	\$44,301	\$44,301	\$0
6. Architectural and Engineering Oversight		\$88,602			\$0
7. TESTS AND INSPECTIONS		\$241,461	\$120,730	\$120,730	\$0
7. Tests and Inspections		\$241,461			\$0
8. CONSTRUCTION MANAGEMENT		\$88,602	\$44,301	\$44,301	\$0
8. Construction Management & Labor Compliance Program		\$88,602			\$0
9. TOTAL CONSTRUCTION (Items 4 through 8)		\$5,070,248	\$2,549,256	\$2,520,992	\$0
Total Construction Costs		\$5,070,248			\$0
10. FURNITURE AND GROUP II EQUIPMENT		\$28,264	\$0	\$28,264	\$0
10 - A. Furniture and Group II Equipment		\$28,264			\$0
Total Project Costs		\$5,585,028	\$2,792,513	\$2,792,514	\$0
	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
12. Project Data					
New Construction	18,200	14,965	82%	\$229.05	\$188.34
Reconstruction	0	0	0%	\$0.00	\$0.00
13. Anticipated Time Schedule					
Start Preliminary Plans		7/1/2025	Advertise Bid for Construction		8/1/2027
Start Working Drawings		3/1/2026	Award Construction Contract		10/1/2027
Complete Working Drawings		11/1/2026	Advertise Bid for Equipment		7/1/2028
DSA Final Approval		7/1/2027	Complete Project and Notice of Completion		9/1/2028
			District Funded		
14		State Funded	Supportable	Non Supportable	District Funded Total
Acquisition		\$0	\$0	\$0	\$0
Preliminary Plans		\$112,515	\$112,515	\$0	\$112,515
Working Drawings		\$130,743	\$130,743	\$0	\$130,743
Construction		\$2,549,256	\$2,520,992	\$0	\$2,520,992
Equipment		\$0	\$28,264	\$0	\$28,264
Total Costs		\$2,792,513	\$2,792,514	\$0	\$2,792,514
% of SS Costs		50.00%	50.00%	Project Total	\$5,585,028
Points % Calc		49.38%	50.62%	SS Total	\$5,585,028

Report Generated: 05/05/2022

## FUSION

## Cost Mid Point Summary

DISTRICT San Bernardino Community College District			CAMPUS San Bernardino Valley College				
Project:	Warehouse Facilities		Date Prepared: 5/5/2022	Prepared By:	Estimate CCI: 8072 Estimate EPI: 4671	CFIS Ref. #:	
			Total Cost	State Funded	District Funded		
					Supportable	Non Supportable	
2. PRELIMINARY PLANS			\$277,000	\$139,000	\$138,000	\$0	
2 - A. Architectural Fee for Preliminary Plans			\$163,000			\$0	
2 - B. Project Management Services			\$58,000			\$0	
2 - C. Division of the State Architect Plan Check Fee			\$0			\$0	
2 - D. Preliminary Test (Soils Tests & Geotechnical Report)			\$28,000			\$0	
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)			\$28,000			\$0	
3. WORKING DRAWINGS			\$322,000	\$161,000	\$161,000	\$0	
3 - A. Architectural Fee for Working Drawings			\$187,000			\$0	
3 - B. Project Management Services			\$0			\$0	
3 - C. Division of the State Architect Plan Check Fee			\$56,000			\$0	
3 - D. Community Colleges Plan Check Fee			\$17,000			\$0	
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)			\$62,000			\$0	
4. CONSTRUCTION - HARD COSTS			\$5,835,000	\$2,936,000	\$2,899,000	\$0	
4 - A. Utility Service			\$135,000			\$0	
4 - B. Site Development - Service			\$203,000			\$0	
4 - C. Site Development - General			\$339,000			\$0	
4 - D. Site Development - Other			\$0			\$0	
4 - E. Reconstruction			\$0			\$0	
4 - F. New Construction			\$4,515,000			\$0	
4 - G. Board of Governor's Energy Policy Allowance			\$90,000			\$0	
4 - H. Other			\$553,000			\$0	
5. CONTINGENCY			\$292,000	\$146,000	\$146,000	\$0	
5. Contingency			\$292,000			\$0	
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT			\$117,000	\$59,000	\$58,000	\$0	
6. Architectural and Engineering Oversight			\$117,000			\$0	
7. TESTS AND INSPECTIONS			\$256,000	\$128,000	\$128,000	\$0	
7. Tests and Inspections			\$256,000			\$0	
8. CONSTRUCTION MANAGEMENT			\$117,000	\$59,000	\$58,000	\$0	
8. Construction Management & Labor Compliance Program			\$117,000			\$0	
9. TOTAL CONSTRUCTION (Items 4 through 8)			\$6,617,000	\$3,328,000	\$3,289,000	\$0	
Total Construction Costs			\$6,617,000			\$0	
10. FURNITURE AND GROUP II EQUIPMENT			\$28,000	\$0	\$28,000	\$0	
10 - A. Furniture and Group II Equipment			\$28,000			\$0	
Total Project Costs			\$7,244,000	\$3,628,000	\$3,616,000	\$0	
12. Project Data		Gross Square Feet	Assignable Square Feet		ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction		18,200	14,965		82%	\$301.70	\$248.08
Reconstruction		0	0		0%	\$0.00	\$0.00
13. Anticipated Time Schedule							
Start Preliminary Plans		7/1/2025		Advertise Bid for Construction		8/1/2027	
Start Working Drawings		3/1/2026		Award Construction Contract		10/1/2027	
Complete Working Drawings		11/1/2026		Advertise Bid for Equipment		7/1/2028	
DSA Final Approval		7/1/2027		Complete Project and Notice of Completion		9/1/2028	
14		State Funded	District Funded			District Funded Total	
			Supportable		Non Supportable		
Acquisition		\$0	\$0		\$0	\$0	
Preliminary Plans		\$139,000	\$138,000		\$0	\$138,000	
Working Drawings		\$161,000	\$161,000		\$0	\$161,000	
Construction		\$3,328,000	\$3,289,000		\$0	\$3,289,000	
Equipment		\$0	\$28,000		\$0	\$28,000	
Total Costs		\$3,628,000	\$3,616,000		\$0	\$3,616,000	
% of SS Costs		50.08%	49.92%		Project Total	\$7,244,000	
Points % Calc		49.38%	50.62%		SS Total	\$7,244,000	

Report Generated: 05/05/2022

San Bernardino Community College District (980)								
San Bernardino Valley College (982)								
Project: Warehouse Facilities - EPI : 4671								
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space	Equip. Cost/ASF	Total Allowable Cost
310	Office	6510	Building Maintenance and Operation Support	1,200	883	317	\$38.96	\$12,350
310	Office	6780	Management Information Services	0	240	-240	\$38.96	\$0
515	Armory Service	2100	Public and Protective Services	0	1,228	-1,228	\$0	\$0
710	Data Processing/Computer	6780	Management Information Services	0	450	-450	\$317.52	\$0
730	Storage	6510	Building Maintenance and Operation Support	13,765	12,164	1,601	\$9.94	\$15,914
<b>TOTAL</b>		-	-	<b>14,965</b>	<b>14,965</b>	<b>0</b>	-	<b>\$28,264</b>

San Bernardino Community College District (980), San Bernardino Valley College (982): SHIP/REC OFFICE, POLICE STOR(OLD MID COL), STORAGE 1 (OLD CD 1), STORAGE 2 (OLD CD 2), WAREHOUSE, STORAGE 4 (OLD CD 4)

**Description:**

This project will construct a new Warehouse Facilities to replace existing Shipping and Receiving, Police Storage, Warehouse, and M&O Storage. The Warehouse, Shipping & Receiving, Police Storage, and Storage Buildings 1, 2, and 4 will be demolished and replaced with a single building enclosed with masonry walls and gates. The existing Warehouse was constructed in 1960 while Shipping/Receiving and Police Storage buildings were constructed in 1935. These facilities no longer support storage and operational support needs for the College and require replacement. The new Warehouse Facilities will be approximately 18,200 GSF.

<b>Project Type:</b>	New	<b>Acres:</b>	0
<b>Occupancy Year:</b>	2028-29	<b>Contact:</b>	Hassan Mirza
<b>District Priority:</b>	19	<b>EPI:</b>	4671
<b>CCI:</b>	8072	<b>Total OGSF:</b>	18,200
<b>Net ASF:</b>	0	<b>Last Edit By:</b>	Bobby Khushal
<b>Last Edit Date:</b>	4/14/2022	<b>Complete:</b>	No
<b>Online:</b>	No		

**Project Score:**

Score Type	Score	Supporting Data
Age of Building	60	
Facility Condition Index (FCI)	28	
FTES	12	
Vision for Success Regions of High Need	5	
Vision of Success CTE	0	
Local Contribution	50	
<b>Total Score</b>	<b>155</b>	

**Space Analysis:**

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	0	0	1,200	0	0	13,765	14,965
Secondary ASF	0	0	-1,123	0	0	-13,842	-14,965
Net ASF Change	0	0	77	0	0	-77	0
Initial Cap/Load FY2025 - 2026	161%	76%	81%	93%	38%	N/A	89%
Final Cap/Load FY2028 - 2029	177%	91%	80%	120%	38%	N/A	101%

**Project Cost:**

Phase	FY	State Funded	District Funds	Non-State Funds	Total Cost
Preliminary Plans	2025-2026	\$112,515	\$112,515	\$0	\$225,029
Working Drawings	2025-2026	\$130,743	\$130,743	\$0	\$261,487
Construction	2026-2027	\$2,549,256	\$2,520,992	\$0	\$5,070,248
Equipment	2026-2027	\$0	\$28,264	\$0	\$28,264
<b>Project Total</b>		<b>\$2,792,513</b>	<b>\$2,792,514</b>	<b>\$0</b>	<b>\$5,585,028</b>

**District:** San Bernardino Community College District  
**College / Center:** San Bernardino Valley College  
**Project Name:** Physical Sciences & Health and Life Sciences  
**Project Type:** Reconstruction

**Project Funding**

	<u>State Funded</u>	<u>District Funds</u>	<u>Non-State Funds</u>	
Land Acquisition:				Budget Year: 2025
Prelim. Plans:	\$157,360	\$157,360	\$0	Const. Cost Index: 8072
Working Draw:	\$181,516	\$181,516	\$0	5 yr. Plan Priority: 13
Construction:	\$3,652,262	\$2,995,732	\$0	Net ASF: 0
Equipment:	\$0	\$656,528	\$0	Total GSF: 10,163
	\$3,991,137	\$3,991,136	\$0	
<b>Total Cost:</b>	<b>\$7,982,274</b>			

**Project Description:**

This project will repurpose the inactive space in the Health and Life Science building to accommodate Biology class laboratories. Space in the Health and Life Science building will become inactive following occupancy of the Career Pathways Phase 2 building. Scope of work includes repurposing and reallocating inactive space for Biological Science laboratory use.

**Master Plan Comments:**

The proposed project supports the initiatives of San Bernardino Valley College's 2016 Comprehensive Master Plan, and is a part of its 5-Year Construction Plan. This project will repurpose the inactive space that will follow the construction and occupancy of the Career Pathways Phase 2 building and expand available class lab space for the Biological Sciences.

**CEQA Status:**

	<u>Project Under Review</u>	<u>Hearing Underway</u>	<u>Approved District/Filed Clearinghouse</u>	<u>Not Required</u>
Notice of Exemption	No	No	No	No
Initial Study	No	No	No	No
Negative Declaration	No	No	No	No
Draft EIR	No	No	No	No
Final EIR	Yes	No	No	No

**Type of Project and Qualifying Information:**

- No Life Safety Project - Required Supporting report is attached to establish imminent danger  
 Yes Project Design - Construction and equipment design conform with State design and cost guidelines  
 No Infrastructure
- No Loss Imminent - Loss or failure of infrastructure is imminent  
 No Master Planning or Project Planning - District's general fund's ending balance is less than 5% of the total general fund  
 Yes **Instructional Space**  
 Type of space: Alteration  
 Major ASF: Teaching Lab  
 Yes - This project will not cause total ASF in any category to exceed 110% of capacity/load ratio  
 No **Academic Support, Student Services or Administrative Space**
- No Major ASF:  
**Other Facility Projects**
- Yes - There is an existing facility in use for this proposed project  
**Supplemental Information and Alternatives Explored**  
 No - Cost to reconstruct existing building is more than 50% of cost of a new building  
 N/A - Usage in the new building will be the same as usage in the building replaced  
 N/A - Replaced building will be demolished and costs are included in the project  
 Yes - Alternative instructional delivery system, distance learning, other such means  
 No - District or private funding sources  
 Yes - Other: Local Bond
- Total construction period in number of Months: 12  
**Additional Forms/Pages enclosed**  
 Yes - District Five-Year Construction Plan or project related pages of said document  
 N/A - Critical Life-safety third party justification  
 No - Engineering test or other related documents  
 Yes - JCAF 32 Cost Estimate Summary and Anticipated Time Schedule  
 Yes - Other FPP related forms: JCAF 31, 33





Physical Sciences & Health and Life Sciences

Initial Project Planning (IPP)

Date:	5/5/2022	Fax No:	
Prepared By:	Bobby Khushal	E-mail Address:	bobby@almastrategies.com

The district approves and verifies that this proposal presents the basic scope and cost of the project.

Approved by:	<hr/>	<hr/>
	Name / Title	Signature / Date

San Bernardino Community College District (980)						
San Bernardino Valley College (982)						
Project: Physical Sciences & Health and Life Sciences						
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space
050	Inactive Area	1201	Health Occupations, General	0	6,606	-6,606
210	Class Lab	0401	Biology, General	5,606	0	5,606
310	Office	0099	General Assignment	1,000	0	1,000
<b>TOTAL</b>	-	-		<b>6,606</b>	<b>6,606</b>	<b>0</b>

## FUSION

## Cost Estimate Summary

DISTRICT San Bernardino Community College District				CAMPUS San Bernardino Valley College	
Project: Physical Sciences & Health and Life Sciences		Date Prepared: 5/5/2022		Estimate CCI: 8072	
				CFIS Ref. #:	
Prepared By:			Estimate EPI: 4671		
		Total Cost	State Funded	District Funded	
				Supportable	Non Supportable
2. PRELIMINARY PLANS		\$314,719	\$157,360	\$157,360	\$0
2 - A. Architectural Fee for Preliminary Plans		\$200,693			\$0
2 - B. Project Management Services		\$57,341			\$0
2 - C. Division of the State Architect Plan Check Fee		\$0			\$0
2 - D. Preliminary Test (Soils Tests & Geotechnical Report)		\$28,343			\$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)		\$28,343			\$0
3. WORKING DRAWINGS		\$363,032	\$181,516	\$181,516	\$0
3 - A. Architectural Fee for Working Drawings		\$229,363			\$0
3 - B. Project Management Services		\$0			\$0
3 - C. Division of the State Architect Plan Check Fee		\$54,932			\$0
3 - D. Community Colleges Plan Check Fee		\$16,383			\$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)		\$62,354			\$0
4. CONSTRUCTION - HARD COSTS		\$5,734,075	\$3,195,302	\$2,538,773	\$0
4 - A. Utility Service		\$145,782			\$0
4 - B. Site Development - Service		\$218,672			\$0
4 - C. Site Development - General		\$364,454			\$0
4 - D. Site Development - Other		\$0			\$0
4 - E. Reconstruction		\$4,859,385			\$0
4 - F. New Construction		\$0			\$0
4 - G. Board of Governor's Energy Policy Allowance		\$145,782			\$0
4 - H. Other		\$0			\$0
5. CONTINGENCY		\$401,385	\$200,693	\$200,693	\$0
5. Contingency		\$401,385			\$0
6. ARCHITECTURAL AND ENGINEERING OVERSIGHT		\$143,352	\$71,676	\$71,676	\$0
6. Architectural and Engineering Oversight		\$143,352			\$0
7. TESTS AND INSPECTIONS		\$254,501	\$127,250	\$127,250	\$0
7. Tests and Inspections		\$254,501			\$0
8. CONSTRUCTION MANAGEMENT		\$114,681	\$57,341	\$57,341	\$0
8. Construction Management & Labor Compliance Program		\$114,681			\$0
9. TOTAL CONSTRUCTION (Items 4 through 8)		\$6,647,994	\$3,652,262	\$2,995,732	\$0
Total Construction Costs		\$6,647,994			\$0
10. FURNITURE AND GROUP II EQUIPMENT		\$656,528	\$0	\$656,528	\$0
10 - A. Furniture and Group II Equipment		\$656,528			\$0
Total Project Costs		\$7,982,274	\$3,991,137	\$3,991,136	\$0
12. Project Data	Gross Square Feet	Assignable Square Feet	ASF:GSF Ratio	Unit Cost Per ASF	Unit Cost Per GSF
New Construction	0	0	0%	\$0.00	\$0.00
Reconstruction	10,163	6,606	65%	\$735.60	\$478.14
13. Anticipated Time Schedule					
Start Preliminary Plans		7/1/2025	Advertise Bid for Construction		8/1/2027
Start Working Drawings		3/1/2026	Award Construction Contract		10/1/2027
Complete Working Drawings		11/1/2026	Advertise Bid for Equipment		7/1/2028
DSA Final Approval		7/1/2027	Complete Project and Notice of Completion		9/1/2028
14		State Funded	District Funded		District Funded Total
			Supportable	Non Supportable	
Acquisition		\$0	\$0	\$0	\$0
Preliminary Plans		\$157,360	\$157,360	\$0	\$157,360
Working Drawings		\$181,516	\$181,516	\$0	\$181,516
Construction		\$3,652,262	\$2,995,732	\$0	\$2,995,732
Equipment		\$0	\$656,528	\$0	\$656,528
Total Costs		\$3,991,137	\$3,991,136	\$0	\$3,991,136
% of SS Costs		50.00%	50.00%	Project Total	\$7,982,274
Points % Calc		49.07%	50.93%	SS Total	\$7,982,274

Report Generated: 05/05/2022

## FUSION

## Cost Mid Point Summary

DISTRICT San Bernardino Community College District			CAMPUS San Bernardino Valley College		
Project:	Physical Sciences & Health and Life Sciences	Date Prepared: 5/5/2022	Prepared By:	Estimate CCI: 8072 Estimate EPI: 4671	CFIS Ref. #:
	Total Cost	State Funded	District Funded		
			Supportable	Non Supportable	
<b>2. PRELIMINARY PLANS</b>	<b>\$396,000</b>	<b>\$198,000</b>	<b>\$198,000</b>	<b>\$0</b>	
2 - A. Architectural Fee for Preliminary Plans	\$264,000				\$0
2 - B. Project Management Services	\$76,000				\$0
2 - C. Division of the State Architect Plan Check Fee	\$0				\$0
2 - D. Preliminary Test (Soils Tests & Geotechnical Report)	\$28,000				\$0
2 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$28,000				\$0
<b>3. WORKING DRAWINGS</b>	<b>\$454,000</b>	<b>\$227,000</b>	<b>\$227,000</b>	<b>\$0</b>	
3 - A. Architectural Fee for Working Drawings	\$302,000				\$0
3 - B. Project Management Services	\$0				\$0
3 - C. Division of the State Architect Plan Check Fee	\$68,000				\$0
3 - D. Community Colleges Plan Check Fee	\$22,000				\$0
3 - E. Other Costs (Special Consultants, Printing, Legal, Etc.)	\$62,000				\$0
<b>4. CONSTRUCTION - HARD COSTS</b>	<b>\$7,552,000</b>	<b>\$4,208,000</b>	<b>\$3,344,000</b>	<b>\$0</b>	
4 - A. Utility Service	\$192,000				\$0
4 - B. Site Development - Service	\$288,000				\$0
4 - C. Site Development - General	\$480,000				\$0
4 - D. Site Development - Other	\$0				\$0
4 - E. Reconstruction	\$6,400,000				\$0
4 - F. New Construction	\$0				\$0
4 - G. Board of Governor's Energy Policy Allowance	\$192,000				\$0
4 - H. Other	\$0				\$0
<b>5. CONTINGENCY</b>	<b>\$529,000</b>	<b>\$264,000</b>	<b>\$265,000</b>	<b>\$0</b>	
5. Contingency	\$529,000				\$0
<b>6. ARCHITECTURAL AND ENGINEERING OVERSIGHT</b>	<b>\$189,000</b>	<b>\$95,000</b>	<b>\$94,000</b>	<b>\$0</b>	
6. Architectural and Engineering Oversight	\$189,000				\$0
<b>7. TESTS AND INSPECTIONS</b>	<b>\$273,000</b>	<b>\$136,000</b>	<b>\$137,000</b>	<b>\$0</b>	
7. Tests and Inspections	\$273,000				\$0
<b>8. CONSTRUCTION MANAGEMENT</b>	<b>\$151,000</b>	<b>\$76,000</b>	<b>\$75,000</b>	<b>\$0</b>	
8. Construction Management & Labor Compliance Program	\$151,000				\$0
<b>9. TOTAL CONSTRUCTION (Items 4 through 8)</b>	<b>\$8,694,000</b>	<b>\$4,779,000</b>	<b>\$3,915,000</b>	<b>\$0</b>	
Total Construction Costs	\$8,694,000				\$0
<b>10. FURNITURE AND GROUP II EQUIPMENT</b>	<b>\$657,000</b>	<b>\$0</b>	<b>\$657,000</b>	<b>\$0</b>	
10 - A. Furniture and Group II Equipment	\$657,000				\$0
<b>Total Project Costs</b>	<b>\$10,201,000</b>	<b>\$5,204,000</b>	<b>\$4,997,000</b>	<b>\$0</b>	
<b>12. Project Data</b>	<b>Gross Square Feet</b>	<b>Assignable Square Feet</b>	<b>ASF:GSF Ratio</b>	<b>Unit Cost Per ASF</b>	<b>Unit Cost Per GSF</b>
New Construction	0	0	0%	\$0.00	\$0.00
Reconstruction	10,163	6,606	65%	\$968.82	\$629.74
<b>13. Anticipated Time Schedule</b>					
Start Preliminary Plans	7/1/2025	Advertise Bid for Construction	8/1/2027		
Start Working Drawings	3/1/2026	Award Construction Contract	10/1/2027		
Complete Working Drawings	11/1/2026	Advertise Bid for Equipment	7/1/2028		
DSA Final Approval	7/1/2027	Complete Project and Notice of Completion	9/1/2028		
<b>14</b>	<b>State Funded</b>	<b>District Funded</b>		<b>District Funded Total</b>	
		<b>Supportable</b>	<b>Non Supportable</b>		
Acquisition	\$0	\$0	\$0	\$0	
Preliminary Plans	\$198,000	\$198,000	\$0	\$198,000	
Working Drawings	\$227,000	\$227,000	\$0	\$227,000	
Construction	\$4,779,000	\$3,915,000	\$0	\$3,915,000	
Equipment	\$0	\$657,000	\$0	\$657,000	
Total Costs	\$5,204,000	\$4,997,000	\$0	\$4,997,000	
% of SS Costs	51.01%	48.99%	Project Total	\$10,201,000	
Points % Calc	49.07%	50.93%	SS Total	\$10,201,000	

Report Generated: 05/05/2022

San Bernardino Community College District (980)								
San Bernardino Valley College (982)								
Project: Physical Sciences & Health and Life Sciences – EPI : 4671								
Rm Type	Description	TOP Code	Department	ASF	Sec. ASF	Increase In Space	Equip. Cost/ASF	Total Allowable Cost
050	Inactive Area	1201	Health Occupations, General	0	6,606	-6,606	\$0	\$0
210	Class Lab	0401	Biology, General	5,606	0	5,606	\$111.02	\$622,378
310	Office	0099	General Assignment	1,000	0	1,000	\$34.15	\$34,150
<b>TOTAL</b>		-	-	<b>6,606</b>	<b>6,606</b>	<b>0</b>	-	<b>\$656,528</b>

## San Bernardino Community College District (980), San Bernardino Valley College (982): HEALTH & LIFE SCIENCE

### Description:

This project will repurpose the inactive space in the Health and Life Science building to accommodate Biology class laboratories. Space in the Health and Life Science building will become inactive following occupancy of the Career Pathways Phase 2 building. Scope of work includes repurposing and reallocating inactive space for Biological Science laboratory use.

**Project Type:** Reconstruction

**Occupancy Year:** 2028-29

**Acres:** 0

**District Priority:** 13

**Contact:** Hassan Mirza

**CCI:** 8072

**EPI:** 4671

**Net ASF:** 0

**Total OGSF:** 10,163

**Last Edit Date:** 4/14/2022

**Last Edit By:** Bobby Khushal

**Online:** No

**Complete:** No

### Project Score:

Score Type	Score	Supporting Data
Age of Building	21	
Facility Condition Index (FCI)	1	
FTES	12	
Vision for Success Regions of High Need	5	
Vision of Success CTE	0	
Local Contribution	50	
<b>Total Score</b>	<b>89</b>	

### Space Analysis:

Type	Lecture	Lab	Office	Library	AV/TV	Other	Total
Primary ASF	0	5,606	1,000	0	0	0	6,606
Secondary ASF	0	0	0	0	0	-6,606	-6,606
Net ASF Change	0	5,606	1,000	0	0	-6,606	0
Initial Cap/Load FY2025 - 2026	161%	76%	81%	93%	38%	N/A	89%
Final Cap/Load FY2028 - 2029	177%	91%	80%	120%	38%	N/A	101%

### Project Cost:

Phase	FY	State Funded	District Funds	Non-State Funds	Total Cost
Preliminary Plans	2025-2026	\$157,360	\$157,360	\$0	\$314,719
Working Drawings	2025-2026	\$181,516	\$181,516	\$0	\$363,032
Construction	2026-2027	\$3,652,262	\$2,995,732	\$0	\$6,647,994
Equipment	2026-2027	\$0	\$656,528	\$0	\$656,528
<b>Project Total</b>		<b>\$3,991,137</b>	<b>\$3,991,136</b>	<b>\$0</b>	<b>\$7,982,274</b>

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**TO:** Board of Trustees

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

**REVIEWED BY:** Jose F. Torres, Executive Vice Chancellor  
Kristina Hannon, Vice Chancellor HR & Police Services

**PREPARED BY:** Stacey K. Nikac, Administrative Officer

**DATE:** July 14, 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**

- BP 1200 District Mission Statement
- BP 2200 Board Duties & Responsibilities
- BP/AP 3250 Institutional Planning
- AP 2712 Conflict of Interest Code
- BP/AP 7210 Academic Employees



The Board approved first reading on June 9, 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 1200 DISTRICT MISSION STATEMENT | Proposed (redlined)**

## Level 1 Recommendation

To reflect Board action of March 11, 2022 adopting Mission, Vision, Values and Goals.



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

Owner BOT Board of Trustees  
 Policy Area Chapter 1 The District  
 References Legally Required

## BP 1200 District Mission Statement

*(Replaces SBCCD-BP 1100)*

~~The mission of the San Bernardino Community College District is to transform lives through the education of our students for the benefit of our diverse communities. This is achieved through the District's two colleges and public broadcast system by providing high quality, effective and accountable instructional and training programs and services to the students and communities we serve.~~

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.

The mission is evaluated and revised on a regular basis.

### Reference:

ACCJC Accreditation Standard I.A

### Approval Signatures

Step Description

Approver

Date

### History

**Draft saved by Goodrich, Kelly** on 3/14/2022, 4:15PM EDT

**Draft discarded by Goodrich, Kelly** on 3/14/2022, 4:15PM EDT

**Draft saved by Goodrich, Kelly** on 3/14/2022, 4:16PM EDT

**Comment by Goodrich, Kelly** on 3/14/2022, 4:18PM EDT

---

Removed previous draft based on Legal Update 38. This will be addressed at a later time.  
Incorporated updated mission to reflect Board action of March 11, 2022 adopting Mission, Vision, Values and Goals.

**BP 2200 BOARD DUTIES & RESPONSIBILITIES | Proposed (Redlined)**

## Level 1 Recommendation

- 1) Minor clerical edits to eliminate reference to Institutional Values (replaced by SBCCD Goals on 3/10/2022); Institutional Planning & Institutional Effectiveness covered in P&P 3225 and 3250.
- 2) Additional revision of CCLC Legal Update 38 suggestions adding optional language to highlight diversity, equity, and inclusion issues.



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

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

## BP 2200 Board Duties and Responsibilities

*(Replaces SBCCD-BP-2000 and BP-2270)*

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

The Board is committed to fulfilling its responsibilities to:

- Act as a unit
- Represent the common good
- Set policy direction
- Employ, support, and evaluate the chief executive officer
- Define policy standards for college operations
- Monitor institutional performance
- Create a positive climate
- Support and advocate the interests of the institution
- Lead as a thoughtful, educated team

In addition, ~~the~~ each Board member accepts the following responsibilities to:

- Work as a member of the board unit
- Make being a trustee a priority
- Understand their role and the colleges' roles
- Know the community and represent its best interests
- Be visionary and thoughtful
- Support the colleges' pursuit of their missions
- Act with integrity and respect

- Use influence effectively
- Avoid conflicts of interest
- Assure the Board operates in an open, accessible, welcoming spirit, and maintains an anti-racist culture
- Establish policies that ensure the District operates in anti-racist manner

~~To that end, the Board has established Institutional Values that are reviewed, revised and adopted by the Board each year.~~

~~The Board directs the Chancellor to ensure that each entity of the District develops and meets goals to ensure that the Institutional Values are met.~~

In addition, the Board of Trustees is committed to fulfilling its roles and responsibilities in the following ways:

- Act as a Unit – The board as a whole is a corporate body. It governs as a unit, with one voice. Each trustee contributes his or her talents, skills, and backgrounds to the board but has no power or authority to act on his or her own to further individual agendas or direct college employees or operations. Individual trustees do not make commitments for the board to constituents, nor do they criticize or work against board decisions once they are made.
- 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. Trustees should learn as much as they can about the communities they serve. Representing the public means considering multiple viewpoints and discussing the issues in public.
- Set the Policy Direction – Policy is defined as a set of broad statements that define the institutional mission and vision as well as acceptable practices to achieve them. Governing boards provide guidance to the Chancellor and administration of the colleges through their policies. Visionary boards are aware of broad values and diverse needs—they gain this knowledge through the work they do to learn about and communicate with many different groups.
- Employ, Evaluate and Support the Chancellor – One of the essential factors for successful governance is a good relationship between the board and the Chancellor. He or she is the primary agent of the board and is the single most influential person in creating an outstanding institution. Selecting, evaluating, and supporting the Chancellor are among the board's most important responsibilities. This paradoxical relationship works best when there are clear, mutually agreed on expectations and role descriptions. The partnership thrives on open communication, confidence, and trust.
- Define Policy Standards for College Operations – Successful boards of trustees establish policies that set standards for quality, ethics, and prudence in college operations, including the following:
  - Educational Programs and Services – The colleges' educational programs and services are guided by the policy direction set by the board. The board adopts policies that set standards for student achievement and how students should be treated. At its discretion, Program Review or other evaluations processes may be addressed in board policy.
  - Personnel and Human Resources – The board will establish policies that ensure the District and Colleges attract and retain high quality personnel and that hiring, evaluation, and dismissal procedures are legal, equitable, and clear. Policies and budgets should create an

expectation for professional development and growth. The board will define standards for salaries and benefits, and collective bargaining processes.

- Fiscal Health and Stability- The board is responsible for ensuring that the public's money is spent wisely and well. It will set policy standards for the use of public funds. Policy will address budgets, expenditures and protection of assets. The board will adopt a budget based on its support of progress toward the educational goals of the colleges.
- Create a Positive Climate – The board sets the tone for the entire District. Through their behavior and policies, they establish a climate in which learning is valued, and professional growth is enhanced. The importance of student success and adding value to the community are of utmost importance. The board creates a positive climate by focusing on the future, acting with integrity, supporting risk taking, and challenging the Chancellor and college staff to strive for excellence.
- Monitor Institutional Performance – The board is responsible for holding the Chancellor and the Colleges accountable for serving current and future community learning needs. The board, through the Chancellor, will monitor adherence to board policy standards for programs, personnel, and fiscal and asset management. All monitoring processes culminate in the evaluation of the Chancellor as the institutional leader.
- Support and be Advocates for the Colleges – Trustees promote the college in the community and seek support for it from local, state, and national policymakers.
- Lead as a Thoughtful, Educated Team- Each trustee will function as a part of the team, by being well informed, and committed to working with each other. Trustees will speak openly for their points of view during decision making processes and then will support the position of the board.

## References:

ACCJC Accreditation Standard IV (formerly IV.B.1.d);  
Education Code Section 70902

---

## Attachments

[BP 2200 Board Duties and Responsibilities - Comments](#)

[BP 2200 Board Duties and Responsibilities - Legal Citations](#)

## Approval Signatures

**Step Description**

**Approver**

**Date**

---

## History

**Comment by Goodrich, Kelly** on 5/14/2021, 2:02PM EDT

---

CCLC Legal Update 38 suggestions adding optional language to highlight diversity, equity, and inclusion issues. These changes need review by policy owner.

**Comment by Goodrich, Kelly** on 4/4/2022, 11:59AM EDT

Revised to reflect adoption of SBCCD Mission Vision, Values and Goals on March 10, 2022.

**Draft saved by Goodrich, Kelly** on 4/29/2022, 12:26PM EDT

**BP 3250 INSTITUTIONAL PLANNING | Proposed (redlined)**

## Level 1 Recommendation

Suggested changes part of review of AP 3250 changes in line with 3/10/2022 Board adoption of Mission, Vision, and Values to reflect current SBCCD practices. Removal of plan list can be addressed at a later time.



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

Owner	Chancellor's Cabinet Chancellor's Cabinet
Policy Area	Chapter 3 General Institution
References	Legally Required

## BP 3250 Institutional Planning

*(Replaces current SBCCD BP 3250)*

The Chancellor shall ensure that the District has and implements a broad-based comprehensive, systematic and integrated system of planning that involves appropriate segments of the college community and is supported by institutional effectiveness research.

The planning system shall include all plans required by law and or policy, including, but not limited to:

*Recommend removal of the list of plans here (check with the League).*

- Long Range Educational or Academic Master Plan, which shall be updated periodically as deemed necessary by the Board of Trustees
- Facilities Plan
- Safety Plan
- Equal Employment Opportunity Plan
- Student equity Plan
- Student Success and Support Program Plan
- Transfer Center Plan
- Cooperative Work Experience Plan
- Extended Opportunity Programs and Services (EOPS) Plan
- District Technology Strategic Plan

The Chancellor shall submit those plans to the Board for which Title 5 requires Board approval.

The Chancellor shall inform the Board about the status of planning and the various plans.

The Chancellor shall ensure the Board has an opportunity to assist in developing the general institutional mission and goals for the comprehensive plans.

References:

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 (formerly I.B);  
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55250, 55510, and 56270 et seq.

---

Attachments

- [BP 3250 Institutional Planning- Comments](#)
- [BP 3250 Institutional Planning- Legal Citations](#)

Approval Signatures

Step Description	Approver	Date
------------------	----------	------

---

History



**AP 3250 INSTITUTIONAL PLANNING | Proposed (redlined)**

## Level 1 Recommendation

Slight change of slight language to align with Mission, Vision, Values Board approved 3/10/2022.



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

Owner	Chancellor's Cabinet
Policy Area	Chapter 3 General Institution
References	Legally Required

## AP 3250 Institutional Planning

~~(Replaces current SBCCD AP 3250)~~

- A. The colleges and District Office, through established committees with representation from faculty, administration, classified staff, and students, will review and recommend planning decisions related to human, physical, technological, and financial resources.

Applying the criteria of accreditation standards, the planning process will be guided by adopted mission, vision, ~~mission, and core~~ and values and will develop specific goals, objectives, and strategic directions, which have measurable outcomes and specific accountability.

Action plans will be reviewed and revised annually and approved by the respective planning bodies.

- B. Academic Senate will be the representative body in all academic and professional matters, as defined by Title 5 Section 53200.
- C. Institutional effectiveness research, program reviews, and individual unit plans are utilized in the planning process, which is intended to complement and inform the resource allocation process.
- D. The Board may assist in developing the general institutional mission and goals for the comprehensive plans through a variety of means.
- E. Planning documents will be submitted to the California Community College Chancellor's Office in a timely manner when required.

### References:

ACCJC Accreditation Standards I.B.9, III.B.4, III.C.2, III.D.2, IV.B.3, and IV.D.5 (formerly I.B);  
Title 5 Sections 51008, 51010, 51027, 53003, 54220, 55080, 55190, 55510, and 56270 et seq.

### Attachments

---

[AP 3250 Institutional Planning- Comments](#)

[AP 3250 Institutional Planning- Legal Citations](#)

## Approval Signatures

Step	Description	Approver	Date
------	-------------	----------	------

---

## History

**Comment by Goodrich, Kelly** on 4/4/2022, 2:39PM EDT

Slight language change to align with Mission, Vision, Values Board approved 3/10/2022.

## Level 1 Recommendation

The changes recommended to align with the requirements of the Fair Political Practices Commission (FPPC) conflict of interest filing requirements. As changes are made to job titles and positions, the District must reevaluate and make changes to the conflict of interest AP to ensure all appropriate positions are included. The changes have been discussed and reviewed by Cabinet members.



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

Owner	BOT Board of Trustees
Policy Area	Chapter 2 Board of Trustees
References	Legally Advised

## AP 2712 Conflict of Interest Code

*(Replaces current SBCCD AP 2260)*

The Political Reform Act (Government Code Section 81000, et seq.) requires state and local government agencies to adopt and promulgate conflict of interest codes. The Fair Political Practices Commission has adopted a regulation (2 California Code of Regulations Section 18730) which contains the terms of a standard conflict of interest code, which can be incorporated by reference in an agency's code. After public notice and hearing it may be amended by the Fair Political Practices Commission to conform to amendments in the Political Reform Act. Therefore, the terms of 2 California Code of Regulations Section 18730 and any amendments to it duly adopted by the Fair Political Practices Commission are hereby incorporated by reference. This regulation and the attached Appendices designating officials and employees and establishing disclosure categories, shall constitute the conflict of interest code of the San Bernardino Community College District (District).

Individuals holding designated positions shall file their statements of economic interests with the District, which will make the statements available for public inspection and reproduction. (Gov. Code Sec. 81008.) All statements will be retained by the District.

## APPENDIX A

## DESIGNATED POSITIONS

<u>Designated Positions</u>	<u>Disclosure Categories</u>
Board of Trustees	1, 2
Chancellor	1, 2
Executive Vice Chancellor	1, 2
General Counsel	1, 2
Business Manager	1, 2
Director, Facilities Planning, Emergency Management & Construction	1
Associate Deans	2
Associate Director of Energy, Sustainability & Safety	2
Campus Project Manager	2
Chief Technology Officer 2	
College President, CHC	2
College President, SBVC	2
Deans	2
Director, Diversity, Equity and Inclusion	2
Director of Technology Services	2
Director, Administrative Application Systems	2
Director, Alternative Text Production Center	2
Director, Technology Services	2

Director, DSP&S	2
Director, Fiscal Services	2
Director, Grants Development & Administration	2
Facilities Project Manager	2
General Manager, KVCR TV/FM	2
Local Business Outreach Administrator Measure CC	2
Vice Chancellor, Educational and Student Support Services	2
Vice Chancellor of Human Resources and Police Services	2
Vice Chancellor, Workforce Development, Advancement & Media Systems	2
Vice President of Administrative Services	2
Vice President of Student Services	2
Director, Facilities, Maintenance & Operations	3
Director, Human Resources, EEO, Legal Services and Labor Relations	3
Food Services Supervisor	3
Chief of Police	3
Consultants/New Positions	*

\*Consultants/new positions shall be included in the list of designated positions and shall disclose pursuant to the broadest disclosure requirements in this conflict of interest code subject to the following limitation:

The Chancellor may determine in writing that a particular consultant or new position, although a “designated position,” is hired to perform a range of duties that is limited in scope and thus is not required to comply fully with the disclosure requirements described in this section. Such written determination shall include a description of the consultant’s or new position’s duties and, based upon

that description, a statement of the extent of disclosure requirements. The Chancellor's determination is a public record and shall be retained for public inspection in the same manner and location as this conflict of interest code.

