



San Bernardino Community College District
Board Meeting
October 13, 2022
4:00 pm Pacific Time

AGENDA

**Meeting of the Board of Trustees
October 13, 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. 2022-08-26
- B. 2022-09-08

IV. PRESENTATIONS/CELEBRATIONS

- A. Applause Cards
- B. Employee Anniversary Recognition

V. ACTION AGENDA

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. SBCCD 2023-24 and 2024-25 Academic Calendars
2. CHC - Curriculum
3. SBVC REVISED Mission, Vision, and Values (MVV)

B. Human Resources

1. Adjunct and Substitute Academic Employees
2. Adjunct Non-Instructional Pay
3. Temporary Academic Employees
4. Confidential Job Description and Salary Schedule Update
5. Employee Promotions
6. Employee New Hires
7. Employee Job Description
8. Interim Manager Appointments
9. Management Employee Doctorate Stipend
10. Professional Expert Employees - Revised Titles and Rates of Pay
11. Payment of Stipends

C. Business & Fiscal Services

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

D. Facilities

1. Amendment 08 to the Professional Service Agreement with HMC Architects of Ontario, CA
2. Master Services Agreements and Task Orders for Bond Construction

VII. REPORTS

- A. Board Committee Reports
- B. Chancellor's Report
- C. Strategic Plan Goal 1 and 2 Status Updates
- D. San Bernardino Valley College Academic Senate

- E. San Bernardino Valley College Classified Senate
- F. San Bernardino Valley College Associated Students
- G. Crafton Hills College Academic Senate
- H. Crafton Hills College Classified Senate
 - I. Crafton Hills College Associated Students
- J. CSEA
- K. CTA
- L. Police Officers Association
- M. San Bernardino Valley College President
- N. Crafton Hills College President
- O. Executive Vice Chancellor
- P. Vice Chancellor of Human Resources & Police Services
- Q. Vice Chancellor of Educational and Student Support Services

VIII. INFORMATION ITEMS

- A. 2022 Annual Safety Report
- B. 2022-2023 Policies & Procedures Review List
- C. Board Master Action Planning Calendar
- D. Budget Revenue & Expenditure Summary
- E. CCFS-320 Apportionment Attendance Report for FY 2022 Period 3
- F. Contracts Below \$99,100
- G. Nursing Program DEIA Statement SBVC - Revised
- H. General Fund Cash Flow Analysis
 - I. MOUs between SBCCD and the CSEA
- J. Non-Bond Construction Change Orders
- K. Policies and Procedures 1st Reading
- L. Professional Expert Short-Term and Substitute Employees
- M. Purchase Orders
- N. Resignations
- O. Retirements
- P. 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, Mgmt/Superv, and Confidential Employees

B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957
(2 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)
(2 cases)

- Liability Claim #534834

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;
0140-281-35-0000, 0140-281-07-0000

Negotiating Parties:

- SBCCD (Proposed Buyer)

Real Property Negotiators:

- Jose Torres, EVC and Diana 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
November 10, 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 Report to the Board
SBVC Report to the Board

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

San Bernardino Community College District

Board Meeting Minutes

August 26, 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 (arrived at 4:14pm)
 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. Kevin Horan, CHC President
 Dr. Scott Thayer, SBVC President

MEMBERS ABSENT

None

ADMINISTRATORS ABSENT

None

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Harrison called the meeting to order at 4:02pm. Student Trustee Alexander led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

There were no public comments.

III. BUDGET PRESENTATION

Chancellor Rodriguez provided an overview of the Budget Presentation and its alignment with the SBCCD Strategic Plan. The presentation included the final 2022-2023 budget, five-year forecast, and a resolution on the emergency conditions recovery plan for the Board's consideration.

Executive Vice Chancellor Torres stated the data that was looked at for making decisions included the three funding options for CCDs, state budget, and enrollment history. Moving forward, Executive Vice Chancellor Torres recommended option 2 of 3, Emergency Conditions Allowance (ECA). The emergency conditions allowance provides criteria for funding allowances due to emergency conditions, including the COVID-19 pandemic. The intent behind this regulation is that district should not lose FTES apportionment because of an emergency or extraordinary condition. It provides an additional \$5 million in comparison to the other options. There are six requirements. Conversations resulting from conversations at district budget committee was the time needed to have conversations with the academic senates. Larry strong was successful in having the State Chancellor's Office grant an extension to allow this conversation to take place, specifically at Crafton.

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

| | |
|---|--|
| 1. Prepare and present an Emergency Conditions Recovery Plan. | 4. Submit all data due to the Chancellor's Office Management Information Systems (MIS) |
| 2. Incentivize and prioritize participation in professional development to enhance quality online teaching and learning. | 5. Have no outstanding audit reports due to the CCCCCO |
| 3. Become a member of the California Virtual Campus Online Education Initiative (CVC-OEI) and have signed Master Consortium Agreement. Implement steps to become a Home College. | 6. Board to adopt a policy aiming to align reserve balances to recommendations included in the Government Finance Officers Association (GFOA) |

- In collaboration with the campuses, enrollment goals for 2022-23 is to increase enrollment 5.3%, 2023-24 4%, 2024-25 3% and an additional 1% thereafter through 2027.
- Dr. Nohemy Ornelas explained how the strategic plan aligns with the enrollment strategies.
- A balanced budget through 2026-27 was presented.
- Expenses for 2023-24 increased primarily due to salaries and reopening of campuses.

A. Resolution 2022-08-26-FS01 22-23 COVID 1 Emergency Conditions Allowance

Trustee Williams moved to approve the resolution. Trustee Viricel seconded the motion. Vote was taken by roll call.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

IV. ADJOURN

The meeting was adjourned at 4:52pm.

The next meeting of the Board: Business Meeting

September 8, 2022 at 4pm

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

**San Bernardino Community College District
Board Meeting Minutes
September 8, 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. Anne L. Viricel, Clerk
John Longville, Trustee (arrived at 4:14pm)
Frank Reyes, Trustee
Paul Del Rosario, SBVC Student Trustee
Robert Alexander, CHC Student Trustee

ADMINISTRATORS PRESENT

Diana Z. Rodriguez, Chancellor
Jose F. Torres, Executive Vice Chancellor

MEMBERS ABSENT

Dr. Stephanie Houston, Vice Chair
Nathan Gonzales, Trustee
Joseph Williams, Trustee

ADMINISTRATORS ABSENT

Dr. Kevin Horan, CHC President
Dr. Scott Thayer, SBVC President

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Harrison called the meeting to order at 4:02pm. The Board Chair paused the meeting to reach quorum. Meeting resumed at 4:45pm. Executive Vice Chancellor Torres led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

- Shalita Tillman
- Wendy Narate
- Rocio Cortez
- Patricia Valenzuela
- Allison Molina
- Brandi Bailes

III. APPROVAL OF MINUTES

A. 2022-08-11

Trustee Viricel moved to approve the minutes of 8/11/22. Trustee Longville seconded the motion. Vote was taken by roll call.

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

NOES: None

ABSENT: None

ABSTENTIONS: None

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- IV. 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 | 31-40 Years Of Service |
|-------------------------|-------------------------------|------------------------|
| Torres, Frances | Child Development Teacher | 37 |
| Rabago, Ralph | Professor, Physical Education | 36 |
| Aguilar-Kitibutr, Ailsa | Counselor | 33 |
| Brink, Terry | Professor, Psychology | 33 |
| Mansourian, Farhad | Professor, Economics | 32 |
| Moore, Sandra | Professor, Psychology | 32 |
| Blecka, Lori | Professor, Mathematics | 31 |
| Gibbons, Ann | Professor, Mathematics | 31 |
| Greyraven, Cynthia | Professor, Biology | 31 |

| Employee Name | Assignment | 21-30 Years Of Service |
|-----------------------|--|------------------------|
| Camacho-Kelly, Martha | Purchasing Agent | 29 |
| Carrillo, Antonio | Grounds Caretaker | 23 |
| Garcia, Stacy | Manager, Workforce Development | 23 |
| Kafeia, Kathy | Coordinator, Transfer Center | 23 |
| Gullen, Ernest | Library Technical Assistant II | 22 |
| Cabrales, Jose | Dean, Student Services & Student Development | 20 |

- V. ACTION AGENDA
 - A. Conduct a Public Hearing on the Final Budget for Fiscal Year 2022-2023
 - B. 2022-23 Final Budget

Title 5, Section 58301 requires the Board of Trustees to hold a public hearing prior to adopting the final budget for the fiscal year. Chair Harrison opened a public hearing on the final budget. Having no comments the public hearing was closed.

Trustee Reyes moved to adopt the fiscal year 2022-23 final budget as presented. Trustee Viricel seconded the motion.

AYES: Alexander (advisory), Del Rosario (advisory)
 Harrison, Viricel, Longville, Reyes
 NOES: None
 ABSENT: Houston, Gonzales, Williams
 ABSTENTIONS: None

- VI. CONSENT AGENDA
 - A. Instruction/Student Services
 - 1. Curriculum - CHC
 - B. Human Resources
 - 1. Adjunct and Substitute Academic Employees
 - 2. Appointment of District Employees
 - 3. Classified Job Description Update
 - 4. Doctorate Stipend for Management Employee
 - 5. Grant Sabbatical Leaves for the 2023-2024 Academic Year
 - 6. Management and Executive Management Job Descriptions, Personnel Effects, and Salary Schedules
 - 7. Non-Instructional Pay
 - 8. Payment of Stipends

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

9. Temporary Academic Employees
- C. Business & Fiscal Services
 1. Conference Requests
 2. Contracts at or Above \$99,100
 3. District & College Expenses
 4. Individual Memberships
- D. Facilities
 1. Award Bid #MD-02-2122-10 and Contract to R&R Roofing & Waterproofing Inc., of Lake Elsinore CA
 2. Master Services Agreements and Task Orders for Bond Construction
 3. Measure CC Construction Change Orders With a Cost Greater than \$250,000

Trustee Longville moved to approve the Consent Agenda as presented. Trustee Viricel seconded the motion. Vote was taken by roll call.

AYES: Alexander (advisory), Del Rosario (advisory)

Harrison, Viricel, Longville, Reyes

NOES: None

ABSENT: Houston, Gonzales, Williams

ABSTENTIONS: None

VII. REPORTS

- A. Board Committee Reports
- B. Chancellor's Report
- C. San Bernardino Valley College Academic Senate
 - Davena Burns-Peters gave a brief report.
- D. San Bernardino Valley College Classified Senate
 - Cassandra Thomas gave a brief report.
- E. San Bernardino Valley College Associated Students
 - Nelva Ruiz Martinez gave a brief report.
- F. Crafton Hills College Academic Senate
 - Brandi Bailes gave a brief report.
- G. Crafton Hills College Classified Senate
 - Kevin Palkki gave a brief report.
- H. Crafton Hills College Associated Students
 - Dahlia Coleman Gerard Devilla gave a brief report.
- I. CSEA
 - Cassandra Thomas gave a brief report.
- J. CTA
 - No report.
- K. Police Officers Association
 - No report
- L. San Bernardino Valley College President
 - Dr. Dina Humble gave a brief report on behalf of President Thayer.
- M. Crafton Hills College President
 - Dr. Delmy Spencer gave a brief report on behalf of President Horan.
- N. Executive Vice Chancellor
 - No report.
- O. Vice Chancellor Human Resources & Police Services
 - .
- P. Vice Chancellor of Educational and Student Support Services

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

- No report.

VIII. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Budget Revenue & Expenditure Summary
- C. Construction Contracts at or Below \$60,000
- D. Contracts Below \$99,100
- E. General Fund Cash Flow Analysis
- F. MOUs between SBCCD and the CSEA
- G. Professional Expert Short-Term and Substitute Employees
- H. Purchase Orders
- I. Resignations
- J. Retirements
- K. Summary of Measure CC Construction Change Orders
- L. Volunteers

IX. ANNOUNCEMENT OF CLOSED SESSION ITEMS

- A. Conference with Labor Negotiators
Government Code 54957.6
Agency Representatives: Diana Z. Rodriguez and Kristina Hannon – CSEA, CTA, POA, Management/Supervisors, and Confidential Employees
- B. Public Employee Discipline/Dismissal/Release/Non Re-Employment
Government Code 54957 (1 case)
- C. Conference with Legal Counsel – Anticipated Litigation
Government Code 54956.9(d)(2) (1 case)
- D. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1) (4 cases)
 - Workers Comp Claim #584583
 - Workers Comp Claim #543496
 - Liability Claim #585732
- 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

There were no public comments.

XI. CONVENE CLOSED SESSION

Chair Harrison closed the public meeting and convened the board to closed session at 6:14pm.

XII. RECONVENE PUBLIC MEETING

Chair Harrison reconvened the public meeting at 6:58pm.

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

XIII. REPORT OF ACTION IN CLOSED SESSION

- On September 8, 2022, the Board by a vote of 4 members voting yes and 3 members absent (Houston, Williams, and Gonzales), took action to approve the settlement of Workers Comp Claim #584583 with employee #9140.
- On September 8, 2022, the Board by a vote of 4 members voting yes and 3 members absent (Houston, Williams, and Gonzales), took action to approve the settlement of Workers Comp Claim #543496 with employee #3435.
- On September 8, 2022, the Board by a vote of 4 members voting yes and 3 members absent (Houston, Williams, and Gonzales), took action to approve settlement for liability claim #585732 with employee #28489.

XIV. ADJOURN

The meeting was adjourned at 7:04pm in honor of Nickolas Zoumbos, Clyde Williams, Kevin Sutton, and Ed Zumski.

The next meeting of the Board: Strategy Session

September 22, 2022 at 4:00pm

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: October 13, 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 October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-----------------------|----------|---------|------------------------|--|------------------------|
| Crafton Hills College | Larry | Aycock | Admissions and Records | Larry, Thank you for your leadership! Our Team and Students appreciate you so much! | Brittany Sysawang Nair |
| Crafton Hills College | Brandi | Bailes | Math/AS | Brandi is unstoppable. She is consistently involved in many conversations across campus and the District, and the State to make students, faculty, classified, staff, and the community feel heard, recognized, and represented. | Anonymous |
| Crafton Hills College | Trinette | Barrie | Student Services | Thank you Trinette for helping make the University Transfer Fair. I appreciate your help. It made all the difference to a successful event. | Mariana Macamay |
| Crafton Hills College | Rejoice | Chavira | Student Services | Thank you for helping with the University Transfer Fair. Your help was essential and very much appreciated. | Mariana Macamay |
| Crafton Hills College | Michelle | Cole | Student Services | Thank you Michelle for taking action so fast to help me secure a vendor the University Transfer Fair. I appreciate your efforts. | Mariana Macamay |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-----------------------|--------|--------------|-------------------------|---|------------------------------|
| Crafton Hills College | Chloe | de los Reyes | English | Your leadership and dedication to all the work you do, especially with the SBCCD API Association. I am truly inspired by your commitment and support Chloe! | Marie Maghuyop |
| Crafton Hills College | Troy | Dial | Articulation/counseling | Troy has worked tirelessly to help launch our Ethnic Studies program. She has gone above and beyond her duties to assist faculty and staff in doing this important work. | Anonymous |
| Crafton Hills College | Josh | Estrada | Kinesiology and Health | Thank you so much for representing our department at the 50th Anniversary! You are always going above and beyond to help our dept and it is truly appreciated. | Colleen Hinds |
| Crafton Hills College | Tina | Gimple | Administrative Services | Thank you for stepping in and helping our entire division! Each day you go above and beyond but lately you have been going above-er and beyond-er! You are truly appreciated for all you do! Thank you! | Office of Instruction - CEHD |
| Crafton Hills College | Moises | Gonzalez | Custodian | Thank you for making sure the university transfer fair was set up correctly, for checking in, and for helping us clean up. You went above and beyond and I very much appreciate it. | Mariana Macamay |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-----------------------|-----------|-----------|---------------------|--|-----------------------------|
| Crafton Hills College | James | Grabow | Counseling | Your leadership and dedication to all the work you do, especially with the SBCCD API Association. I appreciate your commitment and positivity Jimmy! Grateful to work with you! | Marie Maghuyop |
| Crafton Hills College | Tracy | Gray | Tech support | Thank you for getting my computer connected and working! | Julie McKee |
| Crafton Hills College | Tracy | Gray | Technology Services | I wanted to take some time to acknowledge how awesome Tracy is in helping out department with everything tech! She is always willing to jump right in and help us at a moments notice. We appreciated you Tracy, keep up the great work! | Research and Planning Crew! |
| Crafton Hills College | Kristina | Heilgeist | Student Services | Thank you for your incredible program data. Your MIS assistance is invaluable! | Corrina Baber, TESS |
| Crafton Hills College | Kristina | Heilgiest | Student Services | As always, thank you for your assistance in MIS processing for Summer. You come through every time! | Corrina Baber |
| Crafton Hills College | Elizabeth | Lopez | Instruction | Your professionalism and assistance is always incredible. Thank you so much for your help with MIS this semester! | Corrina Baber, TESS |
| Crafton Hills College | Lilibeth | Medina | Student Services | Thank you for giving it your best to help me with district paperwork | Mariana Macamay |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-----------------------|-----------|---------|------------------------|--|------------------------|
| Crafton Hills College | Changwe | Musonda | Counseling | Thank you for being a great helper during the Fall 2022 Transfer Fair. The university representatives were very appreciative of your hospitality. | Mariana Macamay |
| Crafton Hills College | Ericka | Paddock | Student Services | Thank you for your collaboration and for coming through at the last minute to save our event. | Mariana Macamay |
| Crafton Hills College | Christian | Pantoja | Counseling | Thank you for volunteering for our various events. We appreciate your willingness and efforts. | Mariana Macamay |
| Crafton Hills College | Elizabeth | Polson | English | Went above and beyond to help her student succeed. | E. F. |
| Crafton Hills College | Rebecca | Pompa | Facilities | Thank you for helping me to secure room reservations! | Julie McKee |
| Crafton Hills College | Joshua | Robles | Math | Thank you for making me confident in mathematics. I have been demoralized in the subject since senior year of high school, but you were able to help contribute to making everything click. From here on, I look forward to the next math classes that my major requires | Jairo Nhel De Vera |
| Crafton Hills College | Floyd | Simpson | Admissions and Records | Floyd, Thank you for your kindness and hard work! Our Team and Students appreciate you so much! | Brittany Sysawang Nair |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-----------------------|---------|-----------|-----------------------|---|-----------------|
| Crafton Hills College | Sara | Sosa | Counseling | Thank you Sara for your help with the University Fair. It was successful thanks to your efforts. | Mariana Macamay |
| Crafton Hills College | Delmy | Spencer | Student Services | Thank you for your support with the University Transfer Fair. You were in the weeds with me. | Mariana Macamay |
| Crafton Hills College | Alyssa | Taylor | Office of Instruction | Just wanted to express our deep gratitude for the dedicated work you do each day. You provided us with an extra layer of assistance for issuing parking permits and we couldn't be more grateful! The work you do is important and appreciated! | CEHD |
| Crafton Hills College | Alyssa | Taylor | Office of Instruction | We appreciate Alyssa's willingness to jump in and help out with parking permits and solving problems. Thanks for your willingness to jump in and help. | Michael Strong |
| Crafton Hills College | Belinda | Unknown | Student Life | Tried very hard to get me timely access to even apply but was unsuccessful. | Lorain Yocky |
| Crafton Hills College | Jade | Williford | Student Services | I appreciate all your hard work and efforts in the Transfer Center. You are talented, smart and a hard worker. Thank you for your dedication. | Mariana Macamay |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-----------------------|-------------|---------------|------------------|--|-----------------|
| Crafton Hills College | Debbie | Wilson | Counseling | You are my secret weapon at the fairs. Thank you for always giving it your best and turning on that Woo! | Mariana Macamay |
| Crafton Hills College | Keith | Wurtz | Instruction | Thank you for all the teaching supplies in the CTB! | Julie McKee |
| Crafton Hills College | Soutskahone | Xayaphanthong | Counseling | Your leadership and dedication to all the work you do, especially with the SBCCD API Association. I appreciate your hard work and continued positivity Souts! I'm grateful to work with you. | Marie Maghuyop |
| DSO | Margarita | Aguirre | Accounts Payable | Thank you Margarita for your help and support. You are always very helpful and go the extra mile in processing our invoices. We appreciate all that you do. | Facilities Team |
| DSO | Roger | Robles | TESS | Thank you Roger for your help and support. You always make yourself available for our team and we are very thankful. | Facilities Team |
| DSO | Wanda | Walker | Accounting | Thank you for going over and beyond for our students! | Michelle Cole |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-------------------------------|-----------|----------|-----------------------|---|-----------------|
| San Bernardino Valley College | Lupita | Aguilar | Office of Instruction | Thank you for the Training Session IV, Board Agenda Item Submissions, submitted by Campus site at the SBVC Administrative Professional group zoom meeting on 9/16/22. It was very knowledgeable information, and our group appreciates all you do for our campus site. | Debby Gallagher |
| San Bernardino Valley College | Christina | Camerena | Custodial | I have known Ms. Camerena when she began working in the Sun Room. She has a good sense of humor and made me laugh. I was glad that she now works for the custodial department. No matter how hot or cold a day, Ms. Camerena is prompt and never complains. She is a great asset for the SBVC campus. | Vivian Marquez |
| San Bernardino Valley College | Shyla | Cobbett | RPIE&GD | Thank you for all you do and your dedication to our campus. You are appreciated! | Debby Gallagher |
| San Bernardino Valley College | Stephen | Cole | Planetarium | Thank you for all of your incredible Planetarium shows, Stephen! You brought wonder and excitement to our tours this past summer. Thank you for all that you do! | Kyle Stroud |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-------------------------------|----------|----------------|--------------------------------------|---|-----------------|
| San Bernardino Valley College | Michelle | Crofer | Student Accessibility Services (SAS) | Michelle keeps this office running smoothly, even over the bumps. She works so hard to get everything done and then does more. | Laurie Sullivan |
| San Bernardino Valley College | Lucas | Cuny | Film, Television, & Media | Thank you for all that you do, Lucas. Especially for your amazing tour of the FTVM and KVCR areas this summer. You went above and beyond to provide an awesome tour for our future students. Thank you! | Kyle Stroud |
| San Bernardino Valley College | CTS | Department | CTS | Thank you for your excellent service to our campus and your dedication to all of us in keeping all the technology equipment up & running, troubleshooting issues with computers & laptops, setting up equipment as needed, etc. Everyone is knowledgeable, friendly, helpful & very much appreciated! | Debby Gallagher |
| San Bernardino Valley College | SBVC | Executive Team | VPs Offices and President's Office | Thank you each for taking the time to provide the welcome for the four-part training sessions at each of the quarterly SBVC Administrative Professional group zoom meetings. We appreciated all each of you do and your dedication to our campus! | Debby Gallagher |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-------------------------------|-------|-----------|----------------------------|--|-----------------|
| San Bernardino Valley College | Kathy | Fonseca | Office of Student Services | Thank you for the Training Session IV, Board Agenda Item Submissions, submitted by Campus site at the SBVC Administrative Professional group zoom meeting on 9/16/22. It was very knowledgeable information, and our group appreciates all you do for our campus site. | Debby Gallagher |
| San Bernardino Valley College | Debby | Gallagher | President's Office | Thank you, Debby, for your work on the Administrative Professionals Quarterly Meeting and Training. What a wonderful opportunity to work with all of our administrative professionals at the college. Thank you, Debby, for your dedication and professionalism. | Dina Humble |
| San Bernardino Valley College | Laura | Gowen | Office of Instruction | A special acknowledgment to Laura Gowen for her work in the Office of Instruction. Laura is committed to her work with staff, faculty, and managers on budget items, evaluations, and more. Thank you, Laura! | Dina Humble |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-------------------------------|--------|--------|--------------------------|--|-----------------|
| San Bernardino Valley College | Laura | Gowen | Office of Instruction | Thank you for the Training Session IV, Board Agenda Item Submissions, submitted by Campus site at the SBVC Administrative Professional group zoom meeting on 9/16/22. It was very knowledgeable information, and our group appreciates all you do for our campus site. | Debby Gallagher |
| San Bernardino Valley College | Rania | Hamdy | Professional Development | Thank you for the Professional Development Talks at each of our quarterly SBVC Administrative Professional group zoom meetings. We appreciated all you do and your dedication to our campus! | Debby Gallagher |
| San Bernardino Valley College | Brandy | Heller | Huddle/Athletics | Thank-you for always being so helpful to me throughout the year and especially during August and September! I appreciate you. | Maureen Ryan |
| San Bernardino Valley College | Jeffry | Huynh | Tech Support | Jeffry very skillfully instructed me on how to best access my microphone and speakers on my laptop in my office. He was patient, explained everything thoroughly and made sure he addressed all questions I had. I appreciate his thoughtfulness and ability to teach. | Nori Sogomonian |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-------------------------------|-----------|---------|-------------------------|--|---------------------|
| San Bernardino Valley College | Gloria | Kracher | Custodial | Thank you for your excellent work, your dedication to our campus in keeping it cleaned and safe, and always being available to assist whenever called upon for varies last minute tasks like transporting items to location, changing of clocks when time changes, assisting others with their assigned task | Debby Gallagher |
| San Bernardino Valley College | Breanna | Lopez | Office of Instruction | Breanna Lopez is being recognized for her work in the Office of Instruction in the area of scheduling and room information. Breanna's work is very detailed and she does a great job of working with other staff, faculty, and managers in the creation of a student-centered schedule. Thank you! | Dina Humble |
| San Bernardino Valley College | Breanna | Lopez | Instruction | Thank you for assisting in the MIS process. Your help is always appreciated! | Corrina Baber, TESS |
| San Bernardino Valley College | Dr. Craig | Luke | Counseling/Valley Bound | Amazing counselor who actually truly cares for his students and gives the best advice and gives hope for better opportunities. | Jessica Singh |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-------------------------------|-------|-------------|---------------|--|---|
| San Bernardino Valley College | Kenny | Melancon | Diesel | Thank you for the awesome Diesel tour and demonstrations, Kenny! The elementary students absolutely loved seeing your department in action this past summer. Thank you for all that you do for our students, present and future. | Kyle Stroud |
| San Bernardino Valley College | Erik | Morden | Food Services | Amazing and quick responses for catering quotes! Your enthusiasm and dedication to providing delicious food for events is truly appreciated Erik! Thank you! | Marie Maghuyop, Student Activities Specialist |
| San Bernardino Valley College | Irene | Mulgado | Custodial | Ms. Mulgado is a most professional, keen worker and is always polite. She is detailed in any work assigned to her, always has a healthy disposition. I am truly glad we have her on board with the SBVC custodial department. | Vivian Marquez |
| San Bernardino Valley College | Maria | Notarangelo | Library | Your initiative, creativity, and being a STAR member of the Civic Engagement Committee! We truly appreciate your hard work and dedication Maria! Thank you! | Marie Maghuyop, Student Activities Specialist |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-------------------------------|---------|----------|---|--|---|
| San Bernardino Valley College | Karol | Pasillas | Office of the VP of Administrative Services | Thank you for the Development Budget Training and the Training Session IV, Board Agenda Item Submissions, submitted by Campus site at the SBVC Administrative Professional group zoom meeting on 9/16/22. It was very knowledgeable information, and our group appreciates all you do for our campus site. | Debby Gallagher |
| San Bernardino Valley College | Dena | Peters | Office of the President | Thank you for all your hard work in assisting the Marketing office and our office with the current and the pending tasks assignments left prior to staff going out on leave in our office. It is very much appreciated! | Debby Gallagher |
| San Bernardino Valley College | Maritza | Portillo | Office of Student Life | I could never show you enough appreciation and thanks for all you do in our office and how much you support our team! I'm truly grateful for your patience and guidance with processes and procedures. You're a wizard! | Marie Maghuyop, Student Activities Specialist |
| San Bernardino Valley College | Girija | Raghavan | RPIE&GD | Thank you for all you do and your dedication to our campus. You are appreciated! | Debby Gallagher |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-------------------------------|---------|-----------|-------------------------------------|---|---|
| San Bernardino Valley College | Phylcia | Sanchez | Development Office | Thank you for all you do and your dedication to our campus. You are appreciated! | Debby Gallagher |
| San Bernardino Valley College | Bethany | Tasaka | Math | Your leadership and dedication to all the work you do, especially with the SBCCD API Association. Your commitment to our students and community is truly appreciated Bethany. You inspire me! | Marie Maghuyop, Student Activities Specialist |
| San Bernardino Valley College | Andre' | Wooten | Huddle/Athletics | Thank-you for all of your assistance getting paperwork to me to get these student-athletes eligible. I appreciate you! | Maureen Ryan |
| San Bernardino Valley College | Kay Dee | Yarbrough | Office of Instruction | A special acknowledgement to Kay Dee Yarbrough for her work on curriculum and the implementation of CurriQunet Meta. She has been exceptional in her technical work and meeting with faculty and staff in various committees. She is always pleasant, positive, and helpful in all she does. Thank you! | Dina Humble |
| San Bernardino Valley College | Kay Dee | Yarbrough | Instruction, Curriculum Coordinator | Thank you always working to provide great data for MIS curriculum and programs. It is much appreciated! | Corrina Baber, TESS |



Applause Cards

Submitted for Information October 13, 2022

| SITE | NAME | | DEPARTMENT | RECOGNITION | RECOGNIZED BY |
|-------------------------------|---------|-----------|-----------------------|--|-----------------|
| San Bernardino Valley College | Kay Dee | Yarbrough | Office of Instruction | Thank you for the Training Session IV, Board Agenda Item Submissions, submitted by Campus site at the SBVC Administrative Professional group zoom meeting on 9/16/22. It was very knowledgeable information, and our group appreciates all you do for our campus site. | Debby Gallagher |

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: October 13, 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.

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

October 2022

| Name | Background Information |
|---|---|
| Trujillo, Maria (40 years) | <p>Maria began working at Crafton Hills College in October 1982. She worked in the Cooperative Education Department as a Clerk Typist until June 1983. In July 1983, Maria transferred to the SBVC Campus Business Office where worked as a Clerk Typist; she worked there until October 1984. At that time, Maria pursued a challenging career in the Financial Aid Office. She applied and was selected for a Financial Aid Specialist position in November 1984. Maria excelled in her position and knew she not only found a rewarding career she could grow with, but she also discovered her true passion, student success. Maria served as a Financial Aid Specialist until her next career growth, when she became a Financial Aid Coordinator in 2016. Maria has been an asset to the Financial Aid Office and to thousands of students. Thank you and congratulations on 40 years of service!</p> |
| Alcala, Armando (32 years) | <p>Armando has been a steady worker in the custodial department for many years. He comes in, does his job, doesn't get hurt, and goes home. His consistency has been a real plus in a department that has seen a significant turnover in the last few years. He has been assigned several different buildings, most recently the Health Life Science Building. Armando has seen all the changed-on campus with all the new buildings built throughout the years. Armando takes pride in his work and is an added asset to the custodial department. Thank you and congratulations on 32 years of service!</p> |
| Sousa, Juana (32 years) | <p>Juana "Juanita" started with the district in 1990 and came over to Crafton in 1995 as the Financial Aid Coordinator. She oversees the Cal Grant Program, Federal Work Study Program and disbursements along with many other areas within the Financial Aid Office. Due to her expertise and assistance, our audits have always come back flawless. Juanita also played a major roll, working along with the staff, to assist in moving the entire Financial Aid operations online within 3 weeks of the college shutting down, due to the pandemic. We had no interruptions with students receiving their disbursements. Juanita has been married for 29 years to her husband John Sousa. They are proud parents of Vanessa, Miranda, and John Anthony. She has been blessed with three beautiful grandchildren that light up her life. Thank you and congratulations on 32 years of service!</p> |
| Boatman, John (31 years) | <p>John is 58 years old and was originally from the Santa Maria area. He started working at CHC in October 1991 as a Grounds Caretaker. John has been the Lead Grounds Caretaker since 2020. He has been married to his beautiful wife, Rita, for 38 years. She is a schoolteacher at a local school district. They moved to Yucaipa in 1991 when John began his employment at CHC. They have 4 daughters and 9 grandchildren. John enjoys the outdoors and spends his off- time fishing, mountain biking, and camping in his RV. Some of his favorite places to camp are along the Central California coast with his family. Thank you and congratulations on 31 years of service!</p> |

| Name | Background Information |
|---|---|
| Adkins, Maria Elena (28 years) | <p>Maria (Marie) began working in the Financial Aid Office as a student worker in the Spring of 1991. She continued working in the office and became a short-term employee in 1993. Marie thoroughly enjoyed the challenges involved in the Financial Aid office, so she pursued a permanent position as soon as one was available. Marie joined the financial aid team as a full-time Financial Aid Specialist I in 1994. Marie is passionate about her role in the Financial Aid Office, is dedicated to SBVC's mission and vision. She enjoys the pursuit of bridging students with financial resources, maximizing their opportunity to achieve their educational goals. Marie is poised to continue serving our community and students, individually and uniquely as she has done for the thousands of students before. We recognize and appreciate Marie's dedication to the last 28 years. Thank you and congratulations on 28 years of service!</p> |
| Southerland, Frances (28) | <p>Frances Southerland began working at Crafton Hills College as a student worker in 1988. She began working in the Admissions & Records department later that year through 1994. Frances went on to become a full-time Clerk 1 for Admissions & Records for a year before moving to the Counseling department. In this role she helped support our Assessment Center and did this through work through 2015. Frances 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. Frances is a great team player and student advocate. Our Counseling department is grateful to have her as part of our team. Thank you and congratulations on 28 years of service!</p> |



Years of Service Recognition

Presented for Information October 13, 2022

[v.9.26.2022.p.1|2]

| Employee Name | Assignment | 31-40 Years Of Service |
|------------------------|---------------------------|------------------------|
| Trujillo, Maria | Financial Aid Coordinator | 40 |
| Alcala, Armando | Custodian | 32 |
| Sousa, Juana | Financial Aid Coordinator | 32 |
| Boatman, John | Lead Grounds Caretaker | 31 |

| Employee Name | Assignment | 21-30 Years Of Service |
|-----------------------------|------------------------------------|------------------------|
| Adkins, Maria Elena | Financial Aid Specialist | 28 |
| Southerland, Frances | Senior Student Services Technician | 28 |

| Employee Name | Assignment | 16-20 Years Of Service |
|--------------------------|--|------------------------|
| Hansen, Rosemarie | Lab Technician II, Anatomy & Physisology | 17 |
| Kelly, Dan | Custodian | 16 |

| Employee Name | Assignment | 11-15 Years Of Service |
|--------------------------|---------------------------------------|------------------------|
| Carrillo, Minerva | Custodian | 15 |
| Riggs, Michelle | Director of Institutional Advancement | 14 |
| Sanford, Renee | Lab Technician, Microbiology | 13 |
| Fellenz, Kathryn | Aquatic Center Pool Attendant | 12 |



Years of Service Recognition

Presented for Information October 13, 2022

[v.9.26.2022.p.2|2]

| Employee Name | Assignment | 11-15 Years Of Service |
|-------------------------|--|------------------------|
| Garcia, Richard | CDC Food Service Specialist | 12 |
| Plemons, Justine | Coordinator of Outreach & Relations with Schools | 11 |
| Yarbrough, Kay | Curriculum Coordinator | 11 |

| Employee Name | Assignment | 6-10 Years Of Service |
|----------------------------|----------------------------------|-----------------------|
| Alexander, Cheryl | Program Manager, KVCR | 8 |
| Heilgeist, Kristina | Schedule/Catalog Data Specialist | 8 |
| Louder, Zayne | Library Technical Assistant II | 8 |
| Moody, Amanda | Administrative Assistant III | 8 |
| Campos, Norma | Administrative Clerk | 7 |
| Herrera, Claudia | Library Media Clerk | 7 |
| Molina, Liliana | Account Technician | 7 |

| Employee Name | Assignment | 1-5 Years Of Service |
|--------------------------|--|----------------------|
| Carrillo, Devyree | College Security Officer | 5 |
| Crew, Christopher | Senior Research & Planning Analyst (Interim Director, Research, Planning & Institutional Effectiveness) | 5 |
| De Leon, Gerard | Technology Support Technician | 5 |



Years of Service Recognition

Presented for Information October 13, 2022

[v.9.26.2022.p.3|2]

| Employee Name | Assignment | 1-5 Years Of Service |
|----------------------------------|------------------------------------|----------------------|
| Gonzales, Melanie | Human Resources Analyst | 5 |
| Malone, Arliss | Payroll Technician | 5 |
| Smith, Wyvon | Account Technician | 5 |
| Walker, Paul | Emergency Manager | 5 |
| Harris, Brittney | Clerical Assistant I | 4 |
| Hinojosa, Joanne | Director, EOPS/Care | 4 |
| Andrade Cortes, Jorge | Accounting Service Manager | 3 |
| Huerta, Maria | Custodian | 3 |
| Maghuyop, Marie Christina | Student Activities & Campus Center | 3 |
| Mills, Lisa | Counselor | 3 |
| Mirza, Hassan | Facilities Project Manager | 3 |
| Rocha Garcia, Cindi Paola | Custodian | 3 |
| Williams-Hoffman, Dana | Administrative Assistant II | 3 |
| Gomez, Jorge | Custodian | 1 |
| Hernandez, Garrett | Custodian | 1 |
| Phares, Kyle | Custodian | 1 |
| Robinson, Trayvion | Custodian | 1 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

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

DATE: October 13, 2022

SUBJECT: Consideration of Approval of the 2023-2024 and 2024-2025 Academic Calendar

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2023-2024 and the 2024-25 academic calendar.

OVERVIEW

It is a requirement that the Board adopt the attached academic calendars subject to the guidelines established by the State Chancellor's Office.

ANALYSIS

The Academic Calendar Committee, consisting of persons who hold various positions located throughout the District, and using the guidelines established by the State Chancellor's Office, has completed the proposed academic calendar for the 2023-2024 and the 2024-2025 fiscal years. This calendar was presented to and approved by Chancellors Council at its October meeting.

SBCCD GOALS

1. Eliminate Barriers to Students Access and Success
2. Be A Diverse, Equitable, Inclusive and Antiracist Institution

FINANCIAL IMPLICATIONS

There are no financial implications.



San Bernardino Community College District

2023 – 2024

| Jul 2023 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
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| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| Aug 2023 | | | | | | |
|----------|----|----|----|----|----|----|
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| Sep 2023 | | | | | | |
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| Oct 2023 | | | | | | |
|----------|----|----|----|----|----|----|
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| Nov 2023 | | | | | | |
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| Dec 2023 | | | | | | |
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*FBK = Fall Break

| Jan 2024 | | | | | | |
|----------|----|----|----|----|----|----|
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| Feb 2024 | | | | | | |
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| Mar 2024 | | | | | | |
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| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

*SBK = Spring Break

| Apr 2024 | | | | | | |
|----------|----|----|----|----|----|----|
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| May 2024 | | | | | | |
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| Jun 2024 | | | | | | |
|----------|----|----|----|----|----|----|
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| 30 | | | | | | |

LEGEND

| | | | |
|------------------|---|-------------------------------|-----------------------|
| Flex Days | Aug 8, Jan 9 | | |
| In-Service Days | Aug 9 – 11, Jan 10 – 12, May 22 (Commencement) | | |
| Term Start Days | Aug 14 (Fall) and Jan 16 (Spring) | | |
| Final Exam Weeks | Dec 9 – 15 (Fall) and May 15 – 21 (Spring) | | |
| Recesses | Nov 20 – 22 (Fall Break) and March 18 – 23 (Spring Break) | | |
| Holidays | Jul 4 (Ind. Day Observed) | Sep 4 (Labor Day) | Nov 10 (Veterans Day) |
| | Nov 23 – 25 (Thanksgiving) | Dec 23 – Jan 2 (Winter Break) | Jan 15 (MLK Day) |
| | Feb 12 (Lincoln's Bday) | Feb 19 (Washington's Bday) | May 27 (Memorial Day) |

This side is for quick reference only (see reverse for the Official SBCCD Academic Calendar)

San Bernardino Community College District

2023-2024 Academic Year

Fall Semester 2023:

| | |
|---|-------------------------|
| Flex Day | August 8 |
| Faculty In-Service Days..... | August 9-11 |
| Instruction Begins | August 14 |
| Labor Day | September 4 |
| Fall Census Day | September 5 |
| Veterans Day | November 10 |
| Fall Break (classes not in session) | November 20 – 22 |
| Thanksgiving (campus closed) | November 23 – 25 |
| Final Exams/Saturday Classes | December 9 |
| Final Exams | December 9-15 |
| Fall Semester Ends | December 15 |
| Fall Semester Grades Due | December 22 |
| Campus Closed | December 23 – January 2 |

Spring Semester 2024:

| | |
|------------------------------------|-------------------|
| Flex Day | January 9 |
| Faculty In-Service Days | January 10-12 |
| Martin Luther King Day | January 15 |
| Instruction Begins | January 16 |
| Spring Census Day | February 5 |
| Lincoln's Birthday | February 12 |
| Washington's Birthday..... | February 19 |
| Spring Break | March 11-15 |
| Final Exams | May 15 – 21 |
| Final Exams/Saturday Classes | May 18 |
| Spring Semester Ends | May 21 |
| CHC & SBVC Campus Graduation | May 22 |
| Faculty In-Service Day | May 22 |
| Memorial Day | May 27 |
| Spring Grades Due | May 29 |

Short Term Courses Grades due 5 calendar days after last day of class
Flex Days 2 days of Required Flex to be completed by contract faculty

San Bernardino Community College District

2024 – 2025

| Jul 2024 | | | | | | |
|----------|----|----|----|----|----|----|
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| 28 | 29 | 30 | 31 | | | |

| Aug 2024 | | | | | | |
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| Sep 2024 | | | | | | |
|----------|----|----|----|----|----|----|
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| 29 | 30 | | | | | |

- W3**
- W4**
- W5**
- W6**
- W7**

| Oct 2024 | | | | | | |
|----------|----|----|----|----|----|----|
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| Nov 2024 | | | | | | |
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| Dec 2024 | | | | | | |
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| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

- W15**
- W16**
- W17**

- W8**
- W9**
- W10**
- W11**

*FBK = Fall Break

| Jan 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| Feb 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | |

| Mar 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | | | 1 |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

- W7**
- W8**
- SBK**
- W9**
- W10**

*SBK = Spring Break

| Apr 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| May 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| Jun 2025 | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | T | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | | | | | |

- W15**
- W16**
- W17**

- W11**
- W12**
- W13**
- W14**

LEGEND

| | | | |
|------------------|---|-------------------------------|-----------------------|
| Flex Days | Aug 13, Jan 14 | | |
| In-Service Days | Aug 14 – 16, Jan 15 – 17, May 23 (Commencement) | | |
| Term Start Days | Aug 19 (Fall) and Jan 21 (Spring) | | |
| Final Exam Weeks | Dec 14 – 20 (Fall) and May 16 – 22 (Spring) | | |
| Recesses | Nov 25 – 27 (Fall Break) and March 17 – 22 (Spring Break) | | |
| Holidays | Jul 4 (Ind. Day Observed) | Sep 2 (Labor Day) | Nov 11 (Veterans Day) |
| | Nov 28 – 30 (Thanksgiving) | Dec 24 – Jan 3 (Winter Break) | Jan 20 (MLK Day) |
| | Feb 14 (Lincoln's Bday) | Feb 17 (Washington's Bday) | May 26 (Memorial Day) |

This side is for quick reference only (see reverse for the Official SBCCD Academic Calendar)

San Bernardino Community College District 2024-2025 Academic Year

Fall Semester 2024:

| | |
|---|-------------------------|
| Flex Day | August 13 |
| Faculty In-Service Days..... | August 14-16 |
| Instruction Begins | August 19 |
| Labor Day | September 2 |
| Fall Census Day | September 9 |
| Veterans Day | November 11 |
| Fall Break (classes not in session) | November 25 – 27 |
| Thanksgiving (campus closed) | November 28 – 30 |
| Final Exams/Saturday Classes | December 14 |
| Final Exams | December 14-20 |
| Fall Semester Ends | December 20 |
| Fall Semester Grades Due | December 27 |
| Campus Closed | December 24 – January 3 |

Spring Semester 2025:

| | |
|------------------------------------|--------------------|
| Flex Day | January 14 |
| Faculty In-Service Days | January 15-17 |
| Martin Luther King Day | January 20 |
| Instruction Begins | January 21 |
| Spring Census Day | February 10 |
| Lincoln’s Birthday | February 14 |
| Washington’s Birthday..... | February 17 |
| Spring Break | March 17-22 |
| Final Exams | May 16-22 |
| Final Exams/Saturday Classes | May 17 |
| Spring Semester Ends | May 22 |
| CHC & SBVC Campus Graduation | May 23 |
| Faculty In-Service Day | May 23 |
| Memorial Day | May 26 |
| Spring Grades Due | May 30 |

Short Term Courses Grades due 5 calendar days after last day of class
Flex Days 2 days of Required Flex to be completed by contract faculty

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Dr. Kevin Horan, President, CHC
PREPARED BY: Dr. Keith Wurtz, Vice President, Instruction, CHC
DATE: October 13, 2022
SUBJECT: Consideration of Approval of Curriculum - CHC

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in 2023-2024 College Catalog.

INSTITUTIONAL VALUES

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

FINANCIAL IMPLICATIONS

None.

CRAFTON HILLS COLLEGE
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL
October 13, 2022

MODIFY COURSE

| COURSE ID | COURSE TITLE |
|--------------------------------------|---|
| CD 137 | Play and Materials in Early Learning |
| Catalog Description: | This course introduces the theory and pedagogies of play and inquiry- based learning and explores the importance of play in children's development. The course focuses on theory, research, and the impact of play and play materials on all areas of development in young children. Child-centered approaches are examined with a focus on using environments and resources to support learning and development. |
| Schedule Description: | This course introduces the theory and pedagogies of play and inquiry-based learning and explores the importance of play in children's development. It also explores creating and supporting play and play environments for children. |
| Max Total Hours: | 162.00 |
| Max Total Out of Class Hours: | 108 |
| Student Learning Outcome: | REVISED |
| Rationale: | 6 year revision with DE Addendum |
| Equate: | Course equates with CD 137 at SBVC |
| Effective: | Fall 2023 |

MODIFY COURSE

| | |
|-----------------------------------|--|
| CD 100 | Introduction to Early Childhood Education |
| Catalog Description: | Overview of the field of early childhood education, including the historical foundations, types of programs, different educational philosophies, and current standards of practice. This course introduces local, state, and national agencies and organizations that regulate and guide current practice in early childhood programs as well as the importance of Developmentally Appropriate Practices when working with young children. |
| Schedule Description: | Overview of the field of early childhood education including historical foundations, programs, philosophies, regulations, developmentally appropriate practices, and professional pathways. |
| Student Learning Outcomes: | REVISED |

Rationale: 6 year revision
Equate: Does not equate to a course taught at SBVC
Effective: Fall 2023

MODIFY COURSE

COUN 130 Life Transitions and the Transfer Experience

Schedule Description: An examination of the transfer experience as a context in which to develop life-long skills of problem solving, goal setting, planning and decision making. Development of strategies to establish educational and career goals necessary to transition from the community college to the four-year institution

Min. Total Contact Hours: 32.00

Max Total Contact Hours: 36.00

Student Learning Outcomes: REVISED

Rationale: 6 year revision

Department Recommendation : Eligibility for ENGL 101

Equate: Does not equate to a course taught at SBVC

Effective: Fall 2023

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Scott Thayer, Interim President, SBVC

PREPARED BY: Dr. Joanna Oxendine, Dean of Institutional Effectiveness, SBVC

DATE: October 13, 2022

SUBJECT: San Bernardino Valley College, Revised Mission, Vision, and Values

RECOMMENDATION

We recommend that the board approve the submitted document. It has been reviewed by the appropriate constituent groups at SBVC.

OVERVIEW

SBVC has undergone a year-long process to revise the college's mission, vision, and values. This extensive reexamination has been led by our college's lead shared governance committee, College Council, and has included all campus stakeholders as part of the revision process – including the Academic, Classified, and Student Senates. The college's new mission, vision, and values reflect an emphasis on equity, inclusion, diversity, and on serving the needs of our students and the community.

The college proudly submits its newly revised mission, vision, and value statements for approval.

ANALYSIS

Mission, vision, and value statements help to guide all the work of a college. All activities of a college, and even the culture it fosters, are defined by the mission, vision, and value statements. The classes, programs, and services a college offers reflect the sentiments in these statements. In this way, the mission, vision, and values describe the college's very reason for existing and its aspirations for the future. The Accrediting Commission for Community and Junior Colleges (ACCJC), the college's accrediting body, also requires that a college have a mission statement that includes a description of the student population it serves and its dedication to enhancing student learning and achievement (See Standard IA: <https://accjc.org/wp-content/uploads/Accreditation-Standards-Adopted-June-2014-Annotated-with-Policies-and-Regulations.pdf>)

SBCCD GOALS

1. Eliminate Barriers to Student Access and Success



2. Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution
3. Be a Leader and Partner in Addressing Regional Issues

FINANCIAL IMPLICATIONS

No direct impact to the budget.

REVISED SBVC MISSION, VISION, AND VALUES STATEMENTS

MISSION STATEMENT:

San Bernardino Valley College provides innovative instructional programs and cohesive student services to support the educational goals of a culturally diverse community of learners by engaging in continuous improvement and actively working towards an anti-racist culture to foster an environment of meaningful learning and belonging for our students, employees, and the community.

VISION STATEMENT:

Through offering a variety of degrees, certificates, skill-building courses, and opportunities for personal and professional enrichment, San Bernardino Valley College strives to be the institution of choice for the region. Our inclusive culture, quality education, and comprehensive support services will create leaders dedicated to promoting social justice and community advocacy on a local and national level.

VALUES:

San Bernardino Valley College's commitment to its mission is expressed through its values.

As a community, the college values:

Diversity, Equity, Inclusion, and Anti-Racism: Our strength as an institution is enhanced by the cultural diversity, and varied lived experiences of our students, faculty, staff, and external community. Policies, plans, and decisions must be data-informed, utilize an equity lens, and be based on thoughtful consideration of what will best serve our students and the community at large.

Student Success: Quality education and training supports students in improving their lives and the lives of their families, while uplifting the community. Students will enhance their ability to think critically, to communicate clearly, and to grow personally and professionally within an enriched learning environment that promotes creativity, self-expression, and the development of critical thinking skills. We strive to identify and address equity gaps through evidence-based research to ensure that each student has the opportunity to succeed.

Open Access: We are committed to providing quality programs and services for every member of our community regardless of their level of preparedness; socio-economic status; gender and gender expression; sexual orientation; cultural, religion, ethnic background; and abilities. Additionally, we must provide students with access to the resources, services, and technological tools that will enable them to achieve their educational goals.

Campus Climate: We value a campus-wide climate that is student-focused, fosters mutual respect between all constituencies, values multiple perspectives,

and appreciates diverse cultures and human experiences. We must hold ourselves and our students to the highest ethical and intellectual standards.

Participatory Governance: As part of the collegial consultation process, all levels of the college must openly engage in sharing ideas and suggestions to develop innovative ways to improve our programs and services. We value equitable, inclusive, collaborative, and transparent governance processes grounded in open, honest, and reflective discourse.

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: October 13, 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 October 13, 2022

[v.9.22.2022.p.2]2]

| Employee Name | Location Assignment | Course Subject | Discipline per Minimum Qualifications |
|-----------------------------|---------------------|----------------------------|---------------------------------------|
| Coopridier, Kimberly | SBVC | English | English |
| Gonzalez, Procoro | SBVC | Machine | Machine Technology |
| Holecek, Emily | SBVC | Nursing | Nursing |
| Maldonado, Lourdes | SBVC | Counseling | Counseling |
| Rotell, Valecia | SBVC | Student Development | Student Development |
| Roza, Amanda | SBVC | Nursing | Nursing |
| Smith, Julia | SBVC | Women's Basketball | Coaching |
| Thomas, Shyneese | SBVC | Women's Basketball | Coaching |
| Uiagalelei, Iona | SBVC | Assistant Football | Coaching |
| Uiagalelei, Iona | SBVC | Kinesiology | Kinesiology |
| Vogel, Margaux | SBVC | Assistant Volleyball | Coaching |
| Wolfe, Mary | CHC | Education | Education |
| Bowden, Christopher | CHC | Fire Technology | Fire Technology |
| Vega, David | CHC | Emergency Medical Services | Emergency Medical Technologies |

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: October 13, 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 October 13, 2022

[v.9.27.2022.p.1|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|---|------------------------|----------|----------|---------|-------|-------------------------|---|
| Adams, Kathy RCC Family Child Care Grant Fund | SBVC | 10/14/22 | 12/31/22 | \$52.00 | 16 | \$832.00 | Grant Coordination |
| Banola, John Strong Workforce Program Local Shares Round 5 | SBVC | 06/01/22 | 10/31/22 | \$52.00 | 32 | \$1,664.00 | Curriculum changes KIN 231 to American Heart Association (AHA) standards and specifications <i>Ratification: There were no fund allocations for this program until recently.</i> |
| Farago-Spencer, Emilia Basic Skills-Categorical Fund | SBVC | 10/14/22 | 12/16/22 | \$52.00 | 40 | \$2,080.00 | Community of Practice |
| Fozouni, Daihim Basic Skills-Categorical Fund | SBVC | 10/14/22 | 12/16/22 | \$52.00 | 25 | \$1,300.00 | Community of Practice |
| Fuentes Rivera, Pedro Office of Instruction-General Fund | SBVC | 08/22/22 | 12/09/22 | \$52.00 | 4 | \$208.00 | Faculty members will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Confirmed enrollment after census.</i> |
| Hoelle, Nicole Basic Skills-Categorical Fund | SBVC | 10/14/22 | 12/16/22 | \$52.00 | 25 | \$1,300.00 | Community of Practice |
| James, Edna Basic Skills-Categorical Fund | SBVC | 10/14/22 | 12/16/22 | \$52.00 | 40 | \$2,080.00 | Community of Practice |
| Jones, Edward Basic Skills-Categorical Fund | SBVC | 10/14/22 | 12/16/22 | \$52.00 | 25 | \$1,300.00 | Community of Practice |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.2|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|---|------------------------|----------|----------|---------|--------|-------------------------|---|
| Knight, Denise CDTC-ECE Grant Fund | SBVC | 08/20/21 | 06/30/22 | \$52.00 | 112.76 | \$5,863.52 | CDTC ECE Educational Support Grant <i>Amendment: Original submission was approved at the August 11, 2022 Board. The wrong funding and dates were entered on this board item in August.</i> |
| Knight, Denise RCC Family Child Care Grant Fund | SBVC | 10/14/22 | 12/31/22 | \$52.00 | 16 | \$832.00 | Grant Coordination |
| Lamore, Joel Office of Instruction-General Fund | SBVC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty members will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Confirmed enrollment after census.</i> |
| Lawler, Kenneth Strong Workforce Program Local Shares Round 5 | SBVC | 06/01/22 | 10/31/22 | \$52.00 | 15 | \$780.00 | Curriculum changes KIN 231 to American Heart Association (AHA) standards and specifications <i>Ratification: There were no fund allocations for this program until recently.</i> |
| Lawler, Mary Strong Workforce Program Local Shares Round 5 | SBVC | 06/01/22 | 10/31/22 | \$52.00 | 82 | \$4,264.00 | Curriculum changes KIN 231 to American Heart Association (AHA) standards and specifications <i>Ratification: There were no fund allocations for this program until recently.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.3|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|---|------------------------|----------|----------|---------|-------|-------------------------|---|
| Lee, Dirkson Basic Skills-Categorical Fund | SBVC | 10/14/22 | 12/16/22 | \$52.00 | 25 | \$1,300.00 | Community of Practice |
| Lee, Dirkson Basic Skills/Categorical Fund | SBVC | 08/15/22 | 12/16/22 | \$52.00 | 160 | \$8,320.00 | Writing Center/Embedded Tutoring/Line of Sight/FALL 22 <i>Ratification: Basic Skills project approved in Spring 2021 for FA22, and unfortunately was overlooked to submit for board approval. This is an ongoing project, and unfortunately was only submitted to Board for SM22.</i> |
| Mattson, Susan Office of Instruction-General Fund | SBVC | 08/29/22 | 12/09/22 | \$52.00 | 10 | \$520.00 | Faculty members will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Confirmed enrollment after census.</i> |
| Mills, Amy Office of Instruction-General Fund | SBVC | 08/29/22 | 12/09/22 | \$52.00 | 10 | \$520.00 | Faculty members will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Confirmed enrollment after census.</i> |
| Moreno, Dolores Basic Skills-Categorical Fund | SBVC | 10/14/22 | 12/16/22 | \$52.00 | 25 | \$1,300.00 | Community of Practice |
| Notarangelo, Joe Basic Skills-Categorical Fund | SBVC | 10/14/22 | 12/16/22 | \$52.00 | 25 | \$1,300.00 | Community of Practice |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.4|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|---|------------------------|----------|----------|---------|-------|-------------------------|--|
| Pacier, Phillip Office of Instruction-General Fund | SBVC | 08/29/22 | 12/05/22 | \$52.00 | 6 | \$312.00 | Faculty members will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Confirmed enrollment after census.</i> |
| Samson, Danae Basic Skills-Categorical Fund | SBVC | 10/14/22 | 12/16/22 | \$52.00 | 40 | \$2,080.00 | Community of Practice |
| Slusser, Michael Office of Instruction-General Fund | SBVC | 08/30/22 | 12/06/22 | \$52.00 | 4 | \$208.00 | Faculty members will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Confirmed enrollment after census.</i> |
| Sogomonian, Nori Office of Instruction-General Fund | SBVC | 08/15/22 | 12/16/22 | \$52.00 | 8 | \$416.00 | Faculty members will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Confirmed enrollment after census.</i> |
| Wagner, Eric Basic Skills-Categorical Fund | SBVC | 10/14/22 | 12/16/22 | \$52.00 | 40 | \$2,080.00 | Community of Practice |
| Wardell, Matt Office of Instruction-General Fund | SBVC | 08/15/22 | 12/16/22 | \$52.00 | 6 | \$312.00 | Faculty members will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Confirmed enrollment after census.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.5]18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|--|------------------------|----------|----------|---------|-------|-------------------------|---|
| Yacopi, Vivian RCC Family Child Care Grant Fund | SBVC | 10/14/22 | 12/31/22 | \$52.00 | 9.5 | \$494.00 | Level 1 Course |
| Yacopi, Vivian RCC Family Child Care Grant Fund | SBVC | 10/14/22 | 12/31/22 | \$52.00 | 20 | \$1,040.00 | Translation of Course Materials |
| Zarate, Rangel Office of Instruction-General Fund | SBVC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty members will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Confirmed enrollment after census.</i> |
| Zarate, Rangel Basic Skills-Categorical Fund | SBVC | 10/14/22 | 12/16/22 | \$52.00 | 25 | \$1,300.00 | Community of Practice |
| Baldwin, Spencer Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Baltierra, Anthony Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.6|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|---|------------------------|----------|----------|---------|-------|-------------------------|---|
| Beard, Joseph Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Brink, T.L. Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Cervantez, Jeff Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 20 | \$1,040.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Cowans, Nicole Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.7|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|---|------------------------|----------|----------|---------|-------|-------------------------|---|
| De los Reyes, Chloe Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 20 | \$1,040.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| DiBartolo, Cheryl Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Dudash, Leigh Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Ebner, Noah Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.8|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|--|------------------------|----------|----------|---------|-------|-------------------------|---|
| Ferrari, Edward Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Franko, Karla Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Gerhartz, David Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Gilmore, Heather Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 20 | \$1,040.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.9|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|---|------------------------|----------|----------|---------|-------|-------------------------|---|
| Gordon, Lizette Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 20 | \$1,040.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Greyraven, Ruth Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 20 | \$1,040.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Guevara, Andrew Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Hayes, Ashley Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.10|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|---|------------------------|----------|----------|---------|-------|-------------------------|---|
| Hellerman, Steven Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Hughes, Richard Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Jimenez, Sabrina Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 30 | \$1,560.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Kaye, Adelina Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.11|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|--|------------------------|----------|----------|---------|-------|-------------------------|---|
| Lamb, Wendy Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Ledoux, Janine Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Mansourian, Farhad Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Martinez, Lissette Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.12|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|--|------------------------|----------|----------|---------|-------|-------------------------|---|
| McConnell, Mark Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| McKee, Julie Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| McNamara, Laurence Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 20 | \$1,040.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Mello, Brandice Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.13|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|--|------------------------|----------|----------|---------|-------|-------------------------|---|
| Moreno, Melissa Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 20 | \$1,040.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| O'Shaughnessy, Vonda Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Pfahler, Diane Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Polson, Elizabeth Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.14|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|---|------------------------|----------|----------|---------|-------|-------------------------|---|
| Salvi, Lisa Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Simonson, Scott Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Urbanovich, Jimmy Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 20 | \$1,040.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Voda, David Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.15|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|---|------------------------|----------|----------|---------|-------|-------------------------|---|
| Vonk, David Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Weiler, Lindsay Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Williams, Gary Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Zepeda, Isidro Honors Program General Fund | CHC | 08/15/22 | 12/16/22 | \$52.00 | 10 | \$520.00 | Faculty member will work with Honors students to customize their projects and deepen knowledge of course subject matter. <i>Ratification: Hours were missed or increased for Fall.</i> |
| Arguelles, Rachel Instruction General Fund | CHC | 09/16/22 | 12/16/22 | \$52.00 | 12 | \$624.00 | AB705 Workshop <i>Ratification- waiting for attendee names and funding source</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.16|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|--|------------------------|----------|----------|---------|-------|-------------------------|---|
| Sandra, Bahena Instruction General Fund | CHC | 09/16/22 | 12/16/22 | \$52.00 | 12 | \$624.00 | AB705 Workshop <i>Ratification- waiting for attendee names and funding source</i> |
| Stanley, Matsuda Instruction General Fund | CHC | 09/16/22 | 12/16/22 | \$52.00 | 12 | \$624.00 | AB705 Workshop <i>Ratification- waiting for attendee names and funding source</i> |
| Grigsby, Michael Instruction General Fund | CHC | 09/16/22 | 12/16/22 | \$52.00 | 12 | \$624.00 | AB705 Workshop <i>Ratification- waiting for attendee names and funding source</i> |
| Khalaj-Le Corre, Monica Instruction General Fund | CHC | 09/16/22 | 12/16/22 | \$52.00 | 12 | \$624.00 | AB705 Workshop <i>Ratification- waiting for attendee names and funding source</i> |
| Montejano, Jordan Instruction General Fund | CHC | 09/16/22 | 12/16/22 | \$52.00 | 12 | \$624.00 | AB705 Workshop <i>Ratification- waiting for attendee names and funding source</i> |
| Stevens, Sara Robin Instruction General Fund | CHC | 09/16/22 | 12/16/22 | \$52.00 | 12 | \$624.00 | AB705 Workshop <i>Ratification- waiting for attendee names and funding source</i> |
| Bailes, Brandi EEO/HR | CHC | 06/11/22 | 07/10/22 | \$52.00 | 5.5 | \$286.00 | ASL Hiring Committee <i>Ratification: Documents not received prior to Board deadline</i> |
| Bailes, Brandi EEO/HR | CHC | 06/11/22 | 07/10/22 | \$52.00 | 5 | \$260.00 | English Hiring Committee <i>Ratification: Documents not received prior to Board deadline</i> |
| Burns-Peters, Davena District Classified Professional Development | DSO | 06/01/22 | 06/30/22 | \$52.00 | 2 | \$104.00 | Common App <i>Ratification: List of personnel was not obtained in time for the prior board deadline.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.17|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|--|------------------------|----------|----------|---------|-------|-------------------------|---|
| Burns-Peters, Davena District Classified Professional Development | DSO | 07/01/22 | 08/15/22 | \$52.00 | 3 | \$156.00 | Common App <i>Ratification: List of personnel was not obtained in time for the prior board deadline.</i> |
| Carter, Yancie District Classified Professional Development | DSO | 06/01/22 | 06/30/22 | \$52.00 | 5 | \$260.00 | Common App <i>Ratification: List of personnel was not obtained in time for the prior board deadline.</i> |
| Carter, Yancie District Classified Professional Development | DSO | 07/01/22 | 08/15/22 | \$52.00 | 5 | \$260.00 | Common App <i>Ratification: List of personnel was not obtained in time for the prior board deadline.</i> |
| Giles, Keenan District Classified Professional Development | DSO | 06/01/22 | 06/30/22 | \$52.00 | 5 | \$260.00 | Common App <i>Ratification: List of personnel was not obtained in time for the prior board deadline.</i> |
| Giles, Keenan District Classified Professional Development | DSO | 07/01/22 | 08/15/22 | \$52.00 | 5 | \$260.00 | Common App <i>Ratification: List of personnel was not obtained in time for the prior board deadline.</i> |
| Grabow, James District Classified Professional Development | DSO | 06/01/22 | 06/30/22 | \$52.00 | 5 | \$260.00 | Common App <i>Ratification: List of personnel was not obtained in time for the prior board deadline.</i> |
| Grabow, James District Classified Professional Development | DSO | 07/01/22 | 08/15/22 | \$52.00 | 5 | \$260.00 | Common App <i>Ratification: List of personnel was not obtained in time for the prior board deadline.</i> |



Non-Instructional Pay for Academic Employees

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.18|18]

| Employee Name Funding Source | Location Assignment | From | To | Rate | Hours | Not to Exceed Amount | Project |
|---|------------------------|----------|----------|---------|-------|-------------------------|---|
| Hamdy, Rania EEO/HR | DSO | 07/01/22 | 06/03/22 | \$52.00 | 30 | \$1560.00 | NeoEd Implmentation / EEO Projects <i>Ratification: Documents not received prior to Board deadline</i> |
| Tasaka, Bethany District Classified Professional Development | DSO | 06/01/22 | 06/30/22 | \$52.00 | 2 | \$104.00 | Common App <i>Ratification: List of personnel was not obtained in time for the prior board deadline.</i> |
| Tasaka, Bethany District Classified Professional Development | DSO | 07/01/22 | 08/15/22 | \$52.00 | 3 | \$156.00 | Common App <i>Ratification: List of personnel was not obtained in time for the prior board deadline.</i> |

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: October 13, 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 October 13, 2022

[v.9.28.2022.p.1|1]

| Employee Name Location Assignment & Department | From | To | Range & Step | Fund | Live Scan Clearance |
|---|----------|----------|-----------------|---------|------------------------|
| Gonzalez, Procoro Professor, Machinist SBVC Machine | 08/09/22 | 08/23/22 | C1 | General | 12/20/17 |
| Uiagelelei, Iona Assistant Professor, Kinesiology & Assistant Football Coach SBVC Kinesiology | 08/09/22 | 12/17/22 | D8 | General | 08/19/22 |
| Waltzer, Eric Professor, Machinist SBVC Machine | 09/06/22 | 12/17/22 | D8 | General | 02/19/19 |
| Alvarez, Mackenzie Assistant Professor, Chemistry CHC Chemistry | 09/06/22 | 12/17/22 | D1 | General | 11/05/19 |

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 of Human Resources and Police Services

DATE: October 13, 2022

SUBJECT: Consideration of Approval of Confidential Job Description and Salary Schedule Update

RECOMMENDATION

It is recommended that the Board of Trustees approve the Confidential job description and salary schedule update relevant to the proposed DSO Reorganization Plan.

- Senior Executive Administrative Assistant

OVERVIEW

The revised job description is necessary to better align the organizational structure, provide for succession planning from within SBCCD, and provide for continuity and consistency of services. The job description is being revised to reflect the appropriate title, the appropriate administrator, the representative duties and responsibilities, and the appropriate minimum qualifications according to the proposed reorganization plan. The revised confidential salary schedule is to reflect the revised title.

ANALYSIS

All job descriptions have been reviewed to ensure they meet internal and external alignment of duties and provide clear expectation of duties. The job descriptions reflect the representative duties and responsibilities, as well as the appropriate minimum qualifications for the 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 employment is included in the appropriate 2022-2023 budgets.





Senior Executive Administrative Assistant ~~to the Executive Vice Chancellor~~

Confidential Range: 21

~~Board Approved: 06/20/2019~~ Pending Board Approval 10/13/22

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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, performs a variety of highly responsible, complex, and sensitive administrative and secretarial duties in support of ~~the executive vice chancellor~~ an executive-level manager; processes administrative details not requiring the immediate attention of the executive ~~vice chancellor~~ including the coordination of functions, communication of policy, researching information, the preparation of reports, and other administrative tasks.

The senior executive administrative assistant classification provides responsible administrative support to ~~the executive vice chancellor~~ an executive-level manager. The duties of the senior executive administrative assistant involve a wide variety of diverse, complex, and sensitive/confidential administrative and secretarial tasks, requiring a substantial amount of tact, judgment, and initiative. The incumbent is required to be self-directed and to relieve the executive ~~vice chancellor~~ of various administrative duties and may provide work direction and guidance to clerical personnel assigned to the area. ~~This is the highest level administrative support class to the executive vice chancellor.~~

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Serves as senior executive administrative assistant to ~~the executive vice chancellor~~ an executive-level manager; participates and assists in the administration of the executive's office, providing relief from a variety of technical and administrative duties; serves frequently as a liaison between the executive and the public, students, staff, and other campus/district officials; promotes and maintains positive staff, student, and community relations; exercises judgment, diplomacy, and discretion in handling matters of a difficult and sensitive nature.
2. Assists the executive in meeting reporting requirements, functional responsibilities, and research objectives; assists in organizing programs, functions, and activities promoted by the district, college, or program area.
3. Serves as receptionist for the executive's office; screens office and telephone callers; responds to sensitive questions, complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public; communicates information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
- 2-4. Plans and organizes office support functions for the executive's office; coordinates, oversees, and evaluates the flow of office work and assures that work is performed in a timely and accurate manner; recommends improvements in work flow, procedures, and use of equipment and forms; reviews, updates, and informs the executive ~~vice chancellor~~ and others of essential timelines; discusses and reviews calendar of events on a regular basis with the executive to assure timely coordination of office activities and status of assigned projects; develops schedules related to assigned activities and services.



Senior Executive Administrative Assistant ~~to the Executive Vice Chancellor~~

Confidential Range: 21

~~Board Approved: 06/20/2019~~ Pending Board Approval 10/13/22

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- ~~3-5.~~ Assists in developing procedures to expedite transmittal of information or facilitate implementation of policies and programs; develops standardized computer formats for division reports and publications; establishes new and revised office procedures as appropriate.
- ~~4-6.~~ Utilizes ~~electronic~~ technology to correspond with others and to maintain assigned calendars, schedules, and appointments; coordinates and arranges meetings; coordinates activities with other ~~divisions and~~ departments; makes travel arrangements for assigned staff; processes conference reimbursement and other requests.
- ~~5-7.~~ Collects, researches, compiles, analyzes, verifies, summarizes, records, and evaluates information; prepares and distributes narrative, statistical, and financial data, recommendations, and alternatives as requested; completes reports; verifies and reviews forms and reports for completeness and conformance with established regulations and procedures.
- ~~8.~~ Coordinates and oversees specialized functions or projects independently as assigned; coordinates a variety of special events and district-wide activities for the executive ~~vice chancellor~~; assures that work is performed in a timely and accurate manner; uses independent judgment to develop and provide recommendations, suggestions, or information as appropriate.
- ~~6-9.~~ Responsible for compiling and coordinating the submission of board agenda items and supporting documentation for assigned area; reviews board books to assure information is accurate.
- ~~7-10.~~ Screens office and telephone callers; responds to sensitive questions, complaints, and requests for information from administrative, management, academic, and/or classified staff and the general public; communicates information in person or by telephone where judgment, knowledge, and interpretation of policies and procedures are necessary.
- ~~8-11.~~ Serves as liaison between senior level executive staff, administrative and management staff, academic and classified staff, students, representatives of community agencies, and the general public by relaying messages, answering questions, clarifying information, responding to requests, resolving problems, explaining District, College, Department, or Program area policies and procedures, or referring callers to the administrator or others as necessary.
- ~~9-12.~~ Assists in the preparation and administration of program budget(s); assists in preparing cost estimates for budget recommendations; assists in submitting justifications for budget items; allocates funds to proper budget codes; monitors and tracks expenditures in a timely manner; provides regular budget reports to the executive ~~vice chancellor~~ for control of expenditures; assists in resolving budget issues and problems; interacts with others regarding deposits; processes budget/expense transfers; recommends budget revisions.
- ~~10-13.~~ Recommends expenditures for office equipment, materials, and supplies; initiates contact with vendors for various products and services and assures their timely ordering, receipt, and storage; assures proper functioning of office equipment; posts, monitors, and tracks invoices and other expenditures.
- ~~11-14.~~ Provides staff support to standing and ad hoc committees and other groups as assigned; attends meetings and takes notes or records proceedings; prepares and distributes agendas, background materials, and minutes as appropriate.
- ~~12-15.~~ Takes and transcribes dictation of sensitive/confidential materials; prepares a variety of correspondence, memoranda, reports, proposals, and other materials; composes and edits correspondence; records and prepares minutes from a variety of meetings; distributes materials as appropriate.
- ~~13-16.~~ Composes correspondence independently; prepares preliminary responses to letters, general correspondence, and personal inquiries of a sensitive nature, including faculty, students, and staff grievances and complaints, for the executive ~~'s vice chancellor's~~ approval.



Senior Executive Administrative Assistant ~~to the Executive Vice Chancellor~~

Confidential Range: 21

~~Board Approved: 06/20/2019~~ Pending Board Approval 10/13/22

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17. Establishes and maintains a variety of complex, interrelated filing systems including confidential files; establishes and maintains files for information, records, and reports including those related to budget and cost records; maintains manuals and updated resource materials.
- 14-18. ~~Maintains special confidential correspondence and administrative files. Has access to confidential documents, subpoenas received in person or by mail compilation of bargaining unit agreements and contracts, Skelly hearings, privy to confidential information that is discussed at the Chancellor's Executive Cabinet.~~
- 15-19. Receives and distributes mail and identifies and refers matters to the executive ~~vice chancellor~~ in order of priority.
- 16-20. Utilizes various computer applications and software packages; enters, updates, corrects, and extracts information; maintains and generates reports from a database or network system.
- 17-21. 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:

- District organization, operations, policies, and objectives.
- Operational characteristics, services, and activities of the functions, programs, and operations of the executive's ~~vice chancellor's~~ office.
- Work organization and office management principles and practices.
- Pertinent state, federal, and program policies, rules, and regulations including applicable sections of the State Education Code.
- Instructional process and college environment.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Processes, procedures, and practices of budget preparation and administration.
- Principles, practices, and procedures of business letter writing.
- Principles, practices, and procedures of fiscal, statistical, and administrative research and report preparation.
- Principles and procedures used in complex, inter-related record keeping.
- Principles and practices used to establish and maintain files and information retrieval systems.
- Interpersonal skills using tact, patience, and courtesy.
- Principles and practices of providing training, work direction, and guidance to lower-level office staff and student workers.
- English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.

Ability to:

- Perform difficult and complex administrative and secretarial work to effectively relieve the executive ~~vice chancellor~~ of administrative detail.
- Perform specialized, technical, and administrative support duties involving the use of a high level of independent judgment and personal initiative.



Senior Executive Administrative Assistant ~~to the Executive Vice Chancellor~~

Confidential Range: 21

~~Board Approved: 06/20/2019~~ Pending Board Approval 10/13/22

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- Understand the organization and operation of the executive's ~~vice-chancellor's~~ office as necessary to assume assigned responsibilities.
- Understand, interpret, apply, and explain applicable rules, regulations, policies, and procedures independently, apply them with good judgment, and use judgment and discretion to act when precedents do not exist.
- Effectively handle and resolve difficult and sensitive situations.
- Manage multiple priorities and tasks to meet changing schedules and deadlines.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Prepare a variety of clear and concise administrative and financial reports.
- Independently compose and prepare correspondence and memoranda.
- Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Type at a rate of speed necessary for successful job performance.
- Take and transcribe dictation at a rate of speed necessary for successful job performance.
- Use sound judgment in recognizing scope of authority.
- Exercise good judgment and maintain confidentiality in maintaining critical and sensitive information, records, and reports.
- Respond to requests and inquiries from students, staff, or the public; effectively present information in person or on the telephone to students, staff, or the public.
- Use correct English usage, grammar, spelling, punctuation, and vocabulary.
- Make arithmetic calculations quickly and accurately.
- Understand and follow oral and written directions.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
- Work independently with very little or no direction.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines

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

Education/Training:

A Bachelor's Degree that includes coursework in business administrator, office management, research and writing or related field.

An Associate's degree that includes coursework in business administrator, office management, research and writing or related field, with eight (8) years of experience may be substituted for the Bachelor's Degree.



Senior Executive Administrative Assistant ~~to the~~ ~~Executive Vice Chancellor~~

Confidential Range: 21

~~Board Approved: 06/20/2019~~ Pending Board Approval 10/13/22

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Required Experience:

Six (6) years of increasingly responsible secretarial experience involving a high level of public contact, use of computer and office applications, and providing secretarial support to executive and management staff, preferably in an administrative office in an educational environment.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; possible exposure to dissatisfied individuals.

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.

Confidential Salary Schedule
 Pending Board Approval October 13, 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 |
| 21 | <ul style="list-style-type: none"> ▪ Senior Executive Administrative Assistant to the Executive Vice Chancellor ▪ Human Resources Analyst ▪ Executive Administrative Assistant to the Chief Human Resource Officer ▪ Executive Administrative Assistant, President's Office ▪ Executive Administrative Assistant, Office of the Chancellor | \$ 43.46 | \$ 44.80 | \$ 46.19 | \$ 47.62 | \$ 49.09 | \$ 50.61 | \$ 52.17 | \$ 53.74 | \$ 55.35 | \$ 57.02 |

Confidential Salary Schedule
 Pending Board Approval October 13, 2022

| RANGE | POSITION | STEP | | | | | | | | | |
|-------|--|----------|----------|----------|----------|----------|----------|----------|----------|----------|----------|
| | | A | B | C | D | E | F | G | H | I | J |
| 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 |

Reflects 5% increase effective 7/1/2022

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: October 13, 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 October 13, 2022

[v.9.26.2022.p.1|1]

| Employee Name | From | To | New/ Replacing | Fund | Effective Date |
|------------------------|---|---|-------------------|---------|-------------------|
| Chaure, Miguel | CHC Maintenance Maintenance Technician Classified Salary Schedule Range 42, Step F | CHC Maintenance Lead Maintenance Technician Classified Salary Schedule Range 47, Step E | New | General | 10/17/22 |
| Cosme, David | SBVC Financial Aid Financial Aid Technician Classified Salary Schedule Range 38, Step F | SBVC Financial Aid Financial Aid Specialist Classified Salary Schedule Range 40, Step F | Patricia Berry | General | 10/14/22 |
| Sotelo, Jessica | SBVC Food Services Food Service Worker I Classified Salary Schedule Range 20, Step F | SBVC Food Services Lead Food Service Worker Classified Salary Schedule Range 25, Step E | Andres Dominguez | General | 10/14/22 |

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: October 13, 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 October 13, 2022

[v.9.21.2022.p.1|1]

| Employee Name, Title Location Assignment & Department | Start Date | Salary Schedule, Range & Step | New or Replacing | Fund | Live Scan Clearance |
|--|------------|----------------------------------|--------------------|---------|------------------------|
| Gonzales, Brian HVAC/R Technician CHC Maintenance | 10/17/22 | Classified 42B | Jose Olmos | General | TBD [†] |
| Myers III, Roy Lee Custodian CHC Custodial | 10/17/22 | Classified 27A | Jeremiah Almanza | General | 09/19/22 |
| Ramirez, Brian Custodian CHC Custodial | 10/14/22 | Classified 27A | Richard Lopez | General | 08/01/22 |
| Beltran, Estela Custodian CHC Custodial | 10/14/22 | Classified 27A | Vern Hightower | General | 08/01/22 |
| Sanchez-Reyes, Alvaro Custodian CHC Custodial | 10/17/22 | Classified 27A | Kristine Henderson | General | TBD [†] |

[†]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 of Human Resources and Police Services

DATE: October 13, 2022

SUBJECT: Consideration of Approval of Classified Job Description Update

RECOMMENDATION

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

1. Updated Job Description
 - Child Development Assistant

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.