The following positions are NOT covered by the code because they must file under Government Code Section 87200 and, therefore, are listed for informational purposes only:

- **Retirement Board Authority**
- **Investment Advisors**

An individual holding one of the above listed positions may contact the Fair Political Practices Commission for assistance or written advice regarding their filing obligations if they believe that their position has been incorrectly categorized. The Fair Political Practices Commission makes the final determination whether a position is covered by Government Code Section 87200.

## APPENDIX B

### DISCLOSURE CATEGORIES

**Category 1.** Designated positions assigned to this category must report:

- A. Interests in real property within the boundaries of the District that are used by the District or are of the type that could be acquired by the District as well as real property within two miles of the property used or the potential site.
- B. Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources of the type that engage in the acquisition or disposal of real property or are engaged in building construction or design for school districts.

**Category 2.** Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the District.

**Category 3.** Designated positions assigned to this category must report:

Investments and business positions in business entities and income (including receipt of gifts, loans, and travel payments) from sources that are contractors engaged in the performance of work, training, consulting or services, or are sources that manufacture or sell supplies, instructional materials, machinery, equipment, or vehicles of the type utilized by the designated position's department.

## References:

Government Code Sections 87103(e), 87300-87302, 89501, 89502, and 89503; Title 2 Section 18730

Any changes to this AP requires approval of the FPPC prior to board approval.

---

## Attachments

[AP 2712 Conflict of Interest - Declaration of CEO.pdf](#)

[AP 2712 Conflict of Interest Code - Comments](#)

[AP 2712 Conflict of Interest Code - Legal Citations](#)

[FPPC Approval of AP 2712 Conflict of Interest Code.pdf](#)

[SBCCD - Overview for Legal Update 31 Final Version.docx](#)

## Approval Signatures

Step Description	Approver	Date
Final Board Approval	Policy Stat	11/2020
Reviewed and Approved per AP 2410	Policy Stat	11/2020

## Older Version Approval Signatures

Board of Trustees 2nd reading	Policy Stat	08/2019
Board of Trustees 1st reading	Policy Stat	08/2019
District Assembly Recommendation	Policy Stat	08/2019
District Assembly 1st reading	Policy Stat	08/2019
Chancellor's Cabinet	Policy Stat	08/2019
Chapter owners are notified	Policy Stat	08/2019
Board of Trustees 2nd reading	Board Board: [SN]	11/2017
Board of Trustees 1st reading	Board Board: [SN]	11/2017
District Assembly 2nd reading	District Assembly District Assembly: [SN]	11/2017
District Assembly 1st reading	District Assembly District Assembly: [SN]	11/2017
Chancellor's Cabinet	Chancellor's Cabinet Chancellor's Cabinet: [SN]	10/2017
Chapter owners are notified	Board Board: [SN]	10/2017



**BP 7210 ACADEMIC EMPLOYEES | Proposed (redlined)**  
 Recommendation for Final Approval - Expedited Processing  
 Minor clerical changes.



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

Owner	Human Resources
Policy Area	Chapter 7 Human Resources

## BP 7210 Academic Employees

*(Replaces current SBCCD BP 7210)*

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

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

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

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

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

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

### References:

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

---

## Attachments

[BP 7210 Academic Employees- Comments](#)

[BP 7210 Academic Employees- Legal Citations](#)

[BP7210 -OLD.pdf](#)

## Approval Signatures

**Step Description**

**Approver**

**Date**

---

## History

**Draft saved by Goodrich, Kelly** on 5/5/2022, 6:14PM EDT

# AP 7210 ACADEMIC EMPLOYEES | Proposed (redlined)

Recommendation for Final Approval - Expedited Processing Reviewed extensively by HR in conjunction with Academic Senates and other appropriate constituent groups.



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

Owner	Human Resources Human Resources
Policy Area	Chapter 7 Human Resources
References	Good Practice/ Optional

## AP 7210 Academic Employees

### ACADEMIC EMPLOYEES, NON-MANAGEMENT

#### HIRING OF FULL-TIME FACULTY

The San Bernardino Community College District seeks a qualified and diverse administration, faculty, and staff dedicated to student success. The District is committed to an open and inclusive hiring process that supports the goals of equal opportunity and diversity, providing equal consideration and opportunities for all qualified candidates. The goal of every hiring process is to select the qualified candidate who best meets the needs of our students ~~and has the ability to.~~ The hiring process for full-time faculty also focuses on candidates who will develop and maintain inclusive curriculum and ~~/or provide an inclusive environment~~ environments that ~~represents~~ represent the ethnic and socioeconomic demographic of the college's student population.

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

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

# HIRING QUALIFICATIONS

## Minimum Qualifications

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

1. For faculty and administrative positions, job requirements shall include (A) a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students as demonstrated by skills and abilities in cultural responsiveness and cultural humility; and (B) a demonstrated commitment to recognizing patterns of inequity in student outcomes, taking personal and institutional responsibility for the success of students, engaging in critical assessment of own practices, and applying a race-conscious awareness of the social and historical context of exclusionary practices in American Higher Education.
2. The Minimum Qualifications for discipline expertise adopted by the Board of Governors for California Community Colleges or possession of a valid and appropriate California Community College Credential as provided in Education Code 87355.
3. All applicants will be provided the opportunity to have qualifications for discipline expertise reviewed and considered for meeting minimum qualifications that meet or exceed those listed adopted by the Board of Governors through alternate means.

## Application Procedure

1. The Human Resources Office will determine which applicants meet minimum education and expertise qualifications as set forth in the job announcement based on information provided on the official application for employment and verified by copies of transcripts provided by the applicant. Applicants not having minimum qualifications but requesting consideration of equivalent qualifications will be separated from those determined to meet minimum qualifications. If there is any discrepancy between the established minimum qualifications and the qualifications presented by an applicant as meeting minimum qualifications, that applicant's file will be grouped with the applications requesting consideration of equivalent qualifications. Applicant groups for equivalency review will have their qualifications evaluated by the Equivalency Committee, in accordance with the Equivalency Policy and Procedures. Human Resources will also evaluate the diversity of the pool of applicants to determine if further outreach is required before proceeding.
2. The files of all applicants who meet minimum qualifications or who have had equivalent qualifications determined by the Equivalency Committee will be reviewed by the selection committee. The selection committee will not review the file of any applicant who does not meet minimum qualifications or who has not been determined as possessing equivalent qualifications by the Equivalency Committee. Human Resources will forward candidates to the Equivalency Committee for final confirmation of meeting MQs when appropriate. A list of candidates who did not meet MQs will be provided to the hiring manager and/or selection committee by request. Should the selection committee have any concern about the pool or process, the selection committee chair may confer with the Vice Chancellor of Human Resources and Police Services or designee regarding these concerns.
3. For disciplines for which the master's degree is not generally expected or available (as

designated in *Minimum Qualifications for Faculty & Administrators in California Community Colleges*, adopted by the Board of Governors), a "year of professional experience" shall be considered the period of time which the District accepts as a regular work year on a full-time basis. One year of professional experience must have been completed within the three years prior to the closing date for applications for the position. The minimum qualifications listed on the job announcement should identify the specific types of professional experience required for the position.

4. For disciplines for which the master's degree is not generally expected or available (as designated in *Minimum Qualifications for Faculty & Administrators in California Community Colleges*, adopted by the Board of Governors), the appropriate, valid certification or license to practice shall be stipulated based on the instructional responsibilities of the position. If no certificate or license is appropriate to the position, no certificate or license will be listed as a minimum qualification.

## Desirable Qualifications

1. Job announcements may include a set of "desirable qualifications," separate from the minimum qualifications. These desirable qualifications should be approved by discipline faculty and describe characteristics that support the responsibilities of the position.
2. The combination of the minimum qualifications and the job-related desirable qualifications will be used as the basis for decision-making throughout the selection, interview, and recommendation of applicants.

## Establishing Minimum and Desirable Qualifications

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

## PROCEDURES

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

## Establishing the Position

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

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

## Position Announcement

1. The Announcement of a Position will be drafted by the faculty of the discipline and the Division/Department Dean or appropriate administrator who established the minimum and desirable qualifications for the position (See "Establishing Minimum and Desirable Qualifications") in consultation with the Vice Chancellor of Human Resources and Police Services or designee and the appropriate Vice President. The final job announcement as seen by applicants will not be posted until reviewed and approved by all parties.

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

2. Position announcements will include the following sections:
  - a. Position Title
  - b. Application Deadline or Initial Review Date
  - c. Introduction: A brief description of the position and the relationship of the position to college offerings and activities. This includes a brief description of the college and the community served.
  - d. Minimum Qualifications: A statement including the established minimum qualifications, the appropriate valid credential(s), and the provision for equivalencies.
  - e. Desirable Qualifications: Those job-related qualifications that are desirable but not essential to perform the job.
  - f. Duties of the Position in accordance with the CBA: A list of typical duties including the following:
    - A brief description of the primary responsibilities (e.g. Faculty will teach to the outline of record for the specific assignment and maintain a current syllabus). Faculty will facilitate learning through a variety of modalities to maximize the success of our diverse student population,
    - A description of any co-curricular responsibilities (e.g. coaching, directing).

- Reference to scheduling considerations (e.g. assignment to evening duties).
  - Leadership responsibilities related to the academic and/or co-curricular assignment (e.g. advisory committee, standing committees, curriculum development).
  - A description of institutional service responsibilities (e.g. five hours of institutional service, five office hours).
  - A commitment to ongoing professional development that includes cultural responsiveness, inclusiveness, and equity, as well as disciplinary relevance.
  - A description of any other duties unique to the position.
- g. Salary and Benefits: A statement of the salary range and a brief narrative description of fringe benefits in effect at the time of the announcement.
- h. Closing Date ~~and~~, Address for Submission of Application Materials, and Deadline for Equivalency requests.
- i. Application Process: Instructions regarding the completion of the application process and a statement that incomplete applications will not be considered by the selection committee. In addition, instructions will also include the need for the candidate to address how the desired qualifications have been met by the candidate in the cover letter or in the supplemental questions. The application process will include the following:
- An official district application form including a separate form for requests for equivalency along with a brief narrative description of the equivalency criteria appropriate to the minimum qualifications for the position. Applicants will be instructed to provide a narrative description of their equivalent experience along with transcripts and other documentation to support their request for equivalency.
  - A Letter of Application (A cover letter indicating explicitly how each of the minimum and desired qualifications are met.)
  - Official or unofficial transcripts for all college course work, including those generated from the Internet, to establish an applicant's file (An official transcript will be required before any offer of employment for the applied-for position).
  - A curriculum vitae or resume.
  - When appropriate, verification of credentials (community college instructor credential, vocational credential, and/or license).
  - When appropriate, verification of "professional experience" as articulated in the minimum and desirable qualifications.
  - When appropriate, additional support materials may be requested. Such materials may include letters of recommendation, work samples (e.g. videos, portfolios, written materials) and other materials directly related to the criteria established in the minimum and desirable qualifications.



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

- The review by a selection committee to select candidates for interviews
- An interview of candidates by the selection committee that may be comprised of faculty, administration, academic senate representatives, associated student government representatives, and other appropriate district personnel. Candidates are advised that all interview questions will be evaluated through the lens of both minimum qualifications and the desired qualifications.
- A list of sample 1st level interview questions and an explanation of the panels function and limited ability to naturally interact with the candidate.
- An interview of finalists by the President and Academic Senate President (and additional interviewers if selected by the President) or designee
- A list of sample 2nd level interview questions and an explanation of the interactions available at the 2nd level.
- Final recommendation to the Board of Trustees by the Chancellor of the District
- A description of any other selection activities that are anticipated at the time of the announcement (e.g. a sample teaching demonstration, guest lecture, role playing, sample assignments, a questionnaire or impromptu writing sample)

k. Notice to All Candidates:

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

Notice to All Candidates:

- The requirements of the Immigration Reform and Control Act of 1987
- Initial assignment information
- A reasonable accommodation notice will be included in each job announcement.

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



3. The Vice Chancellor of Human Resources and Police Services or their designee will review the draft of the job announcement for the potential for adverse impact pursuant to provisions in #2 of "Establishing Minimum and Desirable Qualifications."
4. The final draft of the job announcement will be reviewed by the discipline faculty and the Division Dean or appropriate administrator, and then returned to the Office of Human Resources. The discipline faculty and Division/Department Dean or appropriate administrator will make the final decision on the desired qualifications prior to submitting the DQs to Human Resources.
5. Upon the approval of the final draft of the announcement, the Division/Department Dean or appropriate administrator for the position will set a tentative timetable for the hiring process (e.g. Selection committee orientation/training, application review) in consultation with the discipline faculty, the Vice Chancellor of Human Resources and Police Services or their designee and the appropriate Vice President.

## Applications

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

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

## Recruitment and Advertising

Faculty positions are advertised for a minimum of thirty (30) days. Extensions to the deadline will be discussed with the discipline faculty and hiring dean both before the posting and during the posting.

An email notification of the posting will be sent to the discipline faculty, Dean and/or appropriate administrator.

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

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

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

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

## SCREENING COMMITTEE

### Membership

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

- The Division/Department Dean or appropriate administrator for the position ~~will~~may formulate a preliminary list of candidates to serve as screening committee members.
- The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint ~~the~~at least 3 faculty to serve on the selection committee.
- An Equal Opportunity Representative from ~~outside of the department/program~~the District HR-DEIA Committee shall be appointed to the Committee by the Vice Chancellor of Human Resources and Police Services or their designee. The Equal Opportunity Representative is a non-voting member.
- The Committee should also include representation from those employees or employee groups who are served by or otherwise interact with the position. If a classified employee is selected to serve on the committee, the President of CSEA will provide the names of individuals nominated to serve as the representative from the ~~Senate~~unit. The hiring supervisor will select appropriate committee member(s) from those nominees.
- The Screening Committee should normally have no fewer than five (5) and no more than nine (9) members.
- A majority of the membership of the selection committee shall be faculty.
- Every screening committee will include the Division/Department Dean or appropriate administrator or their designee
- The chair of the Committee will be chosen by a majority vote of the committee.
- When possible, every effort will be made, within the limits allowed by federal and state law, to ensure screening committees include a diverse membership, which will bring a variety of perspectives to the assessment of application qualifications. Selection/screening committees will be encouraged to include members from monitored groups and may include members from other colleges to include members from monitored groups.
- ~~The supervising administrator on the Committee~~Human Resources will provide clerical/technical support and coordination.
- If unusual circumstances prevent the formation of a screening committee as described herein, the Division/Department Dean or appropriate administrator for the position will consult with the Vice Chancellor of Human Resources and Police Services or their designee to determine a reasonable representation. However, the final composition of the screening committee shall

remain confidential.

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

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

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

## **Second-Level Interview Procedures**

Second level interviews will be conducted on all finalist by the College President or their designee with additional interviewers of their choice, and the Academic Senate President or their designee acting in an advisory capacity. In the case of District Office, second level interviews will be conducted by the appropriate administrator. Second -level interviews will also include an EEO Representative.

## **Training**

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

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

Pending Revision Approval: June 9, 2022

Approved: January 11, 1990

## **Approval Signatures**

Step Description	Approver	Date
------------------	----------	------

---

## History

**Draft saved by Quinones, Brooke** on 5/16/2022, 7:40PM EDT

**Comment by Quinones, Brooke** on 5/16/2022, 7:42PM EDT

PPAC reviewed and approved on May 9, 2022 all changes based on Senate, HR and appropriate constituent review. bq

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** July 14, 2022

**SUBJECT:** Consideration of Approval to Adopt Resolution #2022-07-14-BOT-01  
Increasing the Annual Compensation of the SBCCD Board of Trustees

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt Resolution #2022-07-14-BOT-01 increasing the annual compensation of the SBCCD Board of Trustees to \$420 per month (\$210 per month for student trustees).

### **OVERVIEW**

Education Code section 72024(a)(4) provides that in any community college district in which the full-time equivalent student attendance (FTES) for the prior school year was 25,000 or less but more than 10,000, each member of the governing board of the district who actually attends all meetings held may receive compensation.

Pursuant to Board Policy 2725, and in accordance with Education Code section 72024(a)(4), the current monthly compensation being received by all governing board members is \$400 per month (\$200 per month for student trustees).

### **ANALYSIS**

Education Code section 72024(e) provides that, on an annual basis, the governing board may increase the compensation of individual board members beyond the statutory limit, in an amount not to exceed 5% based on the present monthly rate of compensation.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The amount of this increase has been included in the General Fund Board of Trustees budget.



**RESOLUTION #2022-07-14-BOT01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
INCREASING THE ANNUAL COMPENSATION OF MEMBERS OF THE BOARD OF TRUSTEES**

**WHEREAS**, Education Code section 72024(a)(4) provides that in any community college district in which the full-time equivalent student attendance (FTES) for the prior school year was 25,000 or less but more than 10,000, each member of the governing board of the district who actually attends all meetings held may receive as compensation for his or her services a sum not to exceed four hundred dollars (\$400) in any month; and

**WHEREAS**, the full-time equivalent student attendance for the prior school year was within the limits delineated in Education Code section 72024(a)(4); and

**WHEREAS**, pursuant to Board Policy 2725, and in accordance with Education Code section 72024(a)(4), the current monthly compensation being received by all governing board members is \$400 per month (\$200 per month for student trustees); and

**WHEREAS**, Education Code section 72024(e) provides that, on an annual basis, the governing board may increase the compensation of individual board members beyond the statutory limit, in an amount not to exceed 5% based on the present monthly rate of compensation;

**NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:**

1. The annual compensation of individual Board members shall be increased 5%; and
2. This rate shall be effective upon approval of this Resolution by the Board of Trustees.

**APPROVED, PASSED AND ADOPTED** by the Board of Trustees of the San Bernardino Community College District on this 14<sup>th</sup> day of July, 2022, by the following vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

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

Attested to:

\_\_\_\_\_  
Dr. Anne L. Viricel  
Clerk, San Bernardino Community College District

## **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:** July 14, 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 will be completed prior to the contract start date. No individual will be offered a contract until 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 2022-2023 budgets.





# Adjunct and Substitute Academic Employees

## Presented for Information July 14, 2022

[v.7.5.2022.p.2|12]

### 2022-2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Abad, Jeremy	CHC	English	English
Aguilar, Edward	CHC	Emergency Medical Services	Emergency Medical Technologies
Ajioka, Mayumi	CHC	Japanese	Foreign Languages
Alatorre, Guadalupe	CHC	Communication Studies	Communication Studies
Alderson, Kristin	CHC	Business Administration	Business
Alvarado, Toshio	CHC	Microbiology	Biological Sciences
Anderson, Debra	CHC	Radiologic Technology	Radiologic Technology
Andersson-Cortez, Steven	CHC	Licensed Vocational Nursing	Licensed Vocational Nursing
Bahena, Sandra	CHC	Mathematics	Mathematics
Baldwin, Spencer	CHC	Music	Music
Baltierra, Anthony	CHC	Theatre Arts	Theatre Arts
Begley, David	CHC	Mathematics	Mathematics
Berry, Emily	CHC	Respiratory Technologies	Respiratory Technologies
Blanck, Robert	CHC	English	English
Bogens, Mary	CHC	Fire Technology	Fire Technology
Bonetta, Ali	CHC	Counseling	Counseling
Baldwin, Melissa	CHC	Chemistry	Chemistry
Barger, Heather	CHC	Business Administration	Business
Barker, Jason	CHC	Workforce Preparation (NC)	Workforce Preparation
Beard, Joseph	CHC	Geography	Earth Science
Behmer, Elizabeth	CHC	Anatomy	Biological Sciences
Blanco, Glenn Dave	CHC	Anatomy	Biological Sciences
Booth, Geoffrey	CHC	Respiratory Technologies	Respiratory Technologies
Bradford, Deborah	CHC	Theatre Arts	Stagecraft
Bridges, Andrew	CHC	Religious Studies	Religious Studies
Brown, Joshua	CHC	Music	Music
Buchanan, Jamie	CHC	Psychology	Psychology
Bungard, Patrick	CHC	Communication Studies	Communication Studies
Burke, Jeffrey	CHC	Mathematics	Mathematics
Burnett, Jennifer	CHC	Communication Studies	Communication Studies
Carreon-Bailey, Rebecca	CHC	Child Development	Child Development





# Adjunct and Substitute Academic Employees

## Presented for Information July 14, 2022

[v.7.5.2022.p.3|12]

### 2022-2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Carver, Memory	CHC	Emergency Medical Services	Emergency Medical Technologies
Castillo, Andrew	CHC	English	English
Castro, Janet		Communication Studies	Communication Studies
Chappell, Dempsey	CHC	Fire Technology	Fire Technology
Chittenten, Heather	CHC	Public Safety	Public Safety
Cifelli, Jessica	CHC	Child Development	Child Development
Cisneros, Cory	CHC	Fire Technology	Fire Technology
Clarke, Sally	CHC	Health Information Technology	Health Information Technology
Clement, Brooke	CHC	Counseling	Counseling
Clerc, Antoine	CHC	Political Science	Political Science
Cline, Melissa	CHC	Kinesiology	Kinesiology
Commander, John	CHC	Emergency Medical Services	Emergency Medical Technologies
Costello, Gerarda	CHC	History	History
Cowans, Nicole	CHC	Theatre Arts	Theatre Arts
Cowles, Randee	CHC	English	English
Cranon-Charles, Angela	CHC	Political Science	Political Science
Crews, Carly	CHC	Emergency Medical Services	Emergency Medical Technologies
Crosby, Charles	CHC	Fire Technology	Fire Technology
Crow, Robert	CHC	Business Administration	Business
Cruz, Jason	CHC	Business Administration	Business
Cryder, Michael	CHC	Biology	Biological Sciences
Culotta, Donald	CHC	Fire Technology	Fire Technology
Cummings, Lou'Rie	CHC	Counseling	Counseling
Davila, Rosa	CHC	Mathematics	Mathematics
Davis, Garet	CHC	Anatomy	Biological Sciences
Davis, Mark	CHC	Fire Technology	Fire Technology
De Boer, Frank	CHC	Fire Technology	Fire Technology
Delmonicio, Shana	CHC	Counseling	Counseling
Derosier, Wendy	CHC	Kinesiology	Kinesiology
Dewalden, Steven	CHC	Communication Studies	Communication Studies
Dobbs, Anne	CHC	English	English



# Adjunct and Substitute Academic Employees

## Presented for Information July 14, 2022

[v.7.5.2022.p.4|12]

### 2022-2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
<b>Domenech, Esther</b>	CHC	Spanish	Foreign Languages
<b>Downey, Jennifer</b>	CHC	Psychology	Psychology
<b>Drake-Green, Penny Marie</b>	CHC	Communication Studies	Communication Studies
<b>Dudash, Leigh</b>	CHC	Geology	Earth Science
<b>Dugan, Jonathan</b>	CHC	Mathematics	Mathematics
<b>Eads, Courtney</b>	CHC	Kinesiology	Kinesiology
<b>Ebner, Noah</b>	CHC	Geography	Earth Science
<b>Ellsberry, Richard</b>	CHC	Fire Technology	Fire Technology
<b>Estrada, Joshua</b>	CHC	Kinesiology	Kinesiology
<b>Estus, Steven</b>	CHC	English	English
<b>Farley, Diana</b>	CHC	Counseling	Counseling
<b>Falzone Robinson, Carlotta</b>	CHC	Art	Art
<b>Fellenz, Kathryn</b>	CHC	Public Safety	Public Safety
<b>Files, Shannon</b>	CHC	Fire Technology	Fire Technology
<b>Firtha, Christie</b>	CHC	English	English
<b>Flores, Allison</b>	CHC	Respiratory Technologies	Respiratory Technologies
<b>Flory-Sanchez, Pamela</b>	CHC	English	English
<b>Flowers, Tanisha</b>	CHC	Psychology	Psychology
<b>Flowers, Todd</b>	CHC	Education	Education
<b>Ford, Megan</b>	CHC	Fire Technology	Fire Technology
<b>Franko, Karla J.</b>	CHC	Religious Studies	Religious Studies
<b>Fuller, Brent</b>	CHC	Emergency Medical Services	Emergency Medical Technologies
<b>Gaddy, Duran</b>	CHC	Fire Technology	Fire Technology
<b>Gairson, Philip</b>	CHC	Fire Technology	Fire Technology
<b>Garcia, Claudia</b>	CHC	Counseling	Counseling
<b>Garcia, Edward</b>	CHC	Respiratory Technologies	Respiratory Technologies
<b>Gillette, Jeffrey</b>	CHC	Fire Technology	Fire Technology
<b>Gilmore, Heather</b>	CHC	Communication Studies	Communication Studies
<b>Gimple, Tina</b>	CHC	Computer Information Systems	Computer Science Computer Information Systems
<b>Gipson, Burnie</b>	CHC	American Sign Language	American Sign Language
<b>Goliff, Wendy</b>	CHC	Chemistry	Chemistry



# Adjunct and Substitute Academic Employees

## Presented for Information July 14, 2022

[v.7.5.2022.p.5|12]

### 2022-2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Gonering, Kyle	CHC	Emergency Medical Services	Emergency Medical Technologies
Gonzales, Kimberly	CHC	Respiratory Technologies	Respiratory Technologies
Gordon, Lissette	CHC	Sociology	Sociology
Graff, Richard	CHC	Business Administration	Business
Granado, Alycia	CHC	Child Development	Child Development
Grigsby, Michael	CHC	Mathematics	Mathematics
Groff, Nathan	CHC	Fire Technology	Fire Technology
Grounds, John	CHC	Emergency Medical Services	Emergency Medical Technologies
Guaderrama, Anthony	CHC	Computer Information Systems	Computer Science Computer Information Systems
Gutierrez, Juan	CHC	Mathematics	Mathematics
Gutierrez, Mark	CHC	Mathematics	Mathematics
Guzman, Jose	CHC	Philosophy	Philosophy
Hall, Grady Stanton	CHC	Emergency Medical Services	Emergency Medical Technologies
Hammond-Williams, Heather	CHC	Child Development	Child Development
Harmon, Lacey	CHC	Mathematics	Mathematics
Harold, Ryan	CHC	Fire Technology	Fire Technology
Hayes, Chauncey	CHC	Kinesiology	Kinesiology
Harris, Matti	CHC	English	English
Haynes, Victor	CHC	Political Science	Political Science
Herrick, Theresa	CHC	Psychology	Psychology
Herron, Jordan	CHC	Kinesiology	Kinesiology
Hicks, Ashley	CHC	Respiratory Technology	Respiratory Technology
Higgins, Meagan	CHC	Psychology	Psychology
Hilario, Michelle	CHC	Kinesiology	Kinesiology
Ho, Oscar	CHC	Computer Information Systems	Computer Science Computer Information Systems
Hoehn, Marisela	CHC	Counseling	Counseling
Hogan, Ryan	CHC	Counseling	Counseling
Hopper, Randi	CHC	Child Development	Child Development



# Adjunct and Substitute Academic Employees

## Presented for Information July 14, 2022

[v.7.5.2022.p.6|12]

### 2022-2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Hosch, Roland	CHC	Workforce Preparation	Workforce Preparation
Houlihan, Francis	CHC	Art	Art
Hoyle, Dani	CHC	Respiratory Technologies	Respiratory Technologies
Hubbell, Grant	CHC	Fire Technology	Fire Technology
Jacob, Gabriel Brian	CHC	Phys Ed	Kinesiology
Janssen, Joshua	CHC	Fire Technology	Fire Technology
Jaravato-Hanson, Rodolfo	CHC	Health Information Technology	Health Information Technology
Jasso, Heather	CHC	Licensed Vocational Nursing	Licensed Vocational Nursing
Jeide, William	CHC	Emergency Medical Services	Emergency Medical Technologies
Jenkins, Mitchell	CHC	Environmental Science	Earth Science
Johansen, Jacquelyn	CHC	Biology	Biological Sciences
Johnson, Elizabeth	CHC	Kinesiology	Kinesiology
Jordan, Jessica	CHC	Psychology	Psychology
Jraisat, Issa	CHC	Sociology	Sociology
Kabagwira, Janviere	CHC	Biology	Biological Sciences
Kaye, Adelina	CHC	Mathematics	Mathematics
Ketcherside, David	CHC	Fire Technology	Fire Technology
Keys, Scott	CHC	History	History
Khalaj-Le Corre, Monica	CHC	English	English
King, Clara Jo	CHC	Biology	Biological Sciences
Knowlton, Troy	CHC	Radiologic Technology	Radiologic Technology
Kunkel, Cory	CHC	Biology	Biological Sciences
Kusko, Vaughan	CHC	Counseling	Counseling
Lagace, Paul	CHC	Fire Technology	Fire Technology
Lamb, Wendy	CHC	English	English
Lapointe, Stacy	CHC	English	English
Lawlor, Bridget	CHC	History	History
Lee, James	CHC	English	English
Lee, Joo	CHC	Music	Music
Lehar, Jade	CHC	English	English
Leon, Ralph	CHC	Mathematics	Mathematics



# Adjunct and Substitute Academic Employees

## Presented for Information July 14, 2022

[v.7.5.2022.p.7|12]

### 2022-2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Loera, Anthony	CHC	Emergency Medical Services	Emergency Medical Technologies
Love, Jamie	CHC	Philosophy	Philosophy
Malinowsky, Grant	CHC	Fire Technology	Fire Technology
Manzano, David	CHC	Respiratory Technologies	Respiratory Technologies
Martgan, Ann	CHC	Emergency Medical Services	Emergency Medical Technologies
Martinez, Lissette	CHC	Sociology	Sociology
Masner, Patricia	CHC	Kinesiology	Kinesiology
Matsuda, Stanley	CHC	Mathematics	Mathematics
Mayo, Ana	CHC	Chemistry	Chemistry
McClurg, Bruce	CHC	Music	Music
McGarvey, Lisa	CHC	Respiratory Technologies	Respiratory Technologies
McNamara, Laurence	CHC	Art	Art
McNaughton, Ana	CHC	Theatre Arts	Stagecraft
Medina, Ernesto	CHC	Kinesiology	Kinesiology
Mello, Brandice	CHC	History	History
Menzing, Todd	CHC	History	History
Micham, Wendy	CHC	Psychology	Psychology
Millan, Christopher	CHC	English	English
Miller, Cameron	CHC	Emergency Medical Services	Emergency Medical Technologies
Mills, Lisa	CHC	Counseling	Counseling
Molloy David	CHC	Emergency Medical Services	Emergency Medical Technologies
Moore, Melissa	CHC	Kinesiology	Kinesiology
Moore, Steven	CHC	Emergency Medical Services	Emergency Medical Technologies
Moreira, Tifany	CHC	Psychology	Psychology
Moreno, Melissa	CHC	Communication Studies	Communication Studies
Moreno, Omar	CHC	Mathematics	Mathematics
Morgan, Douglas	CHC	Sociology	Sociology
Morning, Sara	CHC	Emergency Medical Services	Emergency Medical Technologies



# Adjunct and Substitute Academic Employees

## Presented for Information July 14, 2022

[v.7.5.2022.p.8|12]

### 2022-2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Morris, Nicholas	CHC	Respiratory Technologies	Respiratory Technologies
Moussaoui, Ali	CHC	Physical Science	Physical Science
Nalbandian, Christopher	CHC	Chemistry	Chemistry
Nambela, Grace	CHC	English	English
Namekata, James	CHC	Kinesiology	Kinesiology
Nelson, Kristina	CHC	Psychology	Psychology
Neumann, Brent	CHC	Physics	Biological Sciences
Nguyen, Nicholas	CHC	Respiratory Technologies	Respiratory Technologies
Nguyen, Phong	CHC	Emergency Medical Services	Emergency Medical Technologies
Nguyen, Uyen	CHC	Mathematics	Mathematics
Ocegueda, Hector	CHC	Spanish	Foreign Languages
Olivas, David	CHC	Fire Technology	Fire Technology
Orosco, Jennifer	CHC	Emergency Medical Services	Emergency Medical Technologies
Ortiz, Francisco	CHC	Fire Technology	Fire Technology
Ortiz, Viviana	CHC	American Sign Language	American Sign Language
Ouellete, Anamay	CHC	Licensed Vocational Nursing	Licensed Vocational Nursing
Overstreet-Murphy, Penni	CHC	Fire Technology	Fire Technology
Page, Tony	CHC	Fire Technology	Fire Technology
Parker, Andrew	CHC	Fire Technology	Fire Technology
Parker, Jacob	CHC	Respiratory Technologies	Respiratory Technologies
Patchen, Dustin	CHC	Emergency Medical Services	Emergency Medical Technologies
Partain, Jeffrey	CHC	English	English
Pasala, Sumana	CHC	Biology	Biological Sciences
Perez, Daniella	CHC	Child Development	Child Development
Piamonte, Rennard	CHC	Mathematics	Mathematics
Plaxton-Hennings, Charity	CHC	Child Development	Child Development
Poffek, Christine	CHC	Kinesiology	Kinesiology
Polson, Elizabeth	CHC	English	English
Powell, Joe	CHC	Emergency Medical Services	Emergency Medical Technologies
Pritchard, Bekki	CHC	Sociology	Sociology



# Adjunct and Substitute Academic Employees

## Presented for Information July 14, 2022

[v.7.5.2022.p.9|12]

### 2022-2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Punsalan, Kevin	CHC	Mathematics	Mathematics
Purper, Cammy	CHC	Child Development	Child Development
Rafeedie, Nidal	CHC	Respiratory Technologies	Respiratory Technologies
Ramirez, Robert	CHC	Mathematics	Mathematics
Ramkissoo, Rhiannon	CHC	Child Development	Child Development
Ramos, Sefferino	CHC	English	English
Randolph, Christopher	CHC	Fire Technology	Fire Technology
Raney, Bret	CHC	Fire Technology	Fire Technology
Reid, Shirley	CHC	Mathematics	Mathematics
Rives, Ryan	CHC	Respiratory Technologies	Respiratory Technologies
Roberts, Charles	CHC	Oceanography	Biological Sciences
Robinson, Jesse	CHC	Mathematics	Mathematics
Roche, Joshua	CHC	Mathematics	Mathematics
Rodriguez, Christina	CHC	Counseling	Counseling
Romano, Nicholas	CHC	Computer Information Systems	Computer Science Computer Information Systems
Romero, Jose	CHC	Accounting	Business
Rose, Kendra	CHC	American Sign Language	American Sign Language
Ruiz, Sandra	CHC	Computer Information Systems	Computer Science Computer Information Systems
Saadeh, Miriam	CHC	Business Administration	Business
Sadiq, Fahima	CHC	Mathematics	Mathematics
Saenz, Heather	CHC	Emergency Medical Services	Emergency Medical Technologies
Saikali, Rita	CHC	Marketing	Business
Salvi, Lisa	CHC	Anthropology	Social Science
Sanderman, Linda	CHC	Biology	Biological Sciences
Sandez, Ann	CHC	Emergency Medical Services	Emergency Medical Technologies
Sanford, Conchi	CHC	Art	Art
Schulz, Kathleen	CHC	Emergency Medical Services	Emergency Medical Technologies
Schuster, Jordan	CHC	Emergency Medical Services	Emergency Medical Technologies





# Adjunct and Substitute Academic Employees

## Presented for Information July 14, 2022

[v.7.5.2022.p.10|12]

### 2022-2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Scott, Shella	CHC	Counseling	Counseling
Seager, Elena	CHC	Mathematics	Mathematics
Seek, Gabriel	CHC	Emergency Medical Services	Emergency Medical Technologies
Seaton, Thomas	CHC	Respiratory Technologies	Respiratory Technologies
Shinnerl, Eva	CHC	English	English
Shum, Cynthia	CHC	Counseling	Counseling
Sibley, Pam	CHC	Counseling	Counseling
Simmers, Jennifer	CHC	Sociology	Sociology
Simonson, Scott	CHC	Music	Music
Simpson, Andrew	CHC	Emergency Medical Services	Emergency Medical Technologies
Smith, Jeffrey	CHC	Mathematics	Mathematics
Smith, Kimberly	CHC	Respiratory Technologies	Respiratory Technologies
Sonico, Melissa	CHC	English	English
Sosa, Sara	CHC	Counseling	Counseling
Stephens, Heather	CHC	Child Development	Child Development
Stevens, Sara	CHC	English	English
Stupin, Mary	CHC	Music	Music
Sveen, Kristopher	CHC	Music	Music
Swanson, Justin	CHC	Kinesiology	Kinesiology
Sweeney, Michael	CHC	Fire Technology	Fire Technology
Ta, Canh	CHC	Anatomy	Biological Sciences
Takeda, Tomoko	CHC	Japanese	Foreign Languages
Tambunan, Makalerina	CHC	Accounting	Business
Tiwari, George	CHC	Licensed Vocational Nursing	Licensed Vocational Nursing
Toering, Noelle	CHC	Emergency Medical Services	Emergency Medical Technologies
Tovar, Rafael	CHC	Fire Technology	Fire Technology
Turner, Austen	CHC	Anatomy	Biological Sciences
Urbanovich, Rene	CHC	Humanities	Social Science
Urbanovich, Rose	CHC	Philosophy	Philosophy
Valles, Yoana	CHC	Licensed Vocational Nursing	Licensed Vocational Nursing





# Adjunct and Substitute Academic Employees

Presented for Information July 14, 2022

[v.7.5.2022.p.11|12]

## 2022-2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Vasquez, Alta	CHC	Computer Information Systems	Computer Science Computer Information Systems
Vasquez, Henry	CHC	Emergency Medical Services	Emergency Medical Technologies
Verschell, Jeff	CHC	Mathematics	Mathematics
Vonk, David	CHC	English	English
Walsh, Sherry	CHC	Counseling	Counseling
Walter, Michael	CHC	Computer Information Systems	Computer Science Computer Information Systems
Ward, Amanda	CHC	Emergency Medical Services	Emergency Medical Technologies
Warr, Chris	CHC	Art	Art
Wasbotten, Deborah	CHC	Child Development	Child Development
Wassing, Amy	CHC	Communication Studies	Communication Studies
Weiler,Lindsay	CHC	History	History
Westholder, Joshua	CHC	Respiratory Technologies	Respiratory Technologies
Weston, Aubrey	CHC	Chemistry	Chemistry
White-Elliott, Cassandra	CHC	English	English
Williams, Lynn	CHC	Child Development	Child Development
Wilson, Debbie	CHC	Counseling	Counseling
Winokur, Robert	CHC	Music	Music
Winter, Daniel	CHC	Respiratory Technologies	Respiratory Technologies
Youssef, Suzan	CHC	Chemistry	Chemistry
Zeeb, John	CHC	Psychology	Psychology
Breton, Keith <i>*Pending Equivalency</i>	SBVC	Culinary Arts	Culinary Arts
Bernardo, Yecica	SBVC	Student Development	Counseling
Brown, Janeth	SBVC	Student Development	Counseling
Brown, Tammy	SBVC	Aeronautics	Aeronautics
Calderon, Colleen	SBVC	History	History
Caro, Jesus	SBVC	Heavy Duty Machinery	Heavy Duty Machinery (HMDT)
Danley, Jay	SBVC	Communication Studies	Communication Studies
Deam, Phylcia	SBVC	Student Development	Counseling
Dowler, Matthew	SBVC	Assistant Football Coach	Coaching



# Adjunct and Substitute Academic Employees

## Presented for Information July 14, 2022

[v.7.5.2022.p.12|12]

### 2022-2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
<b>Glover, Earline</b>	SBVC	Student Development	Counseling
<b>Gomez, Laura</b>	SBVC	Student Development	Counseling
<b>Hall, Courtney</b>	SBVC	Student Development	Counseling
<b>Lindsey, Darian</b>	SBVC	Assistant Football Coach	Coaching
<b>Lochard, Armone</b>	SBVC	Student Development	Counseling
<b>Mancilla, Robert</b>	SBVC	Biology	Biological Sciences
<b>Marquis, Jeanne</b>	SBVC	Student Development	Counseling
<b>Martin, Desiree</b>	SBVC	Student Development	Counseling
<b>Michel, Fili</b>	SBVC	Student Development	Counseling
<b>Mondragon, Heidi</b>	SBVC	Student Development	Counseling
<b>Pastora, Giovanna</b>	SBVC	Psychiatric Technology	Psychiatric Technology
<b>Solorio, Carlos</b>	SBVC	Student Development	Counseling
<b>Taylor, Rutina</b>	SBVC	Student Development	Counseling
<b>Teposte, Manuel</b>	SBVC	Student Development	Counseling
<b>Tran, Benjamin</b>	SBVC	Biology	Biological Sciences
<b>Valdez-Flynn, Veronica</b>	SBVC	Student Development	Counseling
<b>Vu, Tammy</b>	SBVC	Student Development	Counseling
<b>Woodland, Sydnee</b>	SBVC	Accounting	Accounting

**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:** July 14, 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 2022-2023 budgets.





## Appointment of District Employees

### Submitted for Board July 14, 2022

[v.7.8.2022.p.1|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Blackmon, Willie</b> Director, Outreach & Educational Partnerships CHC Outreach	07/25/22	Management 18B	New	California College Promise	TBD <sup>†</sup>
<b>Guevara, Andrew</b> Assistant Professor, English CHC English	08/09/22	Academic TBD*	Elizabeth Langenfeld	General	TBD <sup>†</sup>
<b>Lemus, Cynthia</b> Academic Support Services Specialist CHC Learning Resources Center	08/01/22	Classified 42A	Jonathan Townsend	General	12/31/21
<b>Sabawi, Ola</b> Sr. Research & Planning Analyst CHC OIERP	07/18/22	Classified 63A	Artour Aslanian	General	06/13/22
<b>Zein, George</b> Assistant Professor, American Sign Language CHC SINS	08/09/22	Academic TBD*	New	General	06/11/18
<b>Leanos-Moreno</b> Research Analyst SBVC Research, Planning, and Instutional Effectiveness	07/25/22	Classified 54A	New	General Fund	TBD <sup>†</sup>
<b>Suarez, Kristian</b> Maintenance Technician, Locksmith SBVC Maintenance	07/18/22	Classified 42A	Matthew Coleman	Maintenance	TBD <sup>†</sup>

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

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



## Appointment of District Employees

### Submitted for Board July 14, 2022

[v.7.8.2022.p.2|2]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Vaughn, Garrett</b> Senior Theatre Arts Technical Support Specialist SBVC Theatre	07/18/22	Classified 50A	Ryan Bethke	Theater	TBD <sup>†</sup>
<b>Wang, Wei-Chung</b> Assistant Professor, Economics SBVC Economics	08/09/22	Academic TBD*	James Dulgeroff	General Fund	TBD <sup>†</sup>

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

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

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** July 14, 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 July 14, 2022

[v.7.5.2022.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Andrade-Cortes, Jorge</b> Interim Associate Director, Fiscal Services DSO Fiscal Services	07/01/22 to 12/31/22	16A	Tenille Norris	Fiscal Fund	09/23/19
<b>Briones, Evelyn</b> Interim Assistant Manager, Workforce Development DSO EDCT	07/18/22 to 12/31/22	6A	Kaitlyn Myler	EDCT Fund	TBD†
<b>Krehbiel, Deanna</b> Interim Executive Director, Economic Development, Corporate Training & Technology DSO EDCT <i>Amendment to June 9, 2022 Board item to correct range/step.</i>	07/01/22 to 12/31/22	24B	Robert Levesque	EDCT Fund	05/17/10
<b>Lopez, Ramos, Mariana</b> Interim College Corps Program Manager DSO PDC	07/01/22 to 08/12/22	10A	New	General Fund	08/07/18
<b>Norris, Tenille</b> Interim VP Administrative Services SBVC Administrative Services	07/01/22 to 12/31/22	25A	Scott Stark	General Fund	08/24/15
<b>Thayer, Scott</b> Interim President, SBVC SBVC President's Office <i>Amendment to June 9, 2022 Board item to correct range/step.</i>	07/01/22 to 12/31/22	2C	Diana Z. Rodriguez	General Fund	06/19/17

†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:** July 14, 2022

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

**RECOMMENDATION**

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

**OVERVIEW**

The employees on the attached list are submitted for approval.

**ANALYSIS**

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

**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 appointments is included in the appropriate 2022-2023 budgets.







## Appointment of Temporary Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.1|1]

Employee Name Location Assignment & Department	From	To	Range & Step	Fund	Live Scan Clearance
<b>Evinger, Albert</b> Professor, Aeronautics SBVC Aeronautics	08/15/22	12/17/22	H8	General	07/01/19

## **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:** July 14, 2022

**SUBJECT:** Consideration of Approval of Revised Salary Schedule Increase for Confidential Employees and One (1) Time Off-Salary Schedule Payment

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the salary schedule increase for confidential employees and a one (1) time off-salary schedule payment as presented.

### **OVERVIEW**

For 2022-2023, the District will increase the confidential salary schedule by five percent (5%) across the board retroactive to July 1, 2022. Additionally, for the fiscal year 2021-2022, the District will provide all current confidential employees in paid status as of date July 1, 2021, a one (1) time off-salary schedule payment totaling four thousand dollars (\$4,000.00).

### **ANALYSIS**

The adjustment to the salary schedule is in line with increases granted to other employee groups.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The financial impact of these changes has been included in the appropriate 2021-2022 and 2022-2023 budgets.



**Confidential Salary Schedule**  
**Pending Board Approval July 14, 2022**

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1		\$ 26.52	\$ 27.34	\$ 28.19	\$ 29.06	\$ 29.96	\$ 30.88	\$ 31.84	\$ 32.79	\$ 33.78	\$ 34.80
2		\$ 27.18	\$ 28.02	\$ 28.90	\$ 29.79	\$ 30.70	\$ 31.66	\$ 32.63	\$ 33.61	\$ 34.62	\$ 35.66
3		\$ 27.87	\$ 28.73	\$ 29.61	\$ 30.53	\$ 31.48	\$ 32.45	\$ 33.45	\$ 34.45	\$ 35.49	\$ 36.55
4	▪ Recruitment Specialist	\$ 28.56	\$ 29.44	\$ 30.36	\$ 31.29	\$ 32.27	\$ 33.26	\$ 34.29	\$ 35.31	\$ 36.37	\$ 37.46
5		\$ 29.27	\$ 30.18	\$ 31.11	\$ 32.08	\$ 33.06	\$ 34.09	\$ 35.14	\$ 36.20	\$ 37.29	\$ 38.41
6		\$ 30.01	\$ 30.93	\$ 31.89	\$ 32.88	\$ 33.89	\$ 34.94	\$ 36.03	\$ 37.11	\$ 38.22	\$ 39.36
7		\$ 30.75	\$ 31.71	\$ 32.69	\$ 33.71	\$ 34.74	\$ 35.82	\$ 36.93	\$ 38.03	\$ 39.18	\$ 40.35
8		\$ 31.52	\$ 32.50	\$ 33.51	\$ 34.55	\$ 35.61	\$ 36.71	\$ 37.85	\$ 38.99	\$ 40.15	\$ 41.36
9		\$ 32.32	\$ 33.32	\$ 34.35	\$ 35.41	\$ 36.50	\$ 37.63	\$ 38.80	\$ 39.95	\$ 41.16	\$ 42.39
10	▪ Human Resources Coordinator	\$ 33.12	\$ 34.15	\$ 35.21	\$ 36.29	\$ 37.41	\$ 38.57	\$ 39.76	\$ 40.96	\$ 42.19	\$ 43.45
11		\$ 33.95	\$ 35.00	\$ 36.08	\$ 37.20	\$ 38.35	\$ 39.53	\$ 40.76	\$ 41.98	\$ 43.24	\$ 44.54
12		\$ 34.80	\$ 35.88	\$ 36.98	\$ 38.13	\$ 39.31	\$ 40.52	\$ 41.78	\$ 43.03	\$ 44.32	\$ 45.65
13		\$ 35.67	\$ 36.77	\$ 37.91	\$ 39.08	\$ 40.29	\$ 41.54	\$ 42.82	\$ 44.11	\$ 45.43	\$ 46.79
14		\$ 36.56	\$ 37.70	\$ 38.86	\$ 40.06	\$ 41.30	\$ 42.58	\$ 43.89	\$ 45.21	\$ 46.57	\$ 47.96
15	▪ Human Resources Generalist	\$ 37.47	\$ 38.63	\$ 39.83	\$ 41.06	\$ 42.33	\$ 43.64	\$ 44.99	\$ 46.34	\$ 47.73	\$ 49.16
16		\$ 38.41	\$ 39.60	\$ 40.82	\$ 42.08	\$ 43.39	\$ 44.73	\$ 46.12	\$ 47.50	\$ 48.92	\$ 50.39
17		\$ 39.38	\$ 40.59	\$ 41.84	\$ 43.13	\$ 44.48	\$ 45.85	\$ 47.27	\$ 48.69	\$ 50.15	\$ 51.65
18		\$ 40.35	\$ 41.60	\$ 42.89	\$ 44.22	\$ 45.58	\$ 47.00	\$ 48.45	\$ 49.91	\$ 51.40	\$ 52.94
19		\$ 41.36	\$ 42.64	\$ 43.96	\$ 45.32	\$ 46.73	\$ 48.17	\$ 49.65	\$ 51.15	\$ 52.68	\$ 54.26
20		\$ 42.40	\$ 43.71	\$ 45.07	\$ 46.45	\$ 47.89	\$ 49.37	\$ 50.90	\$ 52.43	\$ 54.00	\$ 55.62

**Confidential Salary Schedule**  
**Pending Board Approval July 14, 2022**

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
21	<ul style="list-style-type: none"> <li>▪ Senior Executive Administrative Assistant to the Executive Vice Chancellor</li> <li>▪ Human Resources Analyst</li> <li>▪ Executive Administrative Assistant to the Chief Human Resource Officer</li> <li>▪ Executive Administrative Assistant, President's Office</li> <li>▪ Executive Administrative Assistant, Office of the Chancellor</li> </ul>	\$ 43.46	\$ 44.80	\$ 46.19	\$ 47.62	\$ 49.09	\$ 50.61	\$ 52.17	\$ 53.74	\$ 55.35	\$ 57.02
22		\$ 44.54	\$ 45.93	\$ 47.34	\$ 48.80	\$ 50.32	\$ 51.87	\$ 53.48	\$ 55.08	\$ 56.73	\$ 58.43
23	▪ Administrative Officer to the Chancellor	\$ 45.65	\$ 47.07	\$ 48.53	\$ 50.03	\$ 51.58	\$ 53.17	\$ 54.81	\$ 56.46	\$ 58.15	\$ 59.89
24		\$ 46.80	\$ 48.25	\$ 49.74	\$ 51.28	\$ 52.87	\$ 54.50	\$ 56.19	\$ 57.87	\$ 59.61	\$ 61.39
25		\$ 47.97	\$ 49.46	\$ 50.99	\$ 52.56	\$ 54.19	\$ 55.86	\$ 57.59	\$ 59.31	\$ 61.10	\$ 62.93
26		\$ 49.17	\$ 50.69	\$ 52.26	\$ 53.88	\$ 55.55	\$ 57.26	\$ 59.03	\$ 60.80	\$ 62.62	\$ 64.50
27		\$ 50.40	\$ 51.95	\$ 53.56	\$ 55.22	\$ 56.93	\$ 58.68	\$ 60.50	\$ 62.32	\$ 64.19	\$ 66.12
28		\$ 51.66	\$ 53.26	\$ 54.90	\$ 56.61	\$ 58.35	\$ 60.15	\$ 62.01	\$ 63.88	\$ 65.79	\$ 67.77
29		\$ 52.95	\$ 54.59	\$ 56.28	\$ 58.01	\$ 59.81	\$ 61.66	\$ 63.57	\$ 65.48	\$ 67.44	\$ 69.46

**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:** July 14, 2022

**SUBJECT:** Consideration of Approval of Employment Contracts for Academic & Classified Managers

**RECOMMENDATION**

It is recommended that the Board of Trustees approve employment contracts for academic and classified managers as indicated on the attached.

**OVERVIEW**

It is recommended that the District issue an employment contract to each manager, director, and supervisor in the District. The issuance of contracts places the District in accordance with proper employment practices as well as documenting, for both the employee and the employer, the specific conditions of their employment.

**ANALYSIS**

The attached list of academic and classified management employees will receive employment contracts effective July 1, 2022.

**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 contracts will be included in the appropriate budgets.





## Employment Contracts for Academic & Classified Managers

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.169|3]

### One-Year Employment Contracts for Academic & Classified Managers July 1, 2022 through June 30, 2023

SBCCD Position	Employee Name	Location Assignment
Dean, Student Services & Student Development	Cabralles, Jose	CHC
Assistant Manager, Workforce Development	Bernal, Cynthia	DIST
Assistant Manager, Workforce Development	Joyce, Roxane	DIST
Director, Workforce Development (DSN-ICT)	Mata, Susanne	DIST
Emergency Manager	Paul Walker	DIST
Manager, Workforce Development	Lester, Wendy	DIST
Manager, Workforce Development	Rubio, Eduardo	DIST
Manager, Workforce Development	Vasquez, Timothy	DIST
Manager, Workforce Development	Garcia, Stacy	DIST

### Two-Year Employment Contracts for Academic & Classified Managers July 1, 2022 through June 30, 2024

SBCCD Position	Employee Name	Location Assignment
Director, Financial Aid	Muskavitch, John	CHC
Director, Student Life	Paddock, Ericka	CHC
Vice President, Student Services	Spencer, Delmy	CHC
Director of Institutional Advancement	Riggs, Michelle	CHC
Vice President, Administrative Services	Strong, Michael	CHC
Vice President, Instruction	Wurtz, Keith	CHC
Director, EOPS	Chavira, Rejoice	CHC
Director, DSP&S	Milligan, Marty	CHC
Dean of Equity and Student Success	Pena Leon, Mauro Ivan	CHC
Director of Athletics	Chittenden, Heather	CHC
Director, Facilities, Maintenance and Operations	Cook, Lawrence	CHC
Director, Child Development Center	Wasbotten, Deborah	CHC
Division Dean	Weiss, Kathryn	CHC
Director of Admissions and Records	Dale, April	SBVC
CalWORKs and Workforce Development Manager	Tillman, Shalita	SBVC



# Employment Contracts for Academic & Classified Managers

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.170]3]

## Two-Year Employment Contracts for Academic & Classified Managers July 1, 2022 through June 30, 2024

SBCCD Position	Employee Name	Location Assignment
Director, Financial Aid	Trejo, Samuel	SBVC
Circulation Supervisor	Gideon, Angelita	SBVC
Director, Library and Learning Support Services	Hastings, Ronald	SBVC
Division Dean	Johnson, Wallace	SBVC
Division Dean	Lewis, Stephanie	SBVC
Dean, Academic Success and Learning Services	Quach, Patricia	SBVC
Maintenance & Grounds Supervisor	Grishow, Kevin	SBVC
Director of Athletics	Rubio, David	SBVC
Director, Adult Education Block Grant	Diaz, Emma	SBVC
Vice President, Student Services	Thayer, Scott	SBVC
Director, EOPS/CARE	Hinojosa, Joanne	SBVC
Director, First Year Experience	Williams, Sharaf	SBVC
Director, Facilities, Maintenance and Operations	Jenkins, Robert	SBVC
Food Services Supervisor	Morden, Erik	SBVC
Director, Student Life	Carlos, Raymond	SBVC
Dean, Counseling & Matriculation	Cota, Marco	SBVC
Dean, Student Equity and Success	Rodriguez, Maria Carmen	SBVC
Campus Director of Marketing, Creative Services & Public Affairs	Bratulin, Pavel	SBVC
Vice President, Instruction	Humble, Dina	SBVC
Tool Room Supervisor	Nguyen, Phuong	SBVC
Police Sergeant	Bonnet, Blake	DIST
Police Sergeant	Owens, Kenneth	DIST
Accounting Services Manager	Andrade Cortes, Jorge	DIST
Director, Alternate Text Production Center	Baugher, Jeffrey	DIST
Printing & Graphic Services Supervisor	Mendez, Anna	DIST
Business Systems Administrator	Tram, Yvette	DIST
Facilities Project Manager	Mirza, Hassan	DIST
Associate Director of Energy, Sustainability & Safety Administration	Patel, Yash	DIST
Associate Director, Fiscal Services	Norris, Tenille	DIST



# Employment Contracts for Academic & Classified Managers

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.171|3]

## Two-Year Employment Contracts for Academic & Classified Managers July 1, 2022 through June 30, 2024

SBCCD Position	Employee Name	Location Assignment
Payroll Manager	Gamboa, Colleen	DIST
Director, Facilities Planning, Emergency Management & Construction	Farzaneh, Farideh	DIST
Business Manager	Sutorus, Steve	DIST
Local Business Outreach Administrator, Measure CC	Canela, Ynez	DIST
Chief Technology Officer	Bixler, Michael	DIST
Senior District Director of Marketing, Public Relations & Legislative Affairs	Rodriguez, Angel	DIST
Director, Economic Development, Corporate Training & Technology	Krehbiel, Deanna	DIST



**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:** July 14, 2022

**SUBJECT:** Consideration of Approval of Classification Advancement for Academic Employees

**RECOMMENDATION**

It is recommended that the Board of Trustees approve the advancement of classification for academic employees as indicated on the attached list.

**OVERVIEW**

The advancement of classification for academic employees on the attached list is submitted for approval.

**ANALYSIS**

The academic employees listed on the attached have completed the number of units necessary for classification advancement per the agreement between SBCCD and SBCCDTA (San Bernardino Community College District Teachers Association).

**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 2022-2023 budgets.





# Classification Advancement for Academic Employees

Submitted for Board Approval on July 14, 2022

[v.7.5.2022.p.2|2]

Employee Name Location Assignment Department	From Column	To Column	Days of Service	Effective Date
<b>Burns-Peters, Davena D.</b> SBVC Modern Languages	F	G	175	07/01/22
<b>Gonzalez, Pedro</b> SBVC Counseling	E	F	198	07/01/22

## **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:** July 14, 2022

**SUBJECT:** Consideration of Approval of Classified Job Description and Update to Salary Schedule

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the classified job description and addition to the classified salary schedule as attached:

1. New Job Description
  - Laboratory Assistant II – Allied Health
2. Revised Classified Salary Schedule

### **OVERVIEW**

The attached job description is necessary to accurately reflect position duties, responsibilities, and minimum qualifications.

### **ANALYSIS**

The attached job description reflects the representative duties and responsibilities, and the appropriate minimum qualifications for the 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.





## Laboratory Assistant II – Allied Health

Classified Range: 42

Pending Board Approval: 07/14/22 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**

---

Provides laboratory and program assistance to students and faculty within the Allied Health programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations and simulations.
2. Practices and demonstrates the safe and effective use and operation of a variety of equipment and tools used in the Allied Health programs.
3. Assists with simulation labs by utilizing computers and audiovisual equipment in simulation scenarios using human patient simulators.
4. Issues supplies, materials, and equipment used for skills lab sessions; maintains records and facilitates the return of supplies and equipment checked out to students.
6. Operates, adjusts and makes minor repairs on equipment used in simulation and skills labs; schedules maintenance for equipment as necessary.
8. Keeps stockroom and work areas orderly and clean; coordinates lab laundry services for pickup and delivery.
9. Maintains inventory records of supplies, material and equipment and prepares inventory reports and requisitions; maintains expenditure records and provides data for budget estimates.
10. Places orders to vendors, receives, and stocks materials, supplies, and equipment for the use of Allied Health programs.
11. Assists in maintaining security of laboratories, laboratory equipment, supplies, and materials; coordinates pick up for removal of sharps containers.
12. Performs other duties related to the primary job duties.



## Laboratory Assistant II – Allied Health

**Classified Range: 42**

Pending Board Approval: 07/14/22 P. 2|4

### **QUALIFICATIONS**

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

#### **CORE COMPETENCIES:**

##### **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\*\*

##### **Fact Finding**

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

##### **Adaptability**

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

##### **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\*\*
- Applies skilled final touches on products

##### **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\*\*

##### **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\*\*

##### **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



## Laboratory Assistant II – Allied Health

**Classified Range: 42**

Pending Board Approval: 07/14/22 P. 3|4

- 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 \*\*
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization\*\*

### Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

### 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** - A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

An Associate's Degree or sixty (60) semester units from an accredited institution in nursing or a health-related field.

#### **Experience:**

Two (2) years of experience in a hospital, clinic, or other healthcare setting that includes providing direct patient care or utilizing medical equipment or medical supplies.

#### **License or Certificate:**

Valid Vocational Nurse (LVN) License.

#### **Preferred Education and/or Experience:**

A valid Registered Nurse License is preferred.



## Laboratory Assistant II – Allied Health

**Classified Range: 42**

Pending Board Approval: 07/14/22 P. 4|4

### **Equivalency Provision:**

In the absence of an Associate's Degree or sixty (60) semester units in nursing or a health-related field, equivalent to the completion of high school and a Valid Vocational Nurse License and three (3) years of experience in a hospital, clinic, or other healthcare setting that includes providing direct patient care or utilizing medical equipment or medical supplies is qualifying.

### **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 classroom/laboratory setting; exposure to noise, smoke, fumes, heat, electrical energy, grease, oils; extensive handling of food.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory 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 heavy amounts of weight up to 50 pounds; 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.

**Classified Salary Schedule**  
**Pending Board Approval 07/14/2022**

RANGE	POSITION	STEP					
		A	B	C	D	E	F
18		\$ 16.37	\$ 17.19	\$ 18.04	\$ 18.96	\$ 19.88	\$ 20.47
19	▪ Bookstore Customer Service Assistant	\$ 16.78	\$ 17.63	\$ 18.49	\$ 19.43	\$ 20.40	\$ 21.01
20	▪ Food Service Worker I	\$ 17.19	\$ 18.05	\$ 18.96	\$ 19.89	\$ 20.89	\$ 21.52
21	▪ Child Development Assistant	\$ 17.63	\$ 18.49	\$ 19.43	\$ 20.40	\$ 21.40	\$ 22.04
22		\$ 18.05	\$ 18.96	\$ 19.89	\$ 20.89	\$ 21.95	\$ 22.61
23	▪ Courier	\$ 18.50	\$ 19.43	\$ 20.41	\$ 21.42	\$ 22.51	\$ 23.18
24		\$ 18.98	\$ 19.94	\$ 20.94	\$ 21.99	\$ 23.09	\$ 23.78
25	▪ Lead Food Service Worker *	\$ 19.45	\$ 20.43	\$ 21.46	\$ 22.53	\$ 23.66	\$ 24.38
26	▪ P.E. & Athletic Equipment Specialist ▪ Sport Information Specialist ▪ Tool Room Specialist	\$ 19.94	\$ 20.94	\$ 21.99	\$ 23.07	\$ 24.23	\$ 24.95
27	▪ Bookstore Assistant ▪ Custodian ▪ Library Media Clerk ▪ Mail Clerk	\$ 20.44	\$ 21.48	\$ 22.53	\$ 23.67	\$ 24.84	\$ 25.59
28	▪ Aquatic Center Pool Attendant	\$ 20.95	\$ 22.00	\$ 23.10	\$ 24.25	\$ 25.45	\$ 26.22
29	▪ Administrative Clerk ▪ CDC Food Service Specialist	\$ 21.50	\$ 22.56	\$ 23.68	\$ 24.86	\$ 26.13	\$ 26.91
30	▪ Grounds Caretaker ▪ Student Services Technician I	\$ 22.01	\$ 23.12	\$ 24.27	\$ 25.48	\$ 26.77	\$ 27.57
31	▪ Book Buyer ▪ Lead Custodian * ▪ Payroll Assistant ▪ Purchasing Technician	\$ 22.56	\$ 23.68	\$ 24.86	\$ 26.13	\$ 27.43	\$ 28.25
32		\$ 23.13	\$ 24.29	\$ 25.51	\$ 26.79	\$ 28.12	\$ 28.96
33	▪ Administrative Assistant I ▪ Admissions and Records Technician ▪ College Security Officer ▪ Printing Operations Specialist	\$ 23.71	\$ 24.86	\$ 26.14	\$ 27.44	\$ 28.80	\$ 29.67
34	▪ Account Technician ▪ Grant Technician ▪ Library Technical Assistant I ▪ Maintenance Worker ▪ Student Services Technician II ▪ Warehouse Technician	\$ 24.29	\$ 25.51	\$ 26.79	\$ 28.12	\$ 29.54	\$ 30.42
35	▪ Assistant Bookstore Manager ▪ Child Development Teacher ▪ Lead Grounds Caretaker *	\$ 24.89	\$ 26.15	\$ 27.45	\$ 28.81	\$ 30.25	\$ 31.16
36	▪ Development Assistant	\$ 25.53	\$ 26.80	\$ 28.15	\$ 29.56	\$ 31.03	\$ 31.96
37	▪ Administrative Assistant II ▪ Library Technical Assistant II *	\$ 26.16	\$ 27.47	\$ 28.83	\$ 30.27	\$ 31.80	\$ 32.75
38	▪ Admissions and Records Specialist ▪ Broadcast Operator** ▪ Technology Support Technician ▪ Evidence and Records Technician ▪ Financial Aid Technician ▪ Senior Student Service Technician *	\$ 26.81	\$ 28.16	\$ 29.57	\$ 31.04	\$ 32.60	\$ 33.57

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

\*\*\* Only new positions, updated titles and range placements as designated by the 2021 Classification Study are retroactive to 08/01/17 effective date.



**Classified Salary Schedule**  
**Pending Board Approval 07/14/2022**

RANGE	POSITION	STEP					
		A	B	C	D	E	F
39	▪ Lab Assistant I - Aeronautics	\$ 27.50	\$ 28.87	\$ 30.33	\$ 31.83	\$ 33.44	\$ 34.45
	▪ Lab Assistant I - Electricity/Electronics						
	▪ Lab Assistant I - Emergency Medical Services (EMS)						
	▪ Lead Child Development Teacher *						
	▪ Payroll Technician						
	▪ Senior Printing Operations Specialist *						
40	▪ Financial Aid Specialist	\$ 28.18	\$ 29.60	\$ 31.06	\$ 32.62	\$ 34.25	\$ 35.28
	▪ Broadcast Technician						
41	▪ Administrative Assistant III	\$ 28.88	\$ 30.33	\$ 31.84	\$ 33.44	\$ 35.09	\$ 36.14
	▪ Job Developer						
	▪ Purchasing Agent						
	▪ Student Activities Specialist						
42	▪ Academic Support Specialist	\$ 29.62	\$ 31.10	\$ 32.65	\$ 34.28	\$ 35.99	\$ 37.07
	▪ Accountant						
	▪ Admissions and Record Coordinator *						
	▪ Admissions and Record Evaluator						
	▪ HVAC/R Technician						
	▪ Lab Assistant II - Allied Health						
	▪ Lab Assistant II - Art						
	▪ Lab Assistant II - Culinary Arts						
	▪ Lab Assistant II - Multimedia						
	▪ Maintenance Technician						
	▪ Producer, Radio						
	▪ Research Data Specialist						
	▪ Schedule/ Catalog Data Specialist						
	▪ Traffic Coordinator, TV						
	▪ Veterans Services Coordinator						
43	▪ Curriculum Coordinator	\$ 30.35	\$ 31.86	\$ 33.45	\$ 35.13	\$ 36.88	\$ 37.98
	▪ Senior Payroll Technician*						
44	▪ Athletic Trainer	\$ 31.11	\$ 32.66	\$ 34.28	\$ 35.99	\$ 37.81	\$ 38.94
	▪ Graphic Specialist						
	▪ Planetarium Production & Presentation Coordinator						
	▪ Project Analyst						
	▪ Senior Producer, Radio**						
	▪ Telecommunications Engineer**						
	▪ User Liaison						
45	▪ Administrative Coordinator *	\$ 31.89	\$ 33.48	\$ 35.16	\$ 36.90	\$ 38.77	\$ 39.94
	▪ Development Coordinator						
	▪ EOPS Coordinator						
	▪ Financial Aid Coordinator *						
	▪ Interpreting Services Specialist						
46	▪ Coordinator, Outreach and Relations with Schools	\$ 32.68	\$ 34.33	\$ 36.02	\$ 37.84	\$ 39.72	\$ 40.91
	▪ Coordinator, Student Success Services and Programs						
	▪ Distance Education Systems Administrator						
	▪ Environmental Health & Safety Specialist						
	▪ Senior Accountant *						

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

\*\*\* Only new positions, updated titles and range placements as designated by the 2021 Classification Study are retroactive to 08/01/17 effective date.

**Classified Salary Schedule**  
**Pending Board Approval 07/14/2022**

RANGE	POSITION	STEP					
		A	B	C	D	E	F
47	<ul style="list-style-type: none"> <li>Admissions &amp; Records Lead Evaluator *</li> <li>Lab Technician I - Biological Sciences</li> <li>Lab Technician I - Computer Information</li> <li>Lab Technician I - Geo-Science &amp; Anthropology</li> <li>Lab Technician I - Physics/Astronomy</li> <li>Lead Maintenance Technician *</li> </ul>	\$ 33.49	\$ 35.17	\$ 36.94	\$ 38.79	\$ 40.73	\$ 41.95
48	<ul style="list-style-type: none"> <li>Alternative Media and Assistive Technology Specialist</li> <li>Program/Content Coordinator, KVCR</li> </ul>	\$ 34.35	\$ 36.05	\$ 37.85	\$ 39.78	\$ 41.75	\$ 43.00
49		\$ 35.18	\$ 36.94	\$ 38.80	\$ 40.75	\$ 42.77	\$ 44.06
50	<ul style="list-style-type: none"> <li>Marketing &amp; Communications Coordinator - KVCR/FNX</li> <li>Laboratory Technician II - Anatomy &amp; Physiology</li> <li>Laboratory Technician II - Microbiology</li> <li>Producer/Director, TV</li> <li>Program Coordinator ATTC**</li> <li>RF/ Microwave Engineer, Radio**</li> <li>Senior Theatre Arts Technical Support Specialist *</li> <li>Technology Support Specialist</li> </ul>	\$ 36.07	\$ 37.86	\$ 39.79	\$ 41.76	\$ 43.84	\$ 45.16
51		\$ 36.95	\$ 38.82	\$ 40.77	\$ 42.81	\$ 44.95	\$ 46.30
52	<ul style="list-style-type: none"> <li>Laboratory Technician III - Chemistry</li> <li>Telecommunications Specialist</li> </ul>	\$ 37.88	\$ 39.80	\$ 41.80	\$ 43.87	\$ 46.06	\$ 47.45
53	<ul style="list-style-type: none"> <li>Contracts and Liability Specialist</li> <li>Data Analyst</li> </ul>	\$ 38.84	\$ 40.78	\$ 42.82	\$ 44.97	\$ 47.22	\$ 48.64
54	<ul style="list-style-type: none"> <li>Budget Analyst</li> <li>Instructional Technology Specialist</li> <li>Research Analyst</li> <li>Web Developer</li> </ul>	\$ 39.82	\$ 41.81	\$ 43.88	\$ 46.08	\$ 48.39	\$ 49.84
55		\$ 40.80	\$ 42.84	\$ 44.99	\$ 47.25	\$ 49.61	\$ 51.10
56		\$ 41.83	\$ 43.90	\$ 46.10	\$ 48.42	\$ 50.83	\$ 52.36
57	<ul style="list-style-type: none"> <li>Systems Analyst</li> </ul>	\$ 42.87	\$ 45.01	\$ 47.27	\$ 49.63	\$ 52.12	\$ 53.69
58		\$ 43.95	\$ 46.15	\$ 48.46	\$ 50.86	\$ 53.39	\$ 54.99
59		\$ 45.04	\$ 47.29	\$ 49.65	\$ 52.14	\$ 54.75	\$ 56.39
60		\$ 46.17	\$ 48.47	\$ 50.88	\$ 53.45	\$ 56.12	\$ 57.81
61		\$ 47.32	\$ 49.69	\$ 52.17	\$ 54.78	\$ 57.51	\$ 59.24
62		\$ 48.51	\$ 50.94	\$ 53.48	\$ 56.14	\$ 58.95	\$ 60.73
63	<ul style="list-style-type: none"> <li>Senior Programmer/Analyst *</li> <li>Senior Research and Planning Analyst *</li> <li>Senior Technology Support Specialist *</li> <li>Senior Web Developer *</li> </ul>	\$ 50.02	\$ 52.53	\$ 55.16	\$ 57.90	\$ 60.81	\$ 62.64
64		\$ 51.27	\$ 53.83	\$ 56.53	\$ 59.35	\$ 62.32	\$ 64.19
65		\$ 52.55	\$ 55.18	\$ 57.95	\$ 60.82	\$ 63.87	\$ 65.79
66		\$ 53.86	\$ 56.55	\$ 59.37	\$ 62.35	\$ 65.46	\$ 67.43

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

\*\*\* Only new positions, updated titles and range placements as designated by the 2021 Classification Study are retroactive to 08/01/17 effective date.

**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:** July 14, 2022

**SUBJECT:** Consideration of Approval of Employee Promotions

**RECOMMENDATION**

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

**OVERVIEW**

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

**ANALYSIS**

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

**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 promotions is included in the appropriate 2022-2023 budgets.





## Employee Promotions

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
<b>Cobbett, Shyla</b>	SBVC Administrative Services <b>Account Technician</b> Classified Salary Schedule Range 34, Step D	SBVC Office of Research, Planning, & Institutional Effectiveness <b>Administrative Assistant III</b> Classified Salary Schedule Range 41, Step A	Dena Murillo-Peters	General	03/18/19
<b>Karge, Sandy</b>	SBVC Child Development Center <b>Lead Child Development Teacher</b> Classified Salary Schedule Range 39, Step F	SBVC Child Development Center <b>Director, Child Development Center</b> Management Salary Schedule Range 14, Step B	Mark Merjil	General	07/01/22
<b>Mello, Brandice</b>	DSO Counseling <b>Senior Student Services Technican</b> Classified Salary Schedule Range 38, Step F	DSO Computing Services <b>Instructional Technology Specialist</b> Classified Salary Schedule Range 54, Step A	Joseph Kim	General	07/18/22

**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:** July 14, 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 2022-2023 budgets.





## Employee Transfers

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
<b>Brydson, Annie</b>	CHC CDC <b>Child Development Assistant</b> Classified Schedule Range 21, Step F	CHC CDC <b>Child Development Assistant</b> Classified Schedule Range 21, Step F <i>Note: Transfer and increase from PT to FT position.</i>	Valerie Rivera	General	08/01/22

## **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:** July 14, 2022

**SUBJECT:** Consideration of Approval of Classified Management Job Description and Title Update on Management Salary Schedule

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the classified management job description update and title update on the management salary schedule.

1. Job Description Update
  - Director, DSP&S to Director, Student Accessibility Services (SAS)

### **OVERVIEW**

The attached job description has been revised as a result of the change of name to the Disabled Student Programs and Services (DSP&S) at CHC and SBVC. This change of name was presented as an information item at the May 12, 2022 Board meeting and will be reflected on the Management Salary Schedule and on documents districtwide.

### **ANALYSIS**

The attached job description reflects the representative duties and responsibilities, as well as the appropriate minimum qualifications for the position.

### **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.





## Director, ~~DSP&S~~ Student Accessibility Services (SAS)

Management Range: 18

Board Approved: 6/20/2019

P. 1|3

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

### SUMMARY DESCRIPTION

Under general direction, the assigned administrator, the Director of ~~DSP&S~~ SAS plans, directs, supervises and manages the college ~~Disabled Students Programs and Services (DSP&S)~~ Student Accessibility Services. The purpose of the ~~Disabled Students Programs and~~ Student Accessibility Services is to develop and provide appropriate support services to students with disabilities and to ensure compliance with a variety of state and federal laws and regulations relating to students with disabilities.

### REPRESENTATIVE DUTIES

*The following duties are typical for this classification.*

1. Plans, directs, supervises, evaluates and manages the college ~~Disabled Students Programs and~~ Student Accessibility Services.
2. Reviews of provides for diagnostic assessment of students with disabilities (physical, communicative, learning, psychological, acquired brain injured) and determines eligibility for support services, and provides specialized advisement to students with disabilities as needed.
3. Prepares and implements required annual ~~DSP&S~~ SAS plans within state, federal and local guidelines and assures compliance with a variety of state and federal laws, mandates and regulations applicable to educational opportunities and accessibility for students with disabilities.
4. Develops, coordinates and administers the ~~DSP&S~~ SAS budget; monitors and controls expenditure; prepares and submits required state, federal and institutional fiscal and accounting reports.
5. Develops and solicits grants and other external funding sources for ~~Disabled Students Programs and~~ Student Accessibility Services.
6. Maintains and develops, with the ~~DSP&S~~ SAS faculty and staff, strategies to deliver effective assessment, orientation, counseling, guidance services and educational programs and services to ~~DSP&S~~ SAS students.
7. Provides personal, social and academic counseling services to ~~DSP&S~~ SAS students as needed in support of the ~~DSP&S~~ SAS counseling faculty.
8. Manages and provides leadership for ~~DSP&S~~ SAS outreach activities, including the development of liaisons with high schools, community service agencies and alternative educational settings in order to increase the enrollment of students with disabilities.
9. Provide guidance for internal and external program audits and reviews.
10. Participates in a variety of meetings in support of ~~DSP&S~~ SAS programs and activities; organizes the ~~DSP&S~~ SAS Advisory Committee and represents the college at local, regional and state-wide activities, meetings and conferences.
11. Supervises, directs, trains and evaluates assigned faculty and staff.
12. Serves on campus-wide committees as assigned.





## Director, ~~DSP&S~~ Student Accessibility Services (SAS)

Management Range: 18

Board Approved: 6/20/2019

P. 2|3

13. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.

14. Performs related duties as required.

### **QUALIFICATIONS**

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

#### **Knowledge of:**

- Operational characteristics, services, and activities of a disabled students programs and services.
- Principles and practices of counseling and guidance principles and techniques.
- Curriculum development, instructional theory and program evaluation.
- Academic requirements for community college and transfer institutions.
- Student recruitment, retention, and orientation programs that serve students with disabilities.
- Special and developmental needs of students with learning and physical disabilities.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent federal, state and local laws, codes, and regulations relating to California Community College philosophy and missions.
- Title 5 regulations, ADA laws and Education Codes applicable to ~~DSP&S~~ SAS programs.

#### **Ability to:**

- Oversee and participate in the management of a comprehensive disabled students programs and services.
- 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.
- Demonstrates 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 ~~DSP&S~~ SAS 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.