Child Development Assistant

Classified Range: 21

Pending Board Approval: 10/13/22 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

Assists in the instruction, health, and safety of young children 0 to 60 months of age enrolled in the Child Development Center programs.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from appropriate supervisor; checks with Child Development Teacher or supervisor regarding non-routine assignments. May provide technical and functional direction to assigned student workers.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assists in the implementation of developmentally appropriate programs for assigned children that promote development of language, communication, emergent literacy, social, cognitive, play, and creative skills.
2. Assists the Child Development Teacher in supervising indoor and outdoor activities, adhering to all health and safety procedures to ensure a safe and healthy environment; engages with groups of children in a variety of activities.
3. Assists the Child Development Teacher in maintaining a clean, healthy, safe, and orderly indoor and outdoor environment by following Center policies and procedures for health and safety related issues; does laundry; performs general housekeeping duties as required.
4. Assists with all daily activities such as toileting, diaper changing, hand washing, health checks, and related classroom transition activities.
5. Assists in supervising and feeding children during all mealtime activities.
6. Assists in providing a quiet and peaceful atmosphere for children to sleep.
7. Assists in preparing children to attend and perform at special events.
8. Observes each individual child's growth and development on a continuous basis; assists in the documentation of each child's growth and development through pictures, anecdotal notes, and sample work.
9. Assists in preparing and maintaining accurate and complete records and reports in accordance with program and state requirements.
10. Provides feedback regarding observation to Child Development teacher for parent conferences as needed.
11. Performs other duties related to the primary job duties.



Child Development Assistant

Classified Range: 21

Pending Board Approval: 10/13/22 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:

Environmental Exposure Tolerance

- Performing under physically demanding conditions
- Accepts and endures the necessity of working in unpleasant or physically demanding conditions
- Shows established adaptation and performance under unpleasant or physically demanding conditions

Safety Focus

- Showing vigilance and care in identifying and addressing health risks and safety hazards
- Maintains high level of conscientious safety practice

General Physical Ability

- Using strength, endurance, flexibility, balance and coordination
- Applying motor and perceptual abilities requiring no specific technique, training or conditioning

Professional and Technical Expertise

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

Adaptability

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

Innovation

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

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**



Child Development Assistant

Classified Range: 21

Pending Board Approval: 10/13/22 P. 3|4

Informing

- Proactively obtaining and sharing information

Mechanical Insight

- Chooses the right tool for the job
- Applies principles of mechanical advantage to get the work done
- Follows step-by-step assembly procedures, troubleshooting guides, and simple diagrams

Customer Focus

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

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

Using Technology

- Working with electronic hardware and software applications
- Using basic features and functions of software and hardware

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 - 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:

Equivalent to the completion of high school supplemented six (6) units of college level course work in early childhood education or child development.

Experience:

Six (6) months of experience working in a licensed child development program assisting in the teaching of infants or preschoolers.



Child Development Assistant

Classified Range: 21

Pending Board Approval: 10/13/22 P. 4|4

License or Certificate:

Possession of or eligibility to obtain and maintain a Child Development Assistant Permit issued by the California Commission on Teaching Credentialing.

Possession of or ability to obtain and maintain a pediatric C.P.R. Certificate and First Aid Certificate.

Possession of or ability to obtain and maintain a Mandated Child Abuse Reporter Certificate.

Equivalency Provision:

In the absence of six (6) months of experience, possession of or eligibility to obtain and maintain a Child Development Associate Teacher Permit issued by the California Commission on Teaching Credentialing.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

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

Environment: Work is performed in a child development center; exposure to bodily fluids and communicable diseases; subject to noise from children and equipment operation; frequent interruptions and contact in person with children, parents, students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a child development center; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 30 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight up to 40 pounds, with or without assistance; to operate classroom equipment requiring repetitive hand movement and fine coordination; to verbally communicate to exchange information; and to occasionally travel to other offices or locations.

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: October 13, 2022

SUBJECT: Consideration of Ratification to Appoint Interim Managers

RECOMMENDATION

It is recommended that the Board of Trustees ratify the appointment of and employment contract for the employee on the attached list.

OVERVIEW

The employee on the attached list is submitted for ratification.

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 October 13, 2022

[v.9.22.2022.p.1|1]

| Employee Name Location Assignment | Effective Dates | Range & Step | New or Replacing | Fund | Live Scan Clearance |
|--|----------------------------|-----------------|------------------|-----------|------------------------|
| Nair, Avikaash Interim Director, Workforce Development (DSN-ICT/DM) DSO EDCT | 10/14/22 to 12/31/22 | 17A | Susanne Mata | EDCT Fund | 06/11/18 |

†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: October 13, 2022

SUBJECT: Consideration of Approval of Doctorate Stipend for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve doctorate stipend for Ariel Davis.

OVERVIEW

Ariel Davis, College Corps program Manager, DSO to receive a \$190.00 per month doctorate stipend retroactive to September 1, 2022.

ANALYSIS

Ariel Davis, recently obtained her Doctor of Educational Leadership from California State University Fresno, and is entitled to the doctorate stipend.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The cost is included in the appropriate 2022-2023 budgets.



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

DATE: October 13, 2022

SUBJECT: Consideration of Approval to Revise Titles and Rates of Pay for Professional Expert Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Professional Expert Hourly Rates of Pay schedules effective October 13, 2022, as attached.

OVERVIEW

The Student Health Services department has provided data in support of adding the Physician Assistant I/II/III option to the Nurse Practitioner I/II/III positions on the Professional Expert employee list. The flexibility of being able to hire a Physician Assistant or a Nurse Practitioner will help recruitment efforts. This is a key position that impacts the ability to provide the full range of services to students.

ANALYSIS

The following titles will be added as presented on the attached:

- Nurse Practitioner / Physician Assistant I
- Nurse Practitioner / Physician Assistant II
- Nurse Practitioner / Physician Assistant III

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 of this board item will be included in the appropriate budgets.





Rates of Pay for Professional Expert Employees

Submitted for Board Approval October 13, 2022

Effective October 14, 2022

| PROFESSIONAL EXPERT ASSIGNMENT | HOURLY RATE |
|--|--------------------------|
| 3D Animator | \$25.00 to \$40.00 |
| Adult Education Planning Grant Coordinator | \$40.00 |
| Apprenticeship Program Organizer | \$55.00 to \$75.00 |
| Assistant Instructor | \$20.00 |
| Bilingual Translator/Interviewer | \$20.00 |
| Business and Resources Development Consultant | \$60.00 |
| Caltrans Trainee | \$14.00 \$15.00 |
| Caltrans Program Work Crew Driver | \$22.00 to \$25.00 |
| Camera & Lighting Technician | \$15.00 to \$20.00 |
| Closed Caption Editor I | \$15.00 |
| Closed Caption Editor II | \$16.00 to \$20.00 |
| Closed Caption Editor III | \$21.00 to \$30.00 |
| Content Specialist (FNX and Marketing & Public Relations) | \$15.00 to \$40.00 |
| Counseling Trainee | \$15.00 |
| Guardian Scholars and Dreams Liaison (Categorical) | \$45.00 |
| Editor (KVCR, FNX, Pledge Drive) | \$18.00 to \$30.00 |
| EMT-1 Skills Laboratory Assistant | \$15.00 |
| EMT(EMS)/Respiratory Care/Fire Tech PE/ASL Specialist | \$30.00 |
| Fire Academy Instructor | \$45.00 |
| Fire Agility Group Leader/Proctor | \$15.00 |
| Fire Operations Specialist | \$55.00 |
| Foster Parenting Education | \$45.00 |
| FTVM Intern I / II / III | \$15.00/ \$16.00/\$17.00 |
| Grant Program Assistant (Categorical) | \$35.00 |
| Grant Writer I/II/III | \$30.00/\$40.00/\$55.00 |
| Interpreting/Transliterating Level 0 (Mentoring) | \$15.00 to \$16.00 |
| Interpreting/Transliterating Level I (0-2 yrs of exp & pass evaluation) | \$28.00 to \$30.00 |
| Interpreting/Transliterating Level II (2-4 yrs of exp & pass evaluation) | \$32.00 to \$34.00 |
| Interpreting/Transliterating Level III (4-5 yrs of exp & pass evaluation) | \$36.00 to \$38.00 |
| Interpreting/Transliterating Level IV (5-6 yrs of exp or RID & pass evaluation) | \$40.00 to \$42.00 |
| Interpreting/Transliterating Level V (RID Certified or RID written passed & pass evaluation or EIPA Level 4/5 & pass evaluation) | \$45.00 |
| Laboratory Instructor | \$20.00 |
| Mental Health Educator/Counselor Intern | \$55.00 |
| Nurse Practitioner/ Physician Assistant I (1-2 years of SBCCD experience) | \$55.00 |
| Nurse Practitioner/ Physician Assistant II (3-5 years of SBCCD experience) | \$60.00 |
| Nurse Practitioner/ Physician Assistant III (6+ years of SBCCD experience) | \$65.00 |

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



Rates of Pay for Professional Expert Employees

Submitted for Board Approval October 13, 2022

Effective October 14, 2022

| PROFESSIONAL EXPERT ASSIGNMENT | HOURLY RATE |
|--|---|
| Police Science Facilitator/Evaluator | \$50.00 |
| Police Tactical Officer/RTO | \$35.00 |
| Policy Analyst | \$60.00 |
| Post Masters Counseling Associate I / II / III | \$25.00/\$30.00/\$35.00 |
| Primary Instructor | \$25.00 |
| Program Assistant | \$20.00 to \$49.00 |
| Project Liaison | \$70.00 to \$75.00 |
| Radiologic Technology Specialist | \$30.00 |
| Respiratory Care Clinical | \$57.13 |
| Social Media Specialist (FNX & Marketing & Public Relations) | \$21.00 to \$25.00 |
| Special Events Planner | \$25.00 to \$35.00 |
| Staff Writer/Photographer | \$16.00 to \$20.00 |
| State Fire Training Instructor | \$55.00 |
| Transitional Work Crew Trainee | \$15.00 |
| Transitional Work Crew Trainer | \$22.00 to \$25.00 |
| Training Specialist | \$19.00 |
| Tutor I / II / III | \$16.00/\$17.00 /\$19.00 |
| TV Closed Captioning | \$15.00 to \$16.00 |
| Workforce Development/PDC Trainer | \$15.00 to \$100.00 or up to 85% of enrollment, or up to 60% of net |

| PROFESSIONAL EXPERT ASSIGNMENT | SEMESTER RATE |
|-------------------------------------|---------------|
| Medical Director (EMT) | \$3,500.00 |
| Medical Director (Respiratory Care) | \$3,000.00 |

SBCCD shall utilize short-term hourly, non-academic employees in accordance with California Education Code Section 88003.

These rules apply to employees who are not members of the classified service as defined by the California Education Code Section 88003. The District has limited a temporary hourly employee to no more than 175 days. Short-term temporary hourly employees are not eligible to work more than 40 hours per week or more than 8 hours per day.

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: 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: October 13, 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

Submitted for Board Approval October 13, 2022

[v.10.5.2022.p.2]2]

Head Coaches – 10/14/22 – 03/31/23

| Employee Name | Location Assignment | Department | Stipend |
|---------------|---------------------|--------------------|------------|
| Smith, Julia | SBVC | Women's Basketball | \$7,000.00 |

Assistant Coaches – 10/14/22 – 12/31/22

| Employee Name | Location Assignment | Department | Stipend |
|------------------|---------------------|------------|------------|
| Uiagalelei, Iona | SBVC | Football | \$5,000.00 |
| Vogel, Margaux | SBVC | Volleyball | \$5,000.00 |

Assistant Coaches – 10/14/22 – 03/31/23

| Employee Name | Location Assignment | Department | Stipend |
|-------------------|---------------------|------------------|------------|
| Charles, Rawlston | SBVC | Men's Basketball | \$4,250.00 |
| Kelly, Britain | SBVC | Men's Basketball | \$3,250.00 |

Special Project: Fall 2022

Note: Stipend is to complete the Region 9 Mentorship Program

| Employee Name | Location Assignment | Department | Stipend |
|------------------|---------------------|---|----------|
| Jimenez, Sabrina | CHC | Social, Information, and Natural Sciences | \$750.00 |
| Jones, Patty | SBVC | Counseling | \$750.00 |
| Simpson, Tahirah | SBVC | Counseling | \$750.00 |
| Tinoco, Michelle | SBVC | Counseling | \$750.00 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: October 13, 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 10/13/2022

1 of 1

| Control Number | Vendor Name | Dept/Location | Contract Type | Total New Contract Value | Amendment |
|----------------|--|--------------------------------|-----------------------------|-------------------------------|-----------|
| 23368 | GovernmentJobs.com, Inc dba Neogov | Human Resources/ SBCCD | Software/Online Services | \$157,243.80 | |
| | Software - Recruitment Tool | | | 09/01/2022 through 08/30/2025 | |
| 23479 | Media Management LLC | KVCR/KVCR | Sole Source/Service | \$233,375.00 | |
| | On-going support for PMM Master Control and media management; Media Management LLC is the sole manufacturer of these products. The existing infrastructure is manufactured by Media Management LLC and must be aligned with the current equipment for compatibility and operability. There is no advantage to the District by competitively bidding the procurement, installation and maintenance of this equipment and system. It is therefore recommended the District contract with Media Management as the sole source. (PCC 3400) | | | 07/01/2022 through 06/30/2023 | |
| 23444 | PlanetBIDs, Inc. | Facilities Plainning/ SBCCD | Software/Online Services | \$154,664.00 | |
| | Software Licence for "Bid Management Module" needed to track data on bidding process for vendor selection | | | 07/01/2022 through 06/30/2027 | |
| 23410 | RingCentral Inc. | TESS/SBCCD | Software/Online Service | \$146,711.28 | |
| | Software - 200 digital telephone lines (replacement agreement) | | | 07/01/2021 through 06/30/2023 | |

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: October 13, 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 October 13, 2022

[v.9.27.2022.p.1|7]

| Site/Date/Cost | Event/Items Purchased/Funding Source |
|--|---|
| <p>Site: CHC</p> <p>Date of Event: 9/15/22 - 10/15/22</p> <p>Total Estimated Cost: \$5,000</p> | <p>Event: Hispanic Heritage Month</p> <p>Items Being Purchased: Speakers, supplies, refreshments, and giveaways</p> <p>Funding Source: Student Equity Categorical Fund</p> <p>Ratification: Date was not selected yet.</p> |
| <p>Site: CHC</p> <p>Date of Event: 10/8/22 - 10/10/22</p> <p>Total Estimated Cost: \$14,000</p> | <p>Event: Hispanic Association of Colleges and Universities (HACU) Conference</p> <p>Items Being Purchased: HACU Conference cost for 10 students and 1 advisor to attend in San Diego, CA</p> <p>Funding Source: Student Representation Fee Fund</p> <p>Ratification: Attendees were not selected yet.</p> |
| <p>Site: CHC</p> <p>Date of Event: 10/11/22</p> <p>Total Estimated Cost: \$2,000</p> | <p>Event: Indigenous Peoples Day</p> <p>Items Being Purchased: Speakers, supplies, refreshments, and giveaways</p> <p>Funding Source: Student Equity Categorical Fund</p> <p>Ratification: Date was not selected yet.</p> |
| <p>Site: CHC</p> <p>Date of Event: 10/12/22</p> <p>Total Estimated Cost: \$800</p> | <p>Event: Hello Major, Hello Career Fair</p> <p>Items Being Purchased: Meals and refreshments</p> <p>The Crafton Hills Career Center will be hosting our annual Hello Major/Hello Career Fair. This event is geared towards informing all students about the various college majors and careers available. Students will meet with faculty, disciplined-based student club organizations and employers about major, career goals, and work opportunities. We would like to provide a lunch meal for approximately 80 persons and a discounted meal voucher to students for their participation.</p> <p>Funding Source: Career Center General Fund</p> <p>Ratification: Date was not selected yet.</p> |

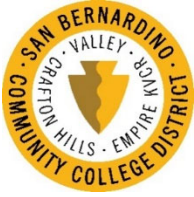


District & College Expenses

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.2|7]

| Site/Date/Cost | Event/Items Purchased/Funding Source |
|--|---|
| <p>Site: CHC</p> <p>Date of Event: 3/31/23 - 4/2/23</p> <p>Total Estimated Cost: \$11,000</p> | <p>Event: Student Senate for California Community Colleges (SSCCC) Conference</p> <p>Items Being Purchased: SSCCC Conference cost for 8 students and 1 advisor in Long Beach, CA</p> <p>Funding Source: Student Representation Fee Fund</p> |
| <p>Site: CHC</p> <p>Date of Event: 4/19/23</p> <p>Total Estimated Cost: \$2,000</p> | <p>Event: How to Etiquette Lunch</p> <p>Items Being Purchased: Meals and refreshments</p> <p>The Crafton Hills Career Center would like to have catered a How to Etiquette Lunch. Students will learn common meal etiquette and how to communicate with employers. Attendees will be CHC students and local employers/recruiters. We anticipate 60-80 persons to participate.</p> <p>Funding Source: Career Center General Fund</p> |
| <p>Site: SBVC</p> <p>Date of Event: 9/9/22</p> <p>Total Estimated Cost: \$1,800</p> | <p>Event: First Year Experience - Outreach & Recruitment Campus Tours</p> <p>Items Being Purchased: Meals and refreshments</p> <p>Sponsoring departments First Year Experience and Outreach will host campus tours to provide information and resources to potential SBVC students. Anticipated attendance is 300 students and community members. Amanda Moody and Justine Plemons will serve as chaperones.</p> <p>Funding Source: Student Equity & Success Categorical Fund and Outreach & Retention Categorical Fund</p> <p>Ratification: Details and confirmations were not finalized in time prior to the board meeting.</p> |



District & College Expenses

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.3|7]

| Site/Date/Cost | Event/Items Purchased/Funding Source |
|--|---|
| <p>Site: SBVC</p> <p>Date of Event: 9/30/22</p> <p>Total Estimated Cost: \$1,000</p> | <p>Event: First Year Experience - Outreach & Recruitment Campus Tours</p> <p>Items Being Purchased: Meals and refreshments</p> <p>Sponsoring departments First Year Experience and Outreach will host campus tours to provide information and resources to potential SBVC students. Anticipated attendance is 100 students and community members. Amanda Moody and Justine Plemons will serve as chaperones.</p> <p>Funding Source: Student Equity & Success Categorical Fund and Outreach & Retention Categorical Fund</p> <p>Ratification: Details and confirmations were not finalized in time prior to the board meeting.</p> |
| <p>Site: SBVC</p> <p>Date of Event: 10/14/22</p> <p>Total Estimated Cost: \$1,000</p> | <p>Event: Fall 2022 (Cooperative Agencies Resources for Education) CARE Mini-Conference</p> <p>Items Being Purchased: Meals, refreshments and supplies</p> <p>CARE is sponsoring its fall semester CARE Mini-Conference, which will feature two workshops/activities that speak to topics/issues that are unique to the CARE/CalWORKs student population. Anticipated attendance is 40 faculty, staff and students. Joanne Hinojosa, Maribel Cisneros and Amber Martin will serve as chaperones.</p> <p>Funding Source: Cooperative Agencies Resources for Education Categorical Fund</p> |
| <p>Site: SBVC</p> <p>Date of Event: 10/14/22, 10/21/22, 10/28/22</p> <p>Total Estimated Cost: \$3,000</p> | <p>Event: First Year Experience - Outreach & Recruitment Campus Tours</p> <p>Items Being Purchased: Meals and refreshments</p> <p>Sponsoring departments First Year Experience and Outreach will host a series of campus tours to provide information and resources to potential SBVC students. Anticipated attendance is 100 students and community members to each event series. Amanda Moody and Justine Plemons will serve as chaperones.</p> <p>Funding Source: Student Equity & Success Categorical Fund and Outreach & Retention Categorical Fund</p> |



District & College Expenses

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.4|7]

| Site/Date/Cost | Event/Items Purchased/Funding Source |
|--|---|
| <p>Site: SBVC</p> <p>Date of Event: 10/19/22</p> <p>Total Estimated Cost: \$2,175</p> | <p>Event: 48 Hour Film Project</p> <p>Items Being Purchased: Admission and Regal Cinema theatre rental in Ontario, CA</p> <p>The theatre will be used for the SBVC campus community and the general public to come and view the film projects that were completed in 48 hours created by SBVC Film, TV & Media students.</p> <p>Funding Source: SBVC Multi Media Categorical Fund</p> |
| <p>Site: SBVC</p> <p>Date of Event: 10/21/22</p> <p>Total Estimated Cost: \$2,300</p> | <p>Event: Undocumented Student Action Week, California State University, San Bernardino (CSUSB)</p> <p>Items Being Purchased: Registration, transportation and meals</p> <p>First Year Experience will sponsor students to attend the CSUSB Leadership Challenge. The event's purpose is to help them learn leadership and team skill-building goals. Anticipated attendance is 22 students and faculty. Tania Laguna and Evelyn Luna will serve as chaperones.</p> <p>Funding Source: Student Equity & Success Categorical Fund and Dreamers Categorical Fund</p> |
| <p>Site: SBVC</p> <p>Date of Event: 10/26/22, 10/27/22</p> <p>Total Estimated Cost: \$2,000</p> | <p>Event: K-12 Articulation Educational Summit</p> <p>Items Being Purchased: Meals and refreshments</p> <p>SBVC Valley Now Department is hosting a K-12 articulation educational summit. Anticipated attendance is 100 K-12 partners, faculty, and staff.</p> <p>Funding Source: Academic Success & Learning Services General Fund</p> |



District & College Expenses

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.5]7]

| Site/Date/Cost | Event/Items Purchased/Funding Source |
|---|---|
| <p>Site: SBVC</p> <p>Date of Event: 10/26/22 - 10/28/2022</p> <p>Total Estimated Cost: \$1,000</p> | <p>Event: Halloween "Trunk or Treat"</p> <p>Items Being Purchased: Food and supplies</p> <p>The Office of Student Life and Associated Student Government are co-sponsoring a fun and interactive Halloween event. Anticipated attendance is 100 faculty, staff and students. Raymond Carlos, Maritza Portillo and Marie Maghuyop will serve as chaperones.</p> <p>Funding Source: Associated Student Body Fund, Inter Club Council Fund</p> |
| <p>Site: SBVC</p> <p>Date of Event: 10/27/22 - 10/31/22</p> <p>Total Estimated Cost: \$1,500</p> | <p>Event: From the Lens of (In)visibility: A Photovoice Inquiry into How Community Colleges can Advance Filipino/a/x American Student Resilience</p> <p>Items Being Purchased: Supplies and refreshments</p> <p>SBCCD Asian Pacific Islander Association (API) is sponsoring this event which will showcase the research conducted by Professor Rangel Zarate and bring visibility and awareness to the student population of Filipino/a/x students at SBVC. Anticipated attendance is 50 faculty, staff, students, and community members. Rangel Zarate and Marie Maghuyop will serve as chaperones.</p> <p>Funding Source: Equal Employment Opportunity Categorical Fund</p> |
| <p>Site: SBVC</p> <p>Date of Event: 11/2/22</p> <p>Total Estimated Cost: \$2,000</p> | <p>Event: Dia De Los Muertos (SBVC)</p> <p>Items Being Purchased: Supplies, Refreshments and Contracts.</p> <p>Student Equity, the Latino Faculty & Staff Administrators Association, and Arts, Lectures, and Diversity Committee are sponsoring an event to celebrate the lives of loved ones who have left the earth. Anticipated attendance is 100 faculty, staff, and students. Ernest Guillen and Carmen Rodriguez will serve as chaperones.</p> <p>Funding Source: Latino Faculty & Staff Administrators Association Fund; Arts, Lectures and Diversity General Fund; Student Equity & Success Categorical Fund</p> |



District & College Expenses

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.6|7]

| Site/Date/Cost | Event/Items Purchased/Funding Source |
|--|---|
| <p>Site: SBVC</p> <p>Date of Event: 11/4/22</p> <p>Total Estimated Cost: \$20,000</p> | <p>Event: Garcia Center Art Show</p> <p>Items Being Purchased: Meals, contracts, and supplies</p> <p>In collaboration with the Garcia Center for the Arts, Outreach and Recruitment is sponsoring an art show to highlight SBVC programs and services in a community setting. Anticipated attendance is 200 students, staff, and community members. Amanda Moody, Justine Plemons, and Leticia Hector will serve as chaperones.</p> <p>Funding Source: Outreach & Retention Categorical Fund</p> |
| <p>Site: SBVC</p> <p>Date of Event: 11/8/22</p> <p>Total Estimated Cost: \$1,018</p> | <p>Event: Awards Screening of 48 Hour Film Project</p> <p>Items Being Purchased: Admission at Harkins Theatre Mountain Grove Redlands, CA</p> <p>The theatre will be used for the awards screening for the SBVC campus community and the general public to come and view the film projects that were completed in 48 hours created by SBVC Film, TV & Media students.</p> <p>Funding Source: IE Media Academy Program Fund</p> |
| <p>Site: SBVC</p> <p>Date of Event: 12/11/22</p> <p>Total Estimated Cost: \$240</p> | <p>Event: Museum of Tolerance Student Field Trip</p> <p>Items Being Purchased: Registration</p> <p>Sponsored by the Extended Police Academy, this field trip will expose the diversity and social justice component of the Extended Police Academy Program. There will be 18 students in attendance and 2 faculty chaperones.</p> <p>Funding Source: Extended Police Academy Program General Fund</p> |



District & College Expenses

Submitted for Board Approval October 13, 2022

[v.9.27.2022.p.7|7]

| Site/Date/Cost | Event/Items Purchased/Funding Source |
|--|--|
| <p>Site: SBVC</p> <p>Date of Event: 12/16/22</p> <p>Total Estimated Cost: \$2,000</p> | <p>Event: Cooperative Agencies Resources for Education (CARE) Holiday Celebration</p> <p>Items Being Purchased: Meals, refreshments and supplies</p> <p>CARE will host its CARE Holiday Celebration to recognize the CARE students' completion of fall 2022 and also provide their families with gifts, which are provided entirely by donations from campus community members. Anticipated attendance is 40 faculty, staff, and students. Chaperones are Joanne Hinojosa, Maribel Cisneros, Brittany Hind, Keenan Giles, Treasa Sabato, Alan Erving and Amber Martin.</p> <p>Funding Source: Cooperative Agencies Resources for Education Categorical Fund</p> |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Diana Z. Rodriguez, Chancellor
PREPARED BY: Stacey K. Nikac, Administrative Officer
DATE: October 13, 2022
SUBJECT: Individual Memberships

RECOMMENDATION

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

OVERVIEW

The County of San Bernardino District Financial Services Division requires certification of board minutes, that are in accordance with provisions of legal codes for the State of California, to pay invoices for memberships. Whenever possible, SBCCD purchases institutional memberships to be used districtwide. The individual requesting membership has reviewed, and confirms, the District does not currently subscribe to an institutional membership and the association to which they are requesting membership only offers Individual memberships. The memberships requested are related to job duties and functions to promote and advance our institutions and students.

ANALYSIS

Education Code Section 35172 (d) Subscribe for membership for any school under its jurisdiction in any society, association, or organization which has for its purpose the promotion and advancement of public or private education. (e) Subscribe for membership in, or otherwise become a member of, any national, state or local organization of governing boards of school districts or members thereof which has for its purposes the promotion and advancement of public education through research and investigation, and the cooperation with persons and associations whose interests and purposes are the betterment of the educational opportunities of the children of the state.

Education Code Section 35160.1 (a) The Legislature finds and declares that school districts, county boards of education, and county superintendents of schools have diverse needs unique to their individual communities and programs. Moreover, in addressing their needs, common as well as unique, school districts, county boards of education, and county superintendents of schools should have the flexibility to create their own unique solutions. (b) In enacting Section 35160, it is the intent of the Legislature to give school districts, county boards of education, and



county superintendents of schools broad authority to carry on activities and programs, including the expenditure of funds for programs and activities which, in the determination of the governing board of the school district, the county board of education, or the county superintendent of schools are necessary or desirable in meeting their needs and are not inconsistent with the purposes for which the funds were appropriated. It is the intent of the Legislature that Section 35160 be liberally construed to effect this objective. (c) The Legislature further declares that the adoption of this section is a clarification of existing law under Section 35160.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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



INDIVIDUAL MEMBERSHIPS

Submitted for Board Approval 10/13/22

| SITE AMOUNT PER PERSON NAME(S) | MEMBERSHIP FUNDING SOURCE |
|--|--|
| SBVC \$50.00 per person | Pesticide Applicators Professional Association |
| Jose Alvarez Shane Caudill Abe Fulgham Cesar Rojas Ronald Gordin | Grounds General Funds |
| SBVC \$60.00 per person | Department of Pesticide Regulation |
| Jose Alvarez Shane Caudill Abe Fulgham Cesar Rojas Ronald Gordin | Grounds General Funds |
| SBVC \$100.00 | California Community College Student Affairs Association (CCCSAA) |
| Raymond Carlos | Student Clubs & Trust/Student Life Trust; Associated Student Government Body General Fund, and Student Equity Categorical Fund |
| SBVC \$300.00 | Chief Student Services Officers (CSSO) 2022 - 2023 |
| Dr. Rosa O. Rosas (Olivia) | Student Development General Fund |

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: October 13, 2022

SUBJECT: Consideration of Approval of Amendment 08 to the Professional Service Agreement with HMC Architects of Ontario, CA

RECOMMENDATION

It is recommended that the Board of Trustees approve Amendment 08 to the contract with HMC Architects of Ontario, CA for CC01.3601 San Bernardino Valley College Technical Building Replacement (CP1).

OVERVIEW

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

ANALYSIS

This contract amendment will add scope for HMC to provide design services for work incurred as a result of a request for Furniture, Fixtures, and Equipment for the project. This amendment will increase the contract by \$70,655.00, and their new contract sum will be \$5,340,429.60.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: October 13, 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
- Furniture, Fixtures, & Equipment (FF&E)
Design, Procurement & Installation
Coordination
- 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

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

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.

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



Master Services Agreements & Task Orders for Bond Construction Submitted for Ratification October 13, 2022

[v.9.19.2022.p.1|1]

| Firm | Pool Approval | Task Order Amount | Site | Project | Task Order | Date Executed | Date Ratified |
|--|---|-------------------|------|---|--|---------------|---------------|
| Inland Inspection & Consulting Riverside, CA | Division of the State Architect Inspector of Record 5/31/2021 | \$225,120.00 | CHC | Public Safety Training Center | CC02-3625.07 Division of the State Architect Inspector of Record Services | 9/23/2022 | 10/13/2022 |
| Knowland Construction Services Inc. Rancho Palos Verdes, CA | Division of the State Architect Inspector of Record 5/31/2021 | \$94,320.00 | SBVC | Physical Science and Health & Life Science Mechanical Improvements | CC01-3610-06.06 Division of the State Architect Inspector of Record Services | 9/23/2022 | 10/13/2022 |
| *Knowland Construction Services Inc. Rancho Palos Verdes, CA | Division of the State Architect Inspector of Record 5/31/2021 | \$38,880.00 | SBVC | New Softball Field | CC01-3605.07 Division of the State Architect Inspector of Record Services | 9/23/2022 | 10/13/2022 |
| Koury Engineering and Testing, Inc. Chino, CA | Special Inspection & Material Testing 2/13/2020 | \$106,057.00 | CHC | Public Safety Training Center | CC01-3625.06 Special Inspection & Material Testing Services | 9/23/2022 | 10/13/2022 |
| NV5 West, Inc. Murrieta, CA | Special Inspection & Material Testing 2/13/2020 | \$297,275.00 | CHC | New Performing Arts Center | CC02-3635.01 Special Inspection & Material Testing Services | 9/23/2022 | 10/13/2022 |
| Twining, Inc. Riverside, CA | Geotechnical 12/12/2019 | \$23,630.00 | CHC | Instructional Building | CC02-3631.02 Geotechnical Services | 8/1/2022 | 10/13/2022 |
| TYR, Inc. Huntington Beach, CA | Division of the State Architect Inspector of Record 5/31/2021 | \$369,264.00 | CHC | New Performing Arts Center | CC02-3635.02 Division of the State Architect Inspector of Record Services | 9/23/2022 | 10/13/2022 |
| Vital Inspection Services Inc. Anaheim, CA | Division of the State Architect Inspector of Record 5/31/2021 | \$78,016.00 | SBVC | Business Quad Development | CC01-3610-15.05 Division of the State Architect Inspector of Record Services | 9/23/2022 | 10/13/2022 |

*Issued as a supplement to an existing Task Order.



MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College—Public Safety Training Center

Task Order Awarded to: Inland Inspection & Consulting

Task Order Executed: September 23, 2022

Amount: \$225,120.00

Selection Summary:

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





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College —Physical Science and Health & Life Science Mechanical Improvements

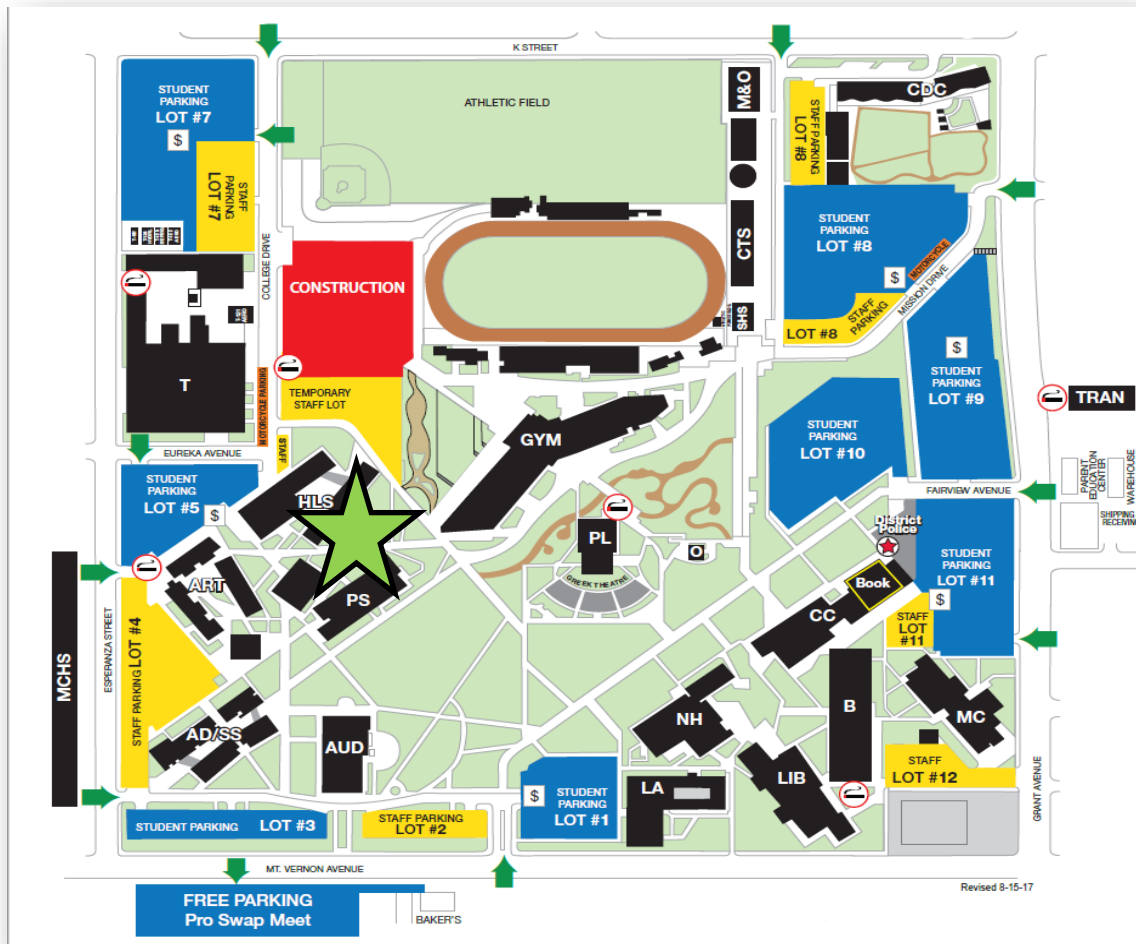
Task Order Awarded to: Knowland Construction Services, Inc.

Task Order Executed: September 23, 2022

Amount: \$94,320.00

Selection Summary:

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





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College—Public Safety Training Center

Task Order Awarded to: Koury Engineering and Testing, Inc.

Task Order Executed: September 23, 2022

Amount: \$106,057.00

Selection Summary:

The short list of pre-qualified Special Inspection & Material Testing firms includes thirteen firms. Eight firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of one DSO Staff member, two Program Management Office members, and two Construction Management Team members. Koury Engineering and Testing, 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, Koury Engineering and Testing, Inc. received the highest cumulative score and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College—New Performing Arts Center

Task Order Awarded to: NV5 West, Inc.

Task Order Executed: September 23, 2022

Amount: \$297,275.00

Selection Summary:

The short list of pre-qualified Special Inspection & Material Testing firms includes thirteen firms. Nine firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of one DSO Staff member, one Program Management Office member, and two Construction Management Team members. NV5 West, 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, NV5 West, Inc. received the highest cumulative score and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College—Instructional Building

Task Order Awarded to: Twining, Inc.

Task Order Executed: August 1, 2022

Amount: \$23,630.00

Selection Summary:

The short list of pre-qualified Geotechnical firms includes ten firms. Eight firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of four DSO Staff members and two Program Management Office members. Twining, 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, Twining, Inc. received the highest cumulative score and was awarded the Task Order.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: Crafton Hills College—New Performing Arts Center

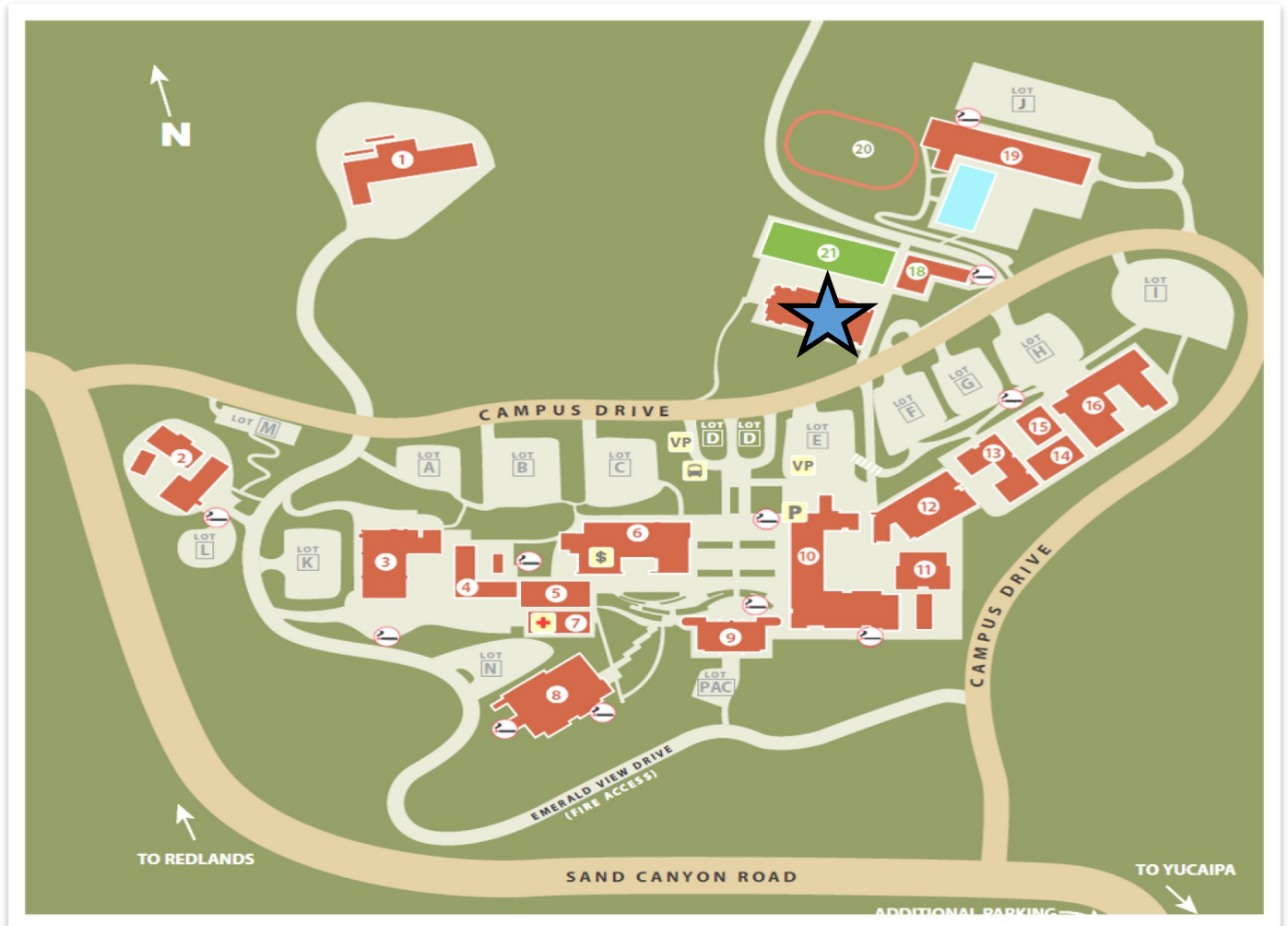
Task Order Awarded to: TYR, Inc.

Task Order Executed: September 23, 2022

Amount: \$369,264.00

Selection Summary:

The short list of pre-qualified Division of State Architect Inspector of Record firms includes six firms. Three firms submitted a proposal in response to the Request for Task Order Proposal. The selection committee consisted of one DSO Staff member, two Program Management Office members, and two Construction Management Team members. TYR, 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, TYR, Inc. received the second highest cumulative score and was awarded the Task Order as the proposed key staff member of the firm with the highest cumulative score, Inland Inspection & Consulting, was no longer available.





MEASURE CC

BUILDING NEW OPPORTUNITIES FOR
OUR STUDENTS & OUR COMMUNITY

Task Order Selection Summary

Campus & Project: San Bernardino Valley College—Business Quad Development

Task Order Awarded to: Vital Inspection Services Inc.

Task Order Executed: September 23, 2022

Amount: \$78,016.00

Selection Summary:

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



Revised 8-15-17

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Diana Z. Rodriguez, Chancellor
PREPARED BY: Stacey K. Nikac, Administrative Officer
DATE: October 13, 2022
SUBJECT: Board Committee Reports

RECOMMENDATION

This item is for information only.

OVERVIEW

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

Per Board Policy 2220, the Board may, by action, establish committees that it determines are necessary to assist the Board in its responsibilities. Any committee established by Board action shall comply with the requirements of the California Public Meetings Act (Brown Act) and with these policies regarding open meetings.

Board committees that are composed solely of less than a quorum of members of the Board that are advisory are not required to comply with the Brown Act, or with these policies regarding open meetings, unless they are standing committees.

Board committees that are only advisory have no authority or power to act on behalf of the Board. Findings or recommendations shall be reported to the Board for consideration.

Standing committees of the Board can be found on the Board of Trustees page of the District Website <https://sbccd.edu/about-sbccd/board-of-trustees/bot-committees.php>

ANALYSIS

The purpose of the reports is for BOT Committee Chairs to communicate information to the full Board, leading to more engagement and interaction at upcoming board meetings. Updates are provided orally by the BOT Committee Chairs, as needed. The Board may ask staff to review a matter or may ask that a matter be put on a future agenda.



SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.



Committees of the Board

Subject to the Brown Act

| BOT COMMITTEES (with committee charge) | 2022 BOARD MEMBERS (chairs are BOLD) |
|---|---|
| <p>Finance Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> • Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf. • Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings. • Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum. • Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees. • Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding the implementation and operation of bond measures. | <ol style="list-style-type: none"> 1. Joseph Williams 2. Gloria Harrison 3. Stephanie Houston |
| <p>Legislative Committee</p> <p>The committee is charged with:</p> <ul style="list-style-type: none"> • Increasing the efficiency of the Board of Trustees by performing time-sensitive legislative research on its behalf. • Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings. • Promoting transparency of SBCCD's legislative advocacy priorities through discussions in an open forum. • Fostering an environment of understanding by communicating findings and formulating recommendations to the full Board of Trustees. | <ol style="list-style-type: none"> 1. Frank Reyes 2. Anne Viricel 3. John Longville |

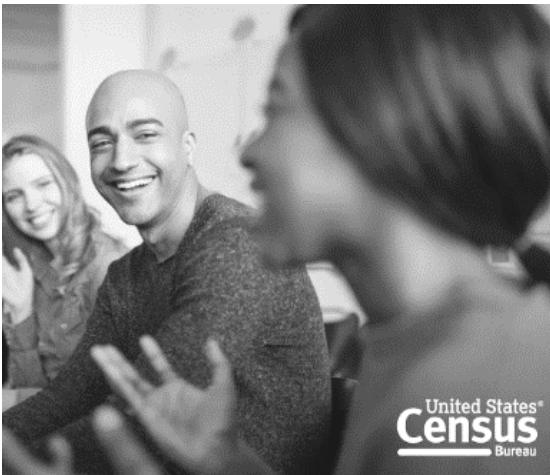


10.13.2022

SBCCD IS ONE OF SIX NATIONWIDE PARTNERS SELECTED BY THE U.S. CENSUS BUREAU

The U.S. Census Bureau has selected SBCCD as one of six partners nationwide to represent the Los Angeles Region, which includes Alaska, Washington, Oregon, Idaho, Nevada, California, and Hawaii.

Planning for the 2030 Census is underway, and we are listening to diverse voices – like yours. Your input will help design a better 2030 Census. The Census Bureau is in the early ...cont. page 3



CHANCELLOR'S REPORT



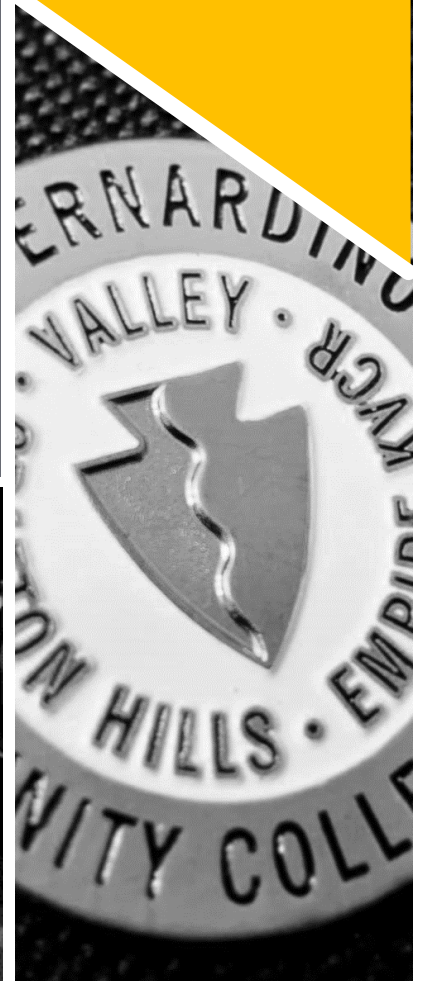
KVCR FILMED AN ICONIC DESEGREGATION CASE REENACTMENT

Marking the first day of Hispanic Heritage Month, September 15th, SBCCD's KVCR crew and student interns had the honor to film a reenactment of the iconic Lopez V. Secombe case, one of the earliest successful desegregation court cases in United States history and began the desegregation of recreational facilities in San Bernardino in 1944.

San Bernardino County Superior Court Judge John Pacheco coordinated the ...cont. page 4

SBCCD'S LOCAL BUSINESS OUTREACH COMMITS TO PAID STUDENT INTERNSHIP PROGRAM

SBCCD's Local Business Outreach Department has launched a new Measure CC Internship Program -- designed to connect students with paid internship opportunities available at firms that provide products and/or services to SBCCD under Measure CC. Both AECOM (bond program manager) and SafeWorkCM (SBVC construction manager) have agreed to onboard student interns from SBCCD campuses. ...cont. page 3





CAMPUS UPDATE

THIS IS SBCCD

CRAFTON HILLS COLLEGE FIRE ACADEMY RECEIVES \$1.8 MILLION GIFT

At a time when updated industry standards have forced cadets at Crafton Hills College's Fire Academy to pay more money out-of-pocket, the San Manuel Band of Mission Indians has gifted the program \$1.8 million to help achieve its mission.

The donation is the largest ever received by the CHC Foundation. "I have never seen in my entire time at Crafton a grant this large for a program like ours," said Academy Chief Mike Alder. "It is a tremendous shot in the arm for the Academy and the cadets."

Amidst a severe regional shortage of trained professionals in the community, which CHC has attributed to the high-cost students must bear to qualify for positions in emergency medical services and firefighting, the 18-week course serves to train a highly qualified and diverse pool of recruits to serve the local area. In order to prepare for their positions, cadets must pay the price for uniforms, equipment, supplies, testing, licensing, and certifications.

CHC has identified a critical need for a new-generation cadet pool for its fire science and paramedic programs. To help mitigate this need, the San Manuel Band of Mission Indians has promised \$1.8 million to the CHC Fire Academy for students with financial barriers to access training at CHC's Fire Academy. "It has been an honor to partner with Crafton Hills on both financial support and recruitment," said San Manuel Band of Mission Indians Vice-Chairman Johnny

Hernandez Jr. "Every person should be able to follow their dreams regardless of their financial situation. excited to hear The Tribe is excited to hear this may close the gap between diverse communities and access to following their dreams in firefighting."

"One of the greatest assets we have as a college is the support of our community and partnerships with extraordinary organizations, such as the San Manuel Band of Mission Indians," added Crafton Hills College President Dr. Kevin Horan. "We are humbled by their generosity and shared interest in building a talented and diverse first responder workforce."

"We are grateful to the San Manuel Band of Mission Indians for their generous support of our local students," said San Bernardino Community College District Chancellor Diana Rodriguez. "The Crafton Hills College Fire Academy opens doors to good-paying jobs for our graduates. This gift will help build a diverse workforce of firefighters who will combat California's wildfires and keep our communities safe."

Crafton's Fire Academy, which is offered once each fall and then again in the spring, trains about 30 cadets each term.

College officials applied for the grant in December 2021 with support from the CHC Foundation, a nonprofit that looks to advance the educational, career and personal successes of Roadrunners through engagement and learning.

Measuring America's People, Places, and Economy

We Believe in the Power of Quality Data to Impact Public Life

SBCCD IS ONE OF SIX NATIONWIDE PARTNERS SELECTED BY THE U.S. CENSUS

...CONT. FROM PAGE 1

stages of planning for the next census – a process that includes years of research and testing to prepare for the complex task of counting every person living in the United States each decade. By mid-decade, in 2024, the Census Bureau expects to decide the initial operational design for the 2030 Census – the “big picture” plan for the census. That milestone is followed by refining procedures and putting technology and other infrastructure in place for the national count in 2030.

On November 3, 2022, at 11:00 a.m., SBCCD will be hosting a human design workshop, a historic movement for the U.S. Census. Information to RSVP will be available on SBCCD’s social media.

As part of the planning efforts, the public is invited to share feedback on how the Census Bureau can improve the public’s experience during the 2030 Census. With this input, the Census Bureau aims to better reach and count historically undercounted people, overcome challenges, and encourage everyone to respond to the 2030 Census. Public input is needed now so it can inform the Census Bureau’s decisions on the initial operational design, along with the findings of dozens of research projects underway.

Can’t make it to the workshop? The public can submit comments two ways:

Email comments to DCMD.2030.Research@census.gov

Submit comments online through the Federal Register Notice linked from the 2030 Census webpage <https://www.census.gov/2030census>

Comments must be received by November 15, 2022. Comments should be specific, detailed, clear and identify which topic(s) each comment addresses.

The Census Bureau will summarize and share the input received publicly. While the Census Bureau may not be able to implement all recommendations received, each idea and recommendation received will be given careful consideration as the agency research, tests, and plans the 2030 Census operational design.

SBCCD’S LOCAL BUSINESS OUTREACH COMMITS TO PAID STUDENT INTERNSHIP PROGRAM

...CONT. FROM PAGE 1

An internship is a supervised pre-professional learning experience in which students apply their skills and knowledge in a professional setting. By offering their time, talent, and enthusiasm, interns will contribute to an organization’s mission and goals while gaining valuable skills for the future and seeing if a career is right for them. Most internships are temporary assignments that can last up to one year.

The student interns will work directly with AECOM or SafeWorkCM to support Program Management or Construction Management directly related to SBCCD’s Bond Program. Student interns will be paid \$18/hour at 20 – 25 hours per week. Interested students must be enrolled at SBVC or CHC campuses, provide a resume, and complete the interview process for a successful selection. Recruitment efforts will be led by SBCCD’s Local Business Outreach Department. For more information, email Ynez Canela at ycanela@sbccd.edu.



Pictured from left to right: KVCR crew filming. Superior Court of San Bernardino County Judge John M. Pacheco and Former Mayor of San Bernardino Judith Valles recounting their experiences with segregation at KVCR studios in San Bernardino. Judge Manuel Ramirez as Judge Leon Yankwich and Michael Bidart as attorney David C. Marcus.

KVCR FILMED ICONIC DESEGREGATION CASE REENACTMENT

...CONT. FROM PAGE 1

reenactment, that hosted over 200 attendees including Assembly Majority Leader Eloise Gomez Reyes, SBCCD Board of Trustee Chair Gloria Macias Harrison and Trustee Frank Reyes.

Specifically, the case was filed after three Mexican American men, ages 13 to 16, were denied entry to Perris Hill Park Plunge in San Bernardino because only Mexicans were allowed. "Mexicans were only allowed to use The Plunge one day a week, the day before the water was cleaned. On September 1, 1943, the three boys were denied entry to the facility because they were of Mexican descent," said John M. Pacheco, Judge for the San Bernardino County Superior Court.

According to official court documents, the defendants' conduct was unlawful and violated the petitioner's rights and privileges as guaranteed under the United States Constitution, principally provided for in the Fifth and Fourteenth Amendments.

Lawyer David C. Marcus argued that the city official's arguments amounted to discrimination, and Judge Leon Yankwich reached a ruling and desegregate recreational facilities.

Iconic Mexican American leaders in San Bernardino, like Pacheco and San Bernardino's first Hispanic mayor, Judith Valles, recently sat down with KVCR and Inland Empire Community News to discuss the significance of the Lopez v. Seccombe case and describe their own experiences of segregation.

"When I was a kid, my brother was killed in World War II. His body was flown back to the United States and my parents began planning his funeral. In the beginning my father coordinated everything and everything was fine. However, when my mother went to the morgue in San Bernardino to make a payment, the clerk asked her if she was Mexican, probably because of her accent and darker skin. My mom said yes, and they told her Mexicans shouldn't be buried there," Valles said.

Valles became the first Latina to serve as president of a California college or university, the first Hispanic woman elected in the city of San

Bernardino, and the author of the critically acclaimed book *As My Mom Would Say: Como Decia Mi Mama*.

As for Pacheco, he detailed the struggles and criticism he endured to become a Supreme Court justice. "Personally, I grew up on the west side of San Bernardino and didn't experience much segregation; It wasn't until I went to college that I experienced it every day. I remember talking to one of my professors and telling him I wanted to be a judge and he laughed hysterically. He said I had to get a job as a landscape gardener outside of a courthouse, arrive bright and early so I could hear them talking when the attorneys and judges come in," Pacheco said.

"This case set a precedent for other local desegregation issues, including the Mendez v. Westminster decision in 1947 and the Supreme Court decision of Brown v. Board of Education in 1954," said Pacheco.

At the reenactment, students from San Bernardino, Rialto, Redlands, Yucaipa, and the High Desert snacked on tacos, taquitos, chips, salsa, and guacamole – while listening to the arguments made by the jury.

Mayor John Valdivia played former San Bernardino Mayor William Seccombe. In contrast, Michael Scaffidi played attorney H.R. Griffith; Judge Manuel Ramirez played the role of Judge Leon Yankwich and Michael Bidart as attorney David C. Marcus.

Pictured: Ignacio Lopez, editor of *El Espectador* and one of five petitioners (including Eugenio Noguera, Father Nunez, Virginia Prado, and Rafael Munoz) in the Lopez v. Seccombe case.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

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

DATE: October 13, 2022

SUBJECT: Strategic Plan Goal-1 and Goal-2 Status Updates

RECOMMENDATION

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

OVERVIEW

SBCCD has entered the second year of its 2022-27 Strategic Plan. The current document provides a midterm review of important actions and highlights related to Goal-1 (eliminate barriers to student access and success) and Goal-2 (be a diverse, equitable, inclusive and anti-racist institution).

ANALYSIS

In continued efforts to improve students access and success, SBCCD has updated its self-service platform for financial aid and hosted 7 financial aid workshops. SBCCD has also fully implemented an early alert and customer relations software, provided campus tours to over 500 students, and secured a \$100,000 pledge to support student internships.

In continued efforts to be a diverse, equitable, inclusive and antiracist institution, SBCCD has secured over \$15 million in grant funding to support or programs and services, hosted 19 workshops to train staff on the best practices in DEIA, sent faculty and staff to trainings on how to eliminate bias in the classroom, and gave 14 presentations on the benefits of early literacy to underserved populations.

SBCCD GOALS

1. Eliminate Barriers to Students Access and Success
2. Be A Diverse, Equitable, Inclusive and Antiracist Institution

FINANCIAL IMPLICATIONS

There are no financial implications.



SBCCD STRATEGIC PLAN AND OBJECTIVES

MONTHLY STATUS UPDATE

2022-2023

GOAL 1 ELIMINATE BARRIERS TO STUDENT ACCESS AND SUCCESS

UPDATES

- ✓ Financial Aid has updated its self-service platform.
- ✓ SBCCD conducted 7 Financial Aid application workshops both in-person and online.
- ✓ SBCCD is visiting high schools in its service area to promote FAFSA completion.
- ✓ Starfish, an early alert and customer relations software, is fully implemented at both colleges.
- ✓ Campus tours were provided to over 500 students from feeder high schools.
- ✓ SBCCD's outreach and recruitment team met with high school counselors to promote dual enrollment.
- ✓ KVCR has received a \$100,000 pledge to support internships.



Instagram & Facebook Marketing Campaign Results



386.2K
Advertisement views



679
Clicks



378
Views of
SBCCD's admission application



Google Marketing Campaign Results



191.9k
Advertisement views



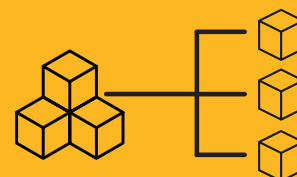
9,362
Clicks



780
Views of
SBCCD's admission application

Outcome achieved:

Thirty faculty participated in the USC race and equity training and have incorporated the use of disaggregated data in their classrooms.



SBCCD STRATEGIC PLAN AND OBJECTIVES

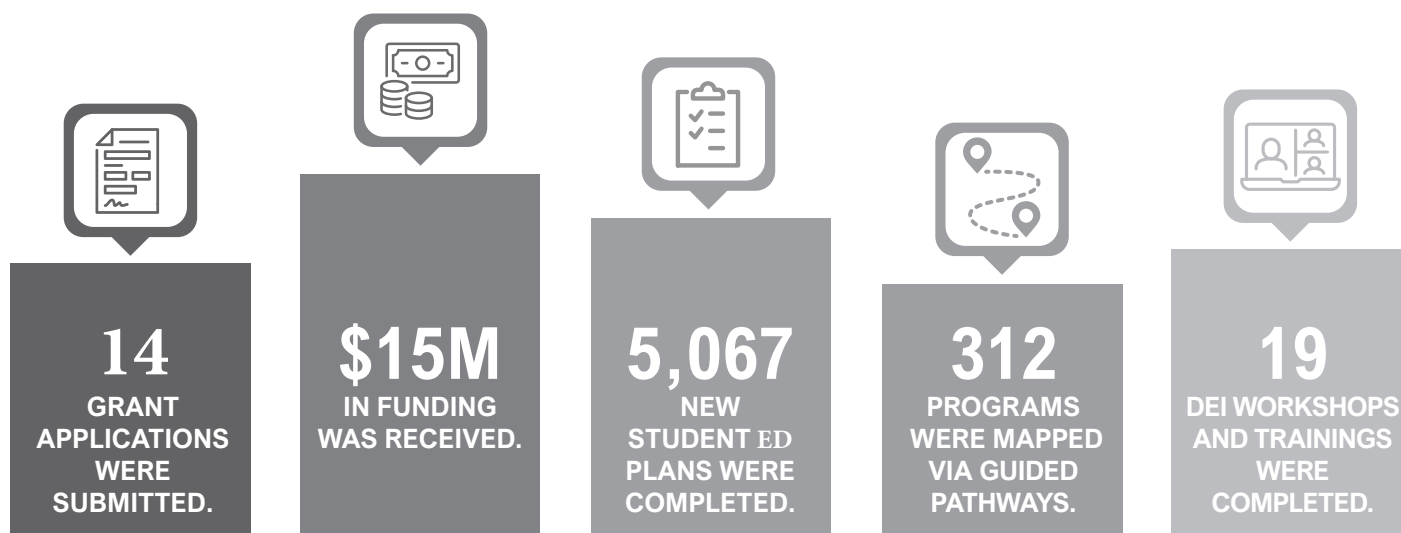
MONTHLY STATUS UPDATE

2022-2023

GOAL **2** BE A DIVERSE, EQUITABLE, INCLUSIVE AND ANTIRACIST INSTITUTION

UPDATES

- ✓ SBCCD participated in the Volvo LIGHTS project to help develop programs and best practices that will establish the foundation for successfully commercializing battery-electric freight trucks.
- ✓ SBCCD is currently participating in the CCCCO’s Strategic Enrollment Management Academy to develop and refine enrollment management strategies.
- ✓ Twenty students and 35 staff attended the annual HACU conference this fall.
- ✓ Over 200 SBCCD employees received the newly reconstructed EEO/DEIA training.
- ✓ Seven staff and a Board member attended the Higher Education Summit in Ghana, Africa.
- ✓ Staff gave 14 presentations on early literacy to highlight SBCCD programs, services and build partnerships.
- ✓ KVCR made an onsite visit to a local elementary school to speak to students about Television Careers, Public Media, KVCR’s Children’s Programming, and FNX (First Nations Experience).



Outcome achieved:

180 students attended “Black to School Night” on Wednesday, September 14, 2022 where they participated in breakout sessions with 15 of our educational partners and met with staff to obtain information about SBCCD’s programs and services.



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Al Jackson, Chief of Police

DATE: October 13, 2022

SUBJECT: 2022 Annual Security Report

RECOMMENDATION

This item is for information only.

OVERVIEW

The 2022 Annual Security Report (ASR) contains crime statistics for Crafton Hills College, San Bernardino Valley College and District Support Operations (DSO). This report was prepared by the San Bernardino Community College District (SBCCD) Police Department's management team in cooperation with the college offices and surrounding police agencies, and distributed electronically to the students and SBCCD employees on October 1, 2022. Paper copies are also available at various locations throughout the SBCCD. This report is mandated by federal law and required to be published by institutions of higher learning by October 1st of each year.

ANALYSIS

In 1990, the U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," which requires colleges and universities to disclose information about crime on and around their campuses. This law was renamed in 1992 to the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act." The information in this report provides statistical, policy, and procedural information required by law.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

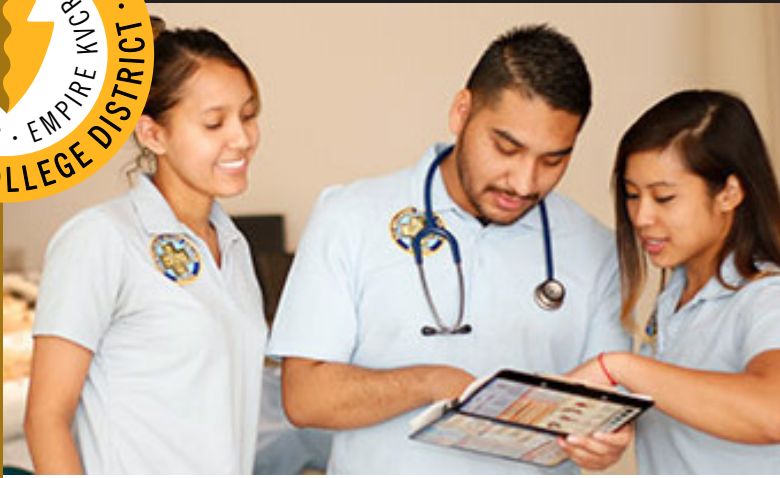
There are no financial implications associated with this board item.



ANNUAL SECURITY REPORT • 2022



A GUIDE TO SAFETY & SECURITY IN THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT



DONALD F. AVERILL
APPLIED TECHNOLOGY TRAINING CENTER

APPLIED TECHNOLOGY TRAINING CENTER
124 South Del Rosa Drive

CRAFTON HILLS COLLEGE
DISTRICT SUPPORT OPERATIONS
SAN BERNARDINO VALLEY COLLEGE



"To Serve & Protect with Integrity"



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1.0 Welcome

Welcome to the San Bernardino Community College District (SBCCD). Keeping our students, faculty, staff, and guests healthy and safe remains the highest priority of the SBCCD and the SBCCD Police Department (PD). The SBCCD PD prides itself on serving the diverse campus community with professionalism, civic engagement, integrity, and service excellence.

The SBCCD PD is accredited by the California Commission on Peace Officer Standards and Training (POST). The police officers assigned to the SBCCD PD are sworn and fully commissioned peace officers of the State of California as defined in Section 830.32 of the Penal Code and 72330 of the California Education Code.

Our colleges are located in Yucaipa (Crafton Hills College) and San Bernardino (San Bernardino Valley College and Empire KVCR). We have additional sites in San Bernardino, including the SBCCD Office and other District Support Operations (DSO).

While on or off our campuses, we encourage you to be aware of your surroundings and always lock your vehicle and report any suspicious or criminal activity immediately to the SBCCD PD. In the case of an emergency, call **9-1-1**. Remember, if you **“See Something, Say Something!”**

We invite you to read this report carefully and to become a partner in your own safety. It is through the cooperation of everyone in the SBCCD that we can ensure a safe and pleasant learning and working environment.

San Bernardino Community College District Board of Trustees

Gloria Macías Harrison
Chair, Area 7

Dr. Stephanie Houston
Vice Chair, Area 6

Dr. Anne L. Viricel
Clerk, Area 5

Dr. Nathan D. Gonzales
Trustee, Area 4

John Longville
Trustee, Area 3

Frank Reyes
Trustee, Area 1

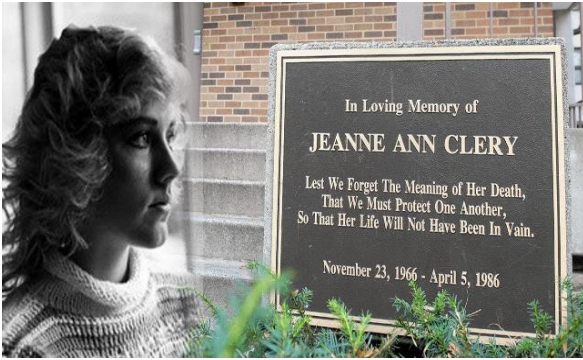
Joseph R. Williams
Trustee, Area 2

Robert Alexander
Student Trustee, CHC

Paul Del Rosario
Student Trustee, SBVC

Diana Z. Rodriguez
Chancellor

History of the Jeanne Ann Clery Act



The U.S. Congress enacted the "Crime Awareness and Campus Security Act of 1990," and two years later renamed the legislation the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act" (Clery Act). The Clery Act requires colleges and universities to disclose information about crime on and around their campuses. Pursuant to the Higher Education Opportunity Act and California Education Code §67380, the SBCCD also inform members of the campus community about institutional policies concerning

campus security, including the SBCCD law enforcement authority, crime reporting policies, alcohol and drug use, crime prevention, sexual assault, and other matters of related importance.

1.1 Preparation of the Annual Security Report

The SBCCD PD is responsible for preparing this report in compliance with the Clery Act using information maintained by the PD, information provided by other offices such as Student Life, Student Services, Campus Security Authorities, and information provided by local law enforcement agencies surrounding each campus. These offices annually provide updated policy information and crime data. The SBCCD PD also reviews and implements all updates from the U.S. Department of Education regarding additions or changes to the Clery Act.

This report provides statistics for the previous three years concerning reported crimes that occurred on each campus and adjacent to the campus or property owned, leased, or controlled by the SBCCD that is frequented by students of the institution. This report also includes institutional policies concerning campus security, such as policies regarding sexual assault, alcohol and other drugs. The SBCCD PD distributes a notice of the availability of this Annual Security Report (ASR) by October 1st of each year to every member of the campus community. Anyone, including prospective students and employees, may obtain a paper copy of this report by visiting the SBCCD PD at San Bernardino Valley College (SBVC) or Crafton Hills College (CHC) and at various offices at SBVC and CHC, as well as the SBCCD Office. This report is also available online and can be accessed at the SBCCD PD's website <http://sbccd.edu/police>. All interested persons may also view the ASR from the SBCCD's homepage <https://sbccd.edu>.

1.2 Clery Act Requirements

The Clery Act includes the following substantive requirements:

1. **Compilations and Disclosure of Campus Crime Statistics:** The Act requires that each institution disclose annual crime statistics and specific disciplinary actions for the three (3) previous calendar years, presenting them according to specific categories including "on-campus, on-campus residential halls, non-campus buildings or property, and public property adjacent to the school."
2. **Disclosure of Campus Safety Policies:** Each institution must also include the below information in the ASR.

- Campus policies for reporting criminal activity or other emergencies
 - Policies for the maintenance and access to the campus
 - The authority and responsibilities of the law enforcement/public safety agency including crime reporting
 - Type and frequency of public safety and crime prevention programs
 - Statement of alcohol and drug policies including education programs
 - Statement of policy concerning campus programs to prevent sexual assaults and procedures to be followed when an assault occurs
 - Statement advising the campus community where law enforcement agency information concerning registered sex offenders may be obtained
 - Statement of policy regarding emergency notification, response and evacuation procedures
 - Availability of the ASR
3. **Timely/Emergency Warning Requirements:** The college must report to the campus community crimes representing a threat to students and employees in a manner that is timely.
 4. **Disclosure of Crime Log Information:** The SBCCD PD must maintain, and make available for inspection by the public during normal business hours, a crime log for the most recent sixty (60) day period. Crime logs more than sixty (60) days old must be available for public inspection upon two (2) days notice, and must be retained for seven (7) years.
 5. **ASR Deadline:** By October 1st of each year, SBCCD is mandated to publish and distribute an ASR for all current and prospective students, as well as current and prospective employees to view.

The U.S. Department of Education Crime Report for the SBCCD is available at <https://ope.ed.gov/campussafety>

2.0 San Bernardino Community College District Police Department

2.1 Mission Statement

The SBCCD PD, in concert with the Board of Trustees, is committed to providing a safe and secure learning and working environment for all students and employees. This will be accomplished through a cooperative and coordinated effort involving all departments and the SBCCD college employees, law enforcement agencies, and the community.



2.2 Enforcement Authority/Other Police Agencies

SBCCD police officers are vested with full law enforcement powers of arrest and meet or exceed training requirements mandated by the California Commission on POST. They also receive training designed to meet the needs of the entire campus community. As peace officers, their police authority extends throughout the state. The SBCCD PD is augmented by non-sworn personnel whose role is to observe and report any suspicious activities. The SBCCD PD is dedicated to providing a safe and healthy campus environment for students, faculty, staff, and visitors. The SBCCD PD operates 24 hours a day, seven (7) days a week.

It is the policy of the SBCCD PD to comply with applicable federal, state and local laws. In keeping with this requirement, a Memorandum of Understanding (MOU) has been signed with the San Bernardino Police Department and San Bernardino County Sheriff's Department to meet the requirements of the Kristen Smart Campus Safety Act of 1998. This MOU clarifies the aforementioned agencies' operational responsibilities for investigating Part 1 violent crimes occurring on campus. The SBCCD PD remains the primary law enforcement agency for all campuses and will investigate all other crimes occurring on or near the campus community. The SBCCD PD has strong working relationships with the San Bernardino Police Department, Colton Police Department, San Bernardino County Sheriff's Department, CAL-Fire, San Bernardino County Fire Department, Colton Fire Department, California Department of Corrections and Rehabilitation, San Bernardino County Probation Department, and the California Department of Fish and Wildlife.

2.3 Daily Crime Log

The SBCCD PD maintains a log of all alleged crimes and incidents reported to the SBCCD PD. The log is available for viewing during regular business hours, upon request, at the SBCCD PD's SBVC and CHC stations, or at the SBCCD Office. The log is also available at <http://sbccd.edu/CrimeLog>.

According to federal law, an institution may withhold any of the required fields of entry (i.e., the nature, date, time, location and/or disposition) if any of the following conditions apply:

- The disclosure is prohibited by law
- The disclosure would jeopardize the confidentiality of the victim
- The disclosure would jeopardize an ongoing criminal investigation or the safety of an individual
- The disclosure would cause a suspect to flee or evade detection
- The disclosure would result in the destruction of evidence

2.4 Reporting Crimes and Other Emergencies

The SBCCD PD encourages all students and staff to immediately report all emergencies by calling **9-1-1**. Non-emergencies can be reported to the SBCCD PD by dialing **(909) 384-4491** (SBVC & DSO) and **(909) 389-3275** (CHC).

Always be ready to provide:

- ❖ Your name, telephone number & location
- ❖ Describe the incident clearly and as accurately as possible

Remember:

- ❖ Do not hang-up
- ❖ Allow the dispatcher to end the call

The main office at the SBCCD PD is open for business Monday – Friday from 8:00 am – 4:30 pm (except for holidays and SBCCD academic breaks). The SBCCD PD contracts with California State University, San Bernardino (CSUSB) PD to provide 24-hour dispatch services for each of the two campuses, as well as the SBCCD DSO. CSUSB dispatchers are POST-certified professionals who answer calls for each of the

campuses' direct phone lines, 9-1-1, and the emergency blue phones located on SBVC campus. Students and staff are encouraged to report any hazard they observe on either campus to the SBCCD PD. Criminal actions and other non-emergencies occurring on either campus should be reported immediately to SBCCD PD using the above listed numbers. The SBVC campus also has “blue-light” emergency phones in parking lots 3, 7, 8, and 9 as well as the gymnasium and football stadium that may be utilized for reporting both criminal and emergency situations. In the event a student or staff member calls **9-1-1** from any SBCCD phone line, the SBCCD PD is immediately notified.

If a SBCCD student or staff member does not feel comfortable with reporting an incident to police and wishes to remain anonymous, a confidential “We Tip” line is available at 1-800-78-CRIME or online at <https://www.wetip.com/> Counselors and medical practitioners are also encouraged to inform persons being counseled or treated medically of procedures to report crimes on a voluntary, confidential basis, if and when the counselor or treatment professional deems appropriate.

It is imperative that all crimes/threats occurring on or around each campus are reported to SBCCD PD by some means, so the SBCCD PD can immediately investigate the incident and take the appropriate action. Expedient reporting is also important for the implementation of timely warnings and annual crime statistic mandates.

3.0 Campus Security Authorities

All campus criminal activity should be reported directly to the SBCCD PD. In some instances, however, members of the campus community may feel more comfortable reporting criminal activity to a Campus Security Authority (CSA) other than the SBCCD PD. A CSA is defined as:

- a. A campus police department or a campus security department of an institution.
- b. Any individual(s) who has responsibility for campus security but does not constitute a campus police department or a campus security department such as an individual who is responsible for monitoring entrance into institutional events or escorting students.
- c. Any individual or organization specified in an institution's statement of campus security policy as an individual or organization to which students and employees should report criminal offenses.
- d. Any official of the college who has a significant responsibility for student and campus activities (e.g., Vice President of Student Services; Director of Student Life; Athletic Director and team coaches; coordinator and/or advisors to student organizations, programs, and activities).

The following are CSA for the SBCCD: the Presidents of each college, the Vice Presidents of Instruction of each college, the Vice Presidents of Administrative Services of each college, the Vice Presidents of Student Services of each college, the Director of Student Life on each campus, the Athletic Director

and all coaches on either college, the Dean overseeing the SBVC Administration of Justice program and the Law Enforcement Academies, the Child Development Center Directors of each college, the Student Health Coordinators of each college, and all club advisors.

For Clery Act purposes, a crime is considered “reported” when it is brought to the attention of a CSA by anyone. When a CSA receives crime information that he/she believes was provided in good faith (where there is little or no reason to doubt the validity of the information), the CSA has the duty to ensure that a report is provided directly to the SBCCD PD. The CSA is not responsible for determining authoritatively whether a crime took place; such determination is the function of law enforcement. When in doubt, **REPORT!**

EXEMPTIONS:

The following individuals, when acting within the scope of the official responsibilities are not CSA, and as such, are exempt:

- Professional counselors
- Persons uncertified, but acting under the supervision of an exempt counselor
- Pastoral counselors (SBCCD does not employ pastoral counselors)

4.0 Crime Prevention and Security Awareness

The SBCCD PD’s primary responsibility is the safety and security of all members of the SBCCD campus community. The SBCCD PD makes every effort to inform students and staff of criminal activity or of any other concern which may be an immediate threat to the safety and security of the SBCCD. A Crime Prevention workshop is offered to students and staff each spring and fall. It is the responsibility of every member of the campus community to act in ways that promotes safety for themselves and others, as well as the protection of SBCCD property.

The SBCCD PD participates in both student and staff related functions (Student Government meetings, College Club events, SBCCD Safety meetings, etc.). The SBCCD PD also publish and distribute a monthly newsletter, “Just the Facts” that provides contemporaneous information on current crimes, crime trends and preventative information for safeguarding one’s person and property.

The following informational resources are available to the SBCCD campus community at <http://sbccd.edu/police>.

- Active Shooter/Armed Intruder Awareness
- Evacuation Chair Demonstration
- Sexual Assault Awareness
- Campus Safety Awareness
- College Site-Specific Threat Assessment Walkthrough
- New Student Campus Safety and Information Orientation

To request additional information or onsite training, please visit the SBCCD PD website at <http://sbccd.edu/police>.

For further information on crime prevention, please visit <http://sbccd.edu/CrimePrevention>.