## Director, **DSP&S Student Accessibility Services (SAS)**

Management Range: 18

Board Approved: 6/20/2019

P. 3|3

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

### **Education/Training:**

- A Master's degree or equivalent, in the disability, special education, psychology, educational psychology, or rehabilitation counseling, including or supplemented by a minimum of fifteen semester units of upper division or graduate study in the area of disability, to include but not limited to Learning disabilities; developmental disabilities, deaf and hearing impaired, physical disabilities or adapted computer technology from an accredited college or university.

### **Experience:**

- Two years of experience within the last four years or the equivalent in the management or administration of programs serving students with disabilities **OR** as a community college **DSP&S-SAS** counselor or **DSP&S-SAS** instructor, **OR** comparable experience in which the responsibilities of the position were predominately or exclusively related to persons with disabilities.

## **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.

**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:** July 14, 2022

**SUBJECT:** Consideration of Approval of Management Tuition Reimbursement

**RECOMMENDATION**

It is recommended that the Board of Trustees approve tuition reimbursement for Blake Bonnet to pursue a Bachelor of Science – Criminal Justice from California Coast University.

**OVERVIEW**

Blake Bonnet is the Police Sergeant in the College Police Department at DSO (SBVC), and plans to start this program in the Summer 2022 term.

**ANALYSIS**

This request is in compliance with Administrative Procedure 7260 which allows that Classified Supervisors shall be eligible for tuition cost reimbursement from an accredited institution and that all courses for which a manager is seeking reimbursement be approved by the Board of Trustees.

**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 this reimbursement will be covered by the General Fund budget.



**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:** July 14, 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, 2022, 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 12, 2022.

**SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success

**FINANCIAL IMPLICATIONS**

The cost of the non-instructional pay is included in the appropriate 2022-2023 budgets.





## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.1|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Andrews, Breanna</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Barrie, Trinette</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Bonetta, Ali</b> CHC EOPS	CHC	08/08/22	12/16/22	\$59.00	420	\$24,780.00	EOPS Adjunct Counselor
<b>Bonetta, Ali</b> CHC EOPS	CHC	01/09/23	05/23/23	\$59.00	420	\$24,780.00	EOPS Adjunct Counselor
<b>Bonetta, Ali</b> CHC EOPS	CHC	06/05/23	06/30/23	\$59.00	80	\$4,720.00	EOPS Adjunct Counselor
<b>Cannon, Judy</b> Honors	CHC	05/25/22	06/30/23	\$52.00	890	\$46,280.00	Faculty Lead, Honors
<b>Clement, Brooke</b> Student Equity and Achievement Program (SEAP)	CHC	08/15/22	12/23/22	\$63.00	390	\$24,570.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Clements, Kristen</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Cummings, Lou'Rie</b> Student Equity and Achievement Program (SEAP)	CHC	08/15/22	12/23/22	\$63.00	390	\$24,570.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Delmonico, Shana</b> Office of Instruction General Fund	CHC	08/15/22	06/30/23	\$63.00	420	\$26,460.00	Dual Enrollment-Contrct Education



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.2|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>De Le Rios, Chloe</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>DiPonio, Gwendolyn</b> Office of Instruction General Fund	CHC	07/01/22	12/31/22	\$59.00	100	\$5,900.00	Transition and support for new CurriQunet
<b>Farley, Diana</b> Office of Instruction- General Fund	CHC	08/15/22	12/31/22	\$61.00	75	\$4,575.00	Dual Enrollment- Counseling
<b>Ferrari, Edward</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Garcia, Claudia</b> Student Equity and Achievement Program (SEAP)	CHC	08/15/22	12/23/22	\$63.00	390	\$24,570.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Gend, Peter</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Greyraven, Ruth</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Harris, Kashaundra</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Hayes, Ashley</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.3|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Hoehn, Marisela</b> Student Equity and Achievement Program (SEAP)	CHC	08/15/22	12/23/22	\$63.00	390	\$24,570.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Hogan, Ryan</b> Student Equity and Achievement Program (SEAP)	CHC	08/15/22	12/23/22	\$63.00	390	\$24,570.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Hogrefe, Rick</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Jacques, Paul</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Juan, Shirley</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Kusko, Vaughan</b> Office of Instruction- General Fund	CHC	08/15/22	12/31/22	\$61.00	75	\$4,575.00	Dual Enrollment- Contract Education
<b>Ledoux, Janine</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Maloney-Hinds, Colleen</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>McLaren, Meridyth</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.4|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Mills, Lisa</b> Strong Workforce Categorical Fund	CHC	07/01/22	06/30/23	\$63.00	1266	\$79,758.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in Veteran's Resource Center
<b>Olivera, Christopher</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Rippy, Scott</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Robles, Joshua</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Rodriguez, Christina</b> Office of Instruction- General Fund	CHC	08/15/22	12/31/22	\$57.00	75	\$4,275.00	Dual Enrollment- Contract Education
<b>Salt, Kimberly</b> Office of Instruction General Fund	CHC	07/01/22	12/31/22	\$59.00	100	\$5,900.00	Transition and support for new CurriQunet
<b>Scott, Shella</b> Student Equity and Achievement Program (SEAP)	CHC	08/15/22	12/23/22	\$63.00	390	\$24,570.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Shum, Cynthia</b> Student Equity and Achievement Program (SEAP)	CHC	08/15/22	12/23/22	\$63.00	390	\$24,570.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Sibley, Pamela</b> Office of Instruction- General Fund	CHC	08/15/22	06/30/23	\$63.00	210	\$13,230.00	Dual Enrollment- Contract Education





## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.5]30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Sosa, Sara</b> Student Equity and Achievement Program (SEAP)	CHC	08/15/22	12/23/22	\$59.00	390	\$23,010.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Walsh, Sherry</b> Office of Instruction- General Fund	CHC	08/15/22	06/30/23	\$63.00	210	\$13,230.00	Dual Enrollment- Contract Education
<b>Wilson, Debbie</b> Student Equity and Achievement Program (SEAP)	CHC	08/15/22	12/23/22	\$63.00	390	\$24,570.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Zein, George</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Zepeda, Isidro</b> Student Equity and Achievement Program (SEAP)	CHC	08/08/22	08/09/22	\$52.00	6	\$312.00	USC Race and Equity Training
<b>Alhoch, Bashar</b> Basic Skills Categorical Fund	SBVC	07/15/22	12/31/22	\$52.00	50	\$2,600.00	English Community of Practice Leadership Team
<b>Alhoch, Bashar</b> Basic Skills Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	40	\$2,080.00	English Community of Practice Leadership Team
<b>Assuma, Michael</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Barley, Corinne</b> Basic Skills Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	4	\$208.00	Burlington English/ESL Project



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.6|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Barley, Corinne</b> Basic Skills Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	2	\$104.00	Burlington English/ESL Project
<b>Barnard, Amber</b> Institute of Media Arts Categorical Fund	SBVC	08/09/22	08/09/22	\$52.00	3	\$156.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Barnard, Amber</b> Institute of Media Arts Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	30	\$1,560.00	FTVM/IMA Best Practices Workshops
<b>Barnette, Kelly (Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Batalo, Mandi</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.7|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Beebe, Yvonne</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	25	\$1,300.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Blacksher, Anthony</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Burmah, Loydie</b> Institute of Media Arts Categorical Fund	SBVC	08/09/22	08/09/22	\$52.00	3	\$156.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Burmah, Loydie</b> Institute of Media Arts-Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	30	\$1,560.00	FTVM/IMA Best Practices Workshops
<b>Burns-Peters, Davina (Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.8|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Cacho, Bryce(Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Caldwell-Betties, Melita</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Castro, Anthony</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Chiem, Vinh</b> Office Campus General Fund	SBVC	08/01/22	12/16/22	\$61.00	293	\$17,873.00	Ms. Villanueva will be supporting the ValleyNow! program
<b>Colern-Mulz, Leslie</b> Basic Skills Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	40	\$2,080.00	English Community of Practice Leadership Team
<b>Colern-Mulz, Leslie</b> Basic Skills Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	40	\$2,080.00	English Community of Practice Leadership Team



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.9|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Corrales, Athena</b> Strong Workforce Grant Fund	SBVC	07/01/22	06/30/23	\$63.00	1056	\$66,528.00	Nursing Counselor <i>Ratification: Provide Nursing workshops for students, develop remediation strategies for nursing students and provide general counseling for pre and current nursing students.</i>
<b>Croy, Jeremy</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Cuny, Lucas(Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	20	\$1,040.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Ellis, Pamela</b> Basic Skills Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	4	\$208.00	Burlington English/ESL Project
<b>Ellis, Pamela</b> Basic Skills Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	2	\$104.00	Burlington English/ESL Project
<b>Evans-Perry, Virginia</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.10|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Ferri-Milligan, Paula</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Fogle, Melinda(Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Frias, Mayra</b> Basic Skills Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	4	\$208.00	Burlington English/ESL Project
<b>Frias, Mayra</b> Basic Skills Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	2	\$104.00	Burlington English/ESL Project
<b>Gibbs, Samuel</b> Math & Science General Fund	SBVC	08/15/22	12/16/22	\$52.00	36	\$1,872.00	Entrepreneurial Club Mentor
<b>Gile, Keenan</b> Guided Pathways Grant Fund	SBVC	08/15/22	12/16/22	\$52.00	126	\$6,552.00	Mr. Gile will be providing essential practices for Guided Pathways
<b>Gomez, Ed</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.11|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Halabi, Tarif</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Heibel, Todd (Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Hoang, Dung</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108.
<b>Jakpor, Riase</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.12|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Jefferson, Kimberly</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Joshua, Judy</b> Basic Skills Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	30	\$1,560.00	English Community of Practice Leadership Team
<b>Joshua, Judy</b> Basic Skills Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	30	\$1,560.00	English Community of Practice Leadership Team
<b>Kappattil, Reshmi(Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Kellogg, Elena</b> Basic Skills Categorical Fund	SBVC	07/15/22	12/31/22	\$52.00	50	\$2,600.00	English Community of Practice Leadership Team
<b>Kellogg, Elena</b> Basic Skills- Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	40	\$2,080.00	English Community of Practice Leadership Team
<b>Kellogg, Elena</b> Basic Skills Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	4	\$208.00	Burlington English/ESL Project
<b>Kellogg, Elena</b> Basic Skills Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	2	\$104.00	Burlington English/ESL Project





## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.13|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>King, Melissa</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: The accreditation visit and recommendations recently occurred with no prior notice. There were issues with HR, which caused a delay in submitting the item to board.</i>
<b>Klingstrand, Marianne</b> Strong Workforce Grant Fund	SBVC	04/01/22	06/30/22	\$52.00	400	\$20,800.00	Curriculum Consultant
<b>Knight, Denise (Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Lai, Karen</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.14|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Lamore, Joel</b> Office of Instruction General Fund	SBVC	07/15/22	08/04/22	\$52.00	10	\$520.00	Faculty members will work with Honors students to customize their projects and deepen knowledge of course subject matter.
<b>Lawler, Kenneth</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Due to the move of the biology garden. Faculty has to work on a new biology garden construction over the summer.</i>
<b>Lechuga, Thomas</b> Office of Instruction General Fund	SBVC	05/26/22	08/10/22	\$52.00	40	\$2,080.00	BIO GARDEN
<b>Lemieux, Jessy</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Levine, Michael</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.15|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Lyons, Kevin</b> Institute of Media Arts Categorical Fund	SBVC	08/09/22	08/09/22	\$52.00	3	\$156.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Lyons, Kevin</b> Institute of Media Arts Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	30	\$1,560.00	FTVM/IMA Best Practices Workshops
<b>Maestre, Joanne</b> Office of Instruction General Fund	SBVC	08/15/22	12/16/22	\$52.00	288	\$14,976.00	Tutoring Coverage <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Majid, May</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108.
<b>Mattson, Susan(Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	80	\$4,160.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.16|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Melancon, Kenny</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: There is an ongoing need in the nursing department for someone to recruit, organize, and manage clinical sites.</i>
<b>Melgar, Luisa</b> Strong Workforce Grant Fund	SBVC	07/01/22	06/30/23	\$52.00	1080	\$56,160.00	Nursing Department Clinical Placement Coordinator <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Mendoza, Maria</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108.
<b>Metu, Reginald</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.17|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Meyer, Stacy</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Miller, Frank</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108.
<b>Milligan, Joshua (Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Mills, Amy</b> Basic Skills Categorical Funds	SBVC	08/15/22	12/31/22	\$52.00	30	\$1,560.00	English Community of Practice Leadership Team
<b>Mills, Amy</b> Basic Skills- Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	30	\$1,560.00	English Community of Practice Leadership Team



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.18|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Moneymaker, Melinda</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Moore, Sandra</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Mondragon, Heidi</b> SSSP Categorical Fund	SBVC	01/04/22	05/25/22	\$56.00	420	\$23,520.00	Adjunct Counseling <i>Ratification: Originally approved at the November 2021 board date at \$54.00 pay rate. New pay rate per HR should have been \$56.00/hr. starting 1/04/2022.</i>
<b>Mondragon, Heidi</b> SSSP Categorical Fund	SBVC	05/26/22	06/30/22	\$56.00	133	\$7,448.00	Adjunct Counseling <i>Ratification: Originally approved at the November 2021 board date at \$54.00 pay rate. New pay rate per HR should have been \$56.00/hr. starting 1/04/2022.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.19|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Mondragon, Heidi</b> BSI Categorical Fund	SBVC	07/01/22	12/22/22	\$59.00	420	\$24,780.00	Adjunct Counseling <i>Ratification: Originally approved at the June Board at \$57.00 pay rate. New pay rate per HR should have been \$59.00/hr. starting 07/01/2022.</i>
<b>Naim, Rozaena</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Nevarez, Cirilo</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.20]30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Nguyen, Bryan</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Nguyen, Leon</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Nguyen, Tung</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Previously approved faculty was unable to assist and a replacement was found after the board deadline.</i>





## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.21|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Nolasco, Jesus</b> Math & Science General Fund	SBVC	06/06/22	08/04/22	\$52.00	86	\$4,472.00	Math Summer Bootcamp
<b>Orozco, Stefan</b> Institute of Media Arts Categorical Fund	SBVC	08/09/22	08/09/22	\$52.00	3	\$156.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Orozco, Stefan</b> Institute of Media Arts Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	30	\$1,560.00	FTVM/IMA Best Practices Workshops
<b>Orr, Katherine</b> Basic Skills Categorical Fund	SBVC	07/15/22	12/31/22	\$52.00	50	\$2,600.00	English Community of Practice Leadership Team
<b>Orr, Katherine</b> Basic Skills Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	40	\$2,080.00	English Community of Practice Leadership Team
<b>Pave, Adam</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Clinical Coordinator, recruitment for the Psychiatric Technology program, and enrollment. Wil oversee and supervise students assigned to clinical sites, assists with career counseling to promote professional career pathways.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.22]30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Penniman, Walter</b> Strong Workforce Grant Fund	SBVC	07/01/22	06/30/23	\$52.00	1080	\$56,160.00	Psychiatric Technology Department Clinical Placement Coordinator
<b>Porras, Michael</b> Office of Instruction General Fund	SBVC	08/15/22	12/16/22	\$52.00	288	\$14,976.00	Tutoring Coverage
<b>Povero, Nicole</b> Basic Skills Categorical Fund	SBVC	07/15/22	12/31/22	\$52.00	10	\$520.00	English Community of Practice Leadership Team
<b>Rippetoe, James</b> Institute of Media Arts Categorical Fund	SBVC	08/09/22	08/09/22	\$52.00	3	\$156.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Rippetoe, James</b> Institute of Media Arts Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	30	\$1,560.00	FTVM/IMA Best Practices Workshops <i>Ratification: Provide Nursing workshops for students, develop remediation strategies for nursing students and provide general counseling for pre and current nursing students.</i>
<b>Robles, Maritza</b> Strong Workforce Grant Fund	SBVC	07/01/22	06/30/23	\$57.00	1056	\$60,192.00	Nursing Counselor



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.23|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Robles, Matthew (Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Sanchez, Crystal</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108.
<b>Sandin, Ann</b> Basic Skills Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	4	\$208.00	Burlington English/ESL Project
<b>Sandin, Ann</b> Basic Skills Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	2	\$104.00	Burlington English/ESL Project
<b>Seraj, Robin</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Due to external accreditor's demand for review on the accreditation standards. Information was given in late May.</i>



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.24|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Seraj, Robyn</b> Office of Instruction General Fund	SBVC	05/26/22	08/10/23	\$52.00	100	\$5,200.00	Pharm Tech Accreditation
<b>Simpson, Tahirah(Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Smith. Tanya</b> Academic Success and Learning Services General Fund	SBVC	07/15/22	07/29/22	\$52.00	20	\$1,040.00	Ms. Smith will be assisting in the tutoring center as a SI Faculty Lead
<b>Sogomonian, Nori(Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Sullivan, John</b> Basic Skills Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	40	\$2,080.00	English Community of Practice Leadership Team
<b>Sullivan, John</b> Basic Skills Categorical Fund	SBVC	01/03/23	06/30/23	\$52.00	40	\$2,080.00	English Community of Practice Leadership Team
<b>Teposte, Manuel</b> SSSP Categorical Fund	SBVC	01/04/22	05/25/22	\$56.00	420	\$23,520.00	Adjunct Counseling <i>Ratification: Originally approved at the November 2021 board date at \$54.00 pay rate. New pay rate per HR should have been \$56.00/hr. starting 1/04/2022.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.25]30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Teposte, Manuel</b> SSSP Categorical Fund	SBVC	05/26/22	06/30/22	\$56.00	133	\$7,448.00	Adjunct Counseling <i>Ratification: Originally approved at the November 2021 board date at \$54.00 pay rate. New pay rate per HR should have been \$56.00/hr. starting 1/04/2022.</i>
<b>Thompson, Jerrall</b> Institute of Media Arts Categorical Fund	SBVC	08/09/22	08/09/22	\$52.00	3	\$156.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Thompson, Jerrall</b> Institute of Media Arts Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	30	\$1,560.00	FTVM/IMA Best Practices Workshops <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Ting, Lycretia</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108.
<b>Tinoco, Michelle(Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.26|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Tolstova, Anna</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Trehwella, Donna</b> Institute of Media Arts Categorical Fund	SBVC	08/09/22	08/09/22	\$52.00	3	\$156.00	Department Adjunct Retreat/Meeting, Planning for the new academic year.
<b>Trehwella, Donna</b> Institute of Media Arts Categorical Fund	SBVC	08/15/22	12/31/22	\$52.00	30	\$1,560.00	FTVM/IMA Best Practices Workshops
<b>Valdez, Maria</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	168	\$8,736.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Due to the move of the biology garden. Faculty has to work on a new biology garden construction over the summer.</i>
<b>Vasquez, Tatiana</b> Office of Instruction General Fund	SBVC	05/26/22	08/10/22	\$52.00	40	\$2,080.00	BIO GARDEN



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.27|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Vasquez, Tatiana</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	100	\$5,200.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Villanueva, Romana</b> Office of Instruction General Fund	SBVC	08/01/22	12/16/22	\$63.00	293	\$18,459.00	Ms. Villanueva will be supporting the ValleyNow! program
<b>Vogel, Angela(Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705.
<b>Weber, Abena</b> Math & Science General Fund	SBVC	08/15/22	12/16/22	\$52.00	119	\$6,188.00	Maintaining operations of ALEKS Lab
<b>White, Charles</b> Office of Instruction General Fund	SBVC	07/15/22	12/31/22	\$52.00	59	\$3,068.00	Art Gallery Faculty Lead <i>Ratification: Item was left off the June board items due to an oversight. Including in July board for approval.</i>
<b>White, Charles</b> Office of Instruction General Fund	SBVC	01/03/23	06/30/23	\$52.00	60	\$3,120.00	Art Gallery Faculty Lead
<b>Worsley, Margaret</b> Carest Act Grant Fund	SBVC	07/01/22	08/05/22	\$52.00	81	\$4,212.00	DE Facilitator - Online Training <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.28|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Worsley, Margaret(Co-Chair)</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair duties - These hours allow for non-traditional, department chair duties such as scheduling, hiring committees, operational processes and work on projects such as AB-705. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Yeo, Michelle</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108. <i>Ratification: Waiting to confirm funding from Basic Skills and also solidify faculty that will be participating</i>
<b>Yoo, Jane</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108.





## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.29]30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Zuick, Nhan</b> Basic Skills Categorical Fund	SBVC	01/19/22	05/20/22	\$52.00	20	\$1,040.00	Community of Practice (CoP) - Orient faculties regarding support courses, to share teaching strategies, and to provide support to our faculty teaching Math 102 and Math 108.
<b>Tasaka, Bethany</b> EEO/HR	DSO	04/06/22	05/11/22	\$52.00	8	\$416.00	SBVC College President Recruitment <i>HR received forms after prior Board meeting deadlines.</i>
<b>Cruz, Alexander</b> EEO/HR	DSO	05/25/22	06/07/22	\$52.00	2.25	\$117.00	Instructor, Aeronautics Recruitment <i>HR received forms after prior Board meeting deadlines.</i>
<b>Halabi, Tarif</b> EEO/HR	DSO	05/25/22	06/07/22	\$52.00	4.5	\$234.00	Instructor, Aeronautics Recruitment <i>HR received forms after prior Board meeting deadlines.</i>
<b>Simpson, Tahirah</b> EEO/HR	DSO	05/25/22	06/07/22	\$52.00	2.25	\$117.00	Instructor, Aeronautics Recruitment <i>HR received forms after prior Board meeting deadlines.</i>
<b>Sogomonian, Nori</b> EEO/HR	DSO	06/15/22	06/15/22	\$52.00	3	\$156.00	SBVC College President Recruitment <i>HR received forms after prior Board meeting deadlines.</i>
<b>Fogle, Melinda</b> EEO/HR	DSO	06/09/22	06/15/22	\$52.00	6	\$312.00	SBVC College President Recruitment <i>HR received forms after prior Board meeting deadlines.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval July 14, 2022

[v.7.5.2022.p.30|30]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Banola, Erwin J.</b> EEO/HR	DSO	04/06/22	05/11/22	\$52.00	8	\$416.00	SBVC College President Recruitment <i>HR received forms after prior Board meeting deadlines.</i>
<b>Banola, Erwin J.</b> EEO/HR	DSO	06/15/22	06/15/22	\$52.00	3	\$156.00	SBVC College President Recruitment <i>HR received forms after prior Board meeting deadlines.</i>
<b>Gend, Peter</b> EEO/HR	DSO	06/15/22	06/22/22	\$52.00	8	\$416.00	Instructional Technology Specialist Recruitment <i>HR received forms after prior Board meeting deadlines.</i>
<b>Worsley, Margaret</b> EEO/HR	DSO	06/15/22	06/22/22	\$52.00	2	\$104.00	Instructional Technology Specialist Recruitment <i>HR received forms after prior Board meeting deadlines.</i>
<b>Burns-Peters, Davena</b> EEO/HR	DSO	06/15/22	06/22/22	\$52.00	6	\$312.00	Instructional Technology Specialist Recruitment <i>HR received forms after prior Board meeting deadlines.</i>

**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:** July 14, 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 2022-23 budgets.





## Payment of Stipends

Presented for Information July 14, 2022

[v.7.5.2022.p.2|4]

### Faculty Chair 07/15/22 – 06/30/23

Employee Name	Location Assignment	Department	Stipend
Assuma, Michael	SBVC	Accounting, Bussiness Administration	\$8,000.00
Barnette, Kelly(Co-Chair)	SBVC	Child Development	\$4,000.00
Batalo, Mandi	SBVC	Art	\$8,000.00
Blacksher, Anthony	SBVC	Sociology	\$6,000.00
Burns-Peters, Davina(Co-Chair)	SBVC	Modern Languages	\$4,500.00
Cacho, Bryce (Co-Chair)	SBVC	Welding	\$4,000.00
Caldwell-Betties, Melita	SBVC	Water Technology	\$7,000.00
Castro, Anthony	SBVC	Mathematics	\$9,000.00
Croy, Jeremy	SBVC	Admin. Justice	\$6,000.00
Cuny, Lucas (Co-Chair)	SBVC	FTVM/Communication Studies	\$2,000.00
Evans-Perry, Virginia	SBVC	Library	\$6,000.00
Ferri-Milligan, Paula	SBVC	English	\$9,000.00
Fogle, Melinda(Co-Chair)	SBVC	Music, Theatre Arts, Dance	\$4,000.00
Gomez, Ed	SBVC	History	\$7,000.00
Halabi, Tarif	SBVC	Aeronautics	\$9,000.00
Heibel, Todd(Co-Chair)	SBVC	Geog, Geol, Ocean, GIS	\$4,000.00
Jakpor, Riase	SBVC	Political Science	\$6,000.00
Jefferson, Kimberly	SBVC	Reading	\$7,000.00
King, Melissa	SBVC	Anthropology	\$6,000.00
Knight, Denise (Co-Chair)	SBVC	Child Development	\$4,000.00
Lawler, Kenneth	SBVC	Kinesiology	\$8,000.00
Lemieux, Jessy	SBVC	Chemistry	\$9,000.00
Levine, Michael	SBVC	Economics	\$6,000.00
Mattson, Susan(Co-Chair)	SBVC	FTVM/Communication Studies	\$7,000.00
Melancon, Kenny	SBVC	Automotive	\$8,000.00
Metu, Reginald	SBVC	Computer Science	\$9,000.00
Meyer, Stacy	SBVC	Culinary Arts	\$7,000.00
Milligan, Joshua(Co-Chair)	SBVC	Welding	\$4,000.00



## Payment of Stipends

Presented for Information July 14, 2022

[v.7.5.2022.p.3|4]

### Faculty Chair 07/15/22 – 06/30/23

Employee Name	Location Assignment	Department	Stipend
Moneymaker, Melinda	SBVC	Human Services	\$7,000.00
Moore, Sandra	SBVC	Psychology	\$8,000.00
Pave, Adam	SBVC	Philosophy	\$7,000.00
Robles, Matthew(Co-Chair)	SBVC	Geog, Geol, Ocean, GIS	\$4,000.00
Seraj, Robin	SBVC	Pharmacy Tech	\$6,000.00
Simpson, Tahirah (Co-chair)	SBVC	Counseling	\$4,500.00
Sogomonian, Nori(Co-Chair)	SBVC	Modern Languages	\$4,500.00
Tinoco, Michelle (Co-chair)	SBVC	Counseling	\$4,500.00
Tolstova, Anna	SBVC	Physics, Astronomy	\$7,000.00
Valdez, Maria	SBVC	Psychiatric Tech.	\$9,000.00
Vasquez, Tatiana	SBVC	Biology	\$9,000.00
Vogel, Angela(Co-Chair)	SBVC	Nursing	\$9,000.00
Worsley, Margaret(Co-Chair)	SBVC	Music, Theatre Arts, Dance	\$4,000.00

### Faculty Coordinator – 2022-2023

Employee Name	Location Assignment	Department	Stipend
Akers, Elaine	SBVC	Student Health Services	\$4,400.00
Carter, Yancie	SBVC	Matriculation	\$4,800.00
Kafela, Kathy	SBVC	Transfer & Career	\$4,800.00
Rabon, Deanne	SBVC	STAR Program	\$4,400.00

### Head Coaches 12/11/21 – 06/30/22

*Ratification: Playoff Stipend for Spring 2022 Season.*

Employee Name	Location Assignment	Department	Stipend
Lawler, Kenneth	SBVC	Men's Track & Field	\$1,800.00
Powell, Michael	SBVC	Men's Track & Field	\$1,800.00



## Payment of Stipends

Presented for Information July 14, 2022

[v.7.5.2022.p.4|4]

### Head Coaches 08/15/22 – 12/31/22

Employee Name	Location Assignment	Department	Stipend
Abrams, Eric	SBVC	Women's Cross Country	\$7,000.00
Algattas, Daniel	SBVC	Football	\$7,000.00

### Head Coaches 08/15/22 – 03/31/23

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

### Head Coaches 11/01/22 – 03/31/23

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

### Assistant Coaches 08/15/22 - 12/31/22

Employee Name	Location Assignment	Department	Stipend
Carter, Thomas	SBVC	Women's Soccer	\$5,000.00
Lefay, Jenna	SBVC	Women's Soccer	\$5,000.00
Magana, Maria	SBVC	Women's Soccer	\$5,000.00
Politron, Jose	SBVC	Men's Soccer	\$5,000.00
Romero-Vasquez, Laura	SBVC	Women's Cross Country	\$5,000.00
Schlesinger, David	SBVC	Men's Soccer	\$5,000.00

### Other – Fall 2022

Employee Name	Location Assignment	Department	Stipend
Kashaunda Harris	CHC	CTE	\$2,000.00

## **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:** July 14, 2022

**SUBJECT:** Consideration of Approval of Revised Salary Schedule Increase for Management and Executive Management Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the salary schedule increase for management and executive management employees as presented.

### **OVERVIEW**

For 2022-2023, the District will increase the management and executive management salary schedules by five percent (5%) across the board retroactive to July 1, 2022.

### **ANALYSIS**

The adjustment to the salary schedules is in line with increases granted to other employee groups.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

The financial impact of these changes has been included in the appropriate 2022-2023 budgets.



RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1											
2											
3											
4											
5											
6	<ul style="list-style-type: none"> <li>Assistant Manager, Workforce Development</li> <li>Caltrans Work Crew Supervisor</li> <li>Tool Room Supervisor</li> </ul>	\$ 67,559	\$ 69,586	\$ 71,674	\$ 73,824	\$ 76,039	\$ 78,320	\$ 80,670	\$ 83,090	\$ 87,245	\$ 91,607
7		\$ 70,939	\$ 73,067	\$ 75,259	\$ 77,517	\$ 79,842	\$ 82,237	\$ 84,704	\$ 87,245	\$ 91,607	\$ 96,187
8	<ul style="list-style-type: none"> <li>Circulation Supervisor</li> <li><del>Food Services Supervisor</del></li> <li>Custodial Supervisor</li> </ul>	\$ 74,484	\$ 76,719	\$ 79,021	\$ 81,392	\$ 83,834	\$ 86,349	\$ 88,939	\$ 91,607	\$ 96,187	\$ 100,996
9	<ul style="list-style-type: none"> <li>Printing &amp; Graphic Services</li> </ul>	\$ 78,209	\$ 80,555	\$ 82,972	\$ 85,461	\$ 88,025	\$ 90,666	\$ 93,386	\$ 96,188	\$ 100,997	\$ 106,047
10	<ul style="list-style-type: none"> <li>Aquatics Director</li> <li>Braille Program Manager</li> <li>College Corps Program Manager</li> <li>Emergency Manager</li> <li><del>Food Services Supervisor</del></li> <li>Maintenance &amp; Grounds Supervisor</li> <li>Manager, Workforce Development</li> </ul>	\$ 82,119	\$ 84,583	\$ 87,120	\$ 89,734	\$ 92,426	\$ 95,199	\$ 98,055	\$ 100,997	\$ 106,047	\$ 111,349
11	<ul style="list-style-type: none"> <li>Project Administrator, Career Education</li> </ul>	\$ 86,226	\$ 88,813	\$ 91,477	\$ 94,221	\$ 97,048	\$ 99,959	\$ 102,958	\$ 106,047	\$ 111,349	\$ 116,916
12	<ul style="list-style-type: none"> <li>Assistant Director of Resource Development</li> <li>Environmental Health &amp; Safety Administrator</li> </ul>	\$ 90,536	\$ 93,252	\$ 96,050	\$ 98,932	\$ 101,900	\$ 104,957	\$ 108,106	\$ 111,349	\$ 116,916	\$ 122,762
13	<ul style="list-style-type: none"> <li>Manager, Regional Employer Engagement</li> </ul>	\$ 95,064	\$ 97,916	\$ 100,853	\$ 103,879	\$ 106,995	\$ 110,205	\$ 113,511	\$ 116,916	\$ 122,762	\$ 128,900
14	<ul style="list-style-type: none"> <li><del>Facilities Project Manager</del></li> <li>Director, Marketing &amp; Public Relations</li> <li>Manager, Production</li> <li><del>Accounting Services Manager</del></li> <li>Business Systems Administrator</li> <li>Director, Child Development Center</li> <li>Director, Workforce Development</li> <li>Payroll Manager</li> <li>Police Sergeant</li> <li>Manager, CalWORKs &amp; Workforce Development</li> </ul>	\$ 99,817	\$ 102,812	\$ 105,896	\$ 109,073	\$ 112,345	\$ 115,715	\$ 119,186	\$ 122,762	\$ 128,900	\$ 135,345



RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
15	<ul style="list-style-type: none"> <li>Accounting Services Manager</li> <li><del>Director of Athletics</del></li> <li>Director, Adult Education Block Grant (AEBG)</li> <li>Police Lieutenant</li> <li>Associate Director of Energy, Sustainability &amp; Safety Administration</li> </ul>	\$ 104,807	\$ 107,951	\$ 111,190	\$ 114,526	\$ 117,962	\$ 121,501	\$ 125,146	\$ 128,900	\$ 135,345	\$ 142,112
16	<ul style="list-style-type: none"> <li><del>Associate Director, Fiscal Services</del></li> <li><del>Associate Director, Human Resources</del></li> <li><del>Campus Project Manager – Measure CC</del></li> <li><del>Director, of Audits and Analysis</del></li> <li><del>Director, Facilities, Maintenance &amp; Operations</del></li> <li><del>Director of Grants Development &amp; Administration</del></li> <li><del>Director, Library and Learning Support Services</del></li> <li><del>Director, Television</del></li> <li><del>Manager, Programming – KVCR TV/FM</del></li> <li><del>Local Business Outreach Administrator – Measure CC</del></li> <li>Facilities Project Manager</li> </ul>	\$ 110,049	\$ 113,350	\$ 116,750	\$ 120,252	\$ 123,860	\$ 127,576	\$ 131,403	\$ 135,345	\$ 142,112	\$ 149,218
17	<ul style="list-style-type: none"> <li>Associate Director of Bond Program Planning and Construction</li> <li>Associate Director of Energy, Sustainability &amp; Safety Administration</li> <li>Associate Director, Fiscal Services</li> <li>Associate Director, Human Resources</li> <li>Campus Director of Marketing, Creative Services &amp; Public Affairs</li> <li>Campus Project Manager - Measure CC</li> <li>Director, Alternative Text Production Center</li> <li>Director, of Audits and Analysis</li> <li>Director, Economic Development Corporate Training</li> <li>Director of Grants Development &amp; Administration</li> <li>Director, Library and Learning Support Services</li> <li>Director, Police Academy</li> <li>Director, Television</li> <li>Director, Workforce Development DSN ICT</li> <li>Manager, Programming – KVCR TV/FM</li> <li>Local Business Outreach Administrator - Measure CC</li> </ul>	\$ 115,550	\$ 119,016	\$ 122,586	\$ 126,264	\$ 130,052	\$ 133,954	\$ 137,973	\$ 142,112	\$ 149,218	\$ 156,679

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
18	<ul style="list-style-type: none"> <li>Development Director</li> <li><del>Director, Administrative Application Systems</del></li> <li>Director of Athletics</li> <li>Director, <del>DSP&amp;S</del> Student Accessibility Services (SAS)</li> <li>Director, EOPS, CARE &amp; CalWorks, CHC</li> <li>Director, EOPS &amp; CARE, SBVC</li> <li><del>Director First Year Experience FKCE and College Promise, SBVC</del></li> <li>Director of Operations</li> <li>Director, Outreach &amp; Educational Partnerships</li> <li>Director, Admissions &amp; Records</li> <li>Director, Financial Aid</li> <li>Director, STEM-MESA</li> <li><del>Director, Student Life</del></li> <li>Director, Technology Services</li> </ul>	\$ 121,328	\$ 124,968	\$ 128,717	\$ 132,578	\$ 136,555	\$ 140,652	\$ 144,872	\$ 149,218	\$ 156,679	\$ 164,513
19	<ul style="list-style-type: none"> <li>Associate Dean, Health Services and Director of Nursing</li> <li>Director, Corporate &amp; Strategic Relations - KVCR</li> <li>Director, Development &amp; Community Relations</li> <li>Director, Facilities, Maintenance &amp; Operations</li> <li>Director First Year Experience FKCE and College Promise, SBVC</li> <li>Director of Institutional Advancement</li> <li>Director, KVCR Broadcast Media Systems</li> <li>Director, Student Life</li> <li>District, Director of Grants</li> </ul>	\$ 127,394	\$ 131,216	\$ 135,152	\$ 139,207	\$ 143,383	\$ 147,684	\$ 152,115	\$ 156,678	\$ 164,512	\$ 172,738
20	<ul style="list-style-type: none"> <li>Director, Administrative Application Systems</li> </ul>	\$ 133,763	\$ 137,776	\$ 141,909	\$ 146,166	\$ 150,551	\$ 155,068	\$ 159,720	\$ 164,512	\$ 172,738	\$ 181,375
21	<ul style="list-style-type: none"> <li>Business Manager</li> <li>Chief of Police</li> <li>Director, Facilities, Planning, Emergency Management &amp; Construction</li> <li>Director, Fiscal Services</li> <li>District Director of Research, Planning &amp; Institutional Effectiveness</li> <li>Director of Diversity, Equity, and Inclusion</li> <li>Director, Human Resources, and Labor Relations</li> <li>Executive Director, KVCR</li> <li><del>Senior District Director of Marketing, Public Relations &amp; Legislative Affairs</del></li> </ul>	\$ 140,452	\$ 144,666	\$ 149,006	\$ 153,476	\$ 158,080	\$ 162,822	\$ 167,707	\$ 172,738	\$ 181,375	\$ 190,444

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
22	<ul style="list-style-type: none"> <li><del>Dean of Academic Success, Grants and Learning Services (SBVC)</del></li> <li><del>Dean of Student Equity and Success (CHC)</del></li> <li><del>Dean of Student Equity and Success (SBVC)</del></li> <li><del>Dean of Research, Planning, &amp; Institutional Effectiveness</del></li> <li><del>Dean of Research, Planning, &amp; Institutional Effectiveness with Grants Oversight</del></li> <li><del>Division Dean (Instructional)</del></li> <li><del>Division Dean (Non-Instructional)</del></li> </ul>	\$ 147,474	\$ 151,898	\$ 156,455	\$ 161,149	\$ 165,983	\$ 170,963	\$ 176,092	\$ 181,375	\$ 190,444	\$ 199,966
23	<ul style="list-style-type: none"> <li>Dean of Academic Success, Grants and Learning Services (SBVC)</li> <li>Dean of Student Equity and Success (CHC)</li> <li>Dean of Student Equity and Success (SBVC)</li> <li>Dean of Research, Planning, &amp; Institutional Effectiveness</li> <li>Dean of Research, Planning, &amp; Institutional Effectiveness with Grants Oversight</li> <li>Division Dean (Instructional)</li> <li>Division Dean (Non-Instructional)</li> </ul>	\$ 154,850	\$ 159,495	\$ 164,280	\$ 169,208	\$ 174,284	\$ 179,513	\$ 184,898	\$ 190,445	\$ 199,967	\$ 209,965
24	<ul style="list-style-type: none"> <li><del>Chief Technology Officer</del></li> <li><del>Executive Director, Economic Development &amp; Corporate Training</del></li> <li><del>Executive Director, Research Planning Institutional Effectiveness</del></li> <li>Senior District Director of Marketing, Public Relations &amp; Legislative Affairs</li> </ul>	\$ 162,591	\$ 167,469	\$ 172,493	\$ 177,668	\$ 182,998	\$ 188,488	\$ 194,143	\$ 199,967	\$ 209,965	\$ 220,463
25	<ul style="list-style-type: none"> <li><del>Vice President, Administrative Services</del></li> <li><del>Vice President, Instruction</del></li> <li><del>Vice President, Student Services</del></li> <li>Chief Technology Officer</li> <li>Executive Director, Economic Development &amp; Corporate Training</li> <li>Executive Director, Research Planning Institutional Effectiveness</li> </ul>	\$ 170,721	\$ 175,843	\$ 181,118	\$ 186,552	\$ 192,149	\$ 197,913	\$ 203,850	\$ 209,965	\$ 220,463	\$ 231,486
26	<ul style="list-style-type: none"> <li>Vice President, Administrative Services</li> <li>Vice President, Instruction</li> <li>Vice President, Student Services</li> </ul>	\$ 179,257	\$ 184,635	\$ 190,174	\$ 195,879	\$ 201,755	\$ 207,808	\$ 214,042	\$ 220,463	\$ 231,486	\$ 243,060

Executive Management Salary Schedule  
 Pending Board Approval 7/14/2022

Effective 7/01/2022

[v.6/30/2022.p.1|1]

Reflects 5% Increase Eff. 7/1/2022

POSITION		STEP									
		A	B	C	D	E	F	G	H	I	J
1	<ul style="list-style-type: none"> <li>Vice Chancellor, Human Resources and Police Services</li> <li>Vice Chancellor, Business &amp; Fiscal</li> <li>Vice Chancellor of -Educational and Student Support Services</li> </ul>	\$ 222,439	\$ 229,112	\$ 235,985	\$ 243,065	\$ 250,357	\$ 257,867	\$ 265,604	\$ 273,572	\$ 287,251	\$ 301,614
2	College President	\$ 238,097	\$ 245,240	\$ 252,597	\$ 260,175	\$ 267,981	\$ 276,021	\$ 284,301	\$ 292,830	\$ 307,472	\$ 322,845
3	Executive Vice Chancellor	\$ 250,003	\$ 257,503	\$ 265,228	\$ 273,185	\$ 281,380	\$ 289,821	\$ 298,516	\$ 307,472	\$ 322,845	\$ 338,987

## **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:** July 14, 2022

**SUBJECT:** Consideration of Approval of Salary Step Advancement for Executive Management Employees

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the salary step advancement for executive managers as presented.