4.1 Campus Facilities - Access and Security

As mentioned on the welcome page of this report, SBVC, Empire KVCR, SBCCD Office and DSO are located in separate parts of the City of San Bernardino and CHC is situated in the City of Yucaipa. SBVC, Empire KVCR, SBCCD Office and DSO are located in urban areas easily accessible to the public by foot or vehicle. CHC is secluded on a hillside in a more rural area which can be accessed by foot, but is more practically accessed by vehicle. None of the SBCCD campuses have student housing facilities.

As mentioned above, SBCCD facilities are patrolled 24 hours a day, seven (7) days a week, by SBCCD PD. State laws, applicable city/federal codes, and SBCCD policies are enforced. Sworn personnel of the SBCCD PD are responsible for reporting and investigating crimes, issuing citations, responding to medical emergencies, traffic accidents/hazards and reports of fire, as well as to other incidents that may require police assistance.

The SBCCD PD also deploys non-sworn College Security Officers (CSOs) on each campus. Their responsibilities include parking enforcement, safety escorts, report taking of minor occurrences, and crime/hazard reporting. Most campus educational facilities are open to the public during normal operational hours. However, certain facilities, offices and other areas of campus are restricted to staff and faculty only.

Facilities and landscaping are maintained in a manner that minimizes hazardous conditions. The Maintenance and Operations Departments (M&O) oversee each respective campuses' facilities and landscaping issues. They also regularly inspect the facilities for safety hazards and make the necessary repairs. When personnel from SBCCD PD observe unsafe conditions or malfunctions, they take the appropriate action(s) to make the situation safe until M&O personnel arrive. Lighting improvements are constantly being evaluated and deficiencies are reported to M&O for corrective action.

The SBCCD campus community and visitors are encouraged to report safety concerns to the appropriate M&O department: SBVC (909) 384-8965, CHC (909) 389-3380, or SBCCD PD (909) 384-4491.

5.0 Timely Warning Notification

The purpose of this section is to outline procedures the SBCCD PD will use to notify campus community members in the event of certain crimes, threats or emergencies associated with a campus. The Clery Act requires the SBCCD to alert the campus community to certain crimes/incidents in a manner that is timely and will aid in the prevention of similar crimes. The Clery Act does not define "timely" because the intent of a warning regarding a criminal incident(s) is to enable people to protect themselves from harm. A warning should be issued as soon as the pertinent information is available.

To help prevent crimes or serious incidents, the SBCCD PD will issue a Campus Safety Alert or Notice in a timely manner to notify community members about certain crimes/incidents in and around the campus community that potentially constitute an immediate or ongoing threat to the health and safety of students and employees of the SBCCD. For the purpose of this policy, "timely manner" generally means as soon as the pertinent information has been brought to the attention of the SBCCD PD, or a "CSA" as

defined in the Clery Act. All Title IV institutions (the Higher Education Act of 1965), without exception, are subject to the timely warning regulation.

Members of the campus community who know of a crime or other serious incident should report that incident as soon as possible to the SBCCD PD so the department can make a determination regarding issuing an alert. Depending on the particular circumstances of the crime or other incident, specifically in those situations that could pose an immediate or ongoing threat to the health or safety to members of the campus community, a timely warning will be issued. The SBCCD PD will issue the alert after the circumstances have been discussed with the consultation group, which includes the College President or designee of the affected campus, the Chancellor or designee, and the involved campus and/or SBCCD Public Information Officer as outlined in SBCCD Administrative Policy ([AP\) 3505 - Emergency Response Procedures](#). This policy complies with the Clery Act.

5.1 Distribution of Campus Safety Alerts

The SBCCD PD distributes Campus Safety/Crime Alerts in various ways. Once the SBCCD PD determines that an alert will be issued, the SBCCD PD ensures the announcement is issued to all students, faculty, and staff, including posting the alert on the SBCCD’s website <https://sbccd.edu>. The SBCCD PD also posts alerts on bulletin boards throughout common areas of each campus.

5.2 Timely Warnings – Guidelines and Procedures

A. In compliance with the Higher Education Act (20 U.S.C. 1092(f)), the SBCCD PD will adhere to the following procedures in relation to timely warnings in the event that any of these incidents occur:

- a. Murder
- b. Sex Offense; forcible or non-forcible
- c. Robbery
- d. Aggravated Assault
- e. Burglary
- f. Motor Vehicle Thefts
- g. Manslaughter by Negligence
- h. Arson
- i. Hate Crime
- j. VAWA Offense (Domestic Violence, Dating Violence, Stalking)
- k. Arrests/Referral for Disciplinary Action (Drugs, Weapons, Alcohol)



B. A Crime Alert will be issued for the above incidents occurring within a close proximity of campus property. An incident is determined to be a threat if:

- 1. The incident is one of the above a-k categories.
- 2. The incident occurred in an area for which the SBCCD PD must report statistics or at a location where the SBCCD PD is the primary police responder.
- 3. The suspect(s) are unknown.

If all of the above statements can be answered “yes” and the incident is serious or a continuing threat to the health and safety of students and employees, then a Crime Alert shall be issued. In addition, a Crime Alert may be issued for any crime or event when there is a compelling need to get information out to the students and staff.

Guidelines

- A. Crime Alerts should contain as much of the following information as possible:
 - 1. Date, time, location (general or specific) and summarized event description
 - 2. Suspect description and/or vehicle description
 - 3. Any special instructions that may be needed
- B. Crime Alerts will be issued in a timely manner after the specific event. If there is a delayed report of the incident by the victim, then the time and date the victim reported the incident may also be included.
- C. Provided the above guidelines are met, nothing should be included in the Crime Alert that would hinder an ongoing police investigation.
- D. The Crime Alert will not identify the victim by name or address. The general description of the location may be given.
- E. In the event that a Crime Alert is determined to be the result of a false report, a second alert will be sent retracting the original Crime Alert. An explanation of the retraction may also be included.
- F. After a Crime Alert has been issued, any new or updated information in regards to that alert will be included in the “additional comments” section of the Daily Crime Log.

Timely Warning - Procedures

- A. The Chief of the SBCCD PD or designee, with input from the consultation group of the SBCCD as outlined in AP 3505, is responsible for drafting and issuing Crime Alerts. If the Chief of Police (COP) or designee is unavailable, then the following procedure should be used to issue a Crime Alert.
- B. The Sergeant or designee on duty will complete a draft Crime Alert using previous alerts as templates.
- C. Once drafted, the Sergeant will seek approval to issue the Crime Alert from the COP.
- D. The procedure for issuing Crime Alerts is as follows:
 - 1. Print a copy of the Crime Alert for distribution on campus
 - 2. Distribute to all applicable campus community members via Regroup.
 - 3. Post to the SBCCD website.
- E. The Chief of the SBCCD PD or designee shall determine whether the issuance of a Crime Alert impacts all or only specific SBCCD sites.

5.3 Emergency Response Procedures

The SBCCD’s Emergency Operations Plan (EOP) establishes the overall direction and planning for emergency situations on each campus or those that may occur in the local or regional area affecting the campuses. To review the EOP Plan, visit <http://sbccd.edu/eop>. The SBCCD PD has developed a comprehensive, all-hazards, Emergency Response Plan (ERP) that outlines steps the SBCCD PD will take to prevent and mitigate, prepare for, respond to, and recover from a full range of possible hazards the SBCCD may face.

To ensure that these plans remain current and actionable, the SBCCD will conduct an emergency management exercise at least twice a year. These exercises may include tabletop drills, emergency operations center exercises, or full-scale emergency response exercises. The SBCCD also conducts after-action reviews of all emergency management exercises.

5.4 Disaster Management

In the event of an emergency or other major disaster, there will be a coordinated effort from the entire SBCCD campus community where a number of pre-planned actions will take place. Additionally, the Emergency Operations Team (EOT), made up of key SBCCD managers/supervisors, will meet in a pre-determined location to manage the incident.

Emergency Operations Center (EOC) members will also serve in designated emergency management positions designed to conform to the California “Standardized Emergency Management System and the National Incident Management System” (SEMS/NIMS).

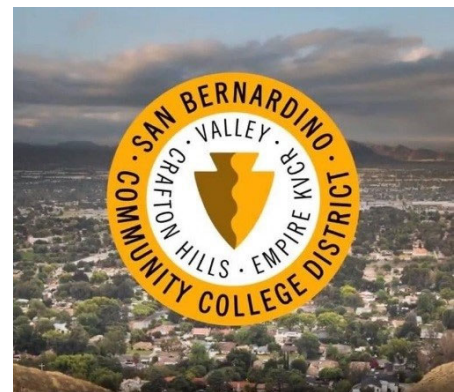
These members will provide leadership and policy guidance, gather intelligence on the emergency, and develop plans of action to best address the emergency. The entire team will act for the involved college or SBCCD, providing resources and support, timely situation analysis, and needs assessments.

The SBCCD administration will provide for the staff and/or students in an emergency. Through the coordination of the EOC, the members of the SBCCD campus community will provide a skilled pool of professionals to deal with the myriad of technical, medical, logistical, and human relations problems that are certain to arise in a major disaster. Additional information can be obtained by visiting <http://sbccd.edu/eop>.

6.0 Emergency Notifications

When the SBCCD PD receives and confirms information regarding an emergency (or dangerous) situation, which poses an immediate threat to the health or safety of students or employees, the SBCCD PD will and without delay, taking into account the campus safety of the campus community, determine the content of the notification and initiate the notification system unless issuing a notification will, in the professional judgment of the responsible authorities, compromise efforts to assist a victim or to contain, respond to, or otherwise mitigate the emergency. The mobilization of the SBCCD management team and/or the activation of the emergency operations center (EOC) and Emergency Operations Plan (EOP) will also commence. Below are some examples of possible significant emergencies or dangerous situations:

- Infectious disease outbreak
- Active Shooter/Armed Intruder
- Earthquake
- Wildfire
- Utility interruption
- Terrorist incident
- Approaching extreme weather
- Bomb threat
- Civil unrest or rioting
- Explosion
- Chemical or hazardous spill



The SBCCD has a mass emergency notification system available to send messages to all faculty, staff and students. The system gives SBCCD administration or emergency response personnel the ability to send time-sensitive information about unforeseen events and emergencies using voice, email and text

messaging. Additional notifications will be sent updating information on the emergency until its conclusion. The SBCCD PD, with input from the SBCCD consultation group as outlined in AP 3505, will generally send the message, however, additional SBCCD management personnel have been trained to send notifications. Other affiliated organizations may also receive the notifications.

The SBCCD management team consists of the Chancellor, Vice Chancellors, Presidents, Vice Presidents, Chief of Police, Public Information Officer(s), and other senior management personnel. The team is responsible for the management of the emergency and coordination response. To update personal information for notices, go to Web Advisor at <http://www.valleycollege.edu/> and click on the “Quick Login” tab. For any problems or if you need assistance with Web Advisor, please call (909) 384-4357.

6.1 Emergency Evacuation Procedures

Faculty and staff may be called upon to be leaders in any evacuation scenario. Members may be utilized in operational leadership roles and their technical expertise will be invaluable in roles where that expertise is needed. Each instructor is responsible for the direct supervision of their class and will, unless injured or incapacitated:

- Direct the evacuation of staff and/or students to designated evacuation sites
- Assign a “buddy” to assist individuals with disabilities in evacuating by leading them to the closest safe evacuation site
- Immediately shut down all equipment in use
- Ensure all personal items are taken upon exiting, if possible
- Shut all doors when the room is vacated
- Proceed as quickly as possible, in an orderly manner, to the nearest evacuation site, moving away from any structures
- Accompany and assist handicapped personnel, staff, students, and visitors who appear to be in need of direction or assistance
- Keep roadways free for emergency vehicles
- Seek medical attention for injured staff and/or students
- If an elevator is not available or is unsafe, direct wheelchair users to the top of the nearest staircase or designated area for rescue assistance. Thereafter, immediately notify a supervisor, Building Captain and/or Emergency Site Coordinator, or emergency personnel of the individual’s whereabouts

6.2 Emergency Evacuation Drills

Evacuation drills are coordinated by the campus administrators, SBCCD PD, or the SBCCD Emergency Manager twice a year for all sites. During each drill, occupants “practice” drill procedures and familiarize themselves with the location of exits, evacuation sites, and what can be expected in the event of an emergency evacuation. Assessments are also conducted after each drill, which may be announced or unannounced, to evaluate the overall exercise.

7.0 Weapons Policy

Firearms or other weapons shall be prohibited on any college or SBCCD property or in any facility of the SBCCD, except for activities conducted under the direction of SBCCD officials, or as authorized by an official law enforcement agency. [SBCCD Board Policy 3530]

SBCCD Board Policy 3530 is intended to provide a safe environment for all students, faculty, staff, and visitors by enforcing all laws pertaining to firearms, weapons, or destructive devices on any campus. The following are violations of the law and/or a violation of SBCCD policy:

- It is unlawful for any person (with exceptions) to bring or possess any firearm (loaded or unloaded) on any property owned, controlled, or operated by the SBCCD without the prior written permission of the College President or designee. [626.9(h) and (i) PC]
- It is unlawful for any person (with exceptions) to bring or possess a dirk, dagger, ice pick, folding knife with a blade longer than two and one half (2½) inches that locks into place, on any property owned, controlled or operated by the college without prior written permission of the College President or designee. [626.10(b) PC]
- It is unlawful for any person (with exceptions) to bring or possess a “less lethal weapon,” as defined in Penal Code Section 16780, or stun gun, as defined in Penal Code §17230, on any property owned, controlled or operated by the SBCCD without prior written permission from the College President or designee. [626.10(i) PC]
- It is unlawful for any person (with exceptions) to openly display or expose in a public place or a place open to the public any imitation firearm, including any BB device, toy gun, replica of a firearm, or other device that is so substantially similar in coloration and overall appearance to an existing firearm as to lead a reasonable person to perceive that the device is a firearm as defined in Penal Code §16700. [20170 PC]
- It is unlawful for any person (with exceptions) to possess, for any reason, any destructive device as defined in Penal Code §16460 (explosive missile, pipe bomb, grenade, any derivative thereof including exothermic smoke bomb or dry ice bomb). [18710 PC]

8.0 Smoking Policy

Smoking of any form of tobacco or non-tobacco products, including electronic cigarettes, is prohibited on SBCCD grounds, in all SBCCD vehicles, at any activity or athletic event and on all property owned, leased or rented by or from the SBCCD, unless a tobacco use area has been designated. SBCCD Board Policy 3570 allows for the establishment of procedures to comply with California Code of Regulations Govt. Code §7597. Smoking shall be permitted only in designated areas. Violators of this section may be punished by a minimum fine of \$50.00. Enforcement shall be the responsibility of the SBCCD PD.

9.0 Alcohol & Drug Policy

The possession or consumption of alcoholic beverages and other illegal drugs prior to, or during, any SBCCD sponsored activity, on or off any campus by any person, regardless of age, is forbidden by State

law. The federal government has mandated that as of October 1, 1990, there will be no drug usage by students, staff, or faculty on college campuses anywhere in the United States.

SBCCD Board Policy 3550 prohibits the possession, use or distribution of illicit drugs and alcohol on college property, during any college-sponsored field trips, activities or workshops, by students and SBCCD employees.

The illegal possession, use and sale of alcoholic beverages by anyone on SBCCD controlled property is a misdemeanor, per California Business and Professions Code 25608, as well as a violation of the Student Code of Conduct. The campuses are designated as “Drug Free” and the illegal possession, sale, use, manufacture or distribution of any controlled substance is a violation under federal law and a violation of SBCCD policy. Campus affiliated violators are subject to discipline, criminal prosecution, fine, and incarceration.

Pursuant to SBCCD Board Policy 3560, the Chancellor is authorized to enact procedures as appropriate and permitted by law regarding serving alcoholic beverages on campus or at fundraising events held to benefit non-profit corporations. Alcoholic beverages shall not be served on any campus except in accordance with these procedures.

The SBCCD makes every effort to provide drug-free campuses. Assistance is available for those who seek help for themselves or others who may be addicted to substances. For confidential services and information, please contact Student Health Services at the specific campus: (909) 384-4495 – SBVC; (909) 389-3272 – CHC; and (800) 662-4357 – DSO and SBCCD Office.

10.0 Commonly Used and Abused Substances

Drugs commonly used and abused include alcohol, marijuana, cocaine, amphetamines, methamphetamine, and prescription drugs such as Vicodin, Oxycodone, Xanax and Anabolic Steroids. While some of these substances are legal, they all may result in serious health problems such as addiction and sometimes death. Illicit substance use can also result in financial and legal challenges. Additional information can be found at <https://www.niaaa.nih.gov/>.

11.0 Referrals and Resources

11.1 On Campus Resources

SBVC Student Health Services - (909) 384-4495; CHC Health & Wellness Center - (909) 389-3272

SBVC Student Health Services and the CHC Health & Wellness Center provide first-aid, health education, nursing advice, and mental health counseling and crisis intervention services. They also provide assistance with those dealing with drug and alcohol abuse. Immunizations, routine health exams, and screening for vision, hearing and blood pressure are also offered. Nurse Practitioners are available for consultation, medical examination, treatment, and referral. Health exams including Pap smears, STD screening, pregnancy tests, birth control, and general medical consultation are available. There is no charge for office visits, however, there is a nominal fee charged for medication, lab work and immunizations. Student Health Services at both campuses are funded by student health fees. Student Health 101 includes articles on substance abuse and is emailed to students at least twice a year. During health fairs at the campuses, information regarding substance abuse awareness and assistance is made

available. Student Health Services also provide information of general use to students, such as the location of the gender-neutral restrooms on each campus.

The SBCCD Office and DSO sites do not have a Student Health Services' office, however, assistance is available from the Center of Substance Abuse, a 24-hour hotline for drug abuse, at (800) 662-4357 and from the Employee Assistance Program (EAP) at (800) 932-0034.

11.2 Off Campus Resources

- **Center of Substance Abuse - 24-hour hotline for drug abuse** (800) 662-4357
Provides treatment referrals for individuals in their respective area/county
- **Alcoholics Anonymous** (909) 825-4700
Provides services related to alcoholics anonymous organizations including AA meetings, literature and referrals
- **Al-Anon** (909) 824-1516
Provides support to the families and friends of alcoholics and drug addicts, offers AA meeting referrals
- **National Council on Alcoholism** (909) 629-4084
Provides alcohol and drug outpatient treatment such as individual or group session counseling and random drug testing
- **Inland Behavioral and Health Services, Inc.** (909) 881-6146
Provides individual and family counseling and substance abuse programs
- **San Bernardino County Department of Public Health** (800) 782-4264
Provides services that promote the health, safety, well-being, and quality of life of its residents according to the County Charter and general laws <http://www.sbcounty.gov/dph>.

11.3 Other Programs and Services

- **Family Health Services** (800) 722-3777
- **Clinic Operations Services** (800) 722-4777
- **Communicable Disease Section** (800) 722-4794
- **Coordinated Asthma Referral and Education (CARE) Program** (800) 782-4264
- **Environmental Health Services** (800) 442-2283
- **HIV/AIDS Program** (800) 722-4794
- **Ryan White Program (HIV/AIDS)** (800) 722-4777
- **Women, Infants, and Children (WIC)** (800) 472-2321
- **Partners Against Violence** (909) 885-8884
- **The National Domestic Violence Hotline** (800) 799-SAFE (7233)

12.0 Sexual Assault, Domestic Violence, Dating Violence, and Stalking

Any SBCCD student or employee who is suspected of sexual misconduct is subject to both criminal prosecution and disciplinary action under SBCCD policies. Campus disciplinary action can be initiated even if criminal charges are not pursued. Sanctions for sexual misconduct include, but are not limited to, warning(s), censure, demotion, suspension, or termination of employment.

12.1 Violence Against Women Act (VAWA)

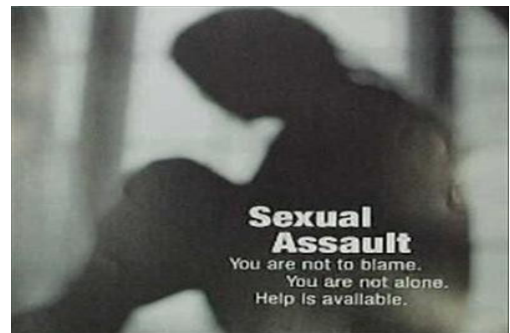
The SBCCD is committed to providing a safe learning and working environment. In compliance with applicable federal laws, policies and procedures have been adopted to raise awareness, prevent, and respond to incidents of sexual assault, domestic violence, dating violence, and stalking involving members of the campus community. These guidelines apply to all students, faculty, staff, contractors and visitors.



Sexual Assault: Any sexual act directed against another person, forcibly and/or against that person's will, or not forcibly or against the person's will where the victim is incapable of giving consent, including incest or statutory rape.

Domestic Violence: An assault and/or battery committed on a current or former spouse, an intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.



Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to be in fear for his or her safety or the safety of others or to suffer substantial emotional distress.

12.2 Protocol for Survivors

When an incident of sexual assault, domestic violence, dating violence, or stalking occurs, it is important to preserve evidence and document the criminal activity so that a successful criminal prosecution remains an option.

Evidence of violence, such as bruising or other visible injuries, following an incident of domestic or dating violence, should be documented by taking a photograph(s). Evidence of stalking, including any communication, such as written notes, voice mail(s), electronic communications, or in-person contact, should be saved, documented and not altered in any way.

The survivor of a sexual assault should not wash, douche, use the toilet, or change clothing prior to a medical exam. An exam is important both to address any health issues that may arise and to protect evidence collection. Any clothing removed should be placed in a paper, not plastic bag.

IF YOU ARE A VICTIM OF SEXUAL ASSAULT:

- ✓ GET to a safe place
- ✓ CALL the SBCCD PD at (909) 384-4491 or call 9-1-1
- ✓ DO NOT shower, bathe, douche, change or destroy clothing
- ✓ DO NOT straighten up the area of the crime
- ✓ SEEK medical attention, and
- ✓ SEEK emotional support from the local Rape Crisis Center at (909) 885-8884

Anyone can be a survivor of a sexual assault. Victims are not responsible for the criminal actions of others. If you are a survivor of sexual assault,

rape, or domestic violence, go to a safe place as soon as possible, and seek medical treatment if necessary. There will be evidence on your body that will deteriorate in just 3 days. Victims are strongly encouraged to report the incident in a timely manner in order to be safe, be healthy, begin the healing process through counseling, and bring the perpetrator to justice.

Approximately 70% of survivors of sexual assault, rape and domestic violence know their attacker. On a college campus, approximately 95% of sexual assaults are not reported. If a survivor desires prosecution, they may file a police report.

Filing a report with the SBCCD PD will:

- Ensure that the survivor receives information on how to obtain a medical exam for collection of evidence for legal purposes.
- Ensure that the survivor receives information on where they may go to seek free confidential counseling on campus or through local or county services.
- Ensure that the survivor is contacted by an advocate from San Bernardino Sexual Assault Services (SBSAS) to guide the survivor through the process and available options and offer continued support.

When a survivor of sexual assault, rape or domestic violence makes a report to the SBCCD PD, San Bernardino Police Department, Colton Police Department, or San Bernardino County Sheriff's Department will also be contacted to pursue the investigation. The law enforcement agency contacted will depend on the location of the incident.

If you are a survivor of a sexual assault, you have options. The following are recommendations to help support victims during the aftermath of the crime:

- DO NOT blame yourself. Sexual assault is not the survivor's fault.
- Go to a safe place, or have someone you trust come to you. If you are injured, seek medical attention immediately.
- DO NOT shower, bathe, douche, or change clothes. You will have evidence on your body that can only be collected if left intact. This evidence can only be collected within the first 72 hours.
- DO NOT blame yourself if you feel you were drugged unknowingly. Any evidence in your system can only be collected within 8-96 hours.
- DO NOT blame yourself if you knowingly used drugs and were assaulted or raped. This does not absolve the perpetrator of responsibility.

- DO NOT blame yourself if you were not able to say “NO” during the incident because you were physically or mentally incapacitated.

12.3 Reporting an Incident

Any student, employee or visitor, on any SBCCD property, who has been the victim of a sexual assault, domestic violence, dating violence, or stalking, should immediately call the SBCCD PD at (909) 384-4491. In the case of an emergency or ongoing threat, please get to a safe location and call 9-1-1 or the local law enforcement agency.

Students may also report to:

- SBVC Title IX Coordinator - (909) 384-4473
- SBVC Office of Student Life - (909) 384-4474
- SBVC Student Health Services - (909) 384-4495
- CHC Title IX Coordinator - (909) 389-3355
- CHC Department of Student Life - (909) 389-3457
- CHC Health & Wellness Center - (909) 389-3272
- SBCCD Human Resources Office - (909) 388-6950

Employees may report to: SBCCD Human Resources Office - (909) 388-6950

These offices will assist any victim of sexual assault, domestic violence, dating violence, and stalking in notifying law enforcement, including local police.

12.4 Written Notification of Rights and Options

Any student or employee who reports an incident of sexual assault, domestic violence, dating violence, or stalking, whether the incident occurred on or off campus, shall receive a written explanation of their options and rights. To view the victim packet, go to <https://sbccd.edu/district-services/police-department/how-we-serve/victim-assistance.php>.

12.5 On and Off Campus Resources

Victims of sexual assault, domestic violence, dating violence, or stalking need not make a formal report to local law enforcement or the SBCCD PD to access available resources listed below. On campus and off campus resources available to these victims include medical treatment, counseling and advocacy. Please phone, or click on the following links for additional information:

- [San Bernardino Valley College Title IX Coordinator](#) - (909) 384-4473
Reporting and victim assistance provided.
- [San Bernardino Valley College Student Health Services](#) - (909) 384-4474
Confidential reporting is available, along with counseling. Services are free or low cost www.valleycollege.edu/student-services.
- [Crafton Hills College Health & Wellness Center](#) - (909) 389-3272
Confidential reporting is available, along with counseling. Services are free or low cost. <http://www.craftonhills.edu/current-students/health-and-wellness>.

- Crafton Hills College Title IX Coordinator - (909) 389-3355
Reporting and victim assistance provided.
- SBCCD Human Resources - (909) 388-6950
HR will help employees file claims and report incidents. Reporting and victim assistance.
- SBCCD PD - (909) 384-4491
Location specific:
SBVC - CC100
CHC - Central Complex 165
DSO - <http://sbccd.edu/police>

Also available on the SBCCD PD's website:

- Annual Security Reports - include SBCCD policy information, safety prevention, how to report a crime, and criminal statistics
- Safety & Victim Resources - Printable brochures include information and awareness on active shooter survival, dating/domestic/sexual violence, stalking, and disabled person's safety

If you or someone you know has been assaulted or needs counseling:

- [San Bernardino Sexual Assault Services/RAINN](#) - 24 Hour Crisis (800) 656-4673
- [REACH](#) (866) 373-8300
- [Riverside Area Rape Crisis Center](#) - 24 Hour Crisis (951) 686-7273

If you or someone you know needs a safe place to stay:

- San Bernardino - [Option House](#) - 24 Hour Crisis Line (909) 381-3471
- Big Bear - [DOVES](#) - 24 Hour Crisis Line (800) 851-7601
- Morongo - [Morongo Basin Unity Home](#) - 24 Hour Crisis Line (760) 366-9663
- Claremont - [House of Ruth](#) - 24 Hour Crisis Line (877) 988-5559
- Victorville - [Family Assistance Program](#) - 24 Hour Crisis Line (760) 949-4357

National Resources – click to follow link:

- [National Sexual Violence Resource Center](#)
- [Rape, Abuse and Incest National Network](#)
- [Office for Victims of Crime](#)
- [Crime Survivors](#)

12.6 Restraining Orders

Restraining orders can be filed online. The below link provides a tutorial on filling out court forms and what the variety of other available court orders. There is no charge for filing a Domestic Violence Restraining Order. Click on the link for additional information:

- San Bernardino County - [Domestic Violence & Restraining Orders](#)
- The Superior Court of California, County of San Bernardino, is located at 247 West Third Street, in San Bernardino, CA 92415 - (909) 384-1888.

12.7 Accommodations

The SBCCD is committed to providing a safe learning or working environment. When a victim reports an incident of sexual assault, domestic violence, dating violence, or stalking, the report need not have been made to the SBCCD PD in order to receive available accommodations. Campus Title IX Coordinators, Campus Student Services Offices, the Human Resources Office, and/or SBCCD PD will help accommodate reasonable changes to a victim's academic, transportation, and/or employment situation.

If a victim reports the incident to law enforcement, that law enforcement agency may assist them in obtaining a restraining order from San Bernardino County Superior Court. The SBCCD PD is committed to ensuring that any such order is fully upheld on all institutionally owned and controlled property. Victims should bring a copy of the restraining to the SBCCD PD. The SBCCD PD is committed to protecting victims from any further harm, therefore, SBCCD Human Resources or the Vice President of Student Services (or their designee) may issue an institutional no-contact order for all SBCCD properties.

12.8 Victim Confidentiality

The SBCCD PD recognizes the often-sensitive nature of sexual assault, domestic violence, dating violence, and stalking incidents. To that end, the SBCCD PD is committed to protecting the privacy of any individual who makes a report. Different officials and personnel are, however, able to offer varying levels of privacy protection to victims. Reports made to law enforcement may be made public, unless the victim requests confidentiality based on California Penal Code §293(a) and Government Code §6254(f). Victims may request their right to confidentiality for the below-listed crimes:

| | |
|---|--|
| PC 236.1 Human Trafficking | PC 273a Child Endangerment |
| PC 243(e)(1) Spousal Battery | PC 273d Child Abuse |
| PC 261 Rape | PC 273.5 Domestic Violence |
| PC 261.5 Unlawful Sexual Intercourse with a minor | PC 285 Incest |
| PC 262 Spousal Rape | PC 286 Sodomy |
| PC 264.1 Rape in Concert with Another | PC 288 Lewd Acts on Child |
| PC 265 Abduction to Force Marriage | PC 288a Oral Copulation |
| PC 266 Forcing into Prostitution | PC 289 Anal or Genital Penetration by a Foreign Object |
| PC 267 Abduction for Prostitution | PC 422.6 Hate Crimes |
| PC 269 Aggravated Sexual Assault of a Child | PC 646.9 Stalking |
| | PC 647.6 Annoy or Molest a Child |

Reports made to any campus Title IX Coordinator will be kept confidential and identifying information about the victim shall not be made public. Information about reports will only be shared with institutional personnel as needed to investigate and effectively respond to the report. Every effort will be made to limit the scope of information shared to keep it to a minimum of detail and only when absolutely necessary. Reports made to medical professionals or licensed mental health counselors will not be shared with any third parties, except in cases of imminent danger to the victim or a third party.

13.0 Conduct Proceedings

The SBCCD PD, in conjunction with SBCCD Board policies, strictly prohibits all acts of sexual assault, domestic violence, dating violence, and stalking. In addition to facing criminal investigation and prosecution, students, employees and other affiliates may also face disciplinary action by the SBCCD for any violations of sexual assault, domestic violence(s), dating violence, and stalking laws. Individuals found responsible for having committed such a violation may face permanent expulsion, suspension, probation, termination of employment, or mandatory counseling, and/or become the subject of a 'no contact' order.

Incidents involving accused students will be handled by:

SBVC Title IX Coordinator - (909) 384-4473

SBVC Vice President of Student Services or designee - (909) 384-8282

CHC Title IX Coordinator - (909) 389-3355

CHC Vice President of Student Services or designee - (909) 389-3368

SBCCD Human Resources Office - (909) 388-6950



Incidents involving accused employees/affiliates will be handled by:

SBCCD Human Resources Office - (909) 388-6950

All conduct proceedings, whether the conduct is reported to have occurred on or off campus, shall receive a prompt, fair and impartial investigation and resolution. All investigations and proceedings shall be conducted by officials who have received appropriate training regarding the nature of the types of cases they are handling, how to conduct an unbiased and thorough investigation, and how to conduct a proceeding that protects the safety of victims and promotes accountability.

Investigations, including the results, shall be conducted within 60 days or less from the time reported, unless there are mitigating circumstances, in which case the accuser and accused shall be notified, and provided with an explanation and the amount of additional time required.

Determinations shall be made by the Vice President of Student Services, or their designee, within 60 days of when the report was made using the preponderance of the evidence standard (which means that it is more likely than not that the alleged misconduct occurred).

In all proceedings, including any related meetings or hearings, both the accused and accuser are entitled to the same opportunities to have others present. This includes the right to be accompanied by an advisor of their choice. Both the accused and accuser shall simultaneously be informed in writing of the outcome of the proceeding, of the procedures and the timeframe for appealing the results of the outcome, of any change to the results that occurs prior to the time that the results become final, and when such results become final. Disclosure of the outcome shall be made to both parties unconditionally, and each shall be free to share or not share the details with any third party.

Disciplinary action for good cause may be imposed upon a student by an instructor, an administrator, or the Board of Trustees for misconduct or infractions while attending college classes or college-sponsored activities.

Disciplinary actions for students may include:

REPRIMAND: A verbal or written reprimand regarding the misconduct.

PROBATION: Student conduct probation may include, but is not limited to, ineligibility to participate in extra-curricular activities and certain other student privileges.

SUSPENSION: Exclusion from the colleges and college-sponsored activities for a specified time

EXPULSION: Exclusion by the SBCCD Board of Trustees from the college and all college-sponsored activities.

SHORT-TERM SUSPENSION by a college instructor: Any college instructor, for good cause, may remove a student from the classroom for the day of the removal and the next regular class meeting. Before ordering the suspension of any student from class, the instructor shall first give or make reasonable efforts to give the student an oral or written notice of the reasons for the proposed suspension. The respective college president or designee shall immediately, within 48 hours, hold a conference regarding the student's removal from class. The college president or designee shall determine if suspension from the class, or college, for a longer period of time is appropriate.

- (1) The college president or designee may suspend a student for good cause as follows:
- (a) From one or more classes for a period of up to ten days of instruction.
 - (b) From one or more classes for the remainder of the school term.
 - (c) From all classes and activities of the college for one or more terms.

Before imposing discipline as authorized by this policy, the college president or designee shall first give, or make reasonable efforts to give the student an oral or written notice for the proposed disciplinary action. Disciplinary procedures may proceed or continue notwithstanding the failure or refusal of a student to respond, attend or otherwise participate after having been properly notified of the proceeding by oral or written communication.

- (2) The SBCCD Board of Trustees may expel a student when other means of correction fail to bring about proper conduct, or it seems probable that the continued presence of the student causes a danger to the physical safety of the student or to others <http://sbccd.edu/StandardsOfConductBP>. [Board Policy 5500]

Discipline of SBCCD employees may include, but is not limited to, oral warning, written warning, written reprimand, suspension without pay, and may lead to termination. For additional information about employee conduct proceedings, please consult the SBCCD Human Resources Office. Board Policy 7365 governs classified employee discipline, and Board Policy 7360 governs faculty discipline <http://sbccd.edu/boardpolicies>.

14.0 Educational Programs

The SBCCD PD is committed to increasing the awareness of and preventing violence. All incoming students and new employees are provided with informational awareness and strategies intended to prevent rape, acquaintance rape, sexual assault, domestic violence, dating violence, and stalking. The SBCCD PD provides information on consent, options for bystander intervention, information about risk reduction, and our policies and procedures for responding to these incidents.

Ongoing prevention and awareness campaigns are also offered throughout the year, and may vary by campus. These programs include:

Poster Campaigns:

Silent Witness Initiative
 Bystander Intervention
 Sexual Assault Awareness Month (SAAM)
 National Campus Safety Awareness Month (NCSAM)



Live Campaigns:

Speak Out & Stand Up: Raising Awareness About Sexual Assault
 Culture of Silence: Stalking Education and Awareness
 Nonviolent Sexuality Training (based on availability and funding)
 Survivor of Violence (based on availability and funding)
 Dating Abuse

Video Campaigns (Web):

Sexual Assault Awareness, with SBCCD PD and San Bernardino Sexual Assault Services Advocate
 Violence Against Women Act Presentation (live training in addition)

Awareness Campaigns (Other):

Denim Day
 Project Clothesline Campaign
 Self-defense Training (as available)
 Sexual Assault Awareness Athletics

15.0 Sexual Assault Policy

The SBCCD recognizes that sexual assault is a serious issue and will not tolerate actions of sexual assault/harassment on campus or SBCCD affiliated properties. The SBCCD is committed to providing an institutional environment where all persons may pursue their studies, careers, duties, and activities in an atmosphere free of threat of unwelcome and unwanted sexual actions. Sexual offenses are condemned, sexual offenders will not be tolerated, and victim/survivors will be supported.

Sexual Assault includes: The attempt or act of rape (sexual intercourse without consent, by a stranger, an acquaintance or an intimate partner); forced sodomy (anal sex); forced oral copulation; or the forced penetration by a foreign object either animate, such as a finger, or inanimate. Non-penetration sexual assault includes the act of touching an unwilling person's intimate parts such as genitalia, anus, groin, breast, or buttocks, or the clothing covering these parts, or forcing an unwilling person to touch another's intimate parts.

If you have been sexually assaulted, you have the right to report the assault to the SBCCD PD. As an encouragement to report, the SBCCD PD is committed to the following guarantees:

WE WILL meet with you privately and you may be accompanied by a personal advocate.

WE WILL provide a female officer to conduct the initial interview, if requested, and if one is available.

WE WILL fully investigate your case, regardless of the gender, race, ethnicity, sexual orientation, age, national origin, religion or disability of the parties involved.

WE WILL not pre-judge you or your actions. Assault victims are not responsible for the criminal actions of others.

WE WILL treat you and your case with courtesy, sensitivity, and understanding.

WE WILL assist you in arranging for your medical needs and/or hospital treatment.

WE WILL provide you with advocate and counseling referral information.

WE WILL not release your name to the public or to the press upon request.

WE WILL discuss and explain the criminal justice process. You will be kept informed as to the progress of the investigation.

WE WILL be available to answer your questions as the investigation and prosecution unfolds.

WE WILL assist you in the student conduct process and notify you of the outcome.

WE WILL assist you and work with the college, if a classroom change is needed.

The above acts constitute sexual assault when they are committed against a person's will as evidenced by refusal of consent or through the use of force, threat, manipulation, or intimidation, or against a person who, by virtue of mental incapacity or physical helplessness, is unable to give or withhold consent. This includes, but is not limited to, incapacity or helplessness caused by alcohol or other drugs. Intoxication of the assailant shall not diminish the assailant's responsibility for the sexual assault.

The SBCCD PD will investigate all allegations of sexual assault and take appropriate disciplinary, criminal, or legal action. As soon as possible, the victim survivor of a sexual assault should report the incident to the SBCCD PD, or any Campus Security Authority. Employees of the SBCCD will assist the student in notifying authorities if the student requests assistance.

SBCCD Standards of Student Conduct Policy AP 5500 states disciplinary action may be imposed on recognized individual students, student organizations and/or any SBCCD faculty or staff responsible for a sexual assault. SBCCD procedures depend on the outcome of the disciplinary hearing and may range from suspension to expulsion. The institution will, upon written request, disclose to the alleged victim survivor of a crime of violence, or a non-forcible sex offense, the results of any discipline proceeding by such institution against a student or staff member who is the alleged perpetrator of such a crime or offense. Violators are subject to SBCCD disciplinary actions, criminal prosecution, fine and imprisonment. The accuser and the accused are entitled to the same opportunities to have others present during a campus disciplinary proceeding and both shall be informed of the outcome. Student sexual assault victims also have the option of changing their academic schedule after an alleged sexual assault, if such changes are reasonably available.

SBCCD has established a 24-Hour Sexual Assault Advocate Program. For almost four decades, SBSAS advocacy team has offered SBVC, CHC and DSO students and staff guidance and support through the legal, medical and psychologically challenging maze that a survivor must navigate after reporting an assault. They also work with the high schools and middle schools in the area. SBSAS has entered into an official MOU with the SBCCD working with faculty and staff and the SBCCD PD to assist victims of sexual abuse, sexual violence or domestic violence. Victims may contact the SBCCD PD on either campus or contact the SBSAS directly for assistance. The sexual assault policy for the SBCCD is outlined in SBCCD Board Policy AP 3540 <http://www.sbccd.edu/boardpolicies>.



15.1 Sexual Assault Prevention Programs

There are courses in understanding violent offenders in the Administration of Justice Program at SBVC. These courses are studies of the violent crimes of felony assault, robbery, rape, the various types of homicide, and the characteristics of both the offender and the victim. Students should check the Schedule of Classes each semester to determine when these classes are offered. SBCCD PD also offers the following sexual assault presentations each Spring and Fall semester and upon request.

Video Presentations

- Sexual Assault Awareness
- Campus Safety Awareness

Workshop Presentations

- Violence Against Women Act: Topics include sexual assault, domestic violence, dating violence and stalking.
- Speak Out and Stand Up: Raising Awareness About Sexual Assault

Literature on sexual assault education and risk reduction is available at the SBCCD PD and at <http://sbccd.edu/SexualAssault>.

SBVC and CHC will change a victim's academic situation after an alleged sex offense and offer options for those changes, if those changes are requested by the victim and are reasonably available. Victims of sexual assault may report the crime to any SBCCD faculty, staff, or administrator, but the SBCCD PD should be notified as soon as possible. Victims, survivors and witnesses to crimes should follow the basic policy for reporting crimes.

15.2 Title IX Notice of Non-Discrimination

The SBCCD does not discriminate on the basis of sex, gender or sexual orientation in its education programs or activities. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the SBCCD (both on and off campus). Title IX protects all people regardless of their gender or gender identity from sexual discrimination, which includes sexual harassment and violence:

- **Sexual Discrimination:** An adverse act of sexual discrimination (including sexual harassment and sexual violence) that is perpetrated against an individual on a basis prohibited by Title IX of the Education Amendments of 1972, 20 U.S.C. §1681 et seq., and its implementing regulations, 34 C.F.R. Part 106 (Title IX); California Education Code §66250 et seq. and/or California Government Code §11135.
- **Sexual Harassment:** Unwelcome conduct of a sexual nature that includes, but is not limited to, sexual violence, sexual advances, requests for sexual favors, indecent exposure and other verbal, nonverbal or physical unwelcome conduct of a sexual nature, where such conduct is sufficiently severe, persistent or pervasive that its effect, whether or not intended, could be considered by a reasonable person in the shoes of the individual, and is in fact considered by the individual, as limiting the individual's ability to participate in or benefit from the services, activities or opportunities offered by the SBCCD. Sexual harassment also includes gender-based harassment, which may include acts of verbal, non-verbal or physical aggression, intimidation or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.
- **Sexual Violence:** Physical sexual acts (such as unwelcome sexual touching, sexual assault, sexual battery and rape) perpetrated against an individual without consent or against an individual who is incapable of giving consent due to that individual's use of drugs or alcohol, or disability.

15.3 Who to Contact with Complaints, Questions or Concerns

Title IX requires the SBCCD to designate a Title IX Coordinator to monitor and oversee overall Title IX compliance. Campus Title IX Coordinators are available to explain and discuss your right to file a criminal complaint (sexual assault and violence); the SBCCD complaint process, including the investigation process; how confidentiality is handled; available resources, both on and off campus; and other related matters.

If you are in the middle of an emergency, please call the police immediately by dialing 9-1-1.

Campus Title IX Coordinators

- ❖ **CHC:** Vice President, Student Services - (909) 389-3355
- ❖ **SBVC:** Vice President, Student Services - (909) 384-8992
- ❖ **SBCCD & DSO:** Director, Human Resources - (909) 388-6950

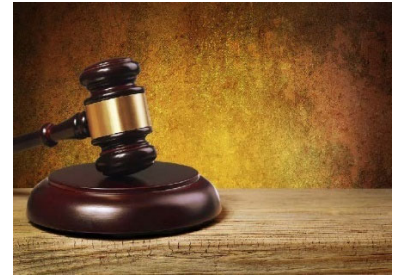
U.S. Department of Education, Office for Civil Rights (OCR)

- ❖ To contact the OCR, call (800) 421-3481 or visit their website as listed below.
- ❖ To file a complaint online with the OCR, visit:
<http://www2.ed.gov/about/offices/list/ocr/complaintintro.html>.

Title IX requires that the SBCCD adopt and publish complaint procedures that provide for prompt and equitable resolution of sex discrimination complaints, including sexual harassment and violence. Below are links to the SBCCD Board Policies on discrimination and diversity.

Administrative Procedure <http://sbccd.edu/ap/3430>
 Formal Complaint Form
<http://sbccd.edu/hr/3430Formal>
 Informal Complaint Form <http://sbccd.edu/hr/3430Informal>

Diversity Board Policy <http://sbccd.edu/DiversityBP>
 Non-Discrimination Board Policy <http://sbccd.edu/nondiscriminationBP>



Except in the case of a privilege recognized under California law (e.g. Evidence Code §§1014, psychotherapist-patient; 1035.8, sexual assault counselor-victim; and 1037.5, domestic violence counselor-victim), any member of the SBCCD campus community who knows of, or has reason to know of sexual discrimination allegations shall promptly inform the campus Title IX Coordinator.

Regardless of whether an alleged victim of sexual discrimination ultimately files a complaint, if the SBCCD or campus knows or has reason to know about possible sexual discrimination, harassment or violence, it must review the matter to determine if an investigation is warranted. The SBCCD or campus must then take appropriate steps to eliminate any sexual discrimination/harassment, prevent its recurrence and remedy its effects.

15.4 Registered Sex Offender Information

More than 50 years ago, California began requiring dangerous sex offenders to register with their local law enforcement agency, allowing local law enforcement the ability to keep track of convicted sex offenders in their community.

The California Legislature increased the public's access to sex offender information with the passage of Megan's Law in 1996. In the wake of Megan's murder, California increased the public's access to sex offender information with the enactment of (then) §290.4 of the California Penal Code.

The Federal Campus Sex Crimes Prevention Act 20 U.S.C. §1092(f) (1) (I) requires sex offenders who are required to register under state law to also provide notice of their enrollment or employment at any institution of higher learning in the state where he/she resides, as of October 2002. Institutions of higher learning were thereafter required to provide a statement in their ASR detailing where members of their campus community can obtain information concerning registered sex offenders.

California's registered sex offender laws comply with the federal law requirement. As of 2002, sex offenders who reside on campus are required to register with campus law enforcement. This law also expanded the registration requirements for all campus-affiliated sex offenders to register with the campus PD. [290.01(a) (1) PC]

The following persons shall register their sex offender status with the SBCCD PD:

- Enrolled students
- Full/part time employees with the SBCCD (with or without compensation)
- Persons who carry on a vocation at any SBCCD property for more than 14 days, or for an aggregated period exceeding 30 (total) days in a calendar year

Penal Code Section 290.01(d)(1)(A), as amended, provides that the SBCCD PD is authorized to, in certain instances, release registered sex offender information (all categories) to members of the campus community.

As of 2005, the California Department of Justice must make available to the public, via the Internet, specific information about certain sex offenders.

15.5 Sex Offender Informational Data (public access)

The California Department of Justice’s website provides certain registered sex offender locator information: www.ag.ca.gov. [290.46(a) (2) (A) PC]

Note: The Department of Justice does not make available sex offender registration information specific to any College.

15.6 Sex Offender Information (campus community access)

Campus-affiliated registered sex offender information is available for inspection by members of the campus community at the SBCCD PD offices during normal business hours. Please call (909) 384-4491 for more information.

The SBCCD PD may also release sex offender information relating to campus-affiliated sex offenders to members of the campus community who:

- Are member(s) of the campus community
- Are not themselves registered sex offenders
- Understand that the release of registered sex offender information is for the purpose of allowing members of the campus community to protect themselves and their children from sex offenders
- Understand that it is illegal to use the sex offender registration information to harass, discriminate, or commit a crime against any person who has been identified as a sex offender
- Are willing to sign a “Registered Sex Offender View Form.” [290.01(d) (4) (A) PC]

The following registered sex offender information is available for public viewing:

- Name and known aliases
- Age, DOB, gender, race
- Physical description (including scars, marks, tattoos)
- Photograph (if available)
- Crimes that were the basis for the registration requirement
- Date of registration or re-registration

15.7 Campus Law Enforcement Disclosure

The SBCCD may proactively release any portion of the following information to the campus community concerning the presence of a high-risk sex offender who is in the campus community. The SBCCD PD may reactively release any portion of the following information when necessary to ensure the public safety based upon information available to the entity concerning a registered sex offender. [290.45(a) PC]

The SBCCD PD may release sex offender information to persons and campus entities for the purpose of disclosing the information to additional persons if the SBCCD PD can determine that the scope of any further disclosure meets the conditions set forth in Penal Code §290.45(c)(1).

- Name and known aliases
- Date of birth, gender and race
- Physical description, including scars, marks and tattoos
- Photograph (if available)
- Crimes that were the basis for the registration requirement
- Residence address (must be verified by law enforcement prior to release)
- Type of victim targeted by the offender
- Relevant parole or probation conditions
- Dates of crimes resulting in classification
- Date of release from confinement
- Offender's employment, vocation or student status with college

15.8 SBCCD Sex Offender Registration Requirements

Every person who is required to register in California as a sex offender and who:

- Is enrolled as a SBCCD student (including extension classes) or
- Is a full/part time employee at SBCCD whether compensated or not, including volunteers, or
- Carries on a vocation at SBCCD for more than 14 days, or for an aggregated period exceeding 30 (total) days in a calendar year, shall register with the campus police department.

A campus-affiliated sex offender shall notify the SBCCD PD within five working days of ceasing to be enrolled or employed, ceasing to carry on a vocation at SBCCD or if the offender has a change of address. [290.01(a) (1) PC]

Registration of sex offenders shall be conducted at the SBCCD PD. Persons required to register shall do so in person Monday - Friday (excluding holidays) during normal business hours.

15.9 Hate Crimes

The SBCCD campus community places a great emphasis on the value of diversity, assessing one's culture and the celebration of difference. However, the reality is that anyone at any time can be the target of a hate crime or a bias-motivated incident. Unlike other crimes that target individuals, hate crimes and bias-motivated incidents negatively impact the entire SBCCD campus community. While the college campuses are not immune to such opportunistic acts, the low number of reported occurrences provides an antidotal glimpse that we have made great strides toward the creation of a campus environment that is more tolerant of individuals, groups, cultures, values and ideas.

15.10 Reporting Hate Crimes

Reporting a hate crime is a crucial component in the development of a more tolerant society and a hate free campus environment. If you have been the target of a hate crime or hate or bias-motivated incident, you are encouraged to report the occurrence to the SBCCD PD or to any designated CSA.

15.11 Workplace Violence

The SBCCD is committed to creating and maintaining an environment that is free from workplace violence. The SBCCD has zero tolerance for violent acts, or threats of violence, against any member of the campus community or SBCCD property. The SBCCD has zero tolerance for and prohibits violence or threats of violence occurring off the SBCCD premises by an employee or person acting in the capacity of a representative or agent of the SBCCD, if such violence or threat of violence affects the legitimate interests of the SBCCD. [Board Policy 3510]

16.0 Crime Definitions

Per the Clery Act, the SBCCD PD must classify crimes based on the Federal Bureau of Investigation's (FBI's) Uniform Crime Reporting (UCR) Handbook. Definitions of sex offenses are from the FBI's National Incident-Based Reporting System (NIBRS) edition of the UCR. Hate crimes are classified according to the FBI's UCR Hate Crime Data Collection Guidelines and Training Guide for Hate Crime Data Collection. Although the law states that institutions must use the UCR for defining and classifying crimes, it does not require Clery Act crime reporting to meet all UCR standards.

UCR crime definitions appear in italics. The text provided classifies criminal incidents taken directly from FBI materials; some has been condensed or paraphrased. Some definitions are from the VAWA Amendments. Some crime examples are taken or adapted from FBI materials, and others were created for this document based on questions educational communities have asked of law enforcement over the years.

- **Murder:** The willful (non-negligent) killing of one human being by another.
- **Manslaughter by Negligence:** The killing of another person through gross negligence.
- **Forcible/Non Forcible Sex Offenses:** Any sexual act directed against another person without the consent of the victim, including instances where the victim is incapable of giving consent. Non-Forcible sex offenses include incest or statutory rape.
- **Sodomy:** Sodomy is sexual conduct consisting of contact between the penis of one person and the anus of another person. Any sexual penetration, however slight, is sufficient to complete the crime of sodomy.
- **Incest:** Non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Robbery:** The taking, or attempting to take, anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Hate Crime:** A crime, usually violent, motivated by prejudice or intolerance made by the perpetrator toward a member of any race, gender, gender identity, religion, sexual orientation, ethnicity/national origin, and/or disability.
- **Aggravated Assault (ADW):** An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated bodily injury. This type of assault usually is accompanied by the use of a weapon or by a means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a gun, knife, or other weapon is used that could and probably would result in serious personal injury if the crime were successfully completed.

- **Burglary:** The unlawful entry of a structure to commit a felony or theft. For reporting purposes, this definition includes unlawful entry with intent to commit a larceny or a felony, breaking and entering with intent to commit a larceny, housebreaking, safecracking, and all attempts to commit any of the aforementioned acts.
- **Motor Vehicle Theft:** Any case where an automobile is taken by a person not having lawful access, even if the vehicle is later abandoned, including joy riding.
- **Arson:** Any willful or malicious burning, or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.
- **Domestic Violence:** Assault and/or battery committed on a current or former spouse, an intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction receiving grant monies, or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.
- **Dating Violence:** Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim; and where the existence of such a relationship shall be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to be in fear for his or her safety or the safety of others; or suffer substantial emotional distress.
- **Unfounded Crimes:** According to UCR guidelines, a reported offense can be cleared as “unfounded” if the investigation shows that no offense occurred or was attempted. The recovery of stolen property, the low value of stolen property, the refusal of the victim to cooperate with prosecution, or the failure to make an arrest does not “unfound” a legitimate offense, nor do the findings of a coroner, court, jury, or prosecutor. According to UCR guidelines, the statistics on “unfounded cases” should include crime reports that are either false or baseless.

Hate Crime Categories

Hate Crime Key: (D) Disability (E) Ethnicity (Ra) Race (Re) Religion (S) Sexual Orientation (G) Gender (N) National Origin (GI) Gender Identity

- **Race:** A preformed negative attitude toward a group of persons who possess common physical characteristics genetically transmitted by descent and heredity that distinguish them as a distinct division of humankind.
- **Gender:** A preformed negative opinion or attitude toward a group of persons because those persons are male or female.
- **Gender Identity:** A preformed negative opinion or attitude toward a group of person’s based on their actual or perceived gender-related characteristics.
- **Religion:** A preformed negative opinion or attitude toward a group of persons who share the same religious beliefs regarding the origin and purpose of the universe and the existence or nonexistence of a supreme being.

- **Sexual Orientation:** A preformed negative opinion or attitude toward a group of persons based on their sexual attraction toward, and responsiveness to, members of their own sex or members of the opposite sex.
- **Disability:** A preformed negative opinion or attitude toward a group of persons based on their physical or mental impairments/challenges, whether such disability is temporary or permanent, congenital or acquired by heredity, accident, injury, advanced age, or illness.
- **Ethnicity/National origin:** A preformed negative opinion or attitude toward a group of persons of the same race or national origin who share common or similar traits, languages, customs, and traditions.

17.0 Crime Statistics Data

The following crime statistical data has been reported using the UCR procedures as set forth by the FBI and the California Department of Justice. Crime statistics disclosed are those that occurred on property owned and controlled by the SBCCD and public property contiguous/adjacent to the SBCCD campuses or sites. SBCCD PD staff reviews the UCR annually for updates in reporting.

17.1 CHC CRIME STATISTICS FOR 2019, 2020, AND 2021

| Violation | On Campus 2019 | Public Property 2019 | Non-Campus Property 2019 | 2019 Totals | On Campus 2020 | Public Property 2020 | Non-Campus Property 2020 | 2020 Totals | On Campus 2021 | Public Property 2021 | Non-Campus Property 2021 | 2021 Totals |
|----------------------------|----------------|----------------------|--------------------------|-------------|----------------|----------------------|--------------------------|-------------|----------------|----------------------|--------------------------|-------------|
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sodomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault w/object | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 1 | 0 | 0 | 1 | 0 | 1 | 0 | 1 | 1 | 0 | 0 | 1 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Hate Crimes* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrest | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 6 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 3 | 0 | 0 | 3 |
| Liquor Law Violations | 6 | 0 | 0 | 6 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Actions | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

*Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.

17.2 DSO CRIME STATISTICS FOR 2019, 2020, AND 2021

| Violation | On Campus 2019 | Public Property 2019 | Non-Campus Property 2019 | 2019 Totals | On Campus 2020 | Public Property 2020 | Non-Campus Property 2020 | 2020 Totals | On Campus 2021 | Public Property 2021 | Non-Campus Property 2021 | 2021 Totals |
|----------------------------|----------------|----------------------|--------------------------|-------------|----------------|----------------------|--------------------------|-------------|----------------|----------------------|--------------------------|-------------|
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Sodomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault w/object | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Burglary | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Motor Vehicle Theft | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hate Crimes* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrest | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 1 | 1 | 1 | 0 | 0 | 1 | 0 | 0 | 14 | 14 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Disciplinary Actions | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

*Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.

Note: As a result of a reorganization within the SBCCD, all entities located at 114 & 124 S. Del Rosa Drive, San Bernardino, CA were realigned under District Support Operations (DSO), effective January 1, 2020.

17.3 SBVC CRIME STATISTICS FOR 2019, 2020, AND 2021

| Violation | On Campus 2019 | Public Property 2019 | Non-Campus Property 2019 | 2019 Totals | On Campus 2020 | Public Property 2020 | Non-Campus Property 2020 | 2020 Totals | On Campus 2021 | Public Property 2021 | Non-Campus Property 2021 | 2021 Totals |
|----------------------------|----------------|----------------------|--------------------------|-------------|----------------|----------------------|--------------------------|-------------|----------------|----------------------|--------------------------|-------------|
| Murder | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Manslaughter by Negligence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault | | | | | | | | | | | | |
| Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sodomy | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Sexual Assault w/object | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Fondling | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Incest | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Statutory Rape | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Dating Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Domestic Violence | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Stalking | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Robbery | 0 | 3 | 1 | 4 | 0 | 7 | 0 | 7 | 0 | 1 | 0 | 1 |
| Aggravated Assault | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 1 |
| Burglary | 0 | 0 | 0 | 0 | 1 | 1 | 1 | 3 | 3 | 3 | 1 | 7 |
| Motor Vehicle Theft | 3 | 3 | 2 | 8 | 2 | 5 | 0 | 7 | 0 | 3 | 0 | 3 |
| Arson | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 1 | 0 | 0 | 1 |
| Hate Crimes* | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Arrest | | | | | | | | | | | | |
| Illegal Weapons Possession | 2 | 0 | 0 | 2 | 0 | 1 | 0 | 1 | 2 | 3 | 0 | 5 |
| Drug Abuse Violations | 27 | 1 | 2 | 30 | 18 | 6 | 1 | 25 | 20 | 5 | 0 | 25 |
| Liquor Law Violations | 13 | 2 | 2 | 17 | 2 | 2 | 0 | 4 | 3 | 0 | 1 | 4 |
| Disciplinary Actions | | | | | | | | | | | | |
| Illegal Weapons Possession | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Drug Abuse Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Liquor Law Violations | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |

*Hate Crimes include the following categories: Disability, Ethnicity, Race, Religion, Sexual Orientation, Gender, National Origin and Gender Identity.

CAMPUS DIRECTORY



Bus Stop



Health & Wellness



Police/Security



Visitor Parking



Parking Permits (Daily)

Parking permits/decals are required to park in all parking lots and on all college streets.

Daily parking permits are available in all lots.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decals.



Student Services

The Bookstore, Café, EOPS, Admissions & Records, Financial Aid and Counseling are located in the Crafton Center (CCR), Building 6.



Library & Tutoring

The Library and Tutoring Center are located in the Learning Resource Center (LRC), Building 8.



Smoking Areas

This is a smoke-free campus, smoking in non-designated areas or buildings may result in the issuance of a citation. (Board Policy #3570; Government Code #7597)

Campus Police (909) 389-3275

District Police (909) 382-4491

- 1 Maintenance & Operations (M&O)
- 2 Child Development Center (CDC)
- 3 Crafton Hall (CHL)
- 4 Clock Tower Building (CTB)
- 5 West Complex (West)
- 6 Crafton Center (CCR)
- 7 Student Support Building (SSB)
- 8 Learning Resource Center (LRC)
- 9 Performing Arts Center (PAC)

- 10 Central Complex 1 (CNTL1)
- 11 Central Complex 2 (CNTL2)
- 12 Canyon Hall (CYN)
- 13 Visual Arts (ARTS)
- 14 East Complex 1 (EAST1)
- 15 East Complex 2 (EAST2)
- 16 Public Safety & Allied Health (PSAH)
- 17 Under Construction: Future Performing Arts Center (PAC)

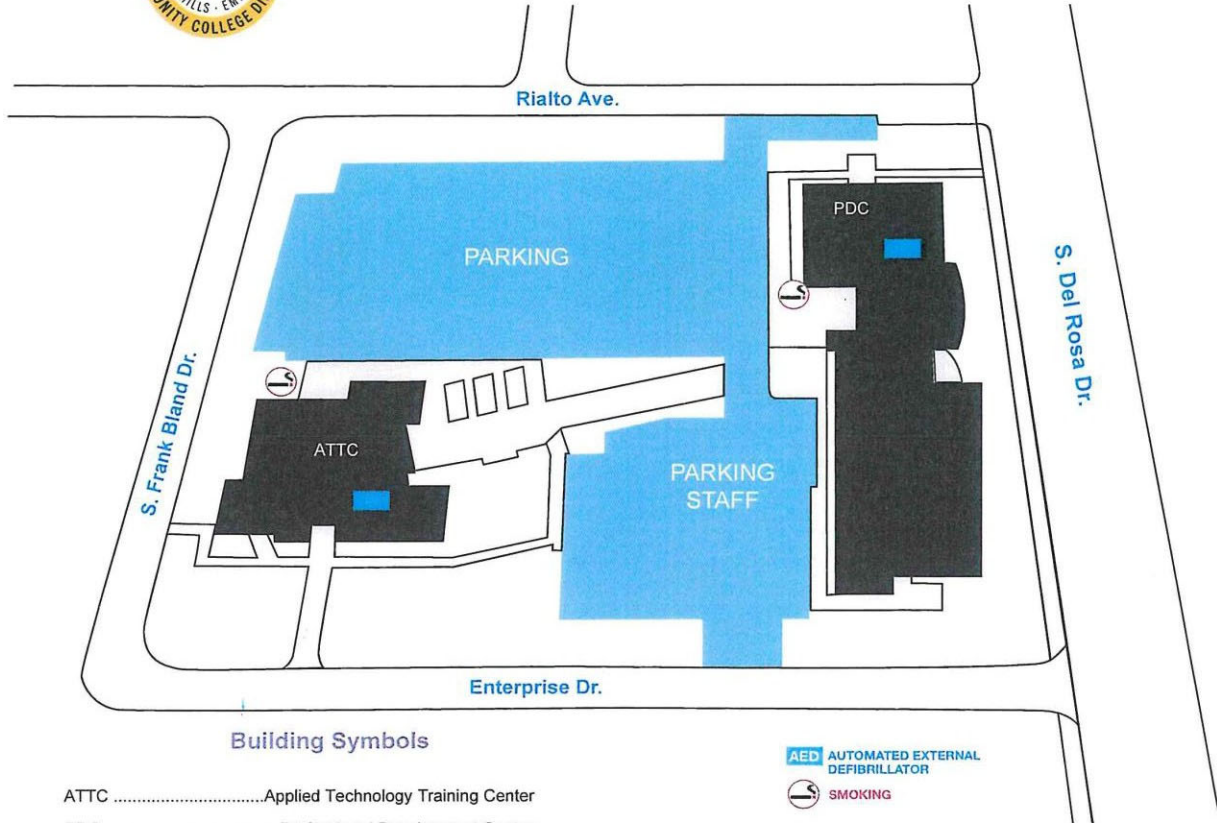
- 18 North Complex (NRTH)
- 19 Kinesiology, Health Education & Aquatics Complex (KHA)
- 20 Under Construction: Future Public Safety Training Center (PSTC)
- 21 Tennis Courts (TC-CRTS)

Updated 8-9-2021



DISTRICT SUPPORT OPERATIONS

114 South Del Rosa Dr. • San Bernardino, CA 92408





**San Bernardino
Valley College**

701 South Mt. Vernon Avenue
San Bernardino, CA 92410
(909) 384-4400
valleycollege.edu



Building Symbols

| | | | |
|--------------|--|----------------|----------------------------|
| AD/SS | Administration/Student Services (Note: AD rooms are located in AD/SS) | LIB | Library |
| ART | Art Center | MC | Media/Communications |
| AUD | Auditorium | MCHS | Middle College High School |
| B | Business | M&O | Maintenance & Operations |
| BOOK | Bookstore | NH | North Hall |
| CC | Campus Center | | NH329 - Breastfeeding Room |
| CDC | Child Development Center | O | Observatory |
| CTS | Computer Technology Services | PL | Planetarium |
| GYM | Gym | PS | Physical Sciences |
| HLS | Health & Life Sciences | SHS | Student Health Center |
| LA | Liberal Arts | T | Technical |
| | | TRAN | Transportation Center |

- INDICATES CONSTRUCTION AREAS**
- INDICATES PARKING PERMIT DISPENSER**
- INDICATES APPROVED SMOKING AREAS (6)**
This is a smoke-free campus - smoking in non-designated areas or buildings may result in the issuance of a citation. (Board Policy #3570; Government Code #7597)

Parking permits/decals are required to park in all parking lots and on all college streets.

Parking in disabled stalls requires a valid California disabled placard and a valid SBCCD parking permit/decal.

District Police
Campus Center, Rm-100 (909) 384-4491

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor and
Kristina L. Hannon, Vice Chancellor of Human Resources & Police Services

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: October 13, 2022

SUBJECT: 2022-2023 Policies & Procedures Review List

RECOMMENDATION

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

OVERVIEW

In line with AP 2410 Board Policies and Administrative Procedures, SBCCD's Policies and Procedures Advisory Committee to the Chancellor's Council (PPAC) is charged with updating, creating, developing, and systematically reviewing Board Policies and Administrative Procedures, also known as Policies and Procedures (P&P). This task is accomplished through a cyclical schedule which begins each academic year.

The process is intended to:

- Efficiently allow for regular evaluation of policies and procedures.
- Provide faculty, staff, and students an opportunity to express opinions, and give those opinions every reasonable consideration.
- Ensure the right of Academic Senates to assume primary responsibility for making recommendations in the areas of curriculum and academic standards.

ANALYSIS

The PPAC had its initial 2022-23 meeting on September 12, 2022. At that meeting a Review List was approved that addresses approximately 120 policies and procedures, or 29%, and is comprised mostly of items affected by Legal Updates 38, 39, and 40. The Review List will be monitored and updated throughout the year and available for review on the PPAC webpage at www.sbccd.edu/ppac.

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.



2022-2023 Policy Procedure Review List

| BP AP | Number | Title | Chapter Lead Point Persons | 10+1 Designation | Add New? | Reason for Review | Review Process Start Date | Chapter Lead Recommendation |
|-------|--------|--|------------------------------|------------------|----------|---|---------------------------|-----------------------------|
| BP | 1200 | District Mission Statement | Jose Torres | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 2220 | Committees of the Board | Jose Torres | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 2310 | Regular Meetings of the Board | Jose Torres | | | Legal Updates 39 and 40 | 11/15/2022 | 11/29/2022 |
| BP | 2340 | Agendas | Jose Torres | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 2340 | Agendas | Jose Torres | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| BP | 2345 | Public Participation at Board Meetings | Jose Torres | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 2410 | Board Policies and Administrative Procedures | Jose Torres | 10+1 | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 2410 | Board Policies and Administrative Procedures | Jose Torres | 10+1 | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| BP | 2435 | Evaluation of the Chancellor | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 2435 | Evaluation of the Chancellor | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 2510 | Participation In Local Decision-Making | Jose Torres | 10+1 | | Other Request - Academic Senate Request to Review | 9/13/2022 | 9/27/2022 |
| AP | 2510 | Participation In Local Decision-Making | Jose Torres | 10+1 | | Other Request - Academic Senate Request to Review | 9/13/2022 | 9/27/2022 |
| AP | 2712 | Conflict of Interest Code | Kristina Hannon | | | Other Request - DSPTS to SAS | 9/13/2022 | 9/27/2022 |
| BP | 2720 | Communications Among Board Members | Jose Torres | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 2745 | Board Self-Evaluation | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 3225 | Institutional Effectiveness | Nohemy Ornelas | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 3225 | Institutional Effectiveness | Nohemy Ornelas | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 3300 | Public Records | Jose Torres, Kristina Hannon | | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| AP | 3300 | Public Records | Jose Torres, Kristina Hannon | | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| BP | 3420 | Equal Employment Opportunity | Kristina Hannon | | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| AP | 3420 | Equal Employment Opportunity | Kristina Hannon | | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| BP | 3420 | Equal Employment Opportunity | Kristina Hannon | | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| AP | 3420 | Equal Employment Opportunity | Kristina Hannon | | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| BP | 3430 | Prohibition of Harassment | Kristina Hannon | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 3430 | Prohibition of Harassment | Kristina Hannon | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| BP | 3433 | Prohibition of Sexual Harassment under Title IX | Kristina Hannon | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |

2022-2023 Policy Procedure Review List

| BP AP | Number | Title | Chapter Lead Point Persons | 10+1 Designation | Add New? | Reason for Review | Review Process Start Date | Chapter Lead Recommendation |
|-------|--------|--|----------------------------|------------------|----------|-------------------------|---------------------------|-----------------------------|
| AP | 3433 | Prohibition of Sexual Harassment Under Title IX | Kristina Hannon | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 3434 | Responding to Harassment Based on Sex Under Title IX | Kristina Hannon | | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| AP | 3434 | Responding to Harassment Based on Sex Under Title IX | Kristina Hannon | | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| AP | 3435 | Discrimination and Harassment Resolution Procedures | Kristina Hannon | | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| AP | 3435 | Discrimination and Harassment Resolution Procedures | Kristina Hannon | | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| BP | 3550 | Drug Free Environment and Drug Prevention Program | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 3550 | Drug Free Environment and Drug Prevention Program | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 3725 | Information and Communications Technology Accessibility & Acceptable Use | Nohemy Ornelas | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 3725 | Information and Communications Technology Accessibility & Acceptable Use | Nohemy Ornelas | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 4010 | Academic Calendar | Nohemy Ornelas | 10+1 | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| AP | 4010 | Academic Calendar | Nohemy Ornelas | 10+1 | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| BP | 4020 | Program, Curriculum, and Course Development | Nohemy Ornelas | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 4020 | Program, Curriculum, and Course Development | Nohemy Ornelas | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 4100 | Graduation Requirements for Degrees and Certificates | Nohemy Ornelas | 10+1 | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 4100 | Graduation Requirements for Degrees and Certificates | Nohemy Ornelas | 10+1 | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| BP | 4105 | Distance Education | Nohemy Ornelas | 10+1 | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| AP | 4105 | Distance Education | Nohemy Ornelas | 10+1 | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| BP | 4106 | Nursing Programs | Nohemy Ornelas | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 4106 | Nursing Programs | Nohemy Ornelas | 10+1 | Add New? | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 4230 | Grading and Academic Record Symbols | Nohemy Ornelas | 10+1 | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| AP | 4230 | Grading and Academic Record Symbols | Nohemy Ornelas | 10+1 | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| BP | 4235 | Credit for Prior Learning | Nohemy Ornelas | 10+1 | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| AP | 4235 | Credit for Prior Learning | Nohemy Ornelas | 10+1 | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| AP | 4236 | Advanced Placement Credit (Legally Required) | Nohemy Ornelas | 10+1 | Add New? | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| BP | 4250 | Probation, Dismissal, and Readmission | Nohemy Ornelas | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 4250 | Probation, Dismissal, and Readmission | Nohemy Ornelas | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |

2022-2023 Policy Procedure Review List

| BP AP | Number | Title | Chapter Lead Point Persons | 10+1 Designation | Add New? | Reason for Review | Review Process Start Date | Chapter Lead Recommendation |
|-------|--------|---|----------------------------|------------------|----------|------------------------------|---------------------------|-----------------------------|
| AP | 5013 | Students in the Military | Nohemy Ornelas | 10+1 | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| BP | 5015 | Residence Determination | Nohemy Ornelas | 10+1 | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| AP | 5015 | Residence Determination | Nohemy Ornelas | 10+1 | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| BP | 5020 | Nonresident Tuition | Jose Torres | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 5020 | Nonresident Tuition | Jose Torres | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 5030 | Fees | Jose Torres | | | Annual Review | 12/13/2022 | 12/27/2022 |
| AP | 5030 | Fees | Jose Torres | | | Annual Review | 12/13/2022 | 12/27/2022 |
| BP | 5030 | Fees | Jose Torres | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 5030 | Fees | Jose Torres | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 5035 | Withholding of Student Records | Nohemy Ornelas | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 5035 | Withholding of Student Records | Nohemy Ornelas | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 5040 | Student Records, Directory Information, and Privacy | Nohemy Ornelas | 10+1 | | Legal Updates 39 and 40 | 11/15/2022 | 11/29/2022 |
| AP | 5040 | Student Records, Directory Information, and Privacy | Nohemy Ornelas | 10+1 | | Legal Updates 39 and 40 | 11/15/2022 | 11/29/2022 |
| BP | 5050 | Student Success and Support Program | Nohemy Ornelas | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 5050 | Student Success and Support Program | Nohemy Ornelas | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 5130 | Financial Aid | Jose Torres | | | Other Request - DSPTS to SAS | 9/12/2022 | 9/12/2022 |
| AP | 5130 | Financial Aid | Jose Torres | | | Other Request - DSPTS to SAS | 9/12/2022 | 9/12/2022 |
| BP | 5140 | Disabled Student Programs and Services | Nohemy Ornelas | 10+1 | | Other Request - DSPTS to SAS | 9/12/2022 | 9/12/2022 |
| AP | 5140 | Disabled Student Programs and Services | Nohemy Ornelas | 10+1 | | Other Request - DSPTS to SAS | 9/12/2022 | 9/12/2022 |
| BP | 5420 | Associated Students Finance | Nohemy Ornelas | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 5420 | Associated Students Finance | Nohemy Ornelas | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 5520 | Student Discipline Procedures | Nohemy Ornelas | 10+1 | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 5520 | Student Discipline Procedures | Nohemy Ornelas | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 5530 | Student Rights and Grievances | Nohemy Ornelas | 10+1 | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| AP | 5530 | Student Rights and Grievances | Nohemy Ornelas | 10+1 | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| BP | 5700 | Intercollegiate Athletics | Nohemy Ornelas | 10+1 | | Legal Update 39 | 10/11/2022 | 10/25/2022 |

2022-2023 Policy Procedure Review List

| BP AP | Number | Title | Chapter Lead Point Persons | 10+1 Designation | Add New? | Reason for Review | Review Process Start Date | Chapter Lead Recommendation |
|-------|--------|---|----------------------------|------------------|----------|------------------------------|---------------------------|-----------------------------|
| AP | 5700 | Intercollegiate Athletics | Nohemy Ornelas | 10+1 | Add New? | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| AP | 6305 | Reserves | Jose Torres | | | CCCCO ECA Requirement | 9/11/2022 | 9/12/2022 |
| BP | 6320 | Investments | Jose Torres | | | Annual Review | 2/1/2023 | 2/15/2023 |
| AP | 6320 | Investments | Jose Torres | | | Annual Review | 2/1/2023 | 2/15/2023 |
| BP | 6340 | Bids and Contracts | Jose Torres | | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| AP | 6340 | Bids and Contracts | Jose Torres | | | Legal Updates 38 and 39 | 10/11/2022 | 10/25/2022 |
| AP | 6355 | Job Order Contracts | Jose Torres | | Add New? | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 6370 | Contracts - Personal Services | Jose Torres | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 6540 | Insurance | Jose Torres | | | Legal Updates 38 and 40 | 10/11/2022 | 10/25/2022 |
| AP | 6540 | Insurance | Jose Torres | | | Legal Updates 38 and 40 | 10/11/2022 | 10/25/2022 |
| BP | 6620 | Naming of Buildings and Other Properties | Jose Torres | | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| AP | 6620 | Naming of Buildings and Other Properties | Jose Torres | | | Legal Update 39 | 10/11/2022 | 10/25/2022 |
| BP | 6750 | Parking | Jose Torres | | | Other Request - DSPTS to SAS | 9/12/2022 | 9/12/2022 |
| AP | 6750 | Parking | Jose Torres | | | Other Request - DSPTS to SAS | 9/12/2022 | 9/12/2022 |
| BP | 7100 | Commitment to Diversity | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 7100 | Commitment to Diversity | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 7120 | Recruitment and Hiring | Kristina Hannon | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 7120 | Recruitment and Hiring | Kristina Hannon | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 7130 | Compensation | Kristina Hannon | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| BP | 7130 | Compensation | Kristina Hannon | | Add New? | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 7160 | Professional Development | Kristina Hannon | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 7160 | Professional Development | Kristina Hannon | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 7210 | Academic Employees | Kristina Hannon | 10+1 | | Other Request - DSPTS to SAS | 9/12/2022 | 9/12/2022 |
| AP | 7210 | Academic Employees | Kristina Hannon | 10+1 | | Other Request - DSPTS to SAS | 9/12/2022 | 9/12/2022 |
| BP | 7230 | Classified Employees | Kristina Hannon | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 7235 | Probationary Period: Classified Employees | Kristina Hannon | | Add New? | Legal Update 40 | 11/15/2022 | 11/29/2022 |

2022-2023 Policy Procedure Review List

| BP AP | Number | Title | Chapter Lead Point Persons | 10+1 Designation | Add New? | Reason for Review | Review Process Start Date | Chapter Lead Recommendation |
|-------|--------|---|----------------------------|------------------|----------|-------------------------|---------------------------|-----------------------------|
| AP | 7237 | Layoffs | Kristina Hannon | | Add New? | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| BP | 7250 | Educational Administrators | Kristina Hannon | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 7250 | Educational Administrators | Kristina Hannon | 10+1 | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 7340 | Leaves | Kristina Hannon | 10+1 | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 7340 | Leaves | Kristina Hannon | 10+1 | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| BP | 7345 | Catastrophic Leave | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 7345 | Catastrophic Leave | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 7347 | Paid Family Leave | Kristina Hannon | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| BP | 7350 | Resignations | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 7350 | Resignations | Kristina Hannon | | Add New? | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| BP | 7360 | Discipline and Dismissal - Academic Employees | Kristina Hannon | 10+1 | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 7360 | Discipline and Dismissal - Academic Employees | Kristina Hannon | 10+1 | Add New? | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| BP | 7380 | Retiree Health Benefits - Academic Employees | Kristina Hannon | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| AP | 7380 | Retiree Health Benefits: Academic Employees | Kristina Hannon | | | Legal Update 40 | 11/15/2022 | 11/29/2022 |
| BP | 7600 | District Police Department | Kristina Hannon | | | Legal Updates 38 and 40 | 10/11/2022 | 10/25/2022 |
| AP | 7600 | District Police Department | Kristina Hannon | | | Legal Updates 38 and 40 | 10/11/2022 | 10/25/2022 |
| BP | 7700 | Whistleblower Protection | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |
| AP | 7700 | Whistleblower Protection | Kristina Hannon | | | Legal Update 38 | 9/13/2022 | 9/27/2022 |