### **OVERVIEW**

Acting on the recommendation of Diana Z. Rodriguez, Chancellor, the employees on the attached list are submitted for approval.

### **ANALYSIS**

Advancement on the Executive Management Salary Schedule is at the discretion of the Chancellor. The presented list of executive managers will receive salary step advancements effective July 1, 2022.

### **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 contracts will be included in the appropriate 2022-23 budgets.





## Salary Step Advancement for Executive Managers

Submitted for Board Approval July 14, 2022

### Executive Management – Effective July 1, 2022

Position Location	Impact on Incumbent
Vice Chancellor, Human Resources and Police Services DIST	<b>Hannon, Kristina</b> Change From Range 1, Step E To Range 1, Step F
College President CHC	<b>Horan, Kevin</b> Change From Range 2, Step E To Range 2, Step F
Executive Vice Chancellor DIST	<b>Torres, Jose</b> Change From Range 3, Step E To Range 3, Step F

#### SBCCD | Mission

SBCCD positively impacts the lives and careers of our students, the well-being of their families, and the prosperity of our community through excellence in educational and training opportunities.



#### SBCCD | Vision

Inspiring possibilities for bright futures  
and a prosperous community

## **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** July 14, 2022

**SUBJECT:** Consideration of Approval of Conference Requests

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve the attached conference requests.

### **OVERVIEW**

Faculty and staff attend conferences for various purposes, including professional growth and development, networking with industry peers, discussing best practices, and learning about emerging issues. The SBCCD conference request process is covered by Administrative Procedure 7400. All requests must be approved by the appropriate administrator as listed:

- For employee travel, the traveler's immediate supervisor.
- For student travel, the College President.
- For the Chancellor's travel, the Board Chair or other designated Board Member.
- For Board Member travel, the Board Chair or designee.

Additionally, conference expenses must be approved by the budget responsibility center managers and Business Services. If total estimated expenses exceed \$5,000 per person, or travel is outside the contiguous United States, the request must also have prior Board approval.

### **ANALYSIS**

The requests to attend conferences on the attached are either estimated to result in expenses exceeding \$5,000 per person, and/or involve travel outside the contiguous United States.

### **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 conferences is included in the appropriate budget funds indicated on the attached, and are approved by supervising managers through the District's financial system.





## Conference Requests

Submitted for Board Approval July 14, 2022

[v.7.6.2022.p.1|1]

Requestor	Conference
<p><b>Site:</b> SBVC</p> <p><b>Name:</b> Faculty and Participants to attend:</p> <ol style="list-style-type: none"> <li>1. Tahirah Simpson, Faculty/Co-Chair, Counseling</li> <li>2. Keynasia Buffong, Tumaini Faculty</li> <li>3. Dr. Daniele Smith Morton, Tumaini Faculty</li> <li>4. Dr. Anthony Blacksher, Tumaini Faculty</li> <li>5. Dr. Robert Brown, Tumaini Faculty</li> <li>6. Sandra Blackman, Tumaini Faculty</li> <li>7. Lavar Godoy, Student/Marketing</li> <li>8. Sharaf Williams, First Year Experience</li> <li>9. Dr. Stephanie Lewis, Business-Mathematics</li> <li>10. Dr. Scott Thayer, Executive Team</li> <li>11. Dr. Olivia Rosas, Executive Team</li> <li>12. Joseph Williams, Trustee</li> <li>13. Alex Avila, Adjunct Faculty*</li> </ol> <p>*Waitlist, in case others cannot attend</p>	<p><b>Conference Name:</b> All African Diaspora Education Summit 2022</p> <p><b>Dates of Travel:</b> 9/17-25/2022</p> <p><b>Location:</b> Cape Coast, Ghana</p> <p><b>Purpose:</b> This summit promises to be a profound professional development opportunity for employees who work with the Tumaini/Umoja program and will allow us to better understand both the historic and current educational context that will create the space and freedom to reimagine how we teach and serve Black students. Moreover, this convening will seek to heal, restore, and invigorate us as faculty who have experienced the weight of working in spaces that have caused harm due to anti blackness and racism. This historic summit will attract educational practitioners, preeminent scholars, and administrators from across the globe. The California Community College serves the highest number of Black students in the State thus our voices need to be present and centered in this global conversation.</p> <p><b>Total Estimated Cost Per Person:</b> \$4,153</p> <p><b>Funding Source:</b> President's Office General Fund, Student Equity Categorical Fund, and Board General Fund</p>



**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:** July 14, 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 07/14/2022

1 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
23048	<b>AlmaStrategies, LLC</b>	Facilities Planning/ SBCCD	Professional Services	\$223,300.00	
	On demand consulting services for facilities planning and reporting required by the State			07/01/2022 through 06/30/2024	
22996	<b>Atkinson Andelson Loya Ruud &amp; Romo</b>	Legal	Business Services/SBCCD	\$900,000.00	
	Legal services; Rate schedule plus out of pocket expenses; funded through general funds and bond funds			07/01/2022 through 06/30/2024	
17803	<b>Oracle America, Inc.</b>	Amendment	Fiscal Services/SBCCD	\$769,085.00	\$11,960.60
	Oracle Fusion Financials cloud services for enterprise resources planning (ERP) system; extension of original bidded contract award: this is to approve Amendment 01 - to increase number of access licenses and increase cost by \$11,960.60			03/03/2019 through 03/02/2024	
21881	<b>Rialto, City of</b>	EMS/CHC	Training Services	\$210,000.00	Correct Value
	Fire Department - Clinical site agreement for EMS programs at City Fire Stations; this is to correct the total contract value to \$70,000 per year			07/01/2021 through 06/30/2024	

## Contracts and Agreements

Over \$99,100

Board Date 07/14/2022

2 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
23053	<b>San Bernardino County Superintendent of Schools</b>	Mathematics/ SBVC	Subgrantee	\$605,053.00	
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives			07/01/2022 through 06/30/2023	
23025	<b>Omnitrans</b>	Student Life/ SBVC	Go Smart Agreement	\$900,000.00	
	"Go Smart" Program for San Bernardino Valley College as per student body referendum at a maximum rate of \$9.00 per student per semester			08/01/2022 through 07/31/2027	
23026	<b>Omnitrans</b>	Student Life/ CHC	Go Smart Agreement	\$600,000.00	
	"Go Smart" Program for San Bernardino Valley College as per student body referendum at a maximum rate of \$9.00 per student per semester			08/01/2022 through 07/31/2027	
23030	<b>Universal Personnel Services</b>	Human Resources/ SBCCD	Consultants	\$600,000.00	
	Consultant for Human Resource matters			08/01/2022 through 07/31/2027	

## **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:** July 14, 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 July 14, 2022

[v.6.29.2022.p.1|2]

Site/Date/Cost	Event/Items Purchased/Funding Source
<b>Site:</b> CHC  <b>Date of Event:</b> 08/05/2022  <b>Total Estimated Cost:</b> \$1,000	<b>Event:</b> CHC CARE/CalWORKs Fall 2022 Mini Conference <b>Items Being Purchased:</b> Refreshments <b>Funding Source:</b> CARE/CalWORKs Categorical Fund
<b>Site:</b> SBVC  <b>Date of Event:</b> 08/01/2022  <b>Total Estimated Cost:</b> \$8,000	<b>Event:</b> Inland Adult Education Consortium Regional Professional Development <b>Items Being Purchased:</b> Refreshments for breakfast and lunch and keynote speaker. <b>Funding Source:</b> Adult Education Categorical Fund
<b>Site:</b> SBVC  <b>Date of Event:</b> 08/09/2022  <b>Total Estimated Cost:</b> \$8,000	<b>Event:</b> EOPS Welcome Back BBQ & Backpack Issuance EOPS faculty and staff will host an event to welcome back both new and continuing students to the fall 2022 semester. Supplies will be issued and former EOPS students will share words of encouragement with current EOPS students. Anticipated attendance is 500 students, staff and faculty. Joanne Hinojosa and EOPS faculty will serve as chaperones. <b>Items Being Purchased:</b> Refreshments, giveaways and contracts. <b>Funding Source:</b> EOPS Categorical Funding
<b>Site:</b> SBVC  <b>Date of Event:</b> 08/09-12/2022  <b>Total Estimated Cost:</b> \$4,000	<b>Event:</b> Convocation Week Sponsored by Professional Development Office and the President's Office, this event is SBVC's Convocation Week to kick off the fall semester. Anticipated attendance is approximately 200 faculty, staff, administrators, and trustees. <b>Items Being Purchased:</b> Refreshments/meals <b>Funding Source:</b> President's Office General Fund



## District & College Expenses

Submitted for Board Approval July 14, 2022

[v.6.29.2022.p.2|2]

Site/Date/Cost	Event/Items Purchased/Funding Source
<b>Site:</b> SBVC  <b>Date of Event:</b> 09/14/2022  <b>Total Estimated Cost:</b> \$1,500	<b>Event:</b> Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Speaker  Youth Empowerment Strategies for Success Independent Living Program (YESS/ILP) is sponsoring a speaker engagement to welcome the new foster youth enrolled in the 14-week YESS/ILP Life Skills classes. These classes help prepare the youth to continue their educational goals and gain employment. Anticipated attendance is 32 students, faculty and staff. Keith Hosea, Rosalinda Martinez and Rosemary Rivera-Reza will serve as chaperones.  <b>Items Being Purchased:</b> Speaker contract  <b>Funding Source:</b> Youth Empowerment Strategies for Success/Independent Living Program (YESS/ILP) Categorical Fund
<b>Site:</b> SBVC  <b>Date of Event:</b> 02/22/2023  <b>Total Estimated Cost:</b> \$1,500	<b>Event:</b> Crossing the Finish Line  This event will provide an opportunity for Middle College High School students to meet with Dean Patty Quach, Kimberly Johnson, James Espinoza, and Grace Navarro to talk about their future goals and ambitions. In addition, this event will provide recognition to students for their hard work and commitment to the Middle College High School Program. Anticipated attendance is 40 Middle College High School students, and 15 faculty and partners. The event will be located in the B100 Business Building. Dean, Patty Quach will be overseeing this event.  <b>Items Being Purchased:</b> Meals and refreshments  <b>Funding Source:</b> Middle College High School Categorical Fund
<b>Site:</b> SBVC  <b>Date of Event:</b> 03/10/2023  <b>Total Estimated Cost:</b> \$3,000	<b>Event:</b> Inspire Success Luncheon  This event will provide an opportunity for graduating Middle College High School students to listen to the encouragements and advice of career and college professionals. The career professionals will focus on sharing their unique experience within their field and major. Anticipated attendance is 125 students, staff and community members. Dean, Patty Quach will be overseeing this event.  <b>Items Being Purchased:</b> Meals and Refreshments.  <b>Funding Source:</b> Middle College High School Categorical 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:** July 14, 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 July 14, 2022**

Name Site	Amount Funding Source	Membership
Anna Mendez  TESS	\$300.00  Printing Services General Fund	Association of Colleges and University Printers (ACUP+)
Joanna Oxendine  SBVC	\$469.01 (includes \$83.45 prorated amount for April- June 2022)  Research & Planning General Fund	Association of California Community College Administrators (ACCCA)



## **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:** July 14, 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  
July 14, 2022

Asset #	Date Retired	Description	Initial Value	Current Value
30548	5/19/2022	V551 55in LCD	\$2,972.82	\$0.00
37583	5/19/2022	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37585	5/19/2022	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37586	5/19/2022	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37587	5/19/2022	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37588	5/19/2022	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37589	5/19/2022	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37590	5/19/2022	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37594	5/19/2022	OptiPlex 3240 AIO	\$1,523.06	\$0.00
37666	5/19/2022	OptiPlex 3240 AIO	\$1,077.60	\$0.00
37754	5/19/2022	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37757	6/9/2022	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37758	5/19/2022	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37759	5/19/2022	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37761	5/19/2022	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37763	5/19/2022	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37764	5/19/2022	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37765	5/19/2022	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37767	5/19/2022	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37768	5/19/2022	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37769	5/19/2022	Dell Latitude 7350 Tablet	\$1,552.65	\$0.00
37813	5/19/2022	Dell Latitude 7350 Tablet	\$1,444.21	\$0.00
37815	5/19/2022	Dell Latitude 7350 Tablet	\$1,444.21	\$0.00
37820	5/19/2022	Dell Latitude 7350 Tablet	\$1,444.21	\$0.00
37829	5/19/2022	Dell Latitude 7350 Tablet	\$1,444.21	\$0.00
37830	5/19/2022	Dell Latitude 7350 Tablet	\$1,444.21	\$0.00
37860	5/19/2022	Dell Latitude 7350 Tablet	\$1,444.21	\$0.00
37929	6/9/2022	OptiPlex 7440 AIO	\$1,068.17	\$0.00
41836	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41837	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41838	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41839	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41840	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41841	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41842	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41843	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41844	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41845	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41846	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41847	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41848	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41849	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41850	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00

Fixed Assets Surplus Report  
July 14, 2022

Asset #	Date Retired	Description	Initial Value	Current Value
41851	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41852	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41853	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41854	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41855	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41856	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41857	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41858	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41859	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41860	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41861	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41862	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41863	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41864	5/19/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
41902	5/19/2022	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41911	5/19/2022	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41925	5/19/2022	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41930	5/19/2022	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41937	5/19/2022	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41942	5/19/2022	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41946	5/19/2022	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41959	5/19/2022	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41965	5/19/2022	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41968	5/19/2022	Dell Latitude 7350 Tablet	\$860.53	\$0.00
41969	5/19/2022	Dell Latitude 7350 Tablet	\$860.53	\$0.00
42080	6/9/2022	OptiPlex 3240 AIO	\$1,257.31	\$0.00
42106	6/9/2022	OptiPlex 3240 AIO	\$1,257.31	\$0.00
42123	6/9/2022	OptiPlex 3240 AIO	\$1,257.31	\$0.00

Non-Fixed Assets Surplus Report  
July 14, 2022

Description	Quantity
Extreme x460-g2 Switch	2 ea
Dell Latitude 7350 Laptop	9 ea
Dell Optiplex 7450 AIO Computer	1 ea
Extron Switcher	1 ea
Sony Camera	1 ea
Optiplex 3240 AIO Computers	37 ea
Optiplex 7440 AIO Computer	1 ea
Miscellaneous AV Equipment	11 ea
Mice	39 ea
Keyboards	39 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:** July 14, 2022

**SUBJECT:** Consideration of Approval of Amendment 07R to the Professional Service Agreement with HMC Architects of Ontario, CA.

### **RECOMMENDATION**

It is recommended that the Board of Trustees approve Amendment 07R to the professional service agreement with HMC Architects of Ontario, CA for CC01.3601 San Bernardino Valley College Technical Building Replacement (CP1) in the amount of \$35,625.00.

### **OVERVIEW**

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

### **ANALYSIS**

This contract amendment will add scope for HMC to provide design services for the expansion of the existing Bio Garden adjacent to the Technical Building Replacement project. This amendment will increase the contract by \$35,625.00 and the new contract sum will be \$5,269,774.60.

### **SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
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:** July 14, 2022

**SUBJECT:** Consideration of Approval to Award Bid #CC02-3626-03.02 and Contract to Hamel Contracting, Inc., of Murrieta CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award **Bid #CC02-3626-03.02 | Crafton Hills College Campus Accessibility and Site Improvements** project, and contract, to Hamel Contracting, Inc., of Murrieta CA in the amount of \$835,134.45.

### **OVERVIEW**

This project is part of the campus wide infrastructure projects at Crafton Hills College and must be completed to gain Division of the State Architect certification of the Child Development Center (CDC). The scope of work includes a new Americans with Disabilities Act (ADA) parking area adjacent to the CDC, and new asphalt paving and markings as required for Parking Lot L. In addition, the scope includes a new ADA compliant path of travel, site lighting installation, landscape/irrigation modifications, and replacement/installation of truncated domes (also known as ground surface indicators) in various locations on campus.

### **ANALYSIS**

A Notice Inviting Bids was publicly advertised on April 27, 2022, and the SBCCD received three responsive bids. The bids are as follows:

<b>Vendor</b>	<b>Total Bid</b>
Hamel Contracting, Inc. of Murrieta, CA	\$835,134.45
AID Builders, Inc of Los Alamitos, CA	\$845,000.00
David Bird, Inc. of Rancho Cucamonga, CA	\$1,219,393.00

An analysis of the bids received indicates that Hamel Contracting, Inc. of Murrieta, CA is the lowest responsive bidder. Hamel Contracting, Inc. is a local vendor and included six local subcontractors in their bid, which meets SBCCD's local business goal.



**SBCCD GOALS**

1. Eliminate Barriers to Student Access and Success
2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
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:** July 14, 2022

**SUBJECT:** Consideration of Approval to Award RFP CC01-3606.01 and Design-Build Agreement to McCarthy Building Companies, Inc. of Newport Beach, CA

### **RECOMMENDATION**

It is recommended that the Board of Trustees award Request for Proposal (RFP) CC01-3606.01 and design-build agreement to McCarthy Building Companies, Inc. of Newport Beach, CA for the design and construction of the San Bernardino Valley College (SBVC) Student Services Building project, in the amount not to exceed \$79,028,832.00

### **OVERVIEW**

The Board previously adopted a design-build resolution in accordance with Education Code requirements on June 11, 2020, authorizing the District to proceed with a design-build procurement of the SBVC Student Services Building project. This Board recommendation is to award a design-build contract to the most highly ranked firm based on the evaluation factors including price, technical expertise, life cycle costs, safety, and local business participation.

The guaranteed maximum price (GMP) will be negotiated and finalized upon Division of the State Architect approval.

### **ANALYSIS**

SBCCD issued a design-build RFP on April 28, 2022, which closed on June 8, 2022. Eight proposals were received and evaluated by the selection committee. The evaluation criteria included price, technical expertise, design excellence, sustainable design, pre-construction approach life cycle costs, safety, and local business participation. The three top ranked firms were invited to interview on June 29, 2022.

A point-based evaluation of the proposals and the interviews indicates McCarthy Building Companies, Inc. of Newport Beach, CA to be the design-build entity that would best fit the needs of SBCCD for this project. In accordance with the requirements of Education Code 81703, the contractor's price proposal, its overall combined rating on the RFP, and the ranking in relation to





all other responsive bidders and their respective price proposals for the contract award has been included.

<b>Firm</b>	<b>Score</b>	<b>Total Price</b>	<b>Rank</b>
<b>McCarthy of Newport Beach, CA</b>	<b>939</b>	<b>\$ 79,028,832</b>	<b>1</b>
Swinerton Builders of Santa Ana, CA	930	\$ 77,630,761	2
Balfour Beatty of San Bernardino, CA	904	\$ 80,597,010	3
Skanska USA Building, Inc. of Riverside, CA	897	\$ 79,635,058	4
Turner Construction of Los Angeles, CA	887	\$ 83,390,718	5
Blach Construction of Costa Mesa, CA	883	\$ 77,966,960	5
W.E. O'Neil of El Segundo, CA	871	\$ 80,474,067	7
CW Driver of Pasadena, CA	864	\$ 82,192,009	8

McCarthy Building Companies, Inc. included 28% local subcontractors in their bid, which meets the local business goal and 14% minority business enterprise. 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 cost of this project will be included in 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:** Lawrence P. Strong, Director, Fiscal Services

**DATE:** July 14, 2022

**SUBJECT:** Consideration of Approval to Adopt Resolution #2022-07-14-FS01  
Approving Transfers of Appropriations for the 2022-23 Fiscal Year

### **RECOMMENDATION**

It is recommended that the Board of Trustees adopt a resolution approving transfers of appropriations for the 2022-23 fiscal year.

### **OVERVIEW**

According to Title 5, §58307 and §58308 and in accordance with Administrative Procedure 6250, all income in excess of budgeted amounts shall be added to the general reserve. However, the Board of Trustees may approve the appropriation of such funds, according to need, by the adoption of a resolution by a majority vote.

### **ANALYSIS**

During the course of the fiscal year, revisions become necessary to bring budgeted revenues and expenditures in balance with actual receipts and expenses. Therefore, we are recommending that the Board of Trustees authorize staff to process necessary transfers during 2022-23 to allow for the appropriation of excess funds; transfers between designated and/or un-appropriated fund balances and any expenditure classifications; or balance any expenditure classification of the budget.

### **SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

### **FINANCIAL IMPLICATIONS**

Approval of this item will allow for timely posting of adjustments and a realistic picture of actual spending patterns of funds.



[v.2022-06-29.p.1/1]

**RESOLUTION #2022-07-14-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
APPROVING THE TRANSFERS OF APPROPRIATIONS FOR THE 2022-23 FISCAL YEAR**

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that during the fiscal year budget revisions become necessary to bring the budgeted revenues and expenditures in balance with actual receipts and expenses; and

WHEREAS, by making these appropriation adjustments to actuals, the District will reflect a more realistic picture of actual spending patterns of funds; and

WHEREAS, the San Bernardino Community College District Board of Trustees has determined that additional income is assured in excess of the amounts previously budgeted and the timely posting of adjustments will keep each account up-to-date with accurate uncommitted balances;

NOW, THEREFORE, BE IT RESOLVED that pursuant Title 5, §58307 and §58308, and in accordance with its Administrative Procedure 6250, the District may appropriate any such funds, and identify and make such transfers as needed throughout the 2022-23 fiscal year.

BE IT FURTHER RESOLVED that the San Bernardino Community College District Board of Trustees authorizes staff to process the necessary transfers to revise budget amounts during the course of the fiscal year to allow appropriation of excess funds, transfers between designated and/or un-appropriated fund balances and any expenditure classifications, or balance any expenditure classification of the budget.

PASSED AND ADOPTED by the Board of Trustees on July 14, 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

## **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:** July 14, 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 July 14, 2022

[v.6.20.2022.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed	Date Ratified
<b>*MTGL, Inc. Riverside, CA</b>	Geotechnical 12/12/2019	\$2,500.00	SBVC	SSB	CC01-3606.02 Geotechnical Services	5/6/2022	7/14/2022
<b>*Architerra Design Group Rancho Cucamonga, CA</b>	Landscape Architecture 2/13/2020	\$8,700.00	SBVC	Business Quad Development	CC01-3610-15.01 Landscape Architecture Services	5/12/2022	7/14/2022
<b>*P2S Long Beach, CA</b>	Mechanical, Electrical, & Plumbing 12/13/2019	\$15,000.00	CHC	Solar PV	CC02-3626-19 Geotechnical Services	5/27/2022	7/14/2022
<b>*Architerra Design Group Rancho Cucamonga, CA</b>	Landscape Architecture 2/14/2020	\$15,850.00	SBVC	Business Quad Development	CC01-3610-15.02 Landscape Architecture Services	6/3/2022	7/14/2022
<b>Omega Environmental Services, Inc. San Bernardino, CA</b>	Hazardous Material Assessment 2/13/2020	\$3,860.00	SBVC	Old Central Plant Repurpose	CC01-3610-09 Hazardous Material Assessment Services	5/27/2022	7/14/2022
<b>ARUP US, Inc. Los Angeles, CA</b>	Commissioning 2/13/2020	\$38,060.00	CHC	Central Complex 2	CC02-3633.03 Commissioning Services	6/5/2022	7/14/2022

\*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:** San Bernardino Valley College - Campus Wide Infrastructure—Old Central Plant Repurpose

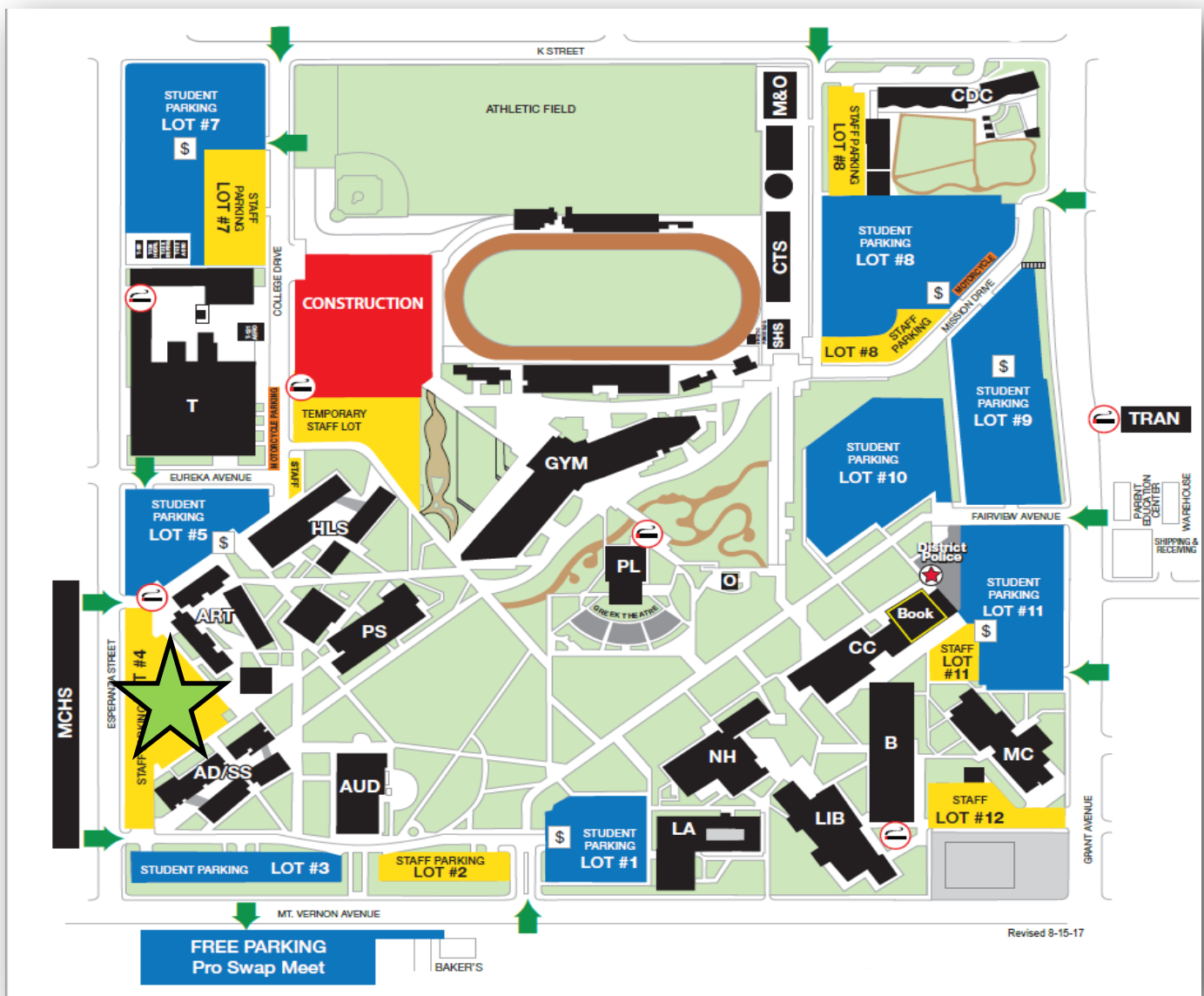
**Task Order Awarded to:** Omega Environmental Services, Inc.

**Task Order Executed:** May 27, 2022

**Amount:** \$ 3,860.00

### Selection Summary:

The shortlist of pre-qualified Hazardous Material Assessment Services firms includes five firms. Three of the five firms submitted a proposal in response to the Request for Task Order Proposal email. Omega Environmental Services, Inc. was awarded the Task Order based on the lowest price.





## MEASURE CC

BUILDING NEW OPPORTUNITIES FOR  
OUR STUDENTS & OUR COMMUNITY

## Task Order Selection Summary

**Campus & Project:** Crafton Hills College— Central Complex 2

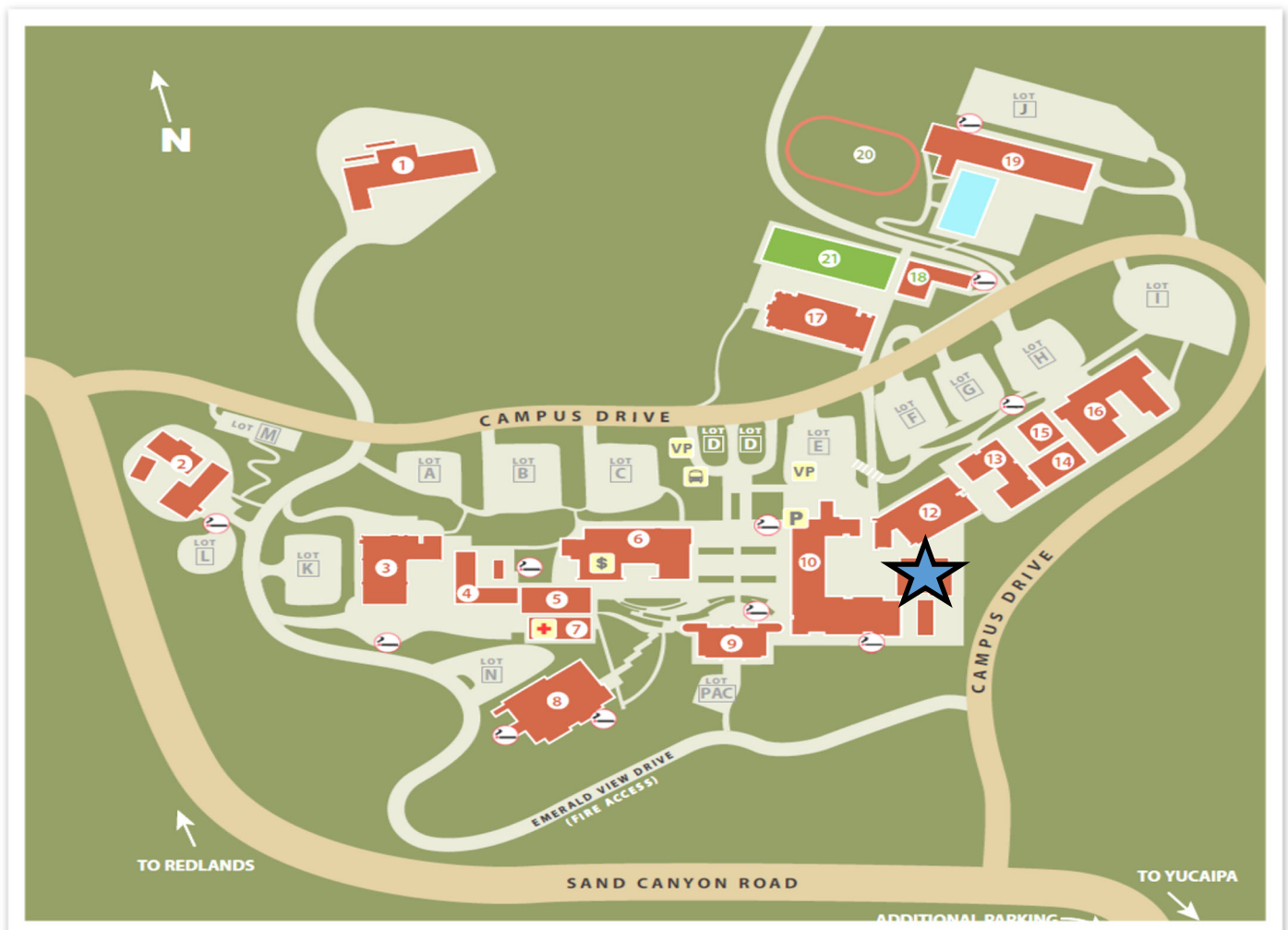
**Task Order Awarded to:** ARUP US, Inc.

**Task Order Executed:** June 5, 2022

**Amount:** \$38,060.00

### Selection Summary:

The short list of pre-qualified Commissioning firms includes six firms. Two firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of one DSO Staff member, one Campus Staff member, and two Program Management Office members. ARUP US, Inc. was ranked based on Best Value scoring. The qualifications of the proposed team were very strong in both project experience and individual experience. During the evaluation of proposals, ARUP US, 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:** Ynez D. Canela, Local Business Outreach Administrator

**DATE:** July 14, 2022

**SUBJECT:** Consideration of Approval to Reappoint Members to the Citizens Bond Oversight Committee (CBOC)

### **RECOMMENDATION**

It is recommended that the Board of Trustees reappoint Betsy Starbuck to the independent Citizens Bond Oversight Committee for Measures M and CC for a third term of two years:

### **OVERVIEW**

After a bond measure authorized under Proposition 39 is passed, State law requires that a district appoint an independent CBOC consisting of at least seven members to represent the community. SBCCD's CBOC serves the purpose of reviewing the expenditures of Measure M and Measure CC funds. All appointments to the CBOC are made by the Board of Trustees from applications submitted to SBCCD. All candidates have indicated their willingness to comply with the Ethics Code contained in the CBOC Bylaws.

### **ANALYSIS**

Recommended for reappointment is the District's current CBOC Chair and former member of the District's Measures P and M CBOC, Betsy Starbuck. Betsy is a board member of the League of Women Voters, which is a bona-fide taxpayer organization. A resident of Highland, Ms. Starbuck's reappointment would enable her to continue to fulfill the required role of Taxpayer Organization Representative.

### **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**

This item carries no financial implications.





## **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:** July 14, 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><b>Finance Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf.</li> <li>• Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.</li> <li>• Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum.</li> <li>• Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees.</li> <li>• Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Joseph Williams</b></li> <li>2. Gloria Harrison</li> <li>3. Stephanie Houston</li> </ol>
<p><b>Legislative Committee</b></p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> <li>• Increasing the efficiency of the Board of Trustees by performing time-sensitive legislative research on its behalf.</li> <li>• Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.</li> <li>• Promoting transparency of SBCCD's legislative advocacy priorities through discussions in an open forum.</li> <li>• Fostering an environment of understanding by communicating findings and formulating recommendations to the full Board of Trustees.</li> </ul>	<ol style="list-style-type: none"> <li>1. <b>Frank Reyes</b></li> <li>2. Anne Viricel</li> <li>3. John Longville</li> </ol>



## SBCCD THANKS STATE FOR \$15 MILLION FOR KVCR

Gov. Gavin Newsom recently signed a state budget that includes \$15 million to support KVCR, the Inland region's public TV and radio station, thanks to leadership from Assembly Majority Leader Eloise Gomez Reyes. The San Bernardino Community College District advocated for funding in the state budget to support the station, which operates from the campus of San Bernardino Valley College. Very few community colleges in the nation operate both an NPR radio and a PBS television affiliate. ...cont. page 3



07.14.2022

## CHANCELLOR'S REPORT



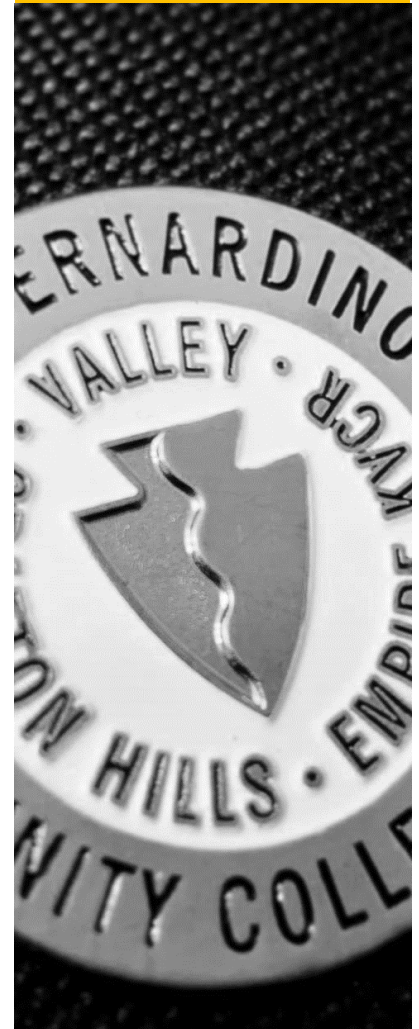
## SBCCD COLLABORATES WITH THE UNIVERSITY OF REDLANDS

SBCCD announces collaboration with the University of Redlands. The Redlands Promise program covers the first year of tuition for eligible transfer students from Crafton Hills College and San Bernardino Valley College.

The University of Redlands is proud to announce its newest collaboration with San Bernardino Community College District (SBCCD) to expand undergraduate pathway program opportunities for admitted transfer students. ...cont. page 4

## SBCCD ADVANCING CONSTRUCTION MANAGEMENT

On June 30th, SBCCD's Director of Facilities Planning, Emergency Management & Construction, Farrah Farzaneh, had the honor of presenting at the 29th Annual Gala for Construction Management Association of Southern California. The Construction Management Association of America (CMAA) looks to promote the construction management profession and the use of qualified construction managers on capital projects and programs — featuring a membership of 15,000 practitioners, public and private sector construction owners, academics, and other industry actors across 29 regional chapters.







# CAMPUS UPDATE

# THIS IS SBCCD

## CHC FOUNDATION AWARDED \$180,151 IN SCHOLARSHIPS

The Crafton Hills College scholarship program is funded by donations received through the Crafton Hills College Foundation. The Foundation supports CHC by raising money and building relationships and partnerships to support students' success. Scholarships are made possible by more than 15 organizations and 100 individual donors, including CHC Foundation Directors. Scholarships are also made possible by the fantastic team of scholarship reviewers who consist of employees, retirees, and members of the community who volunteer their time to read through each of the scholarship applications submitted and determine the students who best meet the criteria for each of the various opportunities.

The CHC Foundation awarded \$180,151 in scholarships/awards to 265 students at Crafton Hills College for the 2021/22 academic year. Many of the students who were selected for these awards are showcased on the CHC Foundation Scholarships 2022 webpage. These students have diverse and compelling stories. You are invited to read their quotes and bios. These students are inspirational and speak to what is best about Crafton Hills College. Read about them and the many, many scholarships by visiting [www.CraftonHills.edu](http://www.CraftonHills.edu).

For more information about the CHC Scholarship Program, please the CHC Foundation office at [chcfoundation@craftonhills.edu](mailto:chcfoundation@craftonhills.edu).

## SBVC CELEBRATES JUNETEENTH CELEBRATION OF FREEDOM

As our nation celebrated the first year of the passing of Juneteenth becoming a national holiday, San Bernardino Valley College, in collaboration with Southern California Black Chamber of Commerce hosted its first Juneteenth: Celebration of Freedom, a family fun event, on Saturday, June 18, 2022.

Juneteenth marks the anniversary of the abolition of slavery, announced in Texas on June 19, 1865. The event featured vendors, live performances, speakers, kids zone, spade and domino tournaments, food vendors, cook offs, resources and much more. This was a one of a kind Juneteenth event to hit the community. The event educated the community on the history of Juneteenth and its origins.

## EDCT COLLABORATES IN PRE-APPRENTICESHIP PROGRAM GRADUATION

EDCT, in collaboration with SBVC, IE Works, and Jewish Vocational Services hosted the inaugural graduation for the Water Pre-Apprenticeship Program. This program included a blend of credit and not-for-credit classes, such as the credited WST 034 and not-for-credit Math for Water Preparation. The project served 15 participants who underwent 12 weeks of instruction with 100% completion. The ceremony was held at SBCCD's Del Rosa location and included a job fair which hosted nearly 125 graduates, staff, family, and community members.



## SBCCD THANKS STATE FOR \$15 MILLION FOR KVCR...CONT. FROM PAGE 1

"This \$15 million in state funds is historic in the life of KVCR," said SBCCD Chancellor Diana Z. Rodriguez, who is completing her inaugural year. "It has never received that large of a state budget allocation. It highlights the importance of KVCR in the region and state."

She said the community owes a debt to local lawmakers, especially to Eloise Gomez Reyes, because this financial support will mean the region keeps its source of important non-partisan news and information.

"Within the past year, the station has received a total of \$20 million in public support," Rodriguez said. "It means that our access to NPR, PBS, and KVCR educational programming will continue. In an era of misinformation, the Inland Empire will have access to news and information that is grounded in facts."

KVCR also serves as a training ground for students headed for journalism and media careers.

"We are training the next generation of journalists and media professionals to enter California's billion-dollar creative economy," Rodriguez said. "It means diversifying the pipeline to Hollywood. It means diverse journalists cover their communities, and receive hands-on training in how public media works." She said planned partnerships will bring more Inland stories to TV, rather than the LA-based stories that dominate the media now.

For a time the college district was not sure if it could afford both the student training and the national news feeds. With the community's overwhelming support of KVCR, PBS, and NPR, the college district made funding for KVCR an advocacy priority in Sacramento and Washington D.C.

Read more about the plan for the future of KVCR:  
<https://sbccd.edu/news/kvcr-plan.php>

## FISCAL, ADMINISTRATIVE & MEDIA (FAM)

Known separately as KVCR and Business & Fiscal Services, these two groups are now together under a new name – Fiscal, Administrative & Media, or simply FAM. Over the past several years, this division has been growing, evolving, and meeting obstacles head on. To name a few of the challenges, they've merged and unmerged with Human Resources; maintained direction under 18 months of interim management; faced the unprecedented conditions brought about by COVID-19; and shared leadership with TESS, Institutional Effectiveness, and EDCT. Now, at last, with the recent welcoming of Dr. Nohemy Ornelas as the first ever Vice Chancellor of Educational & Student Support Services, they're finally at a place where they can reestablish themselves as a one unified division.

The title Fiscal, Administrative & Media was the inspiration of KVCR's own Tony Papa, and it's no mistake that the acronym FAM evokes a sense of unity and togetherness. Under the guidance of Executive Vice Chancellor Jose Torres, the members of FAM will do their best to carry out SBCCD's strategic goals by continuing to support, serve and facilitate success for our students, faculty, staff and community. Please feel free to contact them at [FAMInfo@sbccd.edu](mailto:FAMInfo@sbccd.edu).





**“ A SHARED  
COMMITMENT  
PROVIDING  
A SEAMLESS  
PATHWAY TO OUR  
STUDENTS,”**  
Chancellor Rodriguez.

## SBCCD COLLABORATES WITH THE UNIVERSITY OF REDLANDS FOR SBVC AND CHC TRANSFERS

...CONT. FROM PAGE 1

Known as the Redlands Promise, SBCCD students who transfer to the University of Redlands and who are eligible for Cal Grant A or B pay no tuition for their first year beginning in the 2022-23 academic year.

“Students often think that a private, personalized university education is unaffordable,” said University of Redlands President Krista Newkirk. “The Redlands Promise removes financial barriers for SBCCD students and highlights that a University of Redlands education is within their reach.”

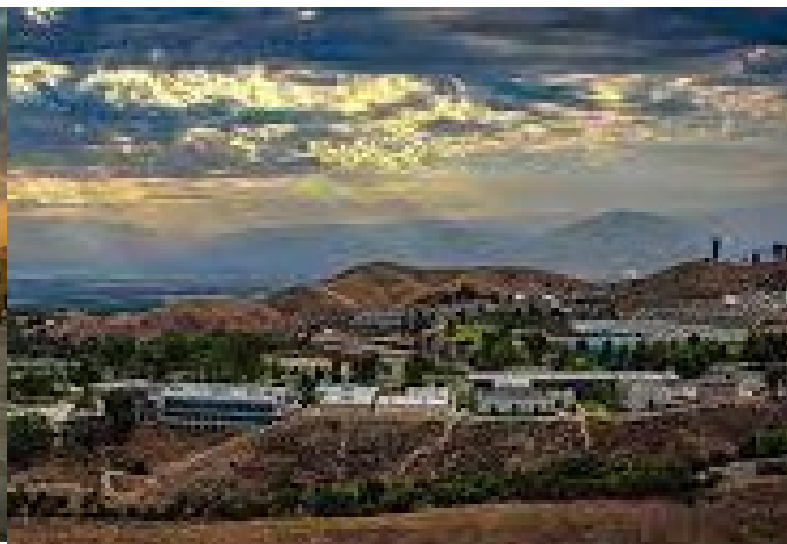
To qualify, students must transfer from Crafton Hills College or San Bernardino Valley College and be eligible for Cal Grant A or B. SBCCD students who benefit from the Redlands Promise can expect to continue receiving grant funding at the level of their first year of tuition for all subsequent years of enrollment. To continue

to qualify, students need to maintain full time enrollment and continue to be eligible for the Cal Grant.

“This collaboration reinforces the strong partnership between SBCCD and University of Redlands,” said San Bernardino Community College District Chancellor Diana Rodriguez. “The Redlands Promise also builds upon our shared commitment to provide a seamless pathway to our students to further their education.”

Kevin Dyerly, University of Redlands vice president of finance added, “The Redlands Promise articulates the real value of a Redlands education, given the University’s affordability coupled with student opportunities, such as study away, student outcomes, high employment rates post-graduation, a high alumni satisfaction rate, and honors such as Fulbright awards.”

For more information, visit [Redlands.edu/promise/SBCCD](https://redlands.edu/promise/SBCCD).



**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:** July 14, 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 7/7/2022 11:49 PM

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

JANUARY			FEBRUARY			MARCH		
•	Budget Calendar (by 2/1)		•	Closed Session – Notice of Intent to Non-Renew (by 3/15)		•	CBOC Annual Report (by 3/31)	
•	Budget Directives 1 <sup>st</sup> Reading		•	Budget Directives 2 <sup>nd</sup> Reading/Approval (by 3/1)		•	Selection of Auditor (by 4/1)	
•	National Community College Month Resolution (by 2/1)		•	Nonresident Tuition Fee (by 3/1)		•	Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)	
•	Sabbaticals Granted		•	Apportionment Attendance Report P1		•	Grant Tenure/Tenure Contracts	
•	Enrollment Report (P1)		•	Quarterly Investment Report		•	Classified Employee of the Year <i>Endorsement</i>	
•			•	Budget Report (quarterly)				
APRIL			MAY			JUNE		
•	Interfund Transfer Resolution		•	Quarterly Investment Report		•	AP/BP 6320 Investments 1 <sup>st</sup> Reading (annually)	
•	Constitutional Advance (optional)		•	Apportionment Attendance Report P2		•	Certified Quarterly Financial Status Report (by 11/15, 2/15, 5/15)	
•	Elect BOT Self-Evaluation Ad Hoc Committee		•	EEO Multiple Method Certification (by 6/1)		•	Authorized Signature List (annually)	
•	4/10 Alternate Summer Work Schedule for Management & Confidential Employees		•	Board Orientation Handbook 2 <sup>nd</sup> Reading		•	Board Meeting Dates for Next FY	
•	Board Orientation Handbook 1 <sup>st</sup> Reading		•	Preliminary Budget & Presentation (study session)		•	Bank Accounts (annually)	
•	Student Trustee Privileges (by 5/15)		•	Outgoing Student Trustee Recognition		•	Tentative Budget (by 7/1)	
•	District Technology Strategic Plan – 1 <sup>st</sup> Reading (last plan 2020-2023)		•	ACCJC Institutional Self-Evaluation Report 1 <sup>st</sup> Reading (by 8/1 every seven years. Last report 2020)		•	Prop 30 EPA Expenditures Resolution (annually)	
•	Enrollment Report (P2)		•	AP/BP 4235 - Credit for Prior Learning (every three years. Last approved 5/13/21)		•	GANN Limit (by 7/1)	
			•	District Technology Strategic Plan – 2 <sup>nd</sup> Reading (last plan 2020-2023)		•	Meals, Refreshments, Open POs for Next FY	
			•	Approval of BOT Self-Evaluation Instrument		•	Order of Election and the Specifications of the Election Order (every 2 years on even numbered years)	
			•	Approval of Chancellor Evaluation Instrument		•	New Student Trustee Orientation (information)	
						•	New Student Trustee Oath of Office	

## Board Master Planning Action Calendar

As of 7/7/2022 11:49 PM

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

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

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** July 14, 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 June 21, 2022. As of that date, SBCCD was 97.5% through the fiscal year and had spent and/or encumbered approximately 88.1% of its budgeted unrestricted general fund.

**SBCCD GOALS**

4. Ensure Fiscal Accountability/Sustainability

**FINANCIAL IMPLICATIONS**

This analysis is an important tool for the Board of Trustees to track SBCCD revenue and expenditures across all funds.





# Budget Revenue & Expenditure Summary

Year to Date 6/21/22

[v.6.29.2022.p.1|2]

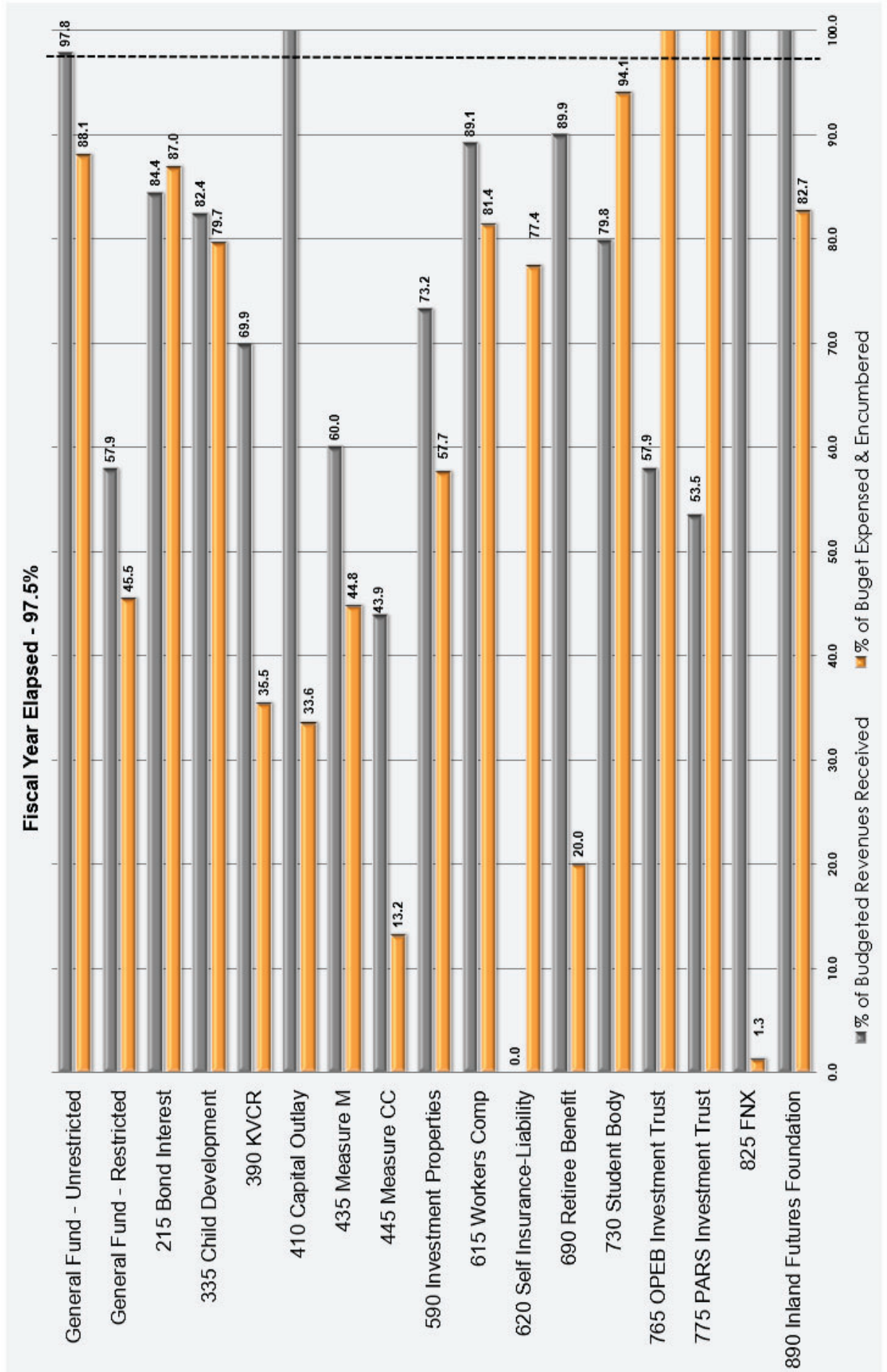
97.5% of Fiscal Year Elapsed						
FUND	REVENUES		EXPENDITURES			COMMENTS
	Budget	Received YTD	Budget	Expensed/Encumbered YTD		
110 General Fund - Unrestricted	117,851,802	115,241,651	118,758,856	104,657,922	88.1%	Expenditures are consistent with the needs of the fund given the current climate.
125 General Fund - Restricted	120,678,847	69,856,756	120,678,847	54,868,158	45.5%	Some grant funding is expected to be spent and reimbursed over a period greater than one year.
215 Bond Interest & Redemption	58,000,000	48,955,769	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	3,460,303	4,198,678	3,347,094	79.7%	Expenditures consistent with the current needs of the programs associated with this fund.
390 KVCRC	11,116,835	7,766,188	10,552,108	3,743,386	35.5%	Expenditures consistent with the current needs of the programs associated with this fund.
410 Capital Outlay	2,824,251	3,630,385	2,275,963	764,228	33.6%	RDA Revenues came in at 1.48M above the budgeted amount. Expenditures consistent with the current needs of the programs associated with this fund.
435 Measure M	23,500	14,099	880,413	394,458	44.8%	Interest income has been lower than expected due to the underperformance of the market. Expenditures consistent with project schedules.
445 Measure CC	3,400,000	1,492,855	283,418,073	37,458,852	13.2%	Interest income has been lower than expected due to the underperformance of the market. Expenditures consistent with project schedules.
590 Investment Properties	4,627,527	3,389,286	2,038,789	1,176,573	57.7%	Revenue and expenditure activity posted one month in arrears. Posting in progress for May activity.
615 Workers Compensation	1,345,000	1,198,920	2,570,000	2,091,744	81.4%	Liability claim expenses have been lower than expected.
620 Self Insurance-Liability	595,660	580,457	1,135,000	878,925	77.4%	Settlement Agreement Expenses have been lower than expected.
690 Retiree Benefit	1,356,216	1,219,557	1,356,216	271,306	20.0%	Expense budget increased due to expected retirement incentive expenses; these will be accrued and posted before the fiscal year is closed on 8/26/22.
730 Student Body Center Fee	241,151	192,331	241,151	226,987	94.1%	Decreasing enrollment has affected the amount of fees collected in this fund.
765 OPEB Trust	1,000,000	579,124	82,000	1,364,921	1664.5%	Significant investment losses have been posted due to the underperformance of the market.
775 PARS Trust	4,900,000	2,621,264	3,454,946	9,511,017	275.3%	Investment Gains have been lower than expected due to the underperformance of the market. \$6 Million recorded in investment losses and \$3.4 million in disbursement to General Fund, KVCRC, and FNX.
825 FNX	570,000	643,709	553,028	695,335	125.7%	Underwriting income received has currently exceeded the budgeted amount by \$79,600.
890 Inland Futures Foundation	823,525	1,419,745	823,525	680,957	82.7%	\$195,866 prepaid expenses recognized not accounted in the budget. Contributions, Gifts, and Grants income received has currently exceeded the budgeted amount by \$484,000.
Total (All Funds)	333,552,992	262,262,399	611,017,593	272,569,250	44.6%	



## Budget Revenue & Expenditure Summary

Year to Date 6/21/22

[v.6.29.2022.p.2|2]



**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT**

**TO:** Board of Trustees

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

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

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

**DATE:** July 14, 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 07/14/2022

1 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
23048	AlmaStrategies, LLC	Facilities Planning/ SBCCD	Professional Services	\$223,300.00	
	On demand consulting services for facilities planning and reporting required by the State			07/01/2022 through 06/30/2024	
22996	Atkinson Andelson Loya Ruud & Romo	Legal	Business Services/SBCCD	\$900,000.00	
	Legal services; Rate schedule plus out of pocket expenses; funded through general funds and bond funds			07/01/2022 through 06/30/2024	
17803	Oracle America, Inc.	Amendment	Fiscal Services/SBCCD	\$769,085.00	\$11,960.60
	Oracle Fusion Financials cloud services for enterprise resources planning (ERP) system; extension of original bidded contract award: this is to approve Amendment 01 - to increase number of access licenses and increase cost by \$11,960.60			03/03/2019 through 03/02/2024	
21881	Rialto, City of	EMS/CHC	Training Services	\$210,000.00	Correct Value
	Fire Department - Clinical site agreement for EMS programs at City Fire Stations; this is to correct the total contract value to \$70,000 per year			07/01/2021 through 06/30/2024	

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

Board Date 07/14/2022

2 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
23053	<b>San Bernardino County Superintendent of Schools</b>	Mathematics/ SBVC	Subgrantee	\$605,053.00	
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives			07/01/2022 through 06/30/2023	
23025	<b>Omnitrans</b>	Student Life/ SBVC	Go Smart Agreement	\$900,000.00	
	"Go Smart" Program for San Bernardino Valley College as per student body referendum at a maximum rate of \$9.00 per student per semester			08/01/2022 through 07/31/2027	
23026	<b>Omnitrans</b>	Student Life/ CHC	Go Smart Agreement	\$600,000.00	
	"Go Smart" Program for Crafton Hills College as per student body referendum at a maximum rate of \$9.00 per student per semester			08/01/2022 through 07/31/2027	
23030	<b>Universal Personnel Services</b>	Human Resources/ SBCCD	Consultants	\$600,000.00	
	Consultant for Human Resource matters			08/01/2022 through 07/31/2027	



## **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:** July 14, 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 increased \$11,884,519 to \$74,679,134 from the previous estimate of \$62,794,615. The primary driver of this increase includes less expenses and more revenues in the month of May 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 May 30, 2022, rounded to the nearest \$1,000)

												PROJECTED		
	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	ACCRUALS	TOTAL
Estimated Beginning Cash Balance	32,693	39,180	48,268	56,800	60,687	60,299	55,772	67,216	64,803	61,856	67,361	72,453		
Receipts														
Federal	139		106		-34	-99	6,816	60	19	600	4,363	5,792		17,761
State	11,532	9,573	29,825	182	1,822	1,038	6,619	5,754	12,520	8,159	7,125	15,190		109,339
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	7,922	7,968	4,475		53,659
Interfund Transfer & Sale of Assets	930	933	930	930	1,285	940	931	1,081	2,148	538	88	2,102		12,837
Accounts Receivable/Accruals	1,045	-1,123	323	10,554	491	6,578	223	771	624	147	1,423	562		21,618
Total Receipts	18,954	16,751	37,572	16,563	13,119	15,132	24,218	9,070	16,063	17,367	20,967	28,120		233,894
Disbursements														
Academic Salaries	2	2,443	4,350	4,675	4,749	4,821	4,749	4,050	4,572	4,660	4,633	7,015		50,720
Classified Salaries	2,730	2,598	2,699	2,920	2,858	3,195	2,894	2,710	3,292	3,076	3,216	3,846		36,033
Benefits	1,264	-1,073	2,378	2,495	2,123	2,574	2,537	1,474	2,632	2,555	2,580	4,598		26,137
Supplies & Materials	239	166	-277	153	142	260	147	102	167	137	200	3,029		4,464
Other Operating Exp	2,238	1,521	590	1,283	1,170	3,315	1,346	1,470	2,896	1,333	2,389	6,577		26,128
Capital Outlay	587	108	-388	270	103	186	209	594	305	551	802	3,804		7,132
Other Outgo	853	102	1,786	863	1,167	4,984	1,025	1,162	5,008	516	2,136	1,555		21,157
Longterm Post-Employment Benefits	-6	-10	-8	-10	25	-2	5		-10	1	-8	-2		-25
Accounts Payable/Accruals	4,559	1,807	17,910	28	1,170	327	-139	-80	148	-967	-74	-4,528		20,162
Total Disbursements	12,466	7,663	29,040	12,676	13,507	19,659	12,773	11,483	19,010	11,862	15,875	25,894		191,907
Increase / (Decrease) in Cash Balance	6,487	9,088	8,532	3,887	-387	-4,527	11,445	-2,414	-2,947	5,505	5,092	2,226		
Estimated Ending Cash Balance	39,180	48,268	56,800	60,687	60,299	55,772	67,216	64,803	61,856	67,361	72,453	74,679		

\*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:** July 14, 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**

**June 27, 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".

Health and welfare benefits for eligible unit members are outlined in Appendix J (Health and Welfare Benefit plans) of the 2020-2023 Collective Bargaining Agreement shall be as follows (unit member rates effective October 1, 2022 – September 30, 2023).

For the year 2022-2023, the benefits for benefit-eligible unit members shall be as follows:

\*All employee contributions are deducted on a 10thly basis.

**a. Medical Plans Offered to Include a Choice of Six (6) Medical Plans:**

- Anthem Blue Cross Select Network HMO Premier (No Additional Cost Option)
- Anthem Blue Cross Full Network HMO Premier (\*+\$86.40)
- Anthem Blue PPO Low (\*+\$270.00)
- Anthem Blue PPO (\*+\$475.20)
- Kaiser Low HMO \$30 Co-Pay (\*+\$90.00)
- Kaiser High HMO \$10 Co-Pay (\*+\$242.40)

**b. Dental Plans Offered to Include a Choice of Two (2) Dental Plans:**

- DeltaCare USA (No Additional Cost Option)
- Delta Dental PPO (\*+\$60.58)

**c. Vision Plan Offered:**

- EyeMed (No Additional Cost)

**d. Chiropractic:**

- Anthem Blue Cross (Cost Dependent on Chosen Plan)
- Kaiser (Cost Dependent on Chosen Plan)

**e. Basic Life, Voluntary Life & Accidental Death, and Dismemberment (AD&D):**

- Prudential Basic Life and Basic AD&D (No Additional Cost Option)
- Prudential Voluntary Life and Voluntary AD&D (\*Additional Cost Option)

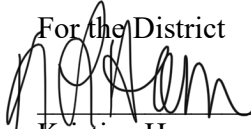
**f. Employee Assistance Program (EAP):**

- Anthem Blue Cross through SISC (No Additional Cost)

In the event that there are any unforeseen changes to Article 10 or Appendix J (Health and Welfare Benefits Plan) of the Collective Bargaining Agreement, CSEA and the District reserve the right to reopen this MOU. This MOU is effective October 1, 2022 – September 30, 2023 (Benefit Plan Year) and is subject to CSEA 610 and the District approval and ratification processes.

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



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



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**

**June 7, 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").

To preserve the continuity of the District's operations and to protect the health and safety of District employees, students, and the communities the District serves, the District and the Association agree as follows regarding the effects of the District Board of Trustees' decision to mandate the COVID-19 vaccine.

**A. Effective Date of COVID-19 Vaccine Mandate**

The San Bernardino Community College District Board of Trustees took action on Board Resolution **#2021-09-23-FPC-01** approving and directing the Chancellor to implement a vaccine mandate for the District community including the CSEA classified unit members.

**B. Compliance with the COVID-19 Vaccination Mandate**

1. Effective January 7, 2022, all unit members must be fully vaccinated against the virus that causes COVID-19 in order to be physically present on the District premises or inside a building or office unless the unit member(s) have a District approved exemption on file with the District.
  - Unit members are considered fully vaccinated for COVID-19 after they have received the second dose in a 2-dose series (e.g, Pfizer-BioNtech or Moderna), or after they have received a single dose in a single-dose vaccine (e.g., Johnson and Johnson/Janssen).
2. Unit members will be required to submit verifiable proof of vaccination no later than January 7, 2022. The District will provide a secure and safe online portal by which to upload their proof of vaccination.
3. The District will provide unit members with up to an additional twenty-four (24) hours of sick leave in order to receive the COVID-19 vaccination(s) or to recover from any side effects of the COVID-19 vaccination(s).
4. In the event a unit member is not fully vaccinated, declines to state vaccination status, or fails to provide proof of their COVID-19 vaccination status, they shall be considered "unvaccinated" until the unit member provides proof of vaccination as described herein.
5. The District permits considerations for an exemption to the COVID-19 vaccine mandate to unit

members who are medically unable to be vaccinated, who hold sincerely held religious objections, or who hold personal beliefs as described herein.

### **C. COVID-19 Vaccination Exemption**

Unit members who believe they are eligible for vaccination exemption must submit a request through the District's secure and safe online portal no later than January 5, 2022. Unit members may request an extension to submit a vaccination exemption by contacting the Office of Human Resources prior to the deadline. Unit members who request an exemption must complete the entire process, including but not limited to providing all required documentation, providing any supplemental documents upon request, and obtaining District approval in order to qualify as exempt. Unit members who do not qualify as exempt will be required to obtain the COVID-19 vaccine or will be placed on an unpaid leave of absence as described herein.

Unit members with an approved or pending exemption will be required to undergo weekly COVID-19 testing with evidence of negative test results to enter college campuses, community sites, District offices, and buildings and to continue providing services and support to the District.

### **D. COVID-19 Testing Program**

Unit members with an approved exemption shall provide evidence of a negative COVID-19 test to the District every seven (7) calendar days. The first COVID-19 negative test must be submitted no later than Friday, January 7, 2022. Test results shall be submitted by the unit member prior to returning to work when an unvaccinated unit member is returning from an extended leave of absence or following a District recess (e.g., Thanksgiving, Winter Break, Paid Time Off).

- a. The District shall track COVID-19 test results in the Office of Human Resources, conduct workplace tracing, and report positive COVID cases in accordance with the California Department of Education ("CDE") and California Division of Occupational Safety and Health ("Cal/OSHA") requirements.

The District shall provide on-site COVID-19 testing in accordance with guidelines issued by the San Bernardino County Department of Public Health ("SBCDPH") and the California Department of Public Health ("CDPH"). A saliva COVID-19 testing option shall be available to the unit member upon prior request; the unit member must comply with the testing protocols to be eligible for a saliva test. Unit members shall notify the District of their preferred testing option upon scheduling their appointment. Unit members shall have access to free COVID-19 testing and will be released to participate in this testing without having to utilize paid time off in coordination with their immediate supervisor. Unit members are required to access the District on-site testing before testing elsewhere. Unit members who do not avail themselves to the on-site COVID-19 testing and, instead, access COVID-19 testing elsewhere shall be solely responsible for any costs associated with that off-site testing.

Unit members will be required to notify their immediate supervisor when they undergo on-site COVID-19 testing in order to minimize the impact to the District operations. Should the number of unit members accessing the testing facility becomes so numerous as to cause the testing process to unreasonably interfere with the unit member's duties, the District shall be responsible for creating a schedule for the unit members.

- b. Unvaccinated unit members without an approved exemption are ineligible to participate in the weekly COVID-19 testing program and will be subject to the District's noncompliance process as described herein.
- c. The District agrees to abide by and maintain adequate data security measures, consistent with industry standards and technology best practices, to protect any and all unit members' personal data collected through the implementation and administration of Board Resolution #2021-09-23-FPC-01 and from unauthorized disclosure or acquisition by an unauthorized person. Specifically, the District agrees to protect a unit member's personal and vaccine data collected.
- d. In addition, the District shall follow the protocols and protections provided for under the Americans with Disabilities Act ("ADA") and the California Department of Fair Employment and Housing ("FEHA") and shall not discuss or release any vaccine information to those who are not in the District administration and who do not otherwise have a need to know. Vaccination status of any unit member shall not be discussed with anyone besides the unit member in question and/or those who otherwise need to know. The District shall not engage in unlawful discrimination in the implementation of this memorandum of understanding.
- e. The District shall not sell unit members aggregated or disaggregated data collected through the implementation and administration of Board Resolution #2021-09-23-FPC-01. Specifically, the District shall not sell aggregated or disaggregated data to: (a) market or advertise to any entity whatsoever; or (b) inform, influence, or enable marketing, advertising, or other commercial efforts by the District for any purpose whatsoever.

**E. Noncompliance with the COVID-19 Vaccination Mandate / COVID-19 Testing Program**

- 1. Unit members who are not vaccinated and refuse to comply with the District's vaccination requirements or weekly COVID-19 testing program (approved exemption) shall be subject to disciplinary action up to and including termination. Unit members shall receive their second vaccination of Pfizer or Moderna or the single vaccination of Johnson & Johnson or have an approved exemption on file with the District no later than January 7, 2022.
  - Unit members who do not comply with the District's vaccination requirements, fail to request an exemption, or fail to participate in the District's weekly COVID-19 testing program, shall be placed on an unpaid leave of absence for up to five (5) workdays.
  - If the unit member is placed on an unpaid leave of absence for the reasons stated above, and there is a continued refusal to comply with the vaccination requirement or fails to participate in the District's weekly COVID-19 testing program beyond the end of the five (5) workdays unpaid leave, the unit member shall be subject to disciplinary action up to and including termination of employment.
  - Remote work will not be an option for unit members who are not vaccinated, do not qualify for an exemption, or fail to comply with the District's weekly COVID-19 testing program.

**F. Safety Standards**

- a. **Adherence to Applicable Safety Standards:** The District's operations will adhere to the most



protective applicable official COVID-19 safety standards and/or guidance from the CDE, CDPH, Cal/OSHA, and SBCDPH. The District's operations will also adhere to applicable federal and state statutes and executive orders about COVID-19. The District will clearly communicate and enforce the applicable standards and/or guidance.

- b. **Face Coverings / Personal Protective Equipment ("PPE"):** Unit members will be required to wear protective face coverings indoors, regardless of vaccination status, whenever accessing college campuses, community sites, District offices and buildings, except:
- a. When alone in a room or vehicle; or
  - b. When eating and drinking in authorized areas determined by the District; or
  - c. When an approved accommodation is executed; or
  - d. When job duties or student instructional activities make a face-covering infeasible or create a hazard as determined by the appropriate instructor or District administration.

The District shall provide sufficient PPE to unit members, including face coverings upon request. "Sufficient PPE" may differ depending on the job classification and tasks required of the unit member. The District shall provide adequate facilities including hand washing stations stocked with soap and disposable paper towels.

The Parties understand that the COVID-19 conditions are ever-changing and that circumstances may arise that require the Parties to revisit the terms and agreement set out in the MOU. It is agreed that this MOU will sunset on May 25, 2022.

This Agreement is subject to the procedures required by CSEA Policy 610 and is subject to the grievance procedures outlined in the collective bargaining agreement.

For the District



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

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



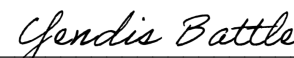
David Stevenson, Team Member



Brandice Mello, Team Member



Ernest Guillen, Team Member



Yendis Battle, 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**

**June 7, 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 Laboratory Assistant II-Allied Health classification will be added to the classified bargaining unit. This classification will be placed at Range 42 of the CSEA Salary Schedule.

The Laboratory Assistant II-Allied Health 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



## Laboratory Assistant II – Allied Health

Classified Range: 42

Pending Board Approval: 07/14/22 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**

---

Provides laboratory and program assistance to students and faculty within the Allied Health programs.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives minimal direction from supervisor; works from procedures and best practices on general objectives; refers only specific matters to supervisor. May provide technical and functional direction to student workers.

### **REPRESENTATIVE DUTIES**

---

*The following duties are typical for this classification.*

1. Working from the knowledge of the subject area, reference materials, course outline, and without specific instructions, sets up and prepares class demonstrations and simulations.
2. Practices and demonstrates the safe and effective use and operation of a variety of equipment and tools used in the Allied Health programs.
3. Assists with simulation labs by utilizing computers and audiovisual equipment in simulation scenarios using human patient simulators.
4. Issues supplies, materials, and equipment used for skills lab sessions; maintains records and facilitates the return of supplies and equipment checked out to students.
6. Operates, adjusts and makes minor repairs on equipment used in simulation and skills labs; schedules maintenance for equipment as necessary.
8. Keeps stockroom and work areas orderly and clean; coordinates lab laundry services for pickup and delivery.
9. Maintains inventory records of supplies, material and equipment and prepares inventory reports and requisitions; maintains expenditure records and provides data for budget estimates.
10. Places orders to vendors, receives, and stocks materials, supplies, and equipment for the use of Allied Health programs.
11. Assists in maintaining security of laboratories, laboratory equipment, supplies, and materials; coordinates pick up for removal of sharps containers.
12. Performs other duties related to the primary job duties.



## Laboratory Assistant II – Allied Health

**Classified Range: 42**

Pending Board Approval: 07/14/22 P. 2|4

### **QUALIFICATIONS**

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

#### **CORE COMPETENCIES:**

##### **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\*\*

##### **Fact Finding**

- Obtaining facts and data pertaining to an issue or question
- Uses defined investigation and information search techniques

##### **Adaptability**

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

##### **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\*\*
- Applies skilled final touches on products

##### **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\*\*

##### **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\*\*

##### **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



## Laboratory Assistant II – Allied Health

**Classified Range: 42**

Pending Board Approval: 07/14/22 P. 3|4

- 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 \*\*
- Applies a mastery of knowledge and skill for performing across a wide range of technical or professional applications
- Possess recognized expertise outside of the organization\*\*

### Self-Management

- Follows through on instructions and assignments
- Self-directed and self-monitored in commitments and accomplishments
- Redefines or reprioritizes activities within scope of responsibility

### 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** - A typical way to obtain the knowledge and abilities would be:

#### **Education/Training:**

An Associate's Degree or sixty (60) semester units from an accredited institution in nursing or a health-related field.

#### **Experience:**

Two (2) years of experience in a hospital, clinic, or other healthcare setting that includes providing direct patient care or utilizing medical equipment or medical supplies.

#### **License or Certificate:**

Valid Vocational Nurse (LVN) License.

#### **Preferred Education and/or Experience:**

A valid Registered Nurse License is preferred.



## Laboratory Assistant II – Allied Health

**Classified Range: 42**

Pending Board Approval: 07/14/22 P. 4|4

### **Equivalency Provision:**

In the absence of an Associate's Degree or sixty (60) semester units in nursing or a health-related field, equivalent to the completion of high school and a Valid Vocational Nurse License and three (3) years of experience in a hospital, clinic, or other healthcare setting that includes providing direct patient care or utilizing medical equipment or medical supplies is qualifying.

### **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 classroom/laboratory setting; exposure to noise, smoke, fumes, heat, electrical energy, grease, oils; extensive handling of food.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory 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 heavy amounts of weight up to 50 pounds; 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**

**June 7, 2022**

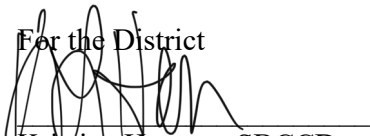
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Roger Robles, Senior Technology Support Specialist, to the Director of Technology Services, DIST, under the following stipulations:

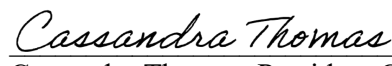
1. The length of the assignment will be June 13, 2022, through October 31, 2022, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Management Salary Schedule at Range 18, Step E. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA.
3. The Parties agree that the Employee while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the Director of Technology Services, or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Senior Technology Support Specialist.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Senior Technology Support Specialist will continue to accrue and the Out-of-Class assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Roger Robles.

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



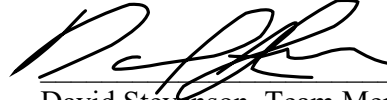
---

Ernest Guillen, Team Member



---

Yendis Battle, Team Member



---

David Stevenson, Team Member



---

Brandice Mello, Team Member



---

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**

**June 7, 2022**

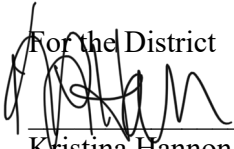
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to approve the interim Out-of-Class assignment for Christopher Crew, Senior Research & Planning Analyst, to the District Director of Research, Planning & Institutional Effectiveness, under the following stipulations:

1. The length of the assignment will be July 1, 2022, through December 31, 2022, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on July 1, 2020, as the District Director, Research, Planning & Institutional Effectiveness.
2. The Employee will be compensated from the Management Salary Schedule at Range 21, Step C. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA.
3. The Parties agree that the Employee while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as the District Director of Research, Planning & Institutional Effectiveness, or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as the Senior Research & Planning Analyst.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as the Senior Research & Planning Analyst will continue to accrue and the Out-of-Class assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Christopher Crew.

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

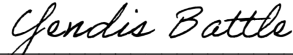
For CSEA



Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



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**

**June 7, 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 approve the interim Out-of-Class assignment for Katherine Fonseca, Administrative Assistant III, to Assistant Manager, Workforce Development, DIST under the following stipulations:

1. The length of the assignment will be from May 23, 2022, through December 31, 2022, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Management Salary Schedule at Range 6, Step D. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and CSEA.
3. The Parties agree that the Employee while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as Assistant Manager, Workforce Development or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as Administrative Assistant III.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Administrative Assistant III, will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Katherine Fonseca.


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

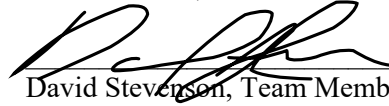
  
 Cassandra Thomas, President CSEA #291

  
 Yendis Battle, Team Member



---

Ernest Guillen, Team Member



---

David Stevenson, Team Member



---

Brandice Mello, Team Member



---

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**

**June 7, 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 approve the interim Out-of-Class assignment for Marina Serna Pulido, Student Services Technician I, to Assistant Manager, Workforce Development, DIST under the following stipulations:

1. The length of the assignment will be from June 13, 2022, through December 31, 2022, or until a decision is made by the Employee or management to end the assignment.
2. The Employee will be compensated from the Management Salary Schedule at Range 6, Step A. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and CSEA.
3. The Parties agree that the Employee while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as Assistant Manager, Workforce Development, or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as Student Services Technician I.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Student Services Technician I, will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete Agreement regarding the Management assignment of Marina Serna Pulido.