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: October 13, 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

| | | | | |
|----------------|------------------------------|--|---|--|
| Monthly | B&FS | - Budget Report w/memo - Cash Flow Analysis - Contracts Below Bid Limit - Conferences Over \$5K or Outside US | - Events/CBOC Meeting - Fund Balance Transfer Resolution - Purchase Order Report | - Ratification of Interfund Transfers Contracts Above Bid Limit - Signature List Changes - Surplus Property |
| | FPC | - Bond Construction COs/Amendments - CBOC Appointees | - Informal Bid Award (UCCAP) - Non-Bond Construction COs/Amendments | - RFQ/RFP/Bid & Contract Award - Small Scale Construction Contract Award |
| | HR | - Closed Session Items (Separate Agenda) - 39-Month Reemployment - Adjunct/Substitute Academic - CSEA/CTA Agreements - CSEA/CTA/POA MOUs - Employee Anniversary Celebrations | - Job Descriptions - New Hires- Permanent/Interim - Non-Instructional Pay - Professional Expert, Short-Term, Subs - Promotions - Reclassifications - Resignations & Retirements | - Salary Advancement-Academic - Step Increase - Stipends - Transfers - Tuition Reimbursement - Temporary Academic Employees - Volunteers |
| | OO, VCSSS, & PRES | - Applause Report - Anniversary Celebrations - Board Committee Reports - Board Master Planning Action Calendar | - Board Policies & Procedures - Chancellor's Report - Curriculum | - Goals 1-4 rotated ea. month (formerly KPIs) - Individual Memberships - Minutes |

| JANUARY | FEBRUARY | MARCH |
|--|---|--|
| <ul style="list-style-type: none"> Budget Calendar (by 2/1) Budget Directives 1st Reading National Community College Month Resolution (by 2/1) Sabbaticals Granted Goals 1-4 Mid-Year Progress Report | <ul style="list-style-type: none"> Budget Directives 2nd Reading/Approval (by 3/1) Nonresident Tuition Fee (by 3/1) Quarterly Certified Financial Status Report for Second Quarter (311Q by 2/15) Quarterly Investment Report Non-Resident Tuition Fee Worksheet (by 3/1) | <ul style="list-style-type: none"> P&Ps (required 1st read) 2100 (every two years on even election years), 2725 with resolution CBOC Annual Report (by 3/31) Selection of Auditor (by 5/15) Grant Tenure/Tenure Contracts Classified Employee of the Year Endorsement Sabbatical Completion Report from last spring and fall (by first semester after return) Financial Statements and Audit Report for Auxiliary Organizations (by 4/1) |
| APRIL | MAY | JUNE |
| <ul style="list-style-type: none"> Enrollment Fee Revenue for estimated current year (CCFS-323 due by 4/15) used for Second Principal Apportionment Attendance and FTES Calculation Report (CCFS 320 by 4/20) P2 Interfund Transfer Resolution Constitutional Advance (optional) 4/10 Alternate Summer Work Schedule for Management & Confidential Employees Board Orientation Handbook Updates 2023 District Technology Strategic Plan (last plan 2020-2023) Student Trustee Privileges (by 5/15) | <ul style="list-style-type: none"> P&P (required 1st read) 6320, 4235 (every three years. Last approved 5/13/21) Quarterly Certified Financial Status Report for Third Quarter (311Q due by 5/15) Quarterly Investment Report Part -Time Faculty Health Benefits Estimated Reimbursements (CCFS-360 by 6/1) Part -Time Faculty Office Hours Estimated Reimbursements (CCFS-365 by 6/1) due from Districts Preliminary Budget & Presentation (strategy session 4th Thursday) EEO Multiple Method Certification (by 6/1) Outgoing Student Trustee Recognition Board Meeting Dates for Next FY 2027 ACCJC Institutional Self-Evaluation Report (by 8/1 every seven years. Last report 2020) | <ul style="list-style-type: none"> Authorized Signature List Bank Accounts Tentative Budget (by 7/1) Prop 30 EPA Expenditures Resolution Meals, Refreshments, Open POs for Next FY Order of Election and the Specifications of the Election Order (every 2 years on even numbered years) New Student Trustee Orientation (information) New Student Trustee Oath of Office Goals 1-4 End of Year Progress Report |

Board Master Planning Action Calendar

| | | | | |
|---------|--------------------|--|---|--|
| Monthly | B&FS | - Budget Report w/memo - Cash Flow Analysis - Contracts Below Bid Limit - Conferences Over \$5K or Outside US | - Events/CBOC Meeting - Fund Balance Transfer Resolution - Purchase Order Report | - Ratification of Interfund Transfers Contracts Above Bid Limit - Signature List Changes - Surplus Property |
| | FPC | - Bond Construction COs/Amendments - CBOC Appointees | - Informal Bid Award (UCCAP) - Non-Bond Construction COs/Amendments | - RFQ/RFP/Bid & Contract Award - Small Scale Construction Contract Award |
| | HR | - Closed Session Items (Separate Agenda) - 39-Month Reemployment - Adjunct/Substitute Academic - CSEA/CTA Agreements - CSEA/CTA/POA MOUs - Employee Anniversary Celebrations | - Job Descriptions - New Hires- Permanent/Interim - Non-Instructional Pay - Professional Expert, Short-Term, Subs - Promotions - Reclassifications - Resignations & Retirements | - Salary Advancement-Academic - Step Increase - Stipends - Transfers - Tuition Reimbursement - Temporary Academic Employees - Volunteers |
| | OOC, VCSSS, & PRES | - Applause Report - Anniversary Celebrations - Board Committee Reports - Board Master Planning Action Calendar | - Board Policies & Procedures - Chancellor's Report - Curriculum | - Goals 1-4 rotated ea. month (formerly KPIs) - Individual Memberships - Minutes |

| JULY | AUGUST | SEPTEMBER |
|------|--------|-----------|
|------|--------|-----------|

- P&Ps (required) 6320
- Apportionment Attendance and FTES Calculation Report (CCFS 320 by 7/15) P3
- Maintenance Allowance (Certification Form, CCFS-355 by 8/1)
- Transfer of Appropriations Resolution

- P&Ps (required) 2745, 2435, 1100, 1200
- Quarterly Certified Financial Status Report (by 8/15)
- Quarterly Investment Report
- Prop 30 EPA Expenditure Accounting (if figures change dramatically based on ReCalc)
-
- Final Budget Presentation (strategy session 4th Thursday)
- Reaffirm or revise Evaluation of the Chancellor process (with P&P from Board Retreat)
- Reaffirm or revise Board Self Evaluation process (with P&P from Board Retreat)
- Reaffirm or revise Mission, Vision, Values, Goals/Strategic Priorities with P&Ps (with P&P from Board Retreat)
- Approval of Goals/Key Results (from Board Retreat)
- 2024 ACCJC Midterm Report 1st Reading/Approval (by 10/1. Last report 2020)
- 2027 ACCJC Institutional Self-Evaluation Report 1st Reading/Approval (by 10/1. Last report 2020)

- 50% Law, Application for Exemption (CCFS-350A by 9/15) due from Districts
- Prior year (PY) Final Enrollment Fee Revenue Due (CCFS-323 by 9/15)
- Amended Apportionment Attendance Reports (CCFS-320 due by 10/1) (For Lottery purposes)
-
- Financial & Budget Report (CCFS-311 by 10/10) Gann Limit (CCFS-311) Lottery (CCFS-311 by 10/10)
- Follow-up to Form CCFS-350A, due 9/15* (see CCFS-350B due by 12/1).
- Public Hearing and Final Budget Approval (by 9/15)
- 2024 ACCJC Midterm Report final approval (by 10/1. Last report 2020)
- 2027 ACCJC Institutional Self-Evaluation Report final approval (by 10/1. Last report 2020)
- Grant Sabbaticals (notice required to employees by October 1).

Board Master Planning Action Calendar

| | | | | |
|---------|--------------------|--|---|--|
| Monthly | B&FS | - Budget Report w/memo - Cash Flow Analysis - Contracts Below Bid Limit - Conferences Over \$5K or Outside US | - Events/CBOC Meeting - Fund Balance Transfer Resolution - Purchase Order Report | - Ratification of Interfund Transfers Contracts Above Bid Limit - Signature List Changes - Surplus Property |
| | FPC | - Bond Construction COs/Amendments - CBOC Appointees | - Informal Bid Award (UCCAP) - Non-Bond Construction COs/Amendments | - RFQ/RFP/Bid & Contract Award - Small Scale Construction Contract Award |
| | HR | - Closed Session Items (Separate Agenda) - 39-Month Reemployment - Adjunct/Substitute Academic - CSEA/CTA Agreements - CSEA/CTA/POA MOUs - Employee Anniversary Celebrations | - Job Descriptions - New Hires- Permanent/Interim - Non-Instructional Pay - Professional Expert, Short-Term, Subs - Promotions - Reclassifications - Resignations & Retirements | - Salary Advancement-Academic - Step Increase - Stipends - Transfers - Tuition Reimbursement - Temporary Academic Employees - Volunteers |
| | OOC, VCSSS, & PRES | - Applause Report - Anniversary Celebrations - Board Committee Reports - Board Master Planning Action Calendar | - Board Policies & Procedures - Chancellor's Report - Curriculum | - Goals 1-4 rotated ea. month (formerly KPIs) - Individual Memberships - Minutes |

| OCTOBER | NOVEMBER | DECEMBER (2 nd Fridays) |
|---------|----------|------------------------------------|
|---------|----------|------------------------------------|

- Campus Advisory Committees
- Initial Proposals to Reopen Negotiations with CSEA/CTA
- Annual Security Report (information item)
- P&P Review List (information item)
- Sabbatical Completion Report from last spring and fall (by first semester after return)
- Apportionment Attendance and FTES Calculation Re-Cal Report (CCFS 320 by 11/1) Optional
- Full-Time Faculty Obligation Report (110/FFO due by 11/1)

- **Closed Session – Notice of Intent to Non-Renew**
- Quarterly Certified Financial Status Report for First Quarter (311Q by 11/15)
- Quarterly Investment Report
- Property tax & ERAF Revenue for estimated current year (CY) and actual prior year (PY) (CCFS-329 by 11/15) used for First Principal and Recalculation
- Part -Time Faculty Health Benefits Final/Revised Reimbursement Claim (CCFS-360 by 11/30) Part -Time Faculty Office Hours Final/Revised Reimbursement Claim
- If filing 50% Law Exemption Request: Findings of the Local Governing Board Regarding Provisions of EC §84362 (CCFS-350B due by 12/1). Follow-up to Form CCFS-350A, due 9/15*
- P&P 2350 Speakers and 2725 Bd Compensation 1st Reading (2022 only)

ANNUAL MEETING
 Education Code Section 5017 provides: Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his/her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified. The term of the successor shall begin upon the expiration of the term of his/her predecessor.

Swearing in on or prior to the second Friday in December. In election years, Education Code Section 72000 subdivision (c)(2)(A), the annual meeting must occur within a 15-day period that commences with the second Friday in December.

- New Trustee Oath of Office
- Nomination and approval of SBCCD Executive Board
- Certification of Election of Board Chair and Clerk
- Board Member Assignment to the County Committee on School District Organization
- Board Member Assignment to the SBRETCJPA

- BUSINESS MEETING**
- Board Member Assignment to Standing BOT Committees. (Note for information: BEC serves as Ethics committee and self-evaluation/chancellor evaluation committees)
 - Approve Ex Officio Members of the IFF Board
 - Reaffirm FCC Auction Guiding Principles
 - Audit Reports: District, CBOC, KVCR (by 12/31)
 - New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected)
 - Apportionment Attendance and FTES Calculation Report (CCFS 320 by 1/15) P1
 - Enrollment Fee Revenue for estimated current year (CCFS-323 by 1/15) used for First Principal

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: October 13, 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 2022-23 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 2022-23 fiscal year through September 20, 2022. As of that date, SBCCD was 22.5% through the fiscal year and had spent and/or encumbered approximately 21.9% 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 9/20/22

[v.9.27.2022.p.1]2]

22.5% of Fiscal Year Elapsed

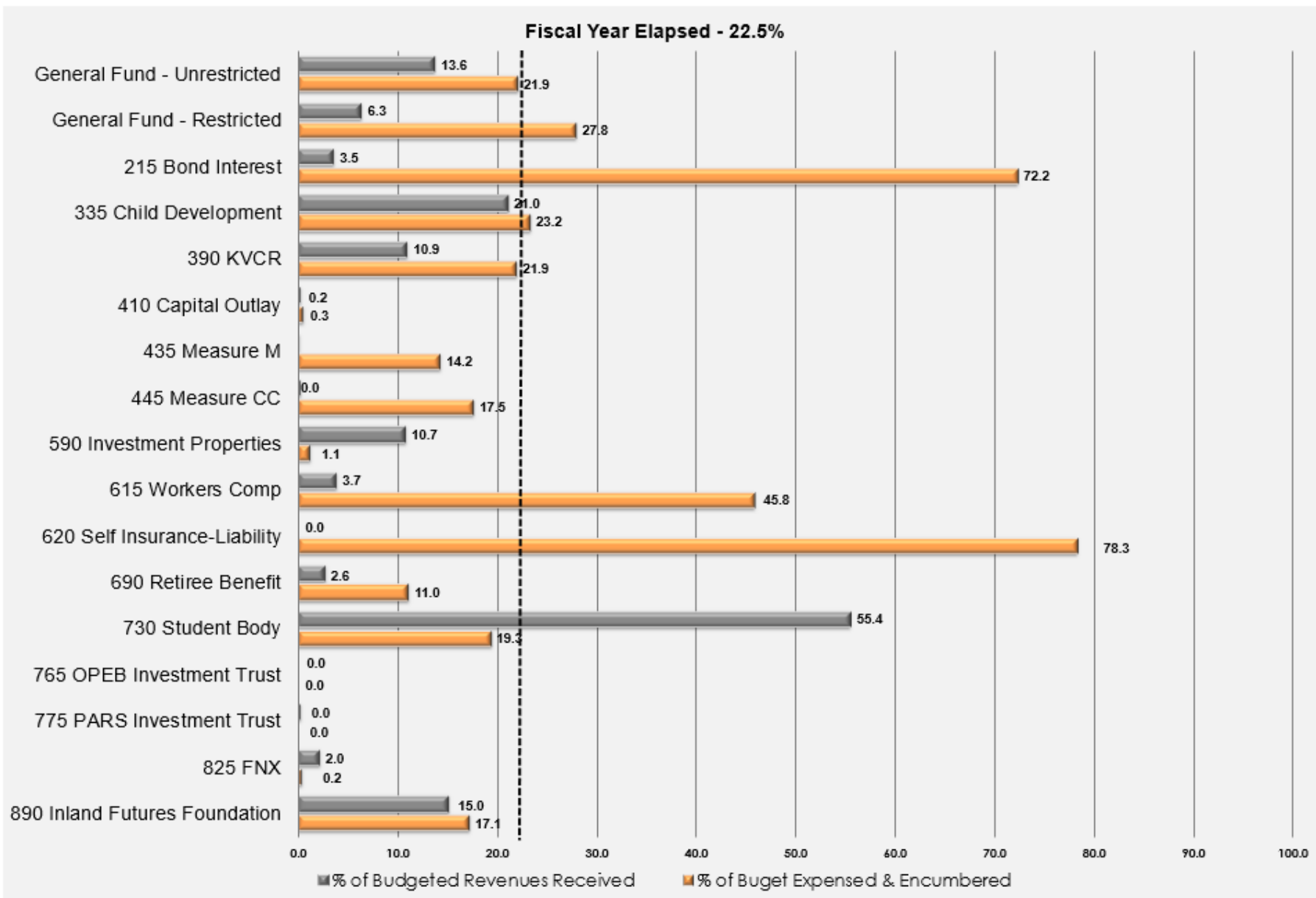
| FUND | REVENUES | | | EXPENDITURES | | | COMMENTS |
|---------------------------------|--------------------|-------------------|-------------|--------------------|-----------------------------|--------------|--|
| | Budget | Received YTD | % | Budget | Expensed/ Encumbered YTD | % | |
| 110 General Fund - Unrestricted | 131,574,068 | 17,952,728 | 13.6% | 129,913,618 | 28,494,869 | 21.9% | Apportionment payment for September expected at \$7.3M has not been received yet. Expenditures are consistent with the needs of the fund given the current climate. |
| 125 General Fund - Restricted | 104,048,724 | 6,523,684 | 6.3% | 104,048,724 | 28,955,473 | 27.8% | Several grants are in the reimbursement basis with revenues expected towards the end of the year. Purchase orders covering expenses for the entire fiscal year are created early in the year. |
| 215 Bond Interest & Redemption | 58,000,000 | 2,009,661 | 3.5% | 58,000,000 | 41,879,652 | 72.2% | Taxes are determined and collected by the County for bond measures. |
| 335 Child Development | 4,042,630 | 847,648 | 21.0% | 4,042,630 | 937,380 | 23.2% | |
| 390 KVCR | 10,179,207 | 1,105,367 | 10.9% | 10,172,472 | 2,222,699 | 21.9% | Revenue for various major grants are expected to be received in the second part of the fiscal year. |
| 410 Capital Outlay | 34,270,251 | 65,002 | 0.2% | 33,767,726 | 116,588 | 0.3% | Projects under this funds are in the initial stages. |
| 435 Measure M | 23,500 | (0) | 0.0% | 7,256,170 | 1,028,881 | 14.2% | Interest revenue is posted quarterly. The first quarter interest will be recorded in October. |
| 445 Measure CC | 2,000,000 | 0 | 0.0% | 264,997,668 | 46,404,373 | 17.5% | Interest revenue is posted quarterly. The first quarter interest will be recorded in October. |
| 590 Investment Properties | 3,547,299 | 378,524 | 10.7% | 3,088,855 | 35,000 | 1.1% | Revenue and expenditure activity posted one month in arrears. Posting in progress for August activity. |
| 615 Workers Compensation | 2,030,000 | 75,480 | 3.7% | 2,870,000 | 1,314,908 | 45.8% | Revenues are posted a month in arrears. Posting in progress for August and September activity. Purchase Order created for Insurance premiums for the entire fiscal year. |
| 620 Self Insurance-Liability | 800,000 | 800,000 | 100.0% | 1,145,000 | 896,219 | 78.3% | Revenue is transferred in full at the beginning of the year. Insurance Premiums paid at the beginning of the year for the entire fiscal year. |
| 690 Retiree Benefit | 447,326 | 11,464 | 2.6% | 447,326 | 49,124 | 11.0% | Revenues are posted a month in arrears. Posting in progress for August and September activity. |
| 730 Student Body Center Fee | 261,349 | 144,870 | 55.4% | 261,349 | 50,457 | 19.3% | |
| 765 OPEB Trust | 1,000,000 | - | 0.0% | 82,000 | - | 0.0% | Revenue and expenditure activity posted in arrears. Posting in progress for July activity. |
| 775 PARS Trust | 4,250,000 | 447 | 0.0% | 3,100,000 | - | 0.0% | Revenue and expenditure activity posted in arrears. Posting in progress for July activity. |
| 825 FNX | 700,000 | 14,149 | 2.0% | 587,203 | 124,052 | 21.1% | Annual endowment disbursement in the amount of \$450,000 is expected to be received later in the fiscal year. Revenues related to pledges and underwriting are recorded a month in arrears. Posting in progress for August and September activity. |
| 890 Inland Futures Foundation | 1,119,730 | 168,215 | 15.0% | 1,119,730 | 191,120 | 17.1% | |
| Total (All Funds) | 358,294,084 | 30,097,240 | 8.4% | 624,900,471 | 152,700,795 | 24.4% | |



Budget Revenue & Expenditure Summary

Year to Date 9/20/22

[v.9.27.2022.p.2]2]



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

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

DATE: October 13, 2022

SUBJECT: CCFS-320 Apportionment Attendance Report for FY 2022 Period 3

RECOMMENDATION

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

OVERVIEW

The CCFS-320 Apportionment Attendance Report for FY 2022, Period 3, has been submitted to the State Chancellor's Office. Please note, all FTES has been rounded to the nearest whole number.

ANALYSIS

The Period 3 report includes final attendance figures for the period July 1, 2021 through June 30, 2022. The chart below summarizes the District's status as of P3 and provides comparison data. **Please note, the FTES reported below reflect totals prior to the state adjusting for hold harmless.**

| | Fiscal Year 2021 | Fiscal Year 2022 | # Change | % Change |
|--------------------|------------------|------------------|---------------|---------------|
| CHC | 4,455 | 3,800 | -655 | -14.70% |
| SBVC | 9,114 | 8,493 | -621 | -6.81% |
| SBCCD Total | 13,569 | 12,293 | -1,276 | -9.40% |

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: October 13, 2022

SUBJECT: Contracts Below \$99,100

RECOMMENDATION

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

OVERVIEW

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

In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code. Such purchase and/or contract requests shall not require Board approval, but shall be sent to the Board as an information item every 60 days.

ANALYSIS

The California Board of Governors sets the formal bid limit for procurement of goods and or services on an annual basis. The formal bid limit for the current calendar year has been set at \$99,100. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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



Routine Agreements

Board Date 10/13/2022

1 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|------------|---------------------------------------|-----------------------------|------------------------------|-------------|--------|-----------|
| 22374 | 19six Architects | Professional Services | Facilities Planning/SBCCD | \$70,650.00 | | |
| 23351 | 4 Imprint | Production of Logo Items | Transfer Center/SBVC | \$471.89 | | |
| 23411 | 4 Imprint | Production of Logo Items | Transfer Center/SBVC | \$832.14 | | |
| 23457 | 4 Imprint | Production of Logo Items | Calworks/SBVC | \$13,297.89 | | |
| 23352 | Ace Weed Abatement, Inc. | Services | KVCR/KVCR | \$2,625.00 | | |
| 23382 | Ai-Media Inc dba EEG Enterprises | Services | KVCR/KVCR | \$300.00 | | |
| 23389 | Alan Gordon Enterprises Inc. | Repairs | RTVF/SBVC | \$200.00 | | |
| 23412 | All American Equipment & Service, Inc | On Demand Repairs Agreement | EDCT/SBCCD | \$6,000.00 | | |
| 23447 | Ben Clymer's - The Body Shop | Liability Claim | Business Services/ SBCCD | \$2,000.00 | | |
| 23363 | Ben's Lock and Key | On Demand Repairs Agreement | Facilities Planning/SBCCD | \$8,000.00 | | |

Routine Agreements

Board Date 10/13/2022

2 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|-------------------|--------------------------------|-----------------------------|-----------------------|----------------|---------------|------------------|
| 23390 | Biddle Consulting Group, Inc | Software/Online Services | Human Resources/SBCCD | \$986.00 | | |
| 23360 | Blue Ribbon Ink & Thread, Inc. | Production of Team Uniforms | Athletics/SBVC | \$1,163.63 | | |
| 23394 | Blue Ribbon Ink & Thread, Inc. | Production of Team Uniforms | Athletics/SBVC | \$1,163.63 | | |
| 23407 | BSN Sports Inc. | Production of Team Uniforms | Athletics/SBVC | \$3,604.15 | | |
| 23413 | Constant Contact, Inc. | Software/Online Services | Foundation/SBVC | \$3,838.80 | | |
| 23358 | Creation Engine, Inc | Software/Online Services | Science/SBVC | \$2,400.00 | | |
| 23424 | Crimestar Corp | Software/Online Services | District Police/SBCCD | \$1,625.00 | | |
| 23375 | Crown Lift Trucks | Repairs | EDCT/SBCCD | \$1,625.20 | | |
| 23431 | Crown Promotions Group Inc. | Production of Logo Items | Student Equity/SBCCD | \$1,816.46 | | |
| 23404 | Crown Promotions Group Inc. | Production of Logo Items | First Year/SBVC | \$2,833.83 | | |

Routine Agreements

Board Date 10/13/2022

3 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|------------|----------------------------------|-----------------------------|------------------------------|-------------|--------|-----------|
| 23370 | CSUSB Philanthropic Foundation | Sponsorship | Chancellor/ SBCCD | \$2,000.00 | | |
| 23458 | Curry, Karen dba Karen Fix Curry | Broadcasting Rights | Theater Arts/CHC | \$225.00 | | |
| 23425 | Cybrarian Corporation | Software/Online Services | Library/SBVC | \$1,700.00 | | |
| 23414 | DW Cloud Tech dba Ideametrics | Services | TESS/SBCCD | \$54,000.00 | | |
| 23440 | Ellucian Company, LP | Software/Online Services | TESS/SBCCD | \$8,356.06 | | |
| 23402 | Endeavor Production Group | Services | KVCR/KVCR | \$68,247.00 | | |
| 23353 | Espinoza Market | Catering | Student Equity/SBVC | \$2,580.00 | | |
| 23420 | Fairview Ford | PO as Contract | Facilities Planning/SBCCD | \$3,000.00 | | |
| 23366 | Film Emporium | Insurance | RTVF/SBVC | \$16,000.00 | | |
| 23362 | Foto-Kem Industries Inc. | Services | RTVF/SBVC | \$171.60 | | |

Routine Agreements

Board Date 10/13/2022

4 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|------------|---|-------------------------|---------------------|-------------|-------------|-----------|
| 23374 | Foundation for California Community Colleges | Participation Agreement | Student Life/SBVC | \$5,100.00 | | |
| 23429 | Frieda Berlinski Foundation, The | Income - Grant | KVCR/KVCR | | \$25,000.00 | |
| 23189 | Fuel Pros, Inc. | On Demand Services | Maintenance/CHC | \$6,000.00 | | |
| 23416 | Gail Davis & Associates Inc. | Speaker | Student Equity/SBVC | \$10,500.00 | | |
| 23436 | Gail Davis & Associates Inc. | Speaker | Student Equity/SBVC | \$19,500.00 | | |
| 23369 | Grande Foundation | Training Services | EDCT/SBCCD | \$75,348.00 | | |
| 23377 | Guerrero, Steven | Services | Student Life/CHC | \$750.00 | | |
| 23456 | H & L Charter Co, Inc. | Bus Rental | Athletics/SBVC | \$1,337.16 | | |
| 23378 | Hernando, Felvi dba Felvi Hair and Makeup Artist | On Demand Services | KVCR/KVCR | \$6,000.00 | | |
| 23361 | Holtzbrinck Publishers LLC dba MacMillan Speakers | Speaker | Art/CHC | \$8,700.00 | | |

Routine Agreements

Board Date 10/13/2022

5 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|------------|--------------------------------------|--------------------------|------------------------------|-------------|--------|-----------|
| 23451 | Hoopla Fire Department | Program Acquisition | KVCR/KVCR | No Cost | | |
| 23396 | Huddleston Group LLC, The | Services | Resource Development/ CHC | \$48,000.00 | | |
| 23365 | Hughes, Deidre Marie | Speaker | Humanities/ SBVC | \$3,000.00 | | |
| 23422 | Hulyk, Michael Paul dba BFA Creative | On Demand Services | KVCR/KVCR | \$61,050.00 | | |
| 23380 | HyattWard Advertising, Inc. | Services | Chancellor/ SBCCD | \$1,000.00 | | |
| 23442 | IDAutomation.com Inc. | Software/Online Services | TESS/SBCCD | \$139.00 | | |
| 23449 | Inland Empire Community Foundation | Sponsorship | Marketing/ SBCCD | \$2,500.00 | | |
| 23474 | Inland Empire Stages LTD | Bus Rental | Athletics/SBVC | \$2,287.53 | | |
| 23475 | Inland Empire Stages LTD | Bus Rental | Athletics/SBVC | \$1,197.10 | | |
| 23476 | Inland Empire Stages LTD | Bus Rental | Athletics/SBVC | \$1,665.28 | | |

Routine Agreements

Board Date 10/13/2022

6 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|------------|------------------------------|-----------------------------|---------------------------------|--------------|-----------|-----------|
| 23477 | Inland Empire Stages LTD | Bus Rental | Athletics/SBVC | \$1,128.68 | | |
| 23452 | Inland Empire Stages LTD | Bus Rental | Athletics/SBVC | \$1,155.70 | | |
| 23453 | Inland Empire Stages LTD | Bus Rental | Athletics/SBVC | \$2,563.81 | | |
| 23454 | Inland Empire Stages LTD | Bus Rental | Athletics/SBVC | \$1,341.68 | | |
| 23455 | Inland Empire Stages LTD | Bus Rental | Athletics/SBVC | \$1,215.48 | | |
| 23299 | Inland Empire Stages LTD | Rescinded/ Cancelled | Athletics/SBVC | (\$1,653.68) | | |
| 23430 | ISES Corporation | Software/Online Services | Facilities Planning/SBCCD | \$3,975.00 | | |
| 23443 | Island Advertising, Inc. | Production of Logo Items | Student Services/CHC | \$2,501.62 | | |
| 23459 | Jacobson, Jeffrey A | Speaker | Chancellor/ SBCCD | \$6,500.00 | | |
| 23415 | James Irvine Foundation, The | Income - Facilities Use | Administrative Services/SBVC | | No Charge | |

Routine Agreements

Board Date 10/13/2022

7 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|------------|--------------------------------------|-------------------------------------|------------------------------|------------|------------|-----------|
| 23359 | Jewish Vocational Services | Income - Facilities Use | EDCT/SBCCD | | \$1,500.00 | |
| 23373 | KAP7 International | Production of Team Uniforms | Athletics/CHC | \$1,391.81 | | |
| 23385 | Kern Community College District | Participation Agreement | TESS/SBCCD | No Cost | | |
| 23384 | Koahnic Broadcast Corporation | Broadcast Affiliate Agreement | KVCR/KVCR | \$9,250.00 | | |
| 23397 | Konica Minolta | Maintenance Agreement | EDCT/SBCCD | \$2,000.00 | | |
| 23409 | Langlais, Dennis dba BMX Freestylers | Performer | First Year/SBVC | \$1,397.00 | | |
| 23400 | Leadership Consultancy Inc., The | Training Services | Student Services/CHC | \$2,150.00 | | |
| 23441 | LeMay Construction | Services | Facilities Planning/SBCCD | \$1,485.00 | | |
| 23398 | Letterhead Factory Inc. | Production of Logo Items | Student Life/SBVC | \$934.19 | | |
| 23379 | Letterhead Factory Inc. | Services | Student Life/SBVC | \$303.64 | | |

Routine Agreements

Board Date 10/13/2022

8 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|------------|--|--------------------------------|---------------------------------|-------------|------------|-------------|
| 23405 | MediaCentric Integration Inc | Repairs | TESS/SBCCD | \$1,322.55 | | |
| 23433 | Mellin, Linda Marie dba American Printing & Promotions | Production of Logo Items | DSP&S/SBVC | \$9,681.58 | | |
| 23381 | Mellin, Linda Marie dba American Printing & Promotions | Production of Logo Items | Marketing/ SBCCD | \$1,769.36 | | |
| 23387 | Merchant, Jennifer | Speaker | Humanities/ SBVC | \$3,000.00 | | |
| 23423 | META | Income - Facilities Use | Administrative Services/SBVC | | \$1,254.05 | |
| 23432 | Morongo Band of Mission Indians | Income - Training Agreement | EDCT/SBCCD | | \$7,984.00 | |
| 23399 | Music Theatre International - MTI | Broadcasting Rights | Theater Arts/CHC | \$1,382.40 | | |
| 23473 | Padilla, Jason dba Golden Coast Construction | Services | Maintenance/ SBVC | \$95,000.00 | | |
| 23435 | PAPE Group, Inc. dba Pape Material Handling Inc. | Repairs | Maintenance/ SBVC | \$6,042.57 | | |
| 22745 | Phoenix Group - Information Systems | Amendment | Administrative Services/CHC | \$60,000.00 | | \$42,500.00 |

Routine Agreements

Board Date 10/13/2022

9 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|------------|---|-----------------------------|--------------------|-------------|--------|-----------|
| 23428 | Print & Finishing Solutions | Maintenance Agreement | Print Shop/CHC | \$600.00 | | |
| 23434 | Print & Finishing Solutions | Training Services | Print Shop/CHC | \$837.00 | | |
| 23371 | PRX, Inc. | Broadcasting Rights | KVCR/KVCR | \$13,587.88 | | |
| 23438 | Quinn Power Systems | Maintenance Agreement | KVCR/KVCR | \$2,104.00 | | |
| 23427 | Rayne Water Conditioning - San Bernardino | On Demand Services | Automotive/SBVC | \$518.40 | | |
| 23406 | Redlands Plumbing, Heating & A/C Inc. | On Demand Repairs Agreement | Maintenance/SBVC | \$15,000.00 | | |
| 23445 | Redlands Plumbing, Heating & A/C Inc. | On Demand Repairs Agreement | Maintenance/CHC | \$4,000.00 | | |
| 23408 | Redlands, University Of | Sponsorship | Student Equity/CHC | \$300.00 | | |
| 23386 | Regal Cinemas, Inc. | Rental | RTVF/SBVC | \$2,175.00 | | |
| 23481 | Regroup | Software/Online Services | TESS/SBCCD | \$49,840.00 | | |

Routine Agreements

Board Date 10/13/2022

10 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|------------|---|--------------------------|------------------------------|-------------|------------|-----------|
| 23480 | Republic Master Chefs | Rental | Culinary Arts/SBVC | \$25,000.00 | | |
| 23364 | Riverside CCD | Training Services | EDCT/SBCCD | \$20,000.00 | | |
| 23393 | Ruiz, Christina DBA Balloon Escape | Services | Student Services/CHC | \$450.00 | | |
| 23460 | Rush Order Tees | Production of Logo Items | Marketing/SBCCD | \$1,973.27 | | |
| 23417 | Salesforce Inc. formerly Tableau Software | Software/Online Services | TESS/SBCCD | \$332.33 | | |
| 23354 | San Bernardino County Sheriff's Department | Training Services | District Police/SBCCD | \$27,000.00 | | |
| 23483 | San Bernardino County Superintendent of Schools | Income - Facilities Use | Administrative Services/SBVC | | \$2,235.36 | |
| 23478 | San Bernardino Symphony Orchestra | Sponsorship | Marketing/SBCCD | \$1,002.50 | | |
| 23391 | San Bernardino, County of | Services | District Police/SBCCD | \$36,960.00 | | |
| 23383 | SendSafely Inc. | Software/Online Services | TESS/SBCCD | \$2,400.00 | | |

Routine Agreements

Board Date 10/13/2022

11 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|------------|--------------------------------|--------------------------------|-----------------------------------|-------------|-------------|-----------|
| 23388 | Sibaja, Maricruz | Speaker | Student Life/ CHC | \$1,000.00 | | |
| 19647 | Siemens Industry, Inc | Maintenance Agreement | Maintenance/ CHC | \$27,778.00 | | |
| 23372 | Sigma Beta Xi, Inc. | Sponsorship | Marketing/ SBCCD | \$2,500.00 | | |
| 23403 | Signature Printing LLC | Services | Student Services/CHC | \$998.51 | | |
| 23482 | Singleton, Demond Richard | Services | DSP&S/SBVC | \$400.00 | | |
| 23437 | Speak Theater Arts Inc. | Speaker | Student Life/ CHC | \$4,500.00 | | |
| 23392 | Staged Cinema Productions Inc. | Rental | Theater Arts/SBVC | \$2,900.00 | | |
| 23367 | States Logistics Services Inc. | Income - Training Agreement | EDCT/SBCCD | | \$25,000.00 | |
| 23421 | Superior Service Corp | PO as Contract | Restaurant Management/ SBVC | \$2,000.00 | | |
| 23355 | Tennessee, University of | Software/Online Services | Career Center/CHC | \$150.00 | | |

Routine Agreements

Board Date 10/13/2022

12 of 12

| Control No | Vendor Name | Contract Type | Dept/Location | Expense | Income | Amendment |
|------------|--|-----------------------------------|---------------------|-------------|----------|-----------|
| 23356 | Three Peaks Corp. | Repairs | Maintenance/ CHC | \$19,499.00 | | |
| 23450 | Titan Tent & Event Rentals | Rental | DSP&S/SBVC | \$3,680.00 | | |
| 23446 | Trujillo, Aribeth | Speaker | Nursing/SBVC | \$208.00 | | |
| 23439 | United Site Services, Inc. | On Demand Services | KVCR/KVCR | \$248.32 | | |
| 23418 | Valley Tire Company | On Demand Repairs Agreement | EDCT/SBCCD | \$1,000.00 | | |
| 23401 | Victory Aquatics | Income - Facilities Use | Pool/CHC | | \$500.00 | |
| 23426 | Williams, Elijah dba Ad Partum Creative LLC | Services | First Year/ SBVC | \$3,749.01 | | |
| 23376 | Womble Bond Dickinson (US) LLP | Legal | KVCR/KVCR | \$45,000.00 | | |
| 23448 | Youth Action Project | Sponsorship | Marketing/ SBCCD | \$515.00 | | |
| 23419 | Yucaipa & Calimesa News Mirror | Advertising | Marketing/ CHC | \$1,070.00 | | |

Total Number of Contracts: 120
Totals
\$1,072,901.96
\$63,473.41

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Dr. Dina Humble, SBVC Vice President of Instruction

PREPARED BY: Dr. John Stankas, Dean of Science and Yolanda Simental, Director of Nursing, SBVC

DATE: October 13, 2022

SUBJECT: San Bernardino Valley College, Nursing Program, Diversity, Equity, Inclusion and Anti-Racism Statement

RECOMMENDATION

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

OVERVIEW

As part of the SBVC Science Division's Diversity, Equity, Inclusion and Anti-Racism (DEIA) work, the division faculty and staff have identified areas of disparate impact and are working to ameliorate that impact in the future. This includes intentional departmental and division dialogue around culturally responsive teaching and learning as well as an examination of the structures in place that perpetuate inherent bias.

ANALYSIS

As part of the SBVC Science Division's Diversity, Equity, Inclusion and Anti-Racism (DEIA) work, the division faculty and staff have identified areas of disparate impact and are working to ameliorate that impact in the future. Once such area exists in the SBVC Nursing Admission process. In an evaluation of data from 2017-2020 there is a statistically significant and verifiable disparity for LatinX students applying to the program versus the general enrollment (58% versus 65%) as well as a disparity in completion or achievement within the program (57% of students are LatinX while only 50% of completers are). See Table 1 for all statistical data.