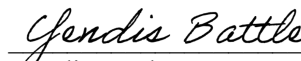
This Agreement is subject to all approvals required by the CSEA 610 policy and the District.

For the District

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

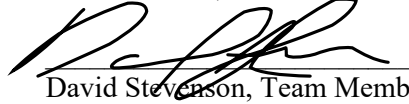
For CSEA

  
 Cassandra Thomas, President CSEA #291

  
 Yendis Battle, Team Member



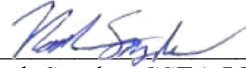
Ernest Guillen, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Noah Snyder, CSEA LRR

## **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:** July 14, 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 2022-2023 budgets.





# Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 14, 2022

[v.7.5.2022.p.1|9]

## Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Bryson, Ashley</b> CHC Career Education & Human Development	Program Assistant	07/01/22	12/31/22	\$25.00
<b>Nair, Brittany</b> CHC Career Education & Human Development	Program Assistant	07/01/22	12/31/22	\$45.00
<b>Benfield, David</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Benfield, Donald</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Commander, John</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Groff, Rick</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Harold, Ryan</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Janssen, Joshua</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Kelsheimer, Jeffrey</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Ketcherside, David</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Konrad, Josef</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Martinez, Richard</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Noreen, Eric</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Nunez, Crispin</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Page, Tony</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Roberts, Cheryl</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Tovar II, Rafael</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Valdez, Trevor</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00





## Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 14, 2022

[v.7.5.2022.p.2|9]

### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Hernandez, Kristina</b> CHC Institutional Advancement	Content Specialist	07/01/22	12/31/22	\$28.00
<b>Snowwhite, Mark</b> CHC Institutional Advancement	Content Specialist	07/01/22	12/31/22	\$40.00
<b>Aguilar, Edward</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Aldama, Stephen</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Ballester, Michael</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Cardenas, Christopher</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Clements, Charles</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Davis, Austin</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	06/13/22	06/30/22	\$20.00/ \$25.00/ \$30.00
<b>Davis, Austin</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Grindle, Gail</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Miller, Mathew</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Moore, Steven</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Nguyen, Phong</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Oleson, Christian</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	05/31/22	06/30/22	\$20.00/ \$25.00/ \$30.00



# Professional Expert, Short-Term & Substitute Employees

## Presented for Information on July 14, 2022

[v.7.5.2022.p.3]9]

### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Oleson, Christian</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Smith, Austin J.</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Taylor, Travis</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Tucker, Dustin</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Vasquez, Henry</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Vega, Matthew</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Yamamoto, Yoshi</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	07/01/22	12/31/22	\$20.00/ \$25.00/ \$30.00
<b>Nguyen, Phong</b> CHC Public Safety and Emergency Services	Medical Director	07/01/22	12/31/22	\$3,500 per semester
<b>Martin, Kurtis</b> CHC Respiratory Care Program	Respiratory Care Clinical	07/01/22	12/31/22	\$57.13
<b>Bahjri, Amr</b> CHC Tutoring Center	Tutor I	07/01/22	12/17/22	\$16.00
<b>Cristobal, Angellie</b> CHC Tutoring Center	Tutor I	07/01/22	12/17/22	\$16.00
<b>DeSoucy, Justin</b> CHC Tutoring Center	Tutor I	07/01/22	12/17/22	\$16.00
<b>Erwin, Dakota</b> CHC Tutoring Center	Tutor I	07/01/22	12/17/22	\$16.00
<b>Giron-Hernandez, Kiara</b> CHC Tutoring Center	Tutor I	07/01/22	12/17/22	\$16.00
<b>Hensley, Noah</b> CHC Tutoring Center	Tutor I	07/01/22	12/17/22	\$16.00
<b>Klaas, Isabelle</b> CHC Tutoring Center	Tutor I	07/01/22	12/17/22	\$16.00



## Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 14, 2022

[v.7.5.2022.p.4|9]

### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Peterson, Pamela</b> CHC Tutoring Center	Tutor I	07/01/22	12/17/22	\$16.00
<b>Serrato, Alyssa</b> CHC Tutoring Center	Tutor I	07/01/22	12/17/22	\$16.00
<b>Urena, Charisma</b> CHC Tutoring Center	Tutor I	07/01/22	12/17/22	\$16.00
<b>Clements, Spencer</b> CHC Tutoring Center	Tutor II	07/01/22	12/17/22	\$17.00
<b>DeAmaya, Brenda</b> CHC Tutoring Center	Tutor II	07/01/22	12/17/22	\$17.00
<b>El-Rahi, Gideon</b> CHC Tutoring Center	Tutor II	07/01/22	12/17/22	\$17.00
<b>Ferras, Riane</b> CHC Tutoring Center	Tutor II	07/01/22	12/17/22	\$17.00
<b>Lair, Helen</b> CHC Tutoring Center	Tutor II	07/01/22	12/17/22	\$17.00
<b>Langevin-Sheffield, Ryan</b> CHC Tutoring Center	Tutor II	07/01/22	12/17/22	\$17.00
<b>Layton, Krystalyn</b> CHC Tutoring Center	Tutor II	07/01/22	12/17/22	\$17.00
<b>Marshall, Blaze</b> CHC Tutoring Center	Tutor II	07/01/22	12/17/22	\$17.00
<b>Rethaford, Ryan</b> CHC Tutoring Center	Tutor II	07/01/22	12/17/22	\$17.00
<b>Baker, Jacob</b> CHC Tutoring Center	Tutor III	07/01/22	12/17/22	\$19.00
<b>Bickel II, Daniel</b> CHC Tutoring Center	Tutor III	07/01/22	12/17/22	\$19.00
<b>Brinkerhoff, Jonathan</b> CHC Tutoring Center	Tutor III	07/01/22	12/17/22	\$19.00
<b>Funderburk, Sydney</b> CHC Tutoring Center	Tutor III	07/01/22	12/17/22	\$19.00
<b>Lev-Da-Silva, Alexander</b> CHC Tutoring Center	Tutor III	07/01/22	12/17/22	\$19.00
<b>Neal, Jennifer</b> CHC Tutoring Center	Tutor III	07/01/22	12/17/22	\$19.00
<b>Utrapiromsuk, Chinatip</b> CHC Tutoring Center	Tutor III	07/01/22	12/17/22	\$19.00



## Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 14, 2022

[v.7.5.2022.p.5]9]

### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Tesfay, Yohanna</b> DIST Economic Development & Corporate Training	Program Assistant	06/13/22	06/30/22	\$20.00
<b>Tesfay, Yohanna</b> DIST Economic Development & Corporate Training	Program Assistant	07/01/22	12/31/22	\$20.00
<b>Soto, Paul S.</b> DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	05/31/22	06/30/22	\$23.50
<b>Cain, Marlene</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	07/01/22	12/31/22	\$60.00
<b>Hedges, Mark</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	07/01/22	12/31/22	\$80.00
<b>Hickok, Christopher</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	06/02/22	06/30/22	\$60.00
<b>Hickok, Christopher</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	07/01/22	12/31/22	\$60.00
<b>Napoli, William</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	07/01/22	12/31/22	\$85.00
<b>Ortiz, Frank</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	07/01/22	12/31/22	\$75.00
<b>Rounds, Michael</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	07/01/22	12/31/22	\$85.00
<b>Vazquez Carino, Reyes</b> DIST Economic Development & Corporate Training	Workforce Development Trainer	07/01/22	12/31/22	\$60.00
<b>Neal, Sean</b> DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	06/20/22	06/23/22	\$23.50
<b>Neal, Sean</b> DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	07/01/22	12/31/22	\$23.50
<b>Bolita, Anthony</b> DIST KVCR	Closed Captioning Editor III	07/01/22	12/31/22	\$22.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 14, 2022

[v.7.5.2022.p.6]9]

## Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Awad, Shareen</b> DIST KVCR	Content Specialist	07/01/22	12/31/22	\$27.00
<b>Fontes, Leo</b> DIST KVCR	Content Specialist	07/01/22	12/31/22	\$20.00
<b>Greenwell, Bradley</b> DIST KVCR	Content Specialist	07/01/22	12/31/22	\$30.00
<b>Kelly, Elizabeth</b> DIST KVCR	Content Specialist	07/01/22	12/31/22	\$20.00
<b>Kohls, Natasha</b> DIST KVCR	Content Specialist	07/01/22	12/31/22	\$18.00
<b>Peck, Eric</b> DIST KVCR	Content Specialist	07/01/22	12/31/22	\$27.00
<b>Acosta-Idda, Jhoann</b> DIST KVCR	Program Assistant	07/01/22	12/31/22	\$30.00
<b>Houlihan, Sean</b> DIST KVCR	Program Assistant	07/01/22	12/31/22	\$32.00
<b>Maginness, Kellee</b> DIST KVCR	Program Assistant	07/01/22	12/31/22	\$40.00
<b>Davis, Jessica C</b> SBVC Academic Success & Learning Services	Tutor II	07/15/22	12/23/22	\$17.00
<b>Lemus, Cynthia</b> SBVC Academic Success & Learning Services	Tutor II	07/15/22	12/23/22	\$17.00
<b>Haddad, Timothaus D</b> SBVC Academic Success & Learning Services	Tutor III	07/01/22	12/31/22	\$19.00
<b>Baxter, Fawn N</b> SBVC Counseling Trainee	Student Health Services	07/01/22	12/31/22	\$15.00
<b>Navarro, Briana A</b> SBVC FTVM, Arts & Humanities	FTVM Intern III	07/01/22	12/31/22	\$17.00
<b>Aguilera, Alejandra</b> SBVC Marketing & Public Relations	Content Specialist	07/15/22	12/31/22	\$40.00
<b>Bacon, Cristina B</b> SBVC Marketing & Public Relations	Content Specialist	07/15/22	12/31/22	\$30.00
<b>Camacho, Joshua</b> SBVC Marketing & Public Relations	Content Specialist	07/15/22	12/31/22	\$25.00
<b>Garcia, Catherine E</b> SBVC Marketing & Public Relations	Content Specialist	07/15/22	12/31/22	\$30.00



## Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 14, 2022

[v.7.5.2022.p.7|9]

### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Godoy, Lavar J</b> SBVC Marketing & Public Relations	Content Specialist	07/15/22	12/31/22	\$25.00
<b>Pshichenko, Pavel N</b> SBVC Marketing & Public Relations	Content Specialist	07/15/22	12/31/22	\$40.00
<b>Spano, Jordan</b> SBVC Marketing & Public Relations	Content Specialist	07/15/22	12/31/22	\$40.00
<b>Rotell, Valecia M</b> SBVC Marketing & Public Relations	Program Assistant	07/15/22	12/31/22	\$40.00
<b>Tarasyuk, Svetlana N</b> SBVC Marketing & Public Relations	Program Assistant	07/15/22	12/31/22	\$40.00
<b>Robles, Thomas C</b> SBVC Marketing & Public Relations	Social Media Specialist	07/15/22	12/31/22	\$30.00
<b>Graham, David J</b> SBVC Marketing & Public Relations	Staff Writer/Photographer	07/15/22	12/31/22	\$18.00
<b>Saucedo-Daniel, Jorge</b> SBVC Mathematics, Business and Computer Information Technology	Adult Education Planning Grant Coordinator	07/01/22	12/31/22	\$40.00
<b>Stanfield, Shantela R</b> SBVC Nurse Practitioner II	Student Health Services	07/01/22	12/31/22	\$60.00
<b>Carbo, Anthony R</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	07/01/22	12/31/22	\$35.00/ \$50.00
<b>Stewart III, John W</b> SBVC Police Academies/Criminal Justice	Police Tactical Officer/RTO/Police Science Facilitator/Evaluator	07/01/22	12/31/22	\$35.00/ \$50.00
<b>Alamillo, Danielle M</b> SBVC SI-MESA	Tutor II	08/15/22	12/31/22	\$17.00
<b>Baldonado, Elijah M</b> SBVC SI-MESA	Tutor II	08/15/22	12/31/22	\$17.00
<b>Canseco Vielma, David H</b> SBVC SI-MESA	Tutor II	08/15/22	12/31/22	\$17.00
<b>Shad, Nicole M</b> SBVC SI-MESA	Tutor II	08/15/22	12/31/22	\$17.00
<b>Becerra, Denise</b> SBVC SI-S-STEM	Tutor II	08/15/22	12/31/22	\$17.00
<b>Santoyo, Eva A</b> SBVC SI-S-STEM	Tutor II	08/15/22	12/31/22	\$17.00
<b>Seraj, Aryah A</b> SBVC SI-S-STEM	Tutor II	08/15/22	12/31/22	\$17.00



# Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 14, 2022

[v.7.5.2022.p.8]9]

## Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Pleasant, Latoya M</b> SBVC Student Accessibility Services	Assistant Instructor	07/18/22	12/16/22	\$20.00

## Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Blair, Rhobin</b> CHC Aquatics	Lifeguard	07/01/22	12/31/22	\$15.00
<b>Durkee, Nicole</b> CHC Aquatics	Lifeguard	07/01/22	12/31/22	\$15.00
<b>Cruz, Kenia</b> CHC Art	Life Drawing Model	07/01/22	12/31/22	\$25.00
<b>Sousa, Miranda</b> CHC Art	Life Drawing Model	08/15/22	12/31/22	\$25.00
<b>Cruz, Kenia</b> SBVC Art	Life Drawing Model	08/15/22	12/31/22	\$25.00

## Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Nunez, Isabella A.</b> CHC Maintenance <i>New: Vacancy</i>	Custodian	05/24/22	06/30/22	\$19.47
<b>Zavala, Juan</b> DIST Economic Development & Corporate Training <i>Ext: Vacancy</i>	Grant Technician	07/01/22	06/30/22	\$23.13
<b>Silvia Navarro</b> DIST Payroll <i>New: Vacancy</i>	Payroll Assistant	05/31/22	06/09/22	\$21.49
<b>Bender, ZsaQuita N.</b> DIST Respiratory <i>New: LOA</i>	Administrative Assistant I	05/31/22	06/30/22	\$22.58





## Professional Expert, Short-Term & Substitute Employees

Presented for Information on July 14, 2022

[v.7.5.2022.p.9|9]

### Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Mora, Jennifer</b> SBVC Child Development Center <i>Sick/ Vacation Coverage</i>	Child Development Teacher/ Child Development Assistant	05/15/22	06/30/22	\$16.91 - \$23.70
<b>Vargas, Brandon</b> SBVC Custodial <i>Ext: LOA, Vacancy</i>	Custodian	05/13/22	06/30/22	\$19.47
<b>Garcia, Jessica E.</b> SBVC EOPS <i>New: LOA</i>	Administrative Assistant I	06/06/22	06/30/22	\$22.58
<b>Caudill, Shane Laurence</b> SBVC Grounds <i>Ext: LOA, Vacancy</i>	Grounds Caretaker	05/15/22	06/30/22	\$20.96



**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:** July 14, 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 5/17/2022 – 6/12/2022 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  
July 14, 2022

PO#	Supplier Name	Amount
2204402	VALADEZ, JEREMY	\$ 100.00
2204403	NEGRETE, PETER	\$ 100.00
2204404	GOSS-SPENCER, JUSTIN	\$ 100.00
2204405	CARTER, FIORENZA	\$ 100.00
2204406	REDD, ELIZABETH	\$ 100.00
2204407	DELEON, KRYSTEN	\$ 100.00
2204408	OWEN, ADA	\$ 100.00
2204409	GUTIERREZ, MARIA	\$ 100.00
2204410	STAPLES BUSINESS ADVANTAGE	\$ 388.20
2204412	2585 ORO DAM LLC DBA BUTTE METAL	\$ 34,298.00
2204416	AVANTE MEDICAL SURGICAL	\$ 9,232.02
2204417	AVIDEX INDUSTRIES LLC	\$ 5,014.81
2204419	STAPLES BUSINESS ADVANTAGE	\$ 153.78
2204421	OFFICE SOLUTIONS BUSINESS PRODUCTS & SERVICES LLC	\$ 435.23
2204429	SALDANA, RUBEN	\$ 3,000.00
2204430	METLAB CORPORATION	\$ 10,106.95
2204431	MSC INDUSTRIAL SUPPLY CO	\$ 8,000.00
2204433	STAPLES BUSINESS ADVANTAGE	\$ 439.49
2204434	STAPLES BUSINESS ADVANTAGE	\$ 516.82
2204435	STAPLES BUSINESS ADVANTAGE	\$ 558.74
2204436	STAPLES BUSINESS ADVANTAGE	\$ 294.06
2204445	STAPLES BUSINESS ADVANTAGE	\$ 666.84
2204446	GARCIA, STACY	\$ 124.30
2204449	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES, THE	\$ 2,475.00
2204460	SAN BERNARDINO CCD	\$ 2,446.88
2204463	ACOSTA, ERICA	\$ 300.00
2204464	KAUFFMAN, ROBERT	\$ 300.00
2204465	SPRAGUE, MONET	\$ 300.00
2204466	MARTINEZ, CAROLINE	\$ 300.00
2204467	LOPEZ, ADAHLI	\$ 300.00
2204469	MATEY, MARILYN INTERINA	\$ 300.00
2204470	IZUMI, CAROLINA	\$ 300.00
2204471	RAMIREZ, ANDREW	\$ 300.00
2204478	WEISS, KATHRYN G.	\$ 293.12
2204485	ALEXANDER, ROBERT P	\$ 271.50
2204486	DISH FACTORY INC, THE	\$ 9,318.22
2204488	BACKFLOW PARTS USA	\$ 1,279.78
2204492	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	\$ 700.00
2204494	HAMPDEN ENGINEERING CORPORATION	\$ 11,922.54
2204495	CDW LLC	\$ 1,882.44
2204508	HOLTZBRINCK PUBLISHERS LLC DBA MPS	\$ 676.10
2204509	DELL COMPUTER COMPANY	\$ 10,258.24
2204529	DELL COMPUTER COMPANY	\$ 723.65

**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:** July 14, 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 July 14, 2022

[v.6.23.2022.p.2|2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
<b>Myler, Kaitlyn</b> Assistant Manager, Workforce Development	DSO, EDCT	6	06/09/22
<b>Stroud, Kyle</b> Student Services Technician II	SBVC, Student Services	3	07/08/22
<b>Ware, Monique</b> Job Developer	CHC, Student Center	4.5	06/09/22

## **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:** June 9, 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.

Valerie Alex-Schiel, Lead Food Service Worker, SBVC

Valerie Alex-Schiel has submitted a letter of intent to retire effective June 30, 2022 after 21 years of service with the District. Valerie became a substitute Food Service Worker at SBVC in January of 2001. She then transitioned to a permanent Classified Contract employee, Food Service Worker, in May of 2002 at SBVC. In April 2007, Valerie was promoted to Lead Food Service Worker where she has remained in this capacity for the remainder of her career.

Rosa Beck, Child Development Teacher, SBVC

Rosa Beck has submitted a letter of intent to retire effective June 30, 2022, after 32 years of service with the District. Rosa was hired in June of 1990 as an Assistant Teacher at the Child Development Center. She then transitioned to a Child Development Specialist in July of 2001. In July 2007, Rosa's position transitioned to Child Development Teacher where she has remained in this capacity for the remainder of her career.

Rosemary Chavez, Senior Student Services Technician, SBVC

Rosemary Chavez has submitted a letter of intent to retire effective June 30, 2022 after 30 years of service with the District. Rosemary was originally hired in June 1992 as a Disabled Student Programs & Services Assistant. She then transitioned to a Program Assistant in DSP&S in May, 1997. Rosemary has also worked in EOP&S and CalWORKs as a Program Assistant. In July, 2007, Rosemary's position transitioned into a Senior Student Services Technician where she has remained in this capacity for the remainder of her career.



**James Harris III, Telecommunications Specialist, DSO**

James Harris III has submitted a letter of intent to retire effective June 30, 2022 after 22 years of service with the District. James became a Departmental Network Specialist, CHC, in July 2000. He then transitioned to Enterprise Network Specialist, SBVC, in August 2000, he then transferred over to District in July 2004. In July 2007, James transitioned to his current role of Telecommunications Specialist which he has held for the remainder of his career.

**Guy Hinrichs, Professor Automotive, SBVC**

Guy Hinrichs has submitted a letter of intent to retire effective June 30, 2022 after 23 years of service with the District. Guy became an adjunct at SBVC in March of 1999. He then transitioned to an academic tenure-track employee, Professor, Automotive, in August of 2000 at SBVC. In July of 2004, Guy became a tenured academic employee teaching Automotive where he remained for the remainder of his career.

**Erica Hrdlicka, Child Development Teacher, SBVC**

Erica Hrdlicka has submitted a letter of intent to retire effective July 15, 2022, after over 23 years of service with the District. Erica was hired in June 1998 as an Assistant Teacher in the Child Development Center. She then transitioned to a Child Development Specialist in July of 2001. In July 2007, Erica's position transitioned to Child Development Teacher where she has remained in this capacity for the remainder of her career.

**Sophia McHinnits, Child Development Teacher, SBVC**

Sophia McHinnits has submitted a letter of intent to retire effective June 30, 2022, after over 23 years of service with the District. Sophia was hired in August of 1998 as an Assistant Teacher at the Child Development Center. She then transitioned to a Child Development Specialist in July of 2001. In July 2007, Sophia's position transitioned to Child Development Teacher where she has remained in this capacity for the remainder of her career.

**Joe Moreno, Maintenance Technician, CHC**

Joe Moreno has submitted a letter of intent to retire effective June 30, 2022, after 32 years of service with the District. Joe was hired in August of 1990 as a Maintenance Person (Carpentry) at SBVC. He then transferred to CHC in August of 2001. In July of 2007 he transitioned to his current role of Maintenance Technician, which he has held for the remainder of his career.

**Jose Olmos, HVAC/R Technician, CHC**

Jose Olmos has submitted a letter of intent to retire effective June 30, 2022, after 32 years of service with the District. Jose was hired in September of 1990 as a Grounds Caretaker I at Crafton Hills College. On November of 2002, Jose was promoted to Maintenance Person at CHC. In July of 2007, he transitioned to his current role of HVAC/R Technician, which he has held for the remainder of his career.

**Dora Penn, Child Development Teacher, SBVC**

Dora Penn has submitted a letter of intent to retire effective June 30, 2022, after over 23 years of service with the District. Dora was hired in October 1998 as a Child Development Aide at the Child Development Center. She then transitioned to a Child Development Specialist in April of 2002. In July 2007, Dora's position transitioned to Child Development Teacher where she has remained in this capacity for the remainder of her career.



Michael Powell, Professor Physical Education, SBVC

Michael Powell has submitted a letter of intent to retire effective June 30, 2022, after 24 years of service to the District. Michael began his employment in 1998 as an Instructor for Physical Education at San Bernardino Valley College. He transitioned to a full-time professor position teaching Physical Education in 2005, he held that position for the remainder of his career.

Daniel Sullivan, Professor Fire Technology, CHS

Daniel Sullivan has submitted a letter of intent to retire effective May 25, 2022, after 16 years of service with the District. Daniel was hired in August of 2006 as a Professor, Fire Technology at Crafton Hills College. He has remained in this capacity through the remainder of his career.

Note: this is an amendment to the retirement effective date previously submitted for June Board.

Deborah Wasbotten, Director, Child Development, CHC

Deborah Wasbotten has submitted a letter of intent to retire effective July 29, 2022, after 10.5 years of service with the District. Deborah was hired in February of 2012, as Director of Child Development Center at Crafton Hills College. She has remained in this capacity through the remainder of her career.

Carol Wingson, Bookstore Customer Service Assistant, SBVC

Carol Wingson has submitted a letter of intent to retire effective June 30, 2022 after 20 years of service with the District. Carol became an hourly substitute worker at SBVC in July of 2001 in the Bookstore. She then transitioned to a permanent Classified Contract employee, Bookstore Customer Service Assistant, in February of 2002 at SBVC where she has continued for the remainder of her career.

Dennis Winters, Senior Printing Operations Specialist, CHC

Dennis Winters has submitted a letter of intent to retire effective June 30, 2022, after 26.5 years of service with the District. Dennis was hired in April of 1997 as a Printer/Reproduction Equipment Operator at the District. On February of 2001, Dennis transitioned to Printing Operations Specialist at the District. In August of 2017, he was promoted to Senior Printing Operations Specialist at the District which he has held for the remainder of his career.

The commitment and dedication these individuals have 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:** 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:** July 14, 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 July 14, 2022

[v.6.23.2022.p.2|2]

Volunteer Name	Location Assignment	Department	From	To
Avalon, Elizabeth	SBVC	Art	8/1/2022	06/30/23
Benitez, Eric	SBVC	Athletics/Volleyball	7/15/2022	12/31/22
Compton, Joel	SBVC	Art	8/1/2022	06/30/23
Dye, Nicole	SBVC	Art	8/1/2022	06/30/23
Gutierrez, Maria	SBVC	Art	8/1/2022	06/30/23
Hunt, Ezra	SBVC	Art	8/1/2022	06/30/23
Livoni, Cathy	SBVC	Art	8/1/2022	06/30/23
Lutz, Chiara	SBVC	Art	8/1/2022	06/30/23
Moreno, Andrea	SBVC	Art	8/1/2022	06/30/23
Ohayon, Jonathan	SBVC	Art	8/1/2022	06/30/23
Politron, Jose	SBVC	Athletics/Men's Soccer	7/15/2022	12/31/22
Smith, James E.	SBVC	Research, Planning and Institutional Effectiveness (RPIE)	7/15/2022	12/31/22
Stark, Scott	SBVC	President's Office	7/15/2022	12/31/22
Vogel, Margaux	SBVC	Athletics/Volleyball	7/15/2022	12/31/22
Clay, Ariana	DSO	KVCR	7/12/2022	06/30/23



# BOARD OF TRUSTEES REPORT



Photo: Class of 2022 CHC graduates.

## Crafton Hills College's Largest Graduating Class Celebrated at In-person Ceremony in Campus Quad

Thousands gathered at Crafton Hills College (CHC) on Wednesday, May 25, for a special kind of celebration — three years in the making.

Graduates of the classes of 2020, 2021 and 2022 were invited to celebrate their respective graduations during a campus-wide commencement ceremony, the first in-person event of its kind following the COVID-19 pandemic.

Family friends and supporters all gathered on the campus quad to cheer for their respective grads with signs calling out their accomplishments and/or hooting and hollering as names were read.

"I can't begin to tell you how exciting it is to see all of your wonderful faces in person," exclaimed Crafton President Kevin Horan before taking a selfie with those in attendance from the commencement stage.

May was a busy time at Crafton as various grad-related events were held all-month long. But the May 25th ceremony was the

first time in years when campus leaders and staff were able to recognize every grad from the current and past two classes after in-person celebrations were put on pause as the world navigated through the ongoing health crisis.

Each of the presenters recognized the accomplishments of all the students who were able to persevere and complete their educational goals despite the additional hardships presented by COVID, new safety protocols and online learning.

"The last two years have defined what it takes to be persistent, and you encouraged all of us by showing up and doing the work," said Brandi Bailes, CHC Academic Senate president.

Brandice Mello, CHC's Classified Senate president, also supported the graduates by stating that, "Every day is a moment to be proud of. It is easy to highlight the times we want to give up and throw it all away..., but happiness is limitless."

In addition to the awarding of diplomas, other events included music by Plays Well With Others, the National Anthem sung by grad Lucy McIntosh, and remarks of encouragement from Student Commencement Speaker and graduating member of the Class of 2022, Victoria Karalun.

Graduation Day was years in the making for Karalun, a re-entry student and mother who has become a published author and presented her research at over 40 conferences during her time at CHC.

During her address, Karalun reflected on her path to and at Crafton and recalled a quote that changed her life — "Do one thing every day that scares you" — inspiring her to enroll at CHC in 2017.

"Much of our learning has taken place online," she said. "We've had no choice but to take a path that pushed us out of our comfort zone..., any one of us could have given up on our education. But being here today is proof we are here to work hard."

"We are the ones graduating in this crazy, unique time," Karalun continued. "Let us not take for granted how special it is that we are here together today."

The class of 2022 marked the largest graduating class in CHC's 50-year history, with 1,071 graduates earning 808 degrees and 853 certificates. The graduates included 34 military veterans and various age ranges, with the youngest grad only 18 and the oldest 70.

Of the 1,071 graduates, 317 earned a GPA of 3.5 or higher, including 63 students who graduated with a 4.0.

Graduation highlights can be found on CHC's social media channels, including its Facebook page at [facebook.com/CraftonHillsCollege](https://facebook.com/CraftonHillsCollege), and at [craftonhills.edu](https://craftonhills.edu).



Photo: Elijah Rodriguez.

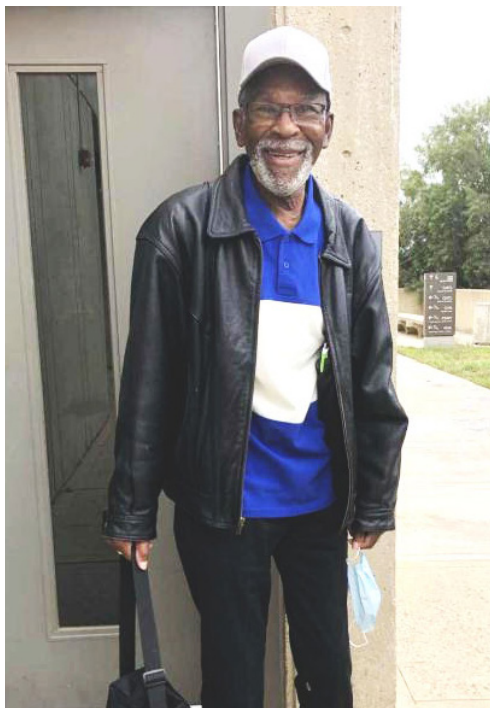


Photo: Clayton Carter.

## 2022 Students of the Year Recognized at CHC By Faculty and Staff

Each year, Crafton Hills College faculty and staff honor the best and brightest students from their respective departments.

These students come from all walks of life and stand out from their peers for a variety of reasons. Whether they have the

highest grade, the strongest work ethic, are the first to help others, or exhibit some other unique characteristic, the College is extremely proud of these individuals and their contributions to our campus community. Forty students are featured on the website with photos, quotes, and

department they were nominated for.

One of the recipients is Elijah Rodriguez - Department of Respiratory Care

"Outstanding clinical performance and outstanding classroom performance. Elijah applies himself and inquires with faculty to ensure understanding. He supports his classmates learning and always maintains a professional and positive attitude."

Clayton Carter was selected from the History Department.

"Mr. Clayton Carter was born in Oklahoma in 1943 and served honorably in the Army. He lives in Yucaipa and just started taking classes during the Spring 2022 semester. Having just met him, I admire his determination and desire to earn a degree. His attendance at Crafton Hills College shows me how our community comes together to help a student fulfill his lifelong dream. Keep pushing forward! Learning is for everyone, at any age. You are an inspiration!"

Visit the website to see the other honorees: <https://www.craftonhills.edu/features/students-of-the-year-2022/index.php>



## CHC Pool Liner Upgrade

The Crafton Hills College Aquatics Center received some much-needed upgrades. Its Olympic-size pool was installed at Crafton in 2010 after being used in the 2004 Olympic trials held in Long Beach California, where Michael Phelps qualified for the American Olympic team.

The 50 meter by 25 yard pool has undergone regular maintenance, but for the first time is getting an all-new membrane liner and inner core skirt made from state-of-the-art PVC membrane. The new membrane will slow the growth of algae and bacteria as well as make cleaning easier and less expensive. With the PVC pool lining system, acid washing, or other

chemicals are not needed, and the new membrane provides better insulation that will decrease energy use.

Also included in the upgrades are freshly epoxy painted targets that will allow swimmers more accuracy while swimming as well as new grates and drains on the pool deck. These upgrades will help reduce material degradation and are guaranteed to last for 20 years. The pool is open to the community and is also used by the Yucaipa Swim Team for year-round competition and the Yucaipa Swim Club.





Photo: CHC Rad Tech Graduates.

## 'We're a big family' – Crafton, and Arrowhead Regional Medical Center Celebrate 2022 Class of Rad Tech Grads

After long lab hours and covering lots of material together, it is no surprise that Crafton Hills College's Class of 2022 Radiologic Technology Graduates were a tight-knit group.

From inside jokes to a photo montage of memories, the small class of seven were honored June 7, during a lively ceremony at Arrowhead Regional Medical Center (ARMC) in Colton.

"I was really surprised when my class chose me to make this speech," shared Jared Rayfield, a member of this year's graduates and student speaker. Regarding his classmates choosing him as the speaker, Rayfield joked that his selection just showed how much the others didn't want the "honor" of writing a speech.

As he tried to refrain from clichés or over-sentimentalizing during his brief speech – which drew a lot of laughs from those in attendance – Rayfield couldn't help but reflect on the tight bond the group created and its importance, as well as the strong support system that was built outside of the group with family and friends rooting them on.

"With 40-hour weeks studying and long hours away from home, it was apparent that time with family had to be sacrificed," he said. "And still, you all stood by and supported all of us."

Crafton's RadTech Program is a collaboration between the Yucaipa-based college and ARMC. The 22 ½-month program prepares future techs for positions in hospitals, all while they work closely with program leaders and lecturers. Along with meeting program criteria, all students must then become certified with the American Registry of Radiologic Technologists and Radiological Health Selection of the California State Department of Health for entry-level employment in radiography.

Typically, the program accepts no more than eight students each term.

"Our program is very intense because the State of California requires 1,050 hours of clinical time, hence why we are here 40 hours a week. And that does not include study time," explained Melissa Huynh, program director for ARMC's school of radiology. "This program here became (the students') second home, and while we had to push back dates because of COVID, they

all rolled with the punches and were flexible. Give them a round of applause for rolling with uncertainty."

And the audience did, which drew smiles from all seven. As graduates were called individually to receive their pins and certificates, family and friends took out their cell phones to capture the moment. In addition to remarks from faculty, staff and program supporters, scholarship recipients were also announced.

Mia Manchego received the Clinical Award, which is awarded to a student who embodies hard work and the program's overall mission to prepare graduates who are competent and possess the professional ethics and practices associated with quality patient care. Aaliyah Mariscal earned the Academic Award, which was awarded to the student with the highest points achieved during the program, and Steve Rodriguez – a veteran – received the Cristi Hall award in memory of Hall, a former technologist at ARMC who exemplified excellence. Rodriguez also received a scholarship from the family of Michael Scott, a former Cristi Hall award recipient who was hired on at ARMC after graduating from the program in 2012. He loved the students and his ARMC family. Sadly, Michael passed away in 2019 and his family and friends established an endowed scholarship. This scholarship will be presented with the Cristi Hall award for each graduating class. This was the first year Michael's family was able to attend and present Michael's memorial scholarship.

"I look out here and see that 10 years ago Mike received the Cristi Hall Award, and we are very proud of what the students here have achieved and the career that you're going to have is going to be amazing," said Tom Scott, Michael's father. "Michael grew and flourished in this industry. His passion and willingness to help others achieve knowledge in radiology gave him great satisfaction."

Program applications are now open. To learn more or to apply, visit [www.craftonhills.edu/academic-and-career-programs/divs-and-depts/career-ed-and-human-dev/allied-health-services/radiologic-technology/](http://www.craftonhills.edu/academic-and-career-programs/divs-and-depts/career-ed-and-human-dev/allied-health-services/radiologic-technology/)



Photo: Maria Valencia.

## How Maria Cristina Valencia's Children Encouraged Her to Pursue a Higher Education

While trying to motivate her youngest to stay in school, Maria Cristina Valencia was thrown a curve ball when asked why she never got a high school diploma.

The year was 2014, and Valencia and her son Alder were arguing because he did not want to go to school. But after things settled down, the now 50-year-old said she had a realization: Alder was right.

"So, I enrolled at (Yucaipa) Adult School and got my high school diploma," explained the Yucaipa resident.

But she wasn't done yet. With encouragement from her family and the Yucaipa Adult School, Maria enrolled in her first class at Crafton in the summer of 2019 in pursuit of a higher education.

In May 2022 – with Alder by her side – Valencia graduated from Crafton Hills College with an associate degree in Spanish, and has plans to attend Cal State San Bernardino in the fall to focus on pursuing a bachelor's in early childhood development.

Valencia's major motivation: her children.

"It was a family goal," she continued. "(Alder) was the one who inspired me. He was the one who kicked my butt."

Valencia migrated to the United States

**"Never give up because right now, there's a lot of help out there. But if you don't ask, you will never get that help."**

after leaving El Salvador during the Civil War. She worked while raising her two sons – now in their 20s – and added school to her already busy schedule to prove to herself that she "could do it."

"Maria was one of my hardest working students," said Marcia Stewart, a teacher at Yucaipa Adult School (YAS). "She completed her schoolwork every week, even as she was working two to three jobs, and has always inspired me and other

students with her great work ethic."

"Maria is the embodiment of perseverance and determination," Stewart continued. "She is an incredible woman, and I am so honored I got to witness part of her journey."

Her children also took notice.

Alder also graduated in May with his AA in Business Administration, and plans on joining his mom on campus at CSUSB in the fall as well.

Valencia knows there's still a lot of work ahead and is up to the challenge, citing public speaking was one of her toughest courses to date and that there's potential on the horizon for similar challenging courses along the way.

"Before starting (public speaking), I was in a bit of a panic that I couldn't speak in front of someone because of my English," she explained. "But everybody, every single person encouraged me not to be afraid - and to not be afraid of my accent."

As far as the biggest piece of advice for students following in her footsteps, Valencia has one key word: Persist.

"Never give up because right now, there's a lot of help out there. But if you don't ask, you will never get that help," she said. "I never thought I could graduate from Crafton, but otherwise, I would just be sitting down doing nothing."

Each year, Crafton and YAS partner to help students pursue a higher education. This last semester, Roadrunner officials worked closely with 22 YAS adult learners by providing them with necessary resources to make their educational goals a reality. Eight YAS learners are currently enrolled in either Crafton's summer or fall semester credit courses, while two YAS students are participating in the site's Adult Summer Bridge Program, of which Valencia is an alumna of.

To learn more about the program or Crafton, go to [craftonhills.edu](http://craftonhills.edu)





Photo: Jeff Cervantez, Michelle Riggs, Diana Rodriguez, Robert Alexander, Kevin Horan.

## “Building our Communities Together” Joint Issues Dinner

On June 16, a Joint Issues Committee Dinner themed, “Building our Communities Together” was hosted by the Yucaipa Calimesa Joint Unified School District at the Yucaipa Performing Arts Center.

The Joint Issues Committee is a collaboration between the cities of Calimesa and Yucaipa, Yucaipa Valley Water District, Yucaipa-Calimesa Joint Unified School District, and Crafton Hills College. For over 30

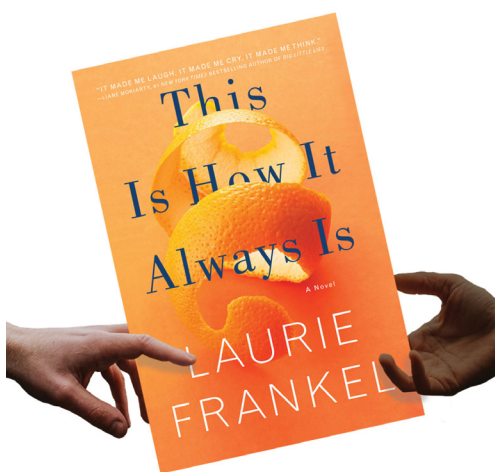
years, the group has been holding monthly meetings in rotating host locations to plan and discuss what the organizations can do together as they work to provide services and build a better community.

The monthly meetings allow staff and leadership from each of the entities to provide updates on upcoming events, projects, and most importantly the possibilities to positively impact the communities they serve. The dinner allowed representatives to share with elected officials who represent each organization the shared ideas, goals, concerns, and successes the group has worked to achieve.

Representatives from Crafton included SBCCD Chancellor Diana Rodriguez, SBCCD Student Trustee Robert Alexander, CHC President, Dr. Kevin Horan, Director of Institutional Advancement, Michelle Riggs, and Faculty Co-Chair of Social Sciences and Assistant Professor of Philosophy and Religious Studies, Jeff Cervantez who also serves as Mayor Pro Tem for the City of Calimesa.

## Introducing the One Book One College Common Read for 2022-2023

### One Book One College



CHC's One Book One College Team selects *This is How it Always is* as the 22-23 book.

The group called for nominations using the following criteria in making the selection: Addresses issues of equity and inclusion, is relevant to the current CHC student population, inspires critical dialogue and an opportunity to test one's own ideas, is interdisciplinary, has a message that can develop empathy, can build community amongst students and staff, and is accessible.

This is the College's third year adopting a book which is incorporated into classes, activities, events, and trainings throughout the academic year.

This year's book explores gender identity

as inspired by its author's transgender child. The author, Laurie Frankel will visit Crafton in the spring to provide students and employees with the opportunity to learn more about her personal experiences and writing. Frankel will work directly with CHC's composition and creative writing students and be featured at a President's Circle VIP event.

Activities for employees and students will be organized throughout the year. They will be aimed at providing a safe space and opportunities for discussion, growth, and understanding of gender identity at Crafton Hills College.



Photo: Robert Alexander.

## 'I want to make a big difference': New SBCCD Student Trustee Sets Sight on Crafton's Future

Being elected as Crafton Hills College's Student Trustee to the San Bernardino Community College District Board of Trustees is a role Robert Alexander does not take lightly.

Elected to the post in May, the 43-year-old Moreno Valley man has a very positive outlook to the issues he wishes to tackle during his term, from getting more students involved in service on campus to addressing classroom size at Crafton.

"This is definitely a rewarding situation," said Alexander. "Obviously there is some kind of time commitment to (serving on the board), but a lot has to do with what you can put into it as well."

Alexander's term officially began on June 1, but prior to his start date, the multi-major was in full research mode collecting stats and figures to present to the Board on day one.

For example, Alexander wanted to speak to

trustees about the discrepancies in student registration limits imposed on classrooms at Crafton compared to its sister college, San Bernardino Valley College.

Currently, he explained, Valley limits its

**A lot of the administration currently serving are years removed from college, so they enjoy and want to hear what is happening on campus from a student's point of view."**

registration from 30 to 35 students per course, while Crafton's is set at 100. This, Alexander continues, leads to additional stress associated with student learning and classroom overcrowding.

"Our students are not able to get the

same interactions as others," he continued. "There's some concern with that because it is not fairly balanced and it's discouraging to our students. So, we are looking into that and how to resolve that."

Another issue – getting more students involved in serving on the Board of Trustees, including disabled students who might shy away from serving because they could lose some of their financial aid and other related benefits.

Alexander explains, "A student trustee is recognized almost like an employee, so it becomes a conflict with many students, especially those with disabilities. Some decline the compensation you get as a student trustee because of this, but at the same time, it can become a financial hardship for some students."

"We are trying to tackle some of that with the board currently," he continued. "For example, Riverside Community College offers a scholarship, but we are looking to find other ways to help."

In addition to his new role – one Alexander is familiar with having served in the same capacity when attending San Bernardino Valley College a decade ago – the former Army Veteran has a busy workload both on-and-off campus.

He currently works as a campus support aide for the Moreno Valley Unified School District and is taking courses for multiple associate degrees in political science, history and philosophy. He recently earned two other degrees from CHC in December of 2021 in sociology and anthropology. He also balances being a father, volunteering and aspires to run for public office in the future.

But right now, a lot of Alexander's focus is on serving the Roadrunner population.

"A lot of the administration currently serving are years removed from college, so they enjoy and want to hear what is happening on campus from a student's point of view," he said. "I want to make a big difference."





Photo: Classified employees at luncheon.

## 2022 Classified Connections Week

Trainings and social events were held online and in-person at CHC and SBVC June 13-16 during the 2022 Classified Connections Week themed "Learning and Connecting Together."

Classified Connections Week provides opportunities for professional development

tailored to classified members and serves to acknowledge their work. "This is the first time CHC has collaborated with SBVC to create this event," shared CHC Classified Senate President Brandice Mello. "This is the chance to honor classified employees and offer trainings as well as events that members have requested."

## CHC Hosts Regional Educators in Special Education Collaborative

On June 14, Student Accessibility Services (SAS) hosted an on-campus event for staff members from the East Valley Special Education Local Plan Area (EV SELPA) which is a consortium of local school districts that ensure quality education programs and services are available throughout the region to meet the needs of special education students. Member districts include Colton Joint Unified, Redlands Unified, Rialto Unified, Rim of the World Unified, Yucaipa-Calimesa Joint Unified, and the East Valley Operation Programs of San Bernardino County Superintendent of Schools.

EV SELPA serves as an important partner in referring graduating high school students who will be eligible for accessibility services at Crafton Hills College. Feedback from attendees indicated that they found the presentations informative, appreciated that the presenters were receptive to answer

questions, and as a result of attending they have a solid understanding of the support services available to students at CHC.

Most importantly, the attendees indicated that they felt they could strongly recommend that high school seniors attend CHC as the next step in their education. One attendee stated, "thank you so much for the outstanding presentations and tour of your beautiful campus. The knowledge gained will help me guide my Special Education students at the local high schools to Crafton."

The SAS team would like to thank Larry Aycok, Belinda Navarrete, Nati Rodriguez, Veronica Lehman, Ericka Paddock, Roger Mateo, Evan Sternard, Hannah Sandy, Jordan Montejano, Natalie Lopez, and Suzanne Delahanty for their participation in this event.

Workshops were held at each campus on Monday. Tech Tuesday centered around IT services and Wellness Wednesday focused on employee benefits and meditation practices. Thursday was the closeout with the Classified Luncheon at each campus.

At Crafton, offices were closed from noon to 2 p.m. to allow classified employees to attend. The CHC management team provided food, games, leis, and raffle prizes at the luau themed luncheon. "For us, it was the first time that all Classified had the opportunity to attend, which meant so much to us," stated Mello.

"The two biggest successes were classified feeling appreciated, especially considering the past two years, and Crafton and Valley collaborating to create this week," concluded Mello.

A special thank you to Rebecca Abeyta, Ana Bojorquez, John Feist, Tina Gimple, Ernest Guillen, Rania Hamdy, and Brandice Mello for planning the weeks activities.



Photo: Attendees from EV SELPA.

SAS continues to work proactively to close enrollment gaps and this event will be a key to ensuring that prospective SAS students know about the support awaiting them at CHC.





Photo: Attendees at chamber mixer.

## CHC Hosts Multi-Chamber Mixer in Celebration of their 50th Anniversary

On Tuesday June 14, CHC welcomed over 100 local business owners and community members at a multi-chamber mixer held in the College's Fire Academy Engine Bay.

spearheaded the effort as an opportunity to bring the community to the campus in celebration of the College's 50th Anniversary.

CHC Foundation Director June Yamamoto

The collaborative event was organized by

Yamamoto and volunteers representing the Banning, Beaumont, Calimesa, Colton, Highland, Mentone, San Bernardino, Loma Linda, Redlands, and Yucaipa Chambers of Commerce. Each chamber sent out special invitations to their board members, city council members and their local school board trustees.

College President, Dr. Kevin Horan provided guests with an overview of the College's recent accomplishments and plans for construction of a new performing arts center and regional training center. A certificate of recognition from the City of San Bernardino Mayor and City Council and a resolution from Senator Rosilicie Ochoa Bogh on behalf of the California Senate 23rd District were presented.

Attendees gathered, mingled, exchanged cards, and won raffle baskets. Amanda Ward, Paramedic Program Director offered guests a tour of the Public Safety Allied Health Building first floor which serves as the training facility for the EMT, Paramedic, and Respiratory Therapy programs. A highlight of the tour was the simulated ambulance and the state-of-the-art simulation center.



Photo: Holly Griffiths, Southern California Edison STEM Scholarship Recipient

## CHC Awards Scholarships to Help Students Continue

The Crafton Hills College Foundation provided \$180,151 in scholarship awards to financially assist 265 continuing, transferring, and graduating students.

The CHC scholarship program is funded through donations received by the Crafton Hills College Foundation from over 15 organizations and 100 individuals.

An online application available October 1 through February 28 prompted students to answer questions and submit an essay describing career goals, service to community and how the scholarship would help them continue their education. The CHC tutoring center offered workshops throughout the year to help students through the application process.

Thirty-four employees, retirees, and members of the community volunteered

to read through each of the applications to review and determine the student who best meets the criteria for each of the various opportunities.

Students were notified in May and funding will be sent to students over the summer, so they are ready to register for the fall semester.

Many of the students who were selected for these awards are showcased on the CHC Foundation Scholarships 2022 webpage. These students have diverse and compelling stories. You are invited to read their quotes and bios. These students are inspirational and speak to what is best about Crafton Hills College.

For more information on our scholarship program, visit [www.craftonhills.edu/foundation](http://www.craftonhills.edu/foundation).





Photo: Theatre students.

## CHC Kicks off Summer Theatre New Works Festival

The Crafton Hills College Theatre Department is bringing the heat this summer with its 3rd annual New Works Festival. The department invited playwrights from around the world to submit 10-minute and one-act plays to be performed over a 7-week period. This year's theme is "Messages and Memories," stories about dreams, passing along collective memories and experiences, as well as associated topics.

Attendees can participate online via Zoom or in person in an intimate black box

theatre set in the Performing Arts Center, designed specifically for the festival.

The student ensemble is responsible for the entire production: casting, performing, set design, costuming, stage lighting, and audio. Students will even direct entries -- under the supervision of theatre department head Paul Jacques.

The festival is unique as playwrights are invited to participate in a talkback session on the evenings when their play is performed. Three of the playwrights

chosen for opening night attended via Zoom. Bill Brohaugh and Lisa Holt, writers of "Hope Springs A Turtle" and Arianna Rose, writer of the "Do Over," participated in the post-show talkback via Zoom. The students and audience wasted no time in asking the playwrights questions, and the playwrights asked questions in return, creating a shared moment of feedback as well as admiration. Arianna Rose ("Do Over") shared that this was the first time her play was ever performed. The festival is an exciting experience for the students, playwrights, and attendees alike.



## CHC Express Enrollment Event July 27

Crafton Hills College is holding a virtual Roadrunner Express Enrollment event on July 27. Every aspect of the enrollment process is combined into a single, easy-to-follow session for students to complete online, so students are ready to start classes when the fall semester begins on August 15.

This virtual event is intended to help students who plan to attend CHC classes in the fall: new, continuing, returning, dual enrolled, and even concurrently enrolled

university students. When students register during Express Enrollment, they will receive access to free textbook rentals and loaner Chromebooks.

Sign up to participate at [www.craftonhills.edu/expressenrollment](http://www.craftonhills.edu/expressenrollment). Let's Go!





**WESTERN ACADEMY**  
SUPPORT & TRAINING CENTER



## SAVE THE DATE

OCT.

MONTH

27 & 28

DAY

2022

YEAR

# 2022 DMEC DIGITAL MEDIA EDUCATORS CONFERENCE

**ARE YOU INTERESTED IN BEING A PART OF  
THE DMEC PLANNING COMMITTEE?**

**CLICK HERE**

**OR VISIT [HTTPS://FORMS.GLE/2AQ5Xz3VMDQF3RVI6](https://forms.gle/2AQ5Xz3VMDQF3RVI6)  
TO SIGN UP**

The 2022 DMEC, a conference for Digital Media educators and their business and industry partners, will be another virtual event with similar format and objectives as prior conferences. Most important, it will provide opportunities to:

- share trends, knowledge, and experience;
- connect with colleagues;
- and engage with partners

---

**IF YOU HAVE QUESTIONS, PLEASE CONTACT: SUSANNE MATA AT [SMATA@SBCCD.EDU](mailto:SMATA@SBCCD.EDU)**



SUMMER 2022

# Innovation and Automation

## INLAND EMPIRE DESERT REGION ROUND SIX STRONG WORKFORCE PROJECT #49 – INNOVATION AND AUTOMATION

### Video games can help boost children's intelligence!

Scientists have studied how the screen habits of US children correlates with how their cognitive abilities develop over time. They found that the children who spent an above-average time playing video games increased their intelligence more than the average, while TV watching or social media had neither a positive nor a negative effect.

[\[Read More\]](#)



### Accelerating the Pace of Machine Learning

Machine learning happens a lot like erosion. Data is hurled at a mathematical model like grains of sand skittering across a rocky landscape. Some of those grains simply sail along with little or no impact. But some of them make their mark: testing, hardening, and ultimately reshaping the landscape according to inherent patterns and fluctuations that emerge over time. Effective? Yes. Efficient? Not so much. Researchers are now seeking to bring efficiency to distributed learning techniques emerging as crucial to modern artificial intelligence (AI) and machine learning (ML). In essence, the goal is to hurl far fewer grains of data without degrading the overall impact.

[MORE INFORMATION HERE](#)



### LINKS TO ARTICLES WORTH READING:

[‘IMMERVISION BRINGS HUMAN-LIKE VISION CAPABILITIES TO HALODI ROBOTICS](#)

Immervision and Halodi Robotics announce development partnership to create a next generation vision system for humanoid robots. “Robots have incredible potential to expand human capabilities and performance in the real world,” says Nicholas Nadeau, CTO of Halodi Robotics.

[PLUS ONE ROBOTICS TO PRESENT PARCEL SORTATION ROBOT WORKFLOW AT AUTOMATE CONFERENCE 2022](#)

Plus One Robotics, the leading 3D and AI-powered software maker for logistics robotics, will showcase live demonstrations of their revolutionary PickOne technology, which features Yonder, the company's award-winning remote supervision product, at the Automate Show June 6 – June 9, 2022.

### PROJECT #49 – INNOVATION AND AUTOMATION

Many technologies are emerging and the pandemic accelerated new process adoption by industry. Failure to develop and implement new or improved curriculum in automation, prototyping, fabrication, composites, robotics, mechatronics, flexible hybrid electronics, 5G and autonomous technologies could result in a lack of sufficiently trained workforce to meet employer demands.

- Program Development
  - Employer Validated Skills Gaps
- Community of Practice
- Faculty Training and Professional Development
- Curriculum Development
- Program Implementation
  - Facility accommodation for technologies
- Industry Engagement

Alan Braggins, P49 Project Director  
[abraggin@sbccd.edu](mailto:abraggin@sbccd.edu)



### PROJECT PARTICIPANTS

**MORENO VALLEY COLLEGE**



**NORCO COLLEGE**



**San Bernardino Valley College**

### Project #49 Innovation & Automation

### Summer Meeting

**Friday June 17, 2022**

Hybrid Meetings Are Held Via Zoom and In-Person at:

[SBCCD Prof. Dev. Ctr.](#)

114 S Del Rosa Dr. San Bernardino

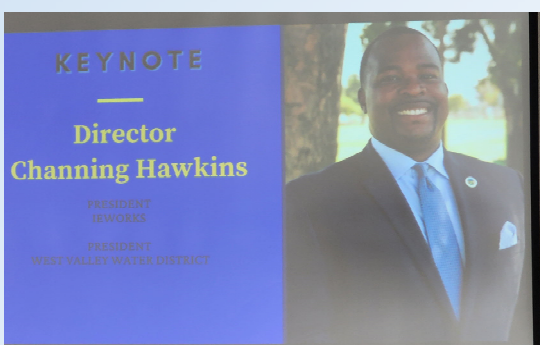
Time: **10:30AM**

Contact: [ABraggin@SBCCD.EDU](mailto:ABraggin@SBCCD.EDU)



## EDCT in collaboration with San Bernardino Valley College, IE Works, and Jewish Vocational Services hosts the inaugural Graduation Ceremony for the Water Pre-Apprenticeship

- ♦ The Water pre-apprenticeship program included a blend of credit and not-for-credit classes. It included the credited WST 034 and not-for-credit Math for Water Preparation. The project served 15 participants who underwent 12 weeks of instruction with 100% completion.
- ♦ The WST 034 class met Mondays nights from 6:00pm—9:30 pm for a total for 52.5 hours and the Math for Water Prep met remotely Thursday nights from 6:00pm—9:00 pm for a total of 36 hours.
- ♦ Graduation was held in the Old Board Room at SBCCD's Del Rosa location. EDCT hosted nearly 125 graduates, staff, community members and family members which included a job fair immediately following.





## Completion of OSHA 10 & Forklift Training under Riverside County Sheriff's Grant

The Economic Development and Corporate Training Division (EDCT) of San Bernardino Community College District (SBCCD) successfully completed its last cohort of OSHA 10 and Forklift training under the Riverside County Sheriff's Grant.

The 34-hour training program consisted of twelve hours of OSHA 10 and Safety training and twenty-four hours of Forklift training on four types of forklifts: (Sit-down, Stand-up, Reach, and the Electric Pallet Jack). After fully completing the program, participants received their OSHA 10 & Safety certification card and a Forklift card.

This training program consisted of a weeklong training, held Monday through Friday from 8:30 AM to 5:00 PM. It was held at the San Bernardino Community College District's Training Center at the Del Rosa Location. The training was absolutely free to participants utilizing this grant.

EDCT offered five cohorts of OSHA 10 and Forklift and one cohort of "CLA" Certified Logistics Associate Certificate training. We successfully served 37 participants that completed the OSHA 10 and Forklift and the CLA Logistics training. Upon completion of the CLA training portion, participants took the CLA exam through the Manufacturing Skills Standards Council (MSSC) testing site free of charge. With the high demand for skilled Forklift operators in today's industry, SBCCD was happy to offer this free training to individuals who wanted to learn a new trade or enhance their skill set.



### **Training Partnership with The Original Mowbray's Tree Service**

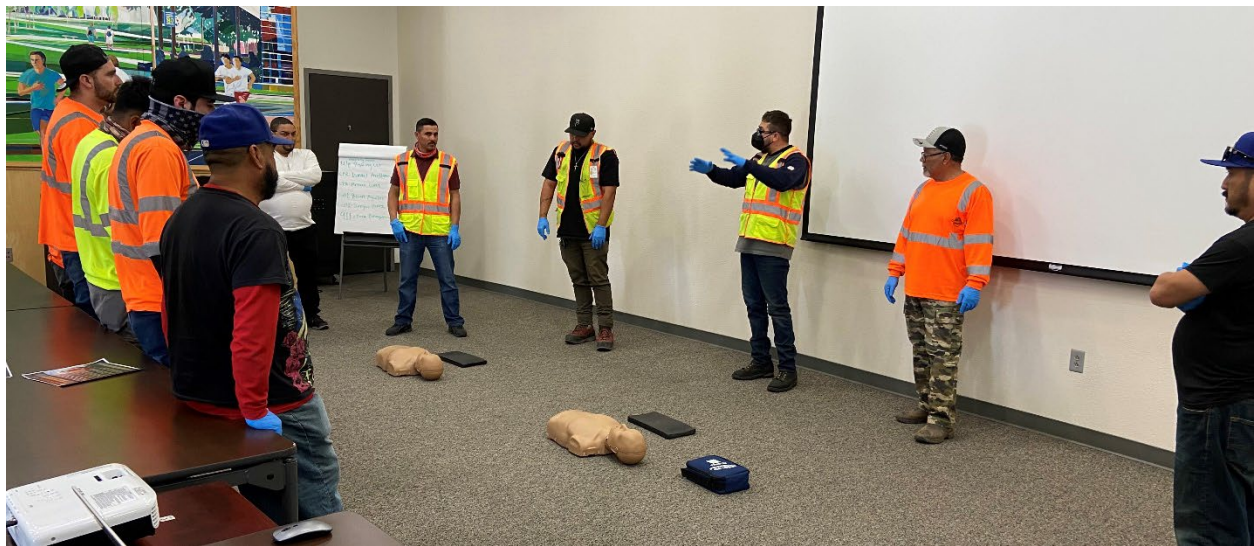
The Original Mowbray's Tree Service is partnering with San Bernardino Community College District's Economic Development and Corporate Training (EDCT) to provide training resources for their local workers. Through EDCT's Employment Training Panel program, this partnership enhances the company's employee training programs and their ability to provide skills certifications to frontline workers and supervisors.

Mowbray's is a leader in the vegetation management industry. Vegetation management is critical to California's wildfire mitigation efforts. Occupations in this field require highly skilled workers. Due to the hazardous nature of this work, it is essential for Mowbray's to continually provide risk management, electrical, and equipment operation training for their team.

From May 10, 2022, through May 19, 2022, EDCT and Mowbray's provided 465 employees with advanced skills training in electrical hazard awareness and ladder safety training, and 61 of those participants completed additional training in First Aid, CPR, and AED. EDCT provided classroom and facility space to accommodate multiple cohorts of Mowbray's employees. This project delivered a total of 2,014 training hours.









### **SBCCD EDCT Partners with Southwire**

San Bernardino Community College District's Economic Development and Corporate Training's (EDCT) partnered with Southwire to provide Cal/OSHA 10 training and certification to nine employees in May and June 2022. The training was delivered to three cohorts in person at Southwire's facility in Fontana by EDCT professional expert, Mike Rounds. Southwire is a leading producer of cables used to transmit and distribute electricity throughout the nation.

The California Occupational Safety & Health Administration (Cal/OSHA) 10 training and certification provides training for workers and employers on the recognition, avoidance, abatement, and prevention of safety and health hazards in workplaces. The trainees attended 10 hours of instructor-led training, and after satisfactorily passing the required exam, they received their Cal/OSHA 10 certification and card. All trainees received additional safety materials and references for OSHA forms and standards to support safe work environment practices at their worksites.



Professional Expert, Mike Rounds

Training Title	Instructor	Weekday	Dates	Time Block	Session hours	Total Hours
<b>June 2022</b>						
Goal Setting	Charles Radney	Tuesday	June 21	8am-5pm	8	8
Teamwork	Frank Ortiz	Thursdays	June 23, 30	8am-12pm	4	8
Excel for Business for Advanced Users	Modern Clerisy	Friday	June 24	8am-5pm	8	8
Public Speaking in the Workplace	Frank Ortiz	Monday	June 27	8am-5pm	8	8
Managing Different Personalities in the Workplace	Glenn Hunter	Tuesday	June 28	8am-5pm	8	8
Developing the Ideal Employee	Charles Radney	Wednesday	June 29	8am-5pm	8	8
Leadership Essentials	Modern Clerisy	Thursday	June 30	8am-5pm	8	8
<b>July 2022</b>						
Building Organization Trust	Modern Clerisy	Wednesday	July 6	8am-5pm	8	8
Using MS PowerPoint for Business	Bill Napoli	Thursday	July 7	8am-5pm	8	8
Time Management	Charles Radney	Mondays	July 11, 18	8am-12pm	4	8
Frontline Leadership	Frank Ortiz	Tuesday	July 12	8am-5pm	8	8
Advanced Presentation Skills	Glenn Hunter	Wednesday	July 13	8am-5pm	8	8
Your Role in Workplace Diversity	Modern Clerisy	Thursdays	July 14, 21	8am-12pm	4	8
Attitudes in the Workplace	Charles Radney	Thursday	July 14	8am-5pm	8	8
Problem Solving	Frank Ortiz	Monday	July 18	8am-5pm	8	8
Supervisor Communication Skills	Modern Clerisy	Tuesdays	July 19, 26	8am-12pm	4	8
Supply Chain Management	Mike Rounds	Tuesday	July 19	8am-5pm	8	8



# KVCR Talking Points

JULY 2022

## Around SBCCD

**In Partnership with SBCCD's Chancellor, KVCR hosts national and state leaders in the station,** including Congressman Pete Aguilar on May 27<sup>th</sup>, California Attorney General Rob Bonta on May 31<sup>st</sup>, and Lieutenant Governor Eleni Kounalakis on June 17<sup>th</sup>.

**KVCR Inland Edition talks with Congressman Aguilar.** After the May 27<sup>th</sup> check presentation event, Inland Edition host Lillian Vasquez spoke with Congressman Pete Aguilar to discuss the \$7 million being allocated to support Inland Empire organizations, including KVCR. [Click on this link to listen to the episode.](#)

### **KVCR supports SBCCD with the delivery of Public Service Announcements (PSA).**

Supporting SBCCD marketing efforts, KVCR distributed 268 PSA TV spots during April, May and June for Books+. Starting June 8<sup>th</sup> through September 7<sup>th</sup>, KVCR will also include in its TV rotation a video message from SBCCD Chancellor Rodriguez, *Thanks to State for KVCR*, which will air twice daily.

**KVCR Internships for Fall 2022 have begun.** The job has been posted on the SBVC Institute of Media Arts resume portal, [Jobspeaker](#), and announced in Film Television & Media classes. Students are encouraged to apply also by sending their resumes directly to KVCR staff. Other sources of student workers will come from the Federal Work Study program and volunteers.

## Around the Community

**The California Arts Council, A State Agency, awards KVCR a \$19,000 Impact Project Grant.** As part of the program to advance culture, creativity, and the arts in San Bernardino and Riverside counties, KVCR will produce season two of the Television show, *Expressions of Art - Multicultural*. On June 17<sup>th</sup> and 18<sup>th</sup>, KVCR shot episode one of the program at The Cheech Center for Chicano Art. Examples of future episodes to be filmed include Julie Loffer, a Native American Artist; Robert and Frances Fullerton Museum of Art at Cal State San Bernardino; and the Temecula Art Gallery.

## Latest Announcements

**KVCR is awarded \$400,102 dollars from the FCC Reimbursement Fund.** For stations building a new broadcast television tower as part of the FCC Reverse Incentive Auction, the FCC proposed to reimburse tower construction expenses related to FM stations displaced during the construction process. Starting in late 2019, the KVCR Director, along with SBCCD Facilities and Fiscal Services team members, worked to file forms certifying that KVCR met the requisite eligibility criteria and provided documentation and other evidence to support the certification process.

## 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

## JULY 2022

### Balance Sheet As of 5/31/22

	KVCR	FNX
<b>Assets</b>		
Cash in County Treasury	3,256,170	228,656
Estimated Revenues Receivable*	-	-
Interfund Receivables	-	-
Prepaid Expenses	153,517	186,853
Other Assets	33,534	-
<b>Total Assets</b>	<b>3,442,21</b>	<b>415,509</b>
<b>Liabilities</b>		
Accounts Payable	(6,228)	(20)
Temporary Loans * / **	-	1,157,014
Deferred Income	387,7869	-
Health and Welfare	26,956	5,616
Other Miscellaneous Liabilities	5,677	1,008
<b>Total Liabilities</b>	<b>414,191</b>	<b>1,163,618</b>
<b>Fund Balance (February 28)</b>	<b>3,029,029</b>	<b>(748,108)</b>

\* KVCR temporary loan for NPR and PBS invoices March 2020 paid back in May 2022.

\*\* FNX temporary loans from FY20 and FY21 due to end of San Manuel grant.

### Estimated Revenues & Expenditures For 11 Months Ended 5/31/2022

	KVCR	FNX
<b>Revenues</b>		
Contributions and Grants	1,346,892	1,960
AB 132 Funding	4,015,000	-
Underwriting	123,444	191,100
Rentals and Leases	491,759	-
Estimated Revenues	-	-
Interest Revenue	8,559	649
Transfers In--PARS Endowment	980,000	450,000
<b>Total Revenues</b>	<b>6,965,654</b>	<b>643,709</b>
<b>Expenditures</b>		
Classified Salaries	1,073,930	182,073
Employee Benefits	490,476	90,101
Books and Supplies	3,037	577
Services and Operating Expenditures	1,918,952	407,678
Capital Outlay	600	(343)
<b>Total Expenditures</b>	<b>3,486,995</b>	<b>680,086</b>
<b>Revenues Less Expenditures</b>	<b>3,478,659</b>	<b>(36,378)</b>



# PRESIDENT'S BOARD OF TRUSTEES REPORT

The President's Monthly Report to the  
Board of Trustees, Campus & Community



San Bernardino  
**Valley College**

**July 2022**





## SBVC MUSICIANS HIT THE RIGHT NOTES DURING END-OF-YEAR PERFORMANCES

Once again, the sweet sound of music filled the air at San Bernardino Valley College: for the first time since the start of the COVID-19 pandemic, the Music Department was able to hold several in-person performances to celebrate the end of the academic year. "These concerts featured Voci Soli, SBVC's elite choral ensemble; a soiree of solo performances from our Applied Music students; and a few performances of the Concert Band," Prof. Margaret Worsley, of the Music Department, said. "Repertoire performed was derived from traditional composers such as J.S. Bach and John Philip Sousa, as well as formerly under-represented composers including women and people of color. Themes this year revolved around rejuvenation and triumph." The SBVC Concert Band also performed at Commencement for the first time in more than 25 years, with approximately 30

students, alumni, and community members joining the ensemble.

While the spring semester ended on a high note, "we had a bit of a rocky start" with the initial remote restrictions, Worsley said. "But, through the support of our Dean, Leticia Hector, and Vice President of Instruction Dina Humble, the band was able to come back to in-person rehearsals safely." The musicians wore performance masks and socially distanced, and Worsley said being able to rehearse together again was "incredible. Students were finally able to listen across an ensemble in the same room and adjust their pitch and rhythm, and match articulation and phrasing. Every rehearsal was almost a spiritual experience, and we all took our time together seriously."

## SBVC PARTICIPATES IN COLLEGE SIGNING DAY AT SAN MANUEL STADIUM



San Bernardino Valley College made its presence known at the College Signing Day event on May 3 at San Manuel Stadium. Organized by Cal State San Bernardino's California Student Opportunity & Access Program (Cal-SOAP), College Signing Day was attended by several thousand K-12 students, their families, and teachers. SBVC set up a booth to distribute baseball pennants, T-shirts, coloring books, and pamphlets, and Interim President Dr. Scott Thayer addressed the crowd inside the stadium.

"I think it is important for Valley to be at these types of events in the community, to engage and connect in that way," Amanda Moody, administrative secretary with Student Equity and Success, said. "We're able to attend events where we are seeing elementary and junior high kids who are not exactly college ready, but it's an early intervention to get them thinking about college and community college. Four-year institutions are not always an option, and we really want to make sure that local kids know Valley College is here to support them."

# HIGHLIGHTS



## DISABLED STUDENTS PROGRAMS AND SERVICES CHANGES ITS NAME TO **STUDENT ACCESSIBILITY SERVICES**

San Bernardino Valley College's Disabled Student Programs and Services (DSP&S) has a new name to better reflect its purpose and ensure everyone feels included: **Student Accessibility Services (SAS)**. "In keeping up with our district's mission, vision, and goals specifically around diversity, equity, inclusion, and anti-racism, we really believed that the DSP&S name was outdated and was not a representation of our current students and their unique needs," SAS Director Larry Brunson said. The program graduates at least 70 students every year and the new name "breaks down the stigma" of using the word "disabled" and "has a more welcoming and inclusive feel for our students," Brunson added.

When it came time to select a new name, students were part of the decision-making process. Last fall, a focus group was put together, made up of SAS students from SBVC and Crafton Hills

College, and 15 alternative names were discussed. Before their final meeting in April, a survey was sent to current SAS students at SBVC and Crafton, and "we received over 300 responses where the students overwhelmingly chose the name Student Accessibility Services," Brunson said. "The focus group agreed with the student voice and Student Accessibility Services was born."

The name may be new, but the SAS office will still provide the same "top notch" services for SBVC students, including educational planning, securing appropriate accommodations, and providing audiobooks and assistive technology support through the Hi Tech Center. There will also be events this fall to celebrate the SAS rebranding, including an open house. "Here at Student Accessibility Services, we are very proud of our past and very excited for our future," Brunson said.



# SAN BERNARDINO VALLEY COLLEGE CELEBRATES THREE GRADUATING CLASSES AT COMMENCEMENT 2022

On May 25, 2022, San Bernardino Valley College held a graduation celebration like none other in its 95-year history.

Over 4,500 students from the Classes of 2020, 2021, and 2022 were honored during SBVC's first in-person graduation ceremony in three years. The event was held on Henley Field in the SBVC Stadium, with thousands of proud relatives, friends, and faculty and staff members in attendance. The event's live stream drew over 5,000 viewers and was the college's first in-person Commencement ceremony since 2019.

Speaking to the graduates, SBVC's Interim President Dr. Scott W. Thayer said, "Many of you are ready to enter the most competitive career fields in the nation, where you will directly impact the quality of your life and for your family. Your knowledge comes with power, your education gives you power, and each of you has the power to impact your community and the world beyond."

Thayer also recognized 22 veteran students, thanking them for their service, and 16 high school seniors who graduated from Middle College High School with their associate's degrees from SBVC.

In addition to Thayer, SBCCD Chancellor Diana Z. Rodriguez, SBVC Foundation President Dr. Dennis Byas, SBCCD Board Chair Gloria Macias Harrison and other dignitaries addressed the crowd.

"Our community and our world will be a better place because of people like you," Macias Harrison told the graduates. "You are smart, hard working, and you're driven to make tomorrow a better place than today."

The Class of 2020 was comprised of 1,515 students who received 2,045 degrees and certificates; the Class of 2021 had 1,396 students who received 2,566 degrees and certificates and the Class of 2022 had 1,626 students who received 2,875 degrees and certificates. These graduates — some of them the first in their families to go to college — will join the ranks of over 800,000 estimated SBVC alumni over the college's 95-year history.



# SNAPSHOTS



## SBVC EMPLOYEE DONORS ENSURE VALLEY 360 RESOURCE CENTER STAYS STOCKED

Whether it's a can of soup purchased at the grocery store or tomatoes grown in a home garden, San Bernardino Valley College employees are always stopping by the Valley 360 Resource Center with items to fill the shelves and refrigerators. "The Valley 360 Resource Center has been supported by the SBVC community since its inception," Dr. Ray Carlos, Director of Student Life, said. "In July of 2020, the Valley 360 Resource Center, affectionately known as the Pantry, transitioned under the operations of the Office of Student Life. Since then, we have been able to provide students with frozen foods, fresh produce, dried foods, and essential items. Many of the items have been generously donated by colleagues across campus." Those products include food from their own pantries and fresh fruit picked from their trees. "Sometimes it's a few items, sometimes a full trunk load — both are received with a heavy hand of gratitude by our students," Carlos said. Since July 2020, there have been more than 5,500 visits to the Pantry.



## CHC & SBVC PROFESSORS BUILD COMMUNITY AT GREAT TEACHERS SEMINAR

A first of its kind effort, the Great Teachers Seminar was a collaboration between Crafton Hills College and San Bernardino Valley College's Professional Development teams. The seminar created a space for full time and part time faculty across different disciplines to share their successes and challenges, especially given all the changes that have come with moving to remote instruction and transitioning back to campus. The seminar allowed faculty the opportunity to meet (many for the first time) and build community. The event opened with activities led by SBVC professor Melinda Moneymaker, which focused on faculty sharing personal experiences of who we are and where we come from, prior to moving into topics such as alternative ways of grading and concerns regarding returning to campus. Crafton Hills faculty Tina Gimple, Breanna Andrews, and Chris Oliver served as group facilitators. The success of this year's event has encouraged organizers to offer it again during the 2022-23 academic year.



## CLASS 226 GRADUATES ARE READY TO ENTER THE WORKFORCE

On June 16, 2022, the San Bernardino County Sheriff's Frank Bland Regional Training Center and San Bernardino Valley College hosted the 226th Police Academy Graduation Ceremony in the Abundant Living Family Church in Rancho Cucamonga. Eighty-nine trainees completed an intensive twenty-four-week program. Over 1,000 family members and friends watched the ceremony, including on a livestream via YouTube. Graduates have been hired by several law enforcement agencies; including San Bernardino County Sheriff's Department, Azusa Police Department, Barstow Police Department, Chino Police Department, Claremont Police Department, Corona Police Department, Fontana Police Department, La Verne Police Department, Montclair Police Department, Pomona Police Department, Rialto Police Department, Riverside Police Department, among others. San Bernardino Valley College is extremely proud of the pre-service cadets who have all been hired by law enforcement agencies.



## MESA STUDENTS ARE ACCEPTED TO COMPETITIVE PROJECT

Two SBVC MESA students, Eva Santoyo and Bradley Burson, were accepted to the competitive 2022 Idea Accelerator project. Santoyo and Burson will have eight weeks to work on developing a solution to a societal problem using a human centered design process. California MESA is a college and career prep engine that propels student diversity and achievements in science, engineering and math.

The program's goal is to develop and inspire MESA students to be visionary entrepreneurs through the coursework they take. Industry members judge a pitch presentation and the winning team earns a scholarship. Scholarships are also awarded to team leads and teams who finish the project.

Santoyo and Brunson will learn and compete with students from CC, CSU, and UC campuses.



# SAN BERNARDINO VALLEY COLLEGE HOSTS ITS FIRST-EVER JUNETEENTH CELEBRATION



Hundreds of people attended Juneteenth: A Celebration of Freedom, an event hosted by San Bernardino Valley College (SBVC) and the Southern California Black Chamber, on Saturday, June 18.

Keynote speaker Dr. Daniel Walker, an internationally-recognized author, scholar, filmmaker, and public speaker, was featured during the family-friendly event.

San Bernardino Juneteenth Committee Chair Edwin Johnson said the committee's goal was an event for all that teaches about the history of the event, but all brings people together.

"The event had a lot of diversity, and everyone who attended understood the true meaning of Juneteenth; many people joined in celebrating it," Johnson said. "Several nonprofits and businesses on our committee wanted to see collaboration at its best in San Bernardino; through our efforts, we created a positive impact on thousands of people."

The celebration included live performances, educational workshops, a pie-eating contest, dominoes, and card tournaments for grown-ups. It also featured a kids' zone and a free skate clinic for kids sponsored by the American skateboard company Dirty Ghetto Kids (DGK).

Though celebrated by many Black communities throughout the United States for over a century, Juneteenth only became a federal holiday in 2021.

The holiday, held every June 19 (Juneteenth), commemorates the day in 1865 that the last enslaved people in the United States received news of their freedom, two and a half years after the signing of the Emancipation Proclamation.





# EVENTS

For more campus events, visit [calendar.valleycollege.edu](https://calendar.valleycollege.edu)

**First Day of Fall Classes**

*August 15*



# ALUMNI SPOTLIGHT

**Jaime Oropeza** has found his place in the world. After high school, the Bloomington native says he didn't know what he wanted to do for a living, and "wandered aimlessly" working "dead end jobs." In 2013, his life completely changed when his mother was in a serious accident. A family friend who works as a paralegal took on her legal case, and Oropeza, wanting to help his mom, started an internship with him so he could "learn the ropes."

The paralegal covered everything from probate to divorce, and the more Oropeza learned about the different areas of law, the more it made sense to him to enroll in a paralegal program. Although he didn't find the classes he was looking for at San Bernardino Valley College, Oropeza decided to take general education courses and see where that would take him. "I was a new person," Oropeza said. "I was actually doing my work, applying myself for the first time ever in my academic career, getting good grades, and meeting the right professors."

Oropeza was accepted to UCLA, and in June, earned his bachelor's degree in philosophy. This fall, he will return to the Inland Empire to receive his teaching credential at UC Riverside, with the goal of becoming a high school teacher. "I want to be the teacher I wish was there for me at that age," Oropeza said. "I have to pay it back, because I honestly wouldn't be where I am without the mentors and professors I had at Valley. This was where I evolved academically."



## FOLLOW US ON SOCIAL MEDIA!