To address the gap in access and achievement, the faculty and staff of the Science Division are applying principals discussed in Zaretta Hammond's text, *Culturally Responsive Teaching and the Brain* – a selected book the division read and discussed together over the 2021-2022 academic year. When applied to the admission process for the Nursing program, several changes were made and summarized in Table 2. The criteria for evaluation of applicants includes honoring prior degrees and certificates earned, creating a GPA range and repeat policy that acknowledges our students' lived experiences, specifically accounting for life experiences



Table 1. Performance and Demographic Measures – Nursing Dept. and SBVC Campus-wide

| Nursing - SM2017 - SP2020* | Program Applicants | Nursing Students | Nursing Graduates | BIOL 250/251 | BIOL 260/261 | BIOL 270 | CHEM 101 | All SBVC Sections |
|--|---------------------------|-------------------------|--------------------------|---------------------|---------------------|-----------------|-----------------|--------------------------|
| Performance | | | | | | | | |
| Average GPA | 3.22 | 3.39 | 3.28 | 2.96 | 2.99 | 3.14 | 2.74 | 2.60 |
| Success Rate | 92.8% | 95.4% | 92.8% | 74.4% | 76.9% | 88.8% | 67.6% | 75.1% |
| Retention Rate | 96.0% | 97.2% | 95.6% | 88.0% | 89.0% | 93.0% | 87.4% | 90.8% |
| Race - % of Student Group/Courses | | | | | | | | |
| African-American/Black | 11.6% | 10.2% | 11.5% | 13.2% | 11.7% | 13.0% | 10.3% | 12.5% |
| Asian | 7.7% | 8.5% | 8.6% | 8.7% | 7.9% | 9.8% | 6.3% | 4.1% |
| Filipino | 3.7% | 2.5% | 7.4% | 4.6% | 4.8% | 5.2% | 2.6% | 1.8% |
| Hispanic/Latinx | 58.2% | 57.2% | 50.1% | 61.0% | 62.6% | 56.9% | 67.8% | 64.6% |
| Native American/Alaskan | 0.4% | 0.4% | 0.4% | 0.2% | 0.6% | 0.4% | 0.4% | 0.5% |
| Pacific Islander | 0.8% | 0.9% | 0.4% | 0.6% | 0.3% | 0.5% | 0.3% | 0.4% |
| White | 16.0% | 18.6% | 21.4% | 10.7% | 10.9% | 12.7% | 10.9% | 13.1% |
| Unknown/Other | 1.6% | 1.7% | 0.3% | 1.0% | 1.2% | 1.4% | 1.4% | 3.0% |
| Gender - % of Student Group/Courses | | | | | | | | |
| Female | 81.0% | 77.5% | 78.7% | 77.1% | 78.8% | 79.3% | 68.4% | 58.0% |
| Male | 18.2% | 21.7% | 21.3% | 22.9% | 21.0% | 20.6% | 31.5% | 41.6% |
| Unknown/Other | 0.8% | 0.8% | 0.0% | 0.1% | 0.2% | 0.1% | 0.1% | 0.4% |
| Average Age | 32 | 32 | 32 | 29 | 29 | 31 | 26 | 28 |

*Nursing applicants and students are from spring 2019 - spring 2021.

Data collected and displayed from the SBVC Office of Research

and special circumstances that not only honor where our students come from but how that will add to their ability to serve others in a health care setting, and devaluing the weight of a standardized test used widely in the field. Each change from our prior admission criteria was rigorously debated and analyzed with our students in mind and reflects the collective wisdom of the program and division and will be implemented with the Fall 2023 entering class. Collectively we hope this will equitize access to one of the most prominent programs in our community.

Table 2. San Bernardino Valley College Associate Degree Nursing Multi Criteria Point System Criteria for student admission

| | CRITERIA | MAXIMUM POINTS | POINT DISTRIBUTION |
|---|--|-----------------------|--|
| 1 | Academic degrees or diplomas, or relevant certificates held by an applicant | 6 Points Maximum | BS/BA degree or higher = 5 pts License in allied health profession = 4 pts Certificate in allied health profession = 2 pts All licenses and certificates must be current to receive points. |
| 2 | Grade Point Average in relevant course work <i>A maximum of two repeats in science courses are allowed within the past 5 years.</i> <i>Refer to the Repeat Policy in the Information Packet.</i> | 45 Points Maximum | Minimum of 2.80 GPA in Anatomy, Physiology and Microbiology. Science prerequisite courses must be taken within the last 5 years. Science GPA <ul style="list-style-type: none"> • 4.00 – 3.60 = 30 points • 3.59 – 3.00 = 20 points • 2.99 – 2.80 = 10 points |

| | | | |
|---|--|------------------|--|
| | | | <p>Minimum of 3.00 GPA in all remaining general education courses required for application.</p> <p>General Education GPA</p> <ul style="list-style-type: none"> • 4.00 – 3.75 = 15 points • 3.74 – 3.50 = 10 points • 3.49 – 3.00 = 5 points |
| 3 | Life experience or special circumstances | 4 Points Maximum | <p>Life experience or special circumstances of an applicant, including, but not necessarily limited to the following:</p> <ol style="list-style-type: none"> a. Disabilities b. Low Family Income c. First generation to attend college d. Need to work e. Disadvantages, social or educational environment f. Difficult personal and family situations or circumstances g. Refugee |
| 4 | Veteran | 4 Points Maximum | <p>Attach documentation (DD214) to the application. Honorable discharge required.</p> |
| 5 | 12 units taken within San Bernardino Community College District | 4 Points Maximum | Reviewed with transcripts |
| 6 | <p>Documented proficiency or advanced level of course work in languages other than English. Example: Spanish 103, Spanish 157, American sign language 111 or ASL Certificate</p> | 2 Points Maximum | <p>Ability to communicate in a health care setting in a language in addition to English, including but not limited to:</p> <ul style="list-style-type: none"> • American Sign Language • Arabic • Chinese (including various dialects) • Farsi • Russian • Spanish • Tagalog • The various languages of the Indian subcontinent and Southeast Asia. |
| 7 | <p>Completion of the following additional courses: PHT 062 Pharmacology I PHT 064 Pharmacy Calculations CIT 144 Medical Terminology</p> | 5 Points Maximum | <p>Each course completed with a passing grade will receive 2 points each Maximum points are 5 points</p> |

| | | | |
|---|---|---------------------|---|
| TOTAL POINTS WITHOUT TEAS _____ / 70 MAX | | | |
| THE HIGHEST SCORING STUDENTS WILL BE INVITED TO TAKE THE TEAS | | | |
| 8 | Assessment/readiness test result (TEAS) Please provide an official report of your initial results when requested by SBVC admissions committee. | 30 Points Maximum | Composite score on first attempt of Test of Essential Academic Skills (TEAS) 90 – 100% = 30 points 80 – 89% = 15 points 70 – 79% = 10 points 62 – 69% = 5 points < 62% = 0 points |
| | | 100 Possible Points | |

SBCCD GOALS

Use those that apply from the list.

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

FINANCIAL IMPLICATIONS

None.

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: October 13, 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, 2023, increased \$7,332,128 to \$81,674,545 from the previous estimate of \$74,342,417. The primary driver of this change is an increase in the estimated state revenues expected to be received compared to the previously 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 2022-2023

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

| | PROJECTED | | | | | | | | | | | | ACCRUALS | TOTAL |
|---------------------------------------|-----------|--------|--------|--------|--------|---------|--------|--------|--------|--------|--------|--------|----------|---------|
| | JUL | AUG | SEPT | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN | | |
| Estimated Beginning Cash Balance | 72,610 | 74,056 | 66,825 | 83,272 | 79,372 | 72,297 | 61,167 | 75,195 | 70,581 | 65,365 | 70,186 | 72,468 | | |
| Receipts | | | | | | | | | | | | | | |
| Federal | | | 164 | | -4 | -13 | 10,299 | 92 | 29 | 923 | 6,712 | 229 | | 18,431 |
| State | 12,095 | 1,758 | 40,238 | 246 | 2,458 | 1,400 | 8,930 | 7,763 | 16,891 | 11,008 | 9,612 | 38,793 | | 151,192 |
| Local | 945 | 2,061 | 2,953 | 1,292 | 6,480 | 7,433 | 10,723 | 1,562 | 838 | 8,821 | 7,355 | 2,883 | | 53,347 |
| Interfund Transfer & Sale of Assets | 952 | 956 | 1,141 | 1,141 | 940 | 1,152 | 1,141 | 1,325 | 2,634 | 660 | 108 | 127 | | 12,276 |
| Accounts Receivable/Accruals | -698 | -433 | 323 | 10,554 | 491 | 6,578 | 223 | 771 | 624 | 147 | 1,423 | -352 | | 19,650 |
| Total Receipts | 13,293 | 4,343 | 44,818 | 13,232 | 10,365 | 16,551 | 31,316 | 11,514 | 21,016 | 21,560 | 25,211 | 41,679 | | 254,896 |
| Disbursements | | | | | | | | | | | | | | |
| Academic Salaries | 13 | 2,509 | 4,817 | 5,177 | 5,260 | 5,339 | 5,260 | 4,485 | 5,064 | 5,161 | 5,131 | 8,686 | | 56,902 |
| Classified Salaries | 4,108 | 2,839 | 3,133 | 3,389 | 3,317 | 3,708 | 3,360 | 3,145 | 3,821 | 3,570 | 3,733 | 5,800 | | 43,923 |
| Benefits | 1,654 | 2,276 | -59 | 3,191 | 2,715 | 3,291 | 3,244 | 1,885 | 3,366 | 3,267 | 3,300 | 5,071 | | 33,201 |
| Supplies & Materials | 197 | 81 | 12 | 306 | 284 | 520 | 294 | 205 | 335 | 274 | 400 | 1,005 | | 3,913 |
| Other Operating Exp | 1,696 | 2,874 | 1,740 | 3,780 | 3,449 | 9,770 | 3,966 | 4,334 | 8,533 | 3,928 | 7,040 | 14,821 | | 65,930 |
| Capital Outlay | 262 | -25 | -741 | 515 | 197 | 354 | 400 | 1,135 | 582 | 1,052 | 1,532 | 2,623 | | 7,887 |
| Other Outgo | 1,015 | 37 | 1,566 | 757 | 1,024 | 4,371 | 899 | 1,019 | 4,392 | 452 | 1,874 | 2,211 | | 19,617 |
| Longterm Post-Employment Benefits | -6 | -1 | -8 | -10 | 25 | -2 | 5 | | -10 | 1 | -8 | 5 | | -9 |
| Accounts Payable/Accruals | 2,909 | 983 | 17,910 | 28 | 1,170 | 327 | -139 | -80 | 148 | -967 | -74 | -7,749 | | 14,467 |
| Total Disbursements | 11,847 | 11,573 | 28,370 | 17,133 | 17,440 | 27,680 | 17,288 | 16,129 | 26,232 | 16,739 | 22,928 | 32,473 | | 245,832 |
| Increase / (Decrease) in Cash Balance | 1,445 | -7,231 | 16,447 | -3,901 | -7,075 | -11,129 | 14,028 | -4,614 | -5,216 | 4,821 | 2,283 | 9,206 | | |
| Estimated Ending Cash Balance | 74,056 | 66,825 | 83,272 | 79,372 | 72,297 | 61,167 | 75,195 | 70,581 | 65,365 | 70,186 | 72,468 | 81,675 | | |

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: October 13, 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

September 20, 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".

Schedule Change: Pablo Treto, Grant Technician, DIST


In accordance with Article 6.2 -Workweek/Workday, the Parties agreed that the permanent work shift for Pablo Treto (Professional Development Center) would change as described below. Accordingly, the first day of the permanent schedule will be Monday, October 10, 2022.

FROM: Monday through Friday 8:00 a.m. to 5:00 p.m.

TO: Monday through Friday 6:00 a.m. to 3:00 p.m.


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

September 20, 2022

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

The Parties agree to the following regarding a Remote Work Schedule (“RWS”) for the period of November 1, 2022, through June 30, 2023.

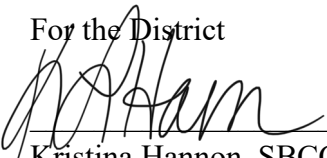
1. Permanent unit members requesting an RWS, where the employee works from an off-site location, shall submit a request form to their immediate supervisor. The supervisor may accept, reject, or modify the request to work remotely. A modification can include approval of a Hybrid schedule, where the unit member may work from a private off-site location within two (2) hours of the worksite for some of their schedule, but report to their work location at other times. The immediate supervisor shall notify the unit member of their decision to the request within ten (10) days of receipt. Denial of a request for an RWS must include reasons in writing. A denial of a request for an RWS shall be submitted to the Office of Human Resources department, which will ensure the decision is not arbitrary and capricious. The decision to grant or deny an RWS is not subject to the grievance process.
2. A unit member with an approved RWS must sign an individual RWS agreement.
3. The ultimate decision as to whether to approve or deny an RWS rests solely with the immediate supervisor. An RWS schedule shall be considered on an individual basis.
 - a. In general, positions that may be considered for RWS arrangements meet the following criteria:
 - i. Job functions can be performed at a remote site without diminishing the quality of the work or disrupting the productivity or security standards of a department;
 - ii. Does not create an undue burden on efficient daily operations or office staffing needs;

- iii. It is incumbent on the immediate supervisor to ensure fairness in the rotation of the RWS and fairness in workload.
- b. In general, positions that are *less* suitable for RWS meet the following criteria:
 - i. Involving necessary face-to-face customer service duties;
 - ii. Involving interaction with, and improvement to, campus/site facilities;
 - iii. Involving necessary face-to-face direction of student workers; and
 - iv. Require specialized equipment, supplies, or materials available only at the worksite.
- 4. After an RWS agreement is approved, the immediate supervisor shall use their best efforts to provide the appropriate technology, equipment, office supplies, and other assistance for the employee to perform their job successfully through remote work. Employees who take District equipment to their remote location will be required to sign a form acknowledging receipt of the equipment and agreeing to maintain the equipment in working condition.
- 5. Unit members can discontinue RWS at any time and return on-site.
- 6. The immediate supervisor may permanently rescind RWS for an on-site work schedule, upon 14 calendar days’ notice to account for a change in staffing levels or upon 7-calendar days’ notice for failure to abide by any of the terms of the individual RWS agreement. On any given day, an employee may be temporarily called into the physical work location if notified by the end of the previous day’s shift.
- 7. The District will provide the Association with the current RWS list including names, worksite location, and shift times worked at the beginning of the approved RWS.

This MOU will sunset on 30 June 2023 and shall be reevaluated and subject to negotiations at any time.


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

For the District



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

For CSEA



Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member

Brandice Mello

Brandice Mello, Team Member

Yendis Battle

Yendis Battle, Team Member

David Stevenson

David Stevenson, Team Member

Noah Snyder

Noah Snyder, CSEA LRR

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: October 13, 2022

SUBJECT: Non-Bond Construction Change Orders

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

The identified Change Orders were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with the approved procedures. A detailed report is attached.

INSTITUTIONAL VALUES

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Any reflected costs will be included in the project budget.



Non-Bond Construction Change Orders
Presented for Information October 13, 2022

| Project | Contract | Change Order | Original Contract Amount | Change Order Amount | Individual Change Order % of Contract | Cumulative Change Order % of Contracts | New Contract Amount | Executed Date | Presented for Information & Board Date |
|--|-----------------------------|---|--------------------------|---------------------|---------------------------------------|--|---------------------|---------------|--|
| 03-2122-07 Renovation at 560 E Hospitality Ln, Suite 100 | Urban Professional Builders | Urban Professional Builders Change Order #1 | \$574,000 | \$9,135 | 1.59% | 1.59% | \$583,135 | 7/7/2022 | 10/13/2022 |
| 03-2122-07 Renovation at 560 E Hospitality Ln, Suite 100 | Urban Professional Builders | Urban Professional Builders Change Order #4 | \$574,000 | \$735 | 0.13% | 1.72% | \$583,870 | 7/10/2022 | 10/13/2022 |
| 03-2122-07 Renovation at 560 E Hospitality Ln, Suite 100 | Urban Professional Builders | Urban Professional Builders Change Order #7 | \$574,000 | \$5,047 | 0.88% | 2.60% | \$588,917 | 8/15/2022 | 10/13/2022 |

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: October 13, 2022

SUBJECT: Board Policies for First Reading

RECOMMENDATION

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

OVERVIEW

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

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

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

ANALYSIS

At its meeting on September 11, 2022, the PPAC members voted to forward the list of AP/BPs to Chancellor's Council and for BOT first read in October. Changes are redlined in the attached policies and procedures.

- AP 2712 Conflict of Interest Code
- BP/AP 5055 Enrollment Priorities
- BP/AP 5130 Financial Aid
- BP/AP 5140 Student Accessibility Services
- BP/AP 6750 Parking
- AP 7210 Academic Employees



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

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.

REASON FOR REVIEW: Other Request - DSPS to SAS

From: Dr. Scott W. Thayer, Interim President, SBVC Dr. Kevin Horan, President, CHC, Larry W. Brunson, Jr., Director, DSPS, SBVC Marty Milligan, Director, DSPS, CHC

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

No BP

**AP 2712 Conflict of Interest
Current SBCCD Version with Changes Redlined**

(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**

| Designated Positions | Disclosure Categories |
|-----------------------------|------------------------------|
| Board of Trustees | 1, 2 |
| Chancellor | 1, 2 |

AP 2712 Conflict of Interest

Current SBCCD Version with Changes Redlined

| | |
|---|------|
| 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&SSAS | 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 Instruction | 2 |
| Vice President of Student Services | 2 |
| Director, Facilities, Maintenance & Operations | 3 |
| Director, Human Resources, EEO, Legal Services and Labor Relations | 3 |

AP 2712 Conflict of Interest**Current SBCCD Version with Changes Redlined**

| | |
|---------------------------|---|
| 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:

1. 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.
2. 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.

REASON FOR REVIEW: Other Request - DSPS to SAS

From: Dr. Scott W. Thayer, Interim President, SBVC Dr. Kevin Horan, President, CHC, Larry W. Brunson, Jr., Director, DSPS, SBVC Marty Milligan, Director, DSPS, CHC

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- A final focus group collaborative was held on April 4, 2022, where the group overwhelmingly agreed with the student voice and recommended Student Accessibility Services for Board approval.

BP 5055 Enrollment Priorities
No Changes (FYI Only)

All courses of the District shall be open to enrollment, subject to a priority system that may be established. Enrollment also may be limited to students meeting properly validated prerequisites and co-requisites, or due to other, practical considerations.

The Chancellor is responsible for establishing procedures defining enrollment priorities, limitations, and processes for student challenge, which shall comply with Title 5 regulations.

References:

Title 5, Sections 51006, 58106; and 58108

AP 5055 Enrollment Priorities
Current SBCCD Version with Changes Redlined

Enrollment in courses and programs may be limited to students meeting properly established prerequisites and co-requisites. (See BP and AP 4260 titled Prerequisites and Co-requisites.)

Enrollment may be limited due to the following:

- health and safety considerations;
- facility limitations;
- faculty workload;
- availability of qualified instructors;
- funding limitations;
- regional planning;
- legal requirements; and

AP 5055 Enrollment Priorities**Current SBCCD Version with Changes Redlined**

- contractual requirements.

The District will provide priority registration for students who enroll in a community college for the purpose of degree or certificate attainment, transfer to a four-year college or university, or career advancement.

The following students will have the highest and equal priority for enrollment:

- A member of the armed forces or a veteran pursuant to Education Code section 66025.8
- A foster youth, former foster youth, or homeless youth pursuant to Education Code section 66025.9;
- A student who has been determined to be eligible for ~~Disabled-Student~~ Accessibility Programs and Services or Extended Opportunity Programs and Services; and
- A student who is receiving services through CalWORKS;

The following students will have priority for enrollment:

First time students who have completed orientation, assessment, and developed student education plans.
Continuing students, who has not lost registration priority, as defined in these policies and procedures.

Registration priority specified above shall be lost at the first registration opportunity after a student:

Is placed on academic or progress probation or any combination thereof as defined in these Board Policy and Administrative Procedure 4250 for two consecutive terms; or
Has earned one hundred (100) or more degree-applicable semester or quarter equivalent units at the district.

For purposes of this section a unit is earned when a student receives a grade of A, B, C, D or P as defined in Board Policy and Administrative Procedure 4230. This 100-unit limit does not include units for non-degree applicable English as a Second Language or basic skills courses as defined by the Vice President of Instruction, or students enrolled in high unit majors or programs as designated by the Vice President of Instruction.

The District shall notify students who are placed on academic or progress probation, of the potential for loss of enrollment priority. The District shall notify the student that a second consecutive term on academic or progress probation will result in the loss of priority registration as long as the student remains on probation. The District shall notify students or who have earned 75 percent or more of the unit limit, that enrollment priority will be lost when the student reaches the unit limit.

Appeal of Loss of Enrollment Priority

Students may appeal the loss of enrollment priority when the loss is due to extenuating circumstances. Extenuating circumstances are verified cases of accidents, illnesses or other circumstances beyond the control of the student, or when a student with a disability applied for, but did not receive a reasonable accommodation in a timely manner. The Director of Admission and Records or his/her designee will determine the appeal in his/her sole discretion.

[Note: Districts may allow students who have demonstrated significant academic improvement to appeal the loss of priority enrollment status. Significant academic improvement is defined as achieving no less than the minimum grade point average and progress standard established in Administrative Procedure 4250].

These mandated enrollment priorities will be effective in the Fall, 2014 term. The District will ensure that these procedures are reflected in course catalogs and that all students have appropriate and timely notice of the requirements of this procedure.

AP 5055 Enrollment Priorities**Current SBCCD Version with Changes Redlined**

- limiting enrollment to first come, first served, or other non-evaluative selection techniques;
- in the case of intercollegiate completion, honors courses, or public performance courses, allocating available seats to those students judged most qualified;
- limiting enrollment to any selection procedure expressly authorized by statute;
- limiting enrollment in one or more sections to students enrolled in one or more other courses, provided that a reasonable percentage of all sections of the course do not have such restrictions.

1. General Access

Every course for state apportionment, wherever offered and maintained by the District, shall be fully open to enrollment and participation by any person who has been admitted to the colleges and who meets such prerequisites as may be established in compliance with Title V 5 of the California Administrative Code.

2. Priorities for Enrollment

Each college shall establish procedures that set priorities for enrollment and publish them in their Class Schedules. Such procedures shall be made available to students during the registration process.

Priority for enrollment must be granted to any member or former member of the Armed Forces of the United States for any academic term within two years of leaving active duty.

3. Matriculation

All students shall be subject to the requirements of the matriculation process at each college. Recommendations for class enrollment based upon testing and evaluation shall be strongly recommended to students but shall be advisory only.

References:

Education Code Sections 66025.8 and 66025.9;
Title 5 Sections 58106 and 58108

REASON FOR REVIEW: Other Request - DSPS to SAS

From: Dr. Scott W. Thayer, Interim President, SBVC Dr. Kevin Horan, President, CHC, Larry W. Brunson, Jr., Director, DSPS, SBVC Marty Milligan, Director, DSPS, CHC

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

BP 5130 Financial Aid**No Changes (Info Only)**

(Replaces current SBCCD BP 5130)

The Financial Aid Office is responsible for the administration of federal and state financial aid programs. Financial Aid programs may include, outside scholarships, grants, waivers and work study programs.

All financial aid programs will adhere to guidelines, procedures and standards issued by federal and state laws and other applicable regulatory and institutional requirements.

The Financial Aid Office shall establish, publicize and apply satisfactory academic progress standards to all participants in Title IV student aid programs.

Misrepresentation

Consistent with the applicable federal regulations for federal financial aid, the District shall not engage in "substantial misrepresentation" of 1) the nature of its educational program, 2) the nature of its financial charges, or 3) the employability of its graduates.

The Chancellor shall establish procedures for regularly reviewing the District's website and other informational materials for accuracy and completeness and for training District employees and vendors providing educational programs, marketing, advertising, recruiting, or admission services concerning the District's educational programs, financial charges, and employment of graduates to assure compliance with this policy.

The Chancellor shall establish procedures wherein the District shall periodically monitor employees' and vendors' communications with prospective students and members of the public and take corrective action where needed.

This policy does not create a private cause of action against the District or any of its representatives or service providers. The District and its Board of Trustees do not waive any defenses or governmental immunities by enacting this policy.

BP 5130 Financial Aid
No Changes (Info Only)**References:**

Education Code Sections 66021.6 and 76300 ;
20 U.S. Code Sections 1070, et seq.;

34 Code of Federal Regulations Section 668; (U.S. Department of Education Regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
ACCJC Accreditation Standard III.D.15

AP 5130 Financial Aid
Current SBCCD Version with Changes Redlined

San Bernardino Community College District participates in a variety of financial aid programs in order to assist students in paying for their postsecondary education. The District is dedicated to providing students superior financial services while complying with all state and federal regulations and requirements.

San Bernardino Community College District offers the following financial aid awards to all students who are enrolled at the colleges within the District:

- Board of Governors Fee Waiver (BOG)
- Chafee Grant
- Cal Grant B and C
- California DREAM Loan Program
- Federal Pell Grant
- Federal Work Study
- Federal Supplemental Opportunity Grant
- Full Time Student Success Grant
- Outside Scholarships

The financial aid procedures, listed below, provide guidance in the financial aid process within the District and give students information needed to make informed decisions about financing their education. Students should regularly check the financial aid website at the college they are attending, as these procedures and policies are reviewed and updated to remain compliant with federal and state requirements to ensure that the District is supporting the success of our students.

Application Procedures

To be considered for financial aid, students must complete the Free Application for Federal Student Aid (FAFSA) and include either San Bernardino Valley College school code (001272) or Crafton Hills College school code (009272). The application is available beginning in October for the following academic award year. If a student is applying for a State Cal Grant, the FAFSA and a GPA verification form must be completed. Additional information and eligibility requirements are available at the Financial Aid Office. It is important that California Community College students complete the FAFSA application by the state published deadline.

Student Eligibility

AP 5130 Financial Aid**Current SBCCD Version with Changes Redlined**

General student eligibility requirements consist of the following:

- Be enrolled as a regular student in an eligible program for the purpose of obtaining an Associate's degree, certificate program, or transfer program
- Cannot be enrolled in an elementary or secondary school
- Must have a high school diploma or equivalent
- Making satisfactory academic progress
- Must meet enrollment status requirements
- Must resolve any drug conviction issues
- Must be a citizen or an eligible noncitizen
- Have resolved any default on a FSA loan or overpayment
- Have a valid social security number
- Males between the ages of 18-25 must register with the Selective Service System or meet an exemption requirement
- Resolve any conflicting information

There are also program specific eligibility requirements that may be required.

Payment Procedures

Financial aid disbursements are calculated based on a student's Expected Family Contribution (EFC), financial need, availability of funds, and the number of units in which the student is enrolled in each semester.

Waitlist courses are not considered as enrolled units and are not included in the calculation of eligibility.

Disbursements are refunded electronically to the college issued Debit Card. Students must enroll and request their Debit Card at www.enroll.moneynetworkedu.com/. Students also have the ability to have their refunds transferred to their existing bank account using the ACH option. This option may delay a student receiving their disbursement 3-5 business days depending on the existing banking institution procedures. Students who do not select a refund preference will default to a refund check being processed and mailed to the student's home address as reported with Admissions and Records.

Overpayment Recovery

The District will determine the amount of federal financial aid a student has earned in accordance with federal law. Recipients of federal programs are subject to the Return of Title IV Funds (R2T4) requirements. Students who receive federal financial aid and do not attend any classes will be required to repay all of the funds they have received within 30 days of being notified. If students do not repay within the 30-day requirements the student account will be forwarded to collections with the department of education. Students who withdraw from all classes prior to completing more than 60% of the term will have their financial aid eligibility recalculated based on the percentage of the term completed and will be required to repay any unearned financial aid they have received.

Determination of a student's withdrawal date:

- The date the student officially notified the Admissions and Records Office of his or her intent to withdraw;
- The midpoint of the semester for a student who leaves without notifying the college;
- The student's last date of attendance at a document academically-related activity; or
- The date posted by the instructor indicating the last day of attendance.

AP 5130 Financial Aid**Current SBCCD Version with Changes Redlined****Accounting Requirements**

The District ensures internal checks and balances by separating the functions of authorizing payments and disbursing or delivering funds so that no single person or office exercises both functions for any student receiving Federal Student Aid (FSA) funds.

Satisfactory Academic Progress

In accordance with Federal and State regulations, financial aid recipients are required to meet Satisfactory Academic Progress (SAP) requirements. SAP requirements include qualitative, quantitative, and maximum time frame standards by which the financial aid office can determine that students receiving federal financial aid funds are maintaining the satisfactory academic progress required for their course of study. Students who are receiving federal student aid must be enrolled in a course of study leading to an associate's degree, a certificate program, and/or a transfer program to a four-year college. Failure to maintain SAP standards will result in the loss of financial aid assistance. The Financial Aid Office reviews academic progress, annually, at the end of each Spring semester. Satisfactory Academic Progress will evaluate periods of enrollment in which the student did not receive financial aid funds as well as courses that were taken at another college and apply towards their program of study.

Students are required to adhere to the following SAP requirements:

- Maintain a cumulative GPA of 2.0 or above (qualitative);
- Successfully complete a minimum of 67% of the total number of units attempted/ completed (quantitative); and
- Not exceed a maximum of 90 total unit's attempted/completed (maximum time frame).

These procedures may change periodically and may be superseded by current state and federal laws and regulations.

Misrepresentation

Misrepresentation is defined as any false, erroneous, or misleading statement that the District, a representative of the District, or a service provider with which the District has contracted to provide educational programs, marketing, advertising, recruiting, or admissions services, makes directly or indirectly to a student, prospective student, a member of the public, an accrediting agency, a state agency, or the United States Department of Education.

A misleading statement includes any statement that has the likelihood or tendency to deceive or confuse. If a person to whom the misrepresentation was made could reasonably be expected to rely, or has reasonably relied, on the misrepresentation, the misrepresentation would be substantial.

This procedure does not apply to statements by students through social media outlets or by vendors that are not providing covered services, as reflected herein.

Loss of Eligibility for BOG Fee Waiver

A student shall become ineligible for a Board of Governors (BOG) Fee Waiver if the student is placed on academic or progress probation, or any combination thereof, for two consecutive primary terms. Loss of eligibility shall become effective at the first registration opportunity after such determination is made.

The District shall notify students of their placement on academic or progress probation no later than thirty days following the end of the term that resulted in the student's placement on probation. The notification must clearly state that two consecutive primary

AP 5130 Financial Aid**Current SBCCD Version with Changes Redlined**

terms of probation will lead to a loss of the BOG Fee Waiver until the student is no longer on probation. The notification must also advise students about the available student support services to assist them in maintaining eligibility.

The District shall adopt, prominently display, and disseminate policies ensuring that students are advised about the student support services available to assist them in maintaining and reestablishing eligibility BOG Fee Waiver eligibility. Dissemination includes, but is not limited to, information provided in college catalogs and class schedules.

The District shall establish written procedures by which a student may appeal the loss of a BOG Fee Waiver due to extenuating circumstances, or whenever a student with a disability applied for, but did not receive, a reasonable accommodation in a timely manner. Extenuating circumstances are verified cases of accidents, illnesses, or other circumstances that might include documented changes in the student's economic situation or evidence that the student was unable to obtain essential student support services. Extenuating circumstances also includes special consideration of the specific factors associated with Veterans, CalWORKs, EOPS, Homeless and DSPSSAS student status.

Foster Youth shall not be subject to loss of BOG Fee Waiver due to placement on academic or progress probation. This exemption for Foster Youth is effective until the date specified in Education Code section 66025.9(c).

References:

Education Code Sections 66021.3, 66021.6, 66025.9, 69514, 70030 et seq., 76300, and 94912.5;
 Title 5 Sections 55031, 58600 et seq.;
 20 U.S. Code Sections 1070 et seq.;
 34 Code of Federal Regulations Section 668;
 (U.S. Department of Education regulations on the Integrity of Federal Student Financial Aid Programs under Title IV of the Higher Education Act of 1965, as amended);
 ACCJC Accreditation Standard 111. D. 15

REASON FOR REVIEW: Other Request - DSPS to SAS

From: Dr. Scott W. Thayer, Interim President, SBVC Dr. Kevin Horan, President, CHC, Larry W. Brunson, Jr., Director, DSPS, SBVC Marty Milligan, Director, DSPS, CHC

- A focus group consisting of 40 stakeholders from CHC and SBVC, which included current DSPS students, faculty, classified staff, and management.
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- The focus group met five times over the course of five months during the fall and spring semesters of 2021 and 2022.
- In the weeks leading to the final focus group collaborative in April 2022, current CHC and SBVC DSPS were surveyed again with the final four names proposed by the focus group where nearly 200 DSPS students expressed their desire to change the current DSPS name to Student Accessibility Services.
- A final focus group collaborative was held on April 4, 2022, where the group overwhelmingly agreed with the student voice and recommended Student Accessibility Services for Board approval.

BP 5140 Disabled Student Programs and Services Student Accessibility Services
Current SBCCD Version with Changes Redlined

(Replaces current SBCCD BP 5140)

Students with disabilities shall be reasonably accommodated pursuant to federal and state requirements in all applicable programs in the District.

The ~~Disabled Students Programs and Services (DSPSSAS)~~Student Accessibility Services (SAS) program shall be the primary provider for academic adjustments, auxiliary aids, services, or instruction that facilitate equal educational opportunities for disabled students who can profit from instruction as required by federal and state laws.

~~DSPS services~~SAS shall be available to students with verified disabilities. The services to be provided include, but are not limited to, reasonable accommodations, academic adjustments, technology accessibility, accessible facilities, equipment, instructional programs, disability adjustment counseling and academic counseling.

Campuses shall adopt procedures for the resolution of disputes regarding academic adjustments. The District shall respond in a timely manner to accommodation requests involving academic adjustments.

No student with disabilities is required to participate in the ~~DSPSSAS~~ program.

The District shall respond in a timely manner to accommodation requests involving academic adjustments. The Chancellor shall establish a procedure to implement this policy which, at a minimum, provides for an individualized review of each such request, and permits interim decisions on such requests pending final resolution by the appropriate administrator or designee.

The Chancellor shall assure that the ~~DSPSSAS~~ program conforms to all requirements established by the relevant law and regulations.

References:

Education Code Sections 67310 and 84850; Title 5 Sections 56000 et seq.

**AP 5140 ~~Disabled Student Programs and Services-Student Accessibility Services~~
Current SBCCD Version with Changes Redlined**

Replaces current SBCCD AP 5140)

The District maintains a plan for the provision of programs and services to disabled students designed to assure that they have equality of access to District classes and programs.

The role of ~~Disabled Student Programs and Services (DSPSSAS)- Student Accessibility Services (SAS)~~ is to support the colleges in meeting federal and state obligations to students with disabilities. ~~DSPSSASSAS~~ is the principal provider of support programs and services that allow equal educational opportunities for students with disabilities who can benefit from instruction. No student with disabilities is required to apply to ~~DSPSSAS~~. If a student requests accommodations, but does not want to register with ~~DSPSSAS~~, then the student will need to submit verification of the disability and educational limitations to the College 504/ADA Coordinator."

As required by Section 504 of the Rehabilitation Act of 1973, Title 5, section 567027, and District Board Policy 5140, the San Bernardino Community College District has developed procedures in order to respond in a timely manner to requests by students with disabilities for academic adjustments. Pursuant to Title 5, Sections 5600-56076 the district has established ~~DSPSSAS~~ at each college in order to assist students with disabilities in accessing instruction, programs, academic adjustments, and auxiliary aids.

The application process shall include: 1) the student completing an Application for Services, 2) the student providing documentation from a certified professional that verifies both the disabling condition and that the disabling condition creates educational limitation(s) in an academic setting, 3) Certificated ~~DSPSSAS~~ staff review of documentation provided, 4) additional assessment to verify disabling condition, if needed, 5) and certificated ~~DSPSSAS~~ staff interview with the student to determine if the level of the student's reported disability meets the requirements of Title V, Section 504 (11135).

Crafton Hills College's ~~DSPSSAS~~ long-range goals and short term objectives are delineated within the Crafton Hill's ~~DSPSSAS~~ Non-Instructional Annual Plan.

San Bernardino Valley College's ~~DSPSSAS~~ long-range goals and short term objectives are delineated within the SBVC ~~DSPSSAS~~ Non-Instructional Annual Plan.

§ 56002. Student with a Disability

A "student with a disability" is a person enrolled at a community college who has a verified disability which limits one or more major life activities, as defined in 28 C.F.R. 35.104 resulting in an educational limitation as defined in section 56001. For purposes of reporting to the Chancellor under Section 56030, students with disabilities shall be reported in the categories described in Sections 56032-44. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code; and 28 U.S.C. Sec. 35.104.

§ 56032. Physical Disability.

Physical disability is defined as a limitation in locomotion or motor functions. These limitations are the result of specific impacts to the body's muscular-skeletal or nervous systems, and limit the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56034. Deaf and Hard of Hearing (DHH).

Deaf and Hard of Hearing (DHH) is defined as a total or partial loss of hearing function that limits the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56035. Blind and Low Vision.

Blindness and low vision is defined as a level of vision that limits the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56036. Learning Disability.

Learning disability (LD) is defined as a persistent condition of presumed neurological dysfunction which may exist with other disabling conditions. The dysfunction is not explained by lack of educational opportunity, lack of proficiency in the language of instruction, or other non-neurological factors, and this dysfunction limits the student's ability to access the educational process. To be categorized as a student with a learning disability a student must meet the following criteria through psycho-educational assessment verified by a qualified specialist certified to assess learning disabilities:

1. Average to above-average intellectual ability; and
2. Statistically significant processing deficit(s); and/or
3. Statistically significant aptitude-achievement discrepancies.

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56037. Acquired Brain Injury (ABI).

Acquired Brain Injury (ABI) is defined as a deficit in brain functioning which results in a total or partial loss of cognitive, communicative, motor, psycho-social and/or sensory-perceptual abilities, and limits the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56038. Attention-Deficit Hyperactivity Disorder (ADHD).

Attention-Deficit Hyperactivity Disorder (ADHD) is defined as a neurodevelopmental disorder that is a persistent deficit in attention and/or hyperactive and impulsive behavior that limits the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56039. Intellectual Disability (ID).

Intellectual disability (ID) is defined as significant limitations both in intellectual functioning and in adaptive behavior that affect and limit the student's ability to access the educational process. An individual may have an intellectual disability when:

1. the person's functioning level is below average intellectual ability; and
2. the person has significant limitations in adaptive skill areas as expressed in conceptual, social, academic and practical skills in independent living and employment; and,
3. the disability originated before the age of 18.

AP 5140 ~~Disabled Student Programs and Services-Student Accessibility Services~~
Current SBCCD Version with Changes Redlined

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56040. Autism Spectrum.

Autism Spectrum disorders are defined as neurodevelopmental disorders described as persistent deficits which limit the student's ability to access the educational process. Symptoms must have been present in the early developmental period, and cause limitation in social, academic, occupational, or other important areas of current functioning. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56042. Mental Health Disability.

Mental Health disability is defined as a persistent psychological or psychiatric disability, or emotional or mental illness that limits the student's ability to access the educational process. For purposes of this subchapter, conditions that are not described and/or excluded in the American Psychiatric Association Diagnostic and Statistical Manual (DSM) or the Americans with Disabilities Act (ADA) are not covered in this category. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code; 42 U.S.C. Sec. 12101; American Psychiatric Association (2013). Diagnostic and Statistical Manual of Mental Disorders (Fifth ed.). Arlington, VA: American Psychiatric Publishing.

§ 56044. Other Health Conditions and Disabilities.

This category includes all students with disabilities, as defined in Section 56002, with other health conditions, and/or disabilities that affect a major life activity, which are otherwise not defined in Sections 56032-56042, but which limit the student's ability to access the educational process. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56026. Academic Adjustments, Auxiliary Aids and Services. Academic Adjustments,

Auxiliary Aids and services are those specialized aids, devices and/or services available to students with disabilities as defined in Section 56002, which are in addition to the general services provided to all students. Such services enable students to participate in general activities, programs and classes offered by the college.

§ 56006. Determination of Eligibility.

1. In order to be eligible for academic adjustments, auxiliary aids, services and/or instruction authorized under this chapter, a student must have a disability which is verified pursuant to subdivision (b) which results in an educational limitation identified pursuant to subdivision (c) of this section.
2. The existence of a disability may be verified, using procedures prescribed by the Chancellor, by one of the following means: (1) observation by certificated **DSPSSAS** staff; (2) assessment by certificated **DSPSSAS** staff; or (3) review of documentation by certificated staff provided by appropriate agencies or certified or licensed professionals outside of **DSPSSAS**.
3. The student's educational limitations must be identified by certificated staff and described in the Academic Accommodation Plan (AAP) required pursuant to Section 56022. Eligibility for each service provided must be directly related to an educational limitation consistent with Section 56000(b) and Section 56001.

**AP 5140 ~~Disabled Student Programs and Services-Student Accessibility Services~~
Current SBCCD Version with Changes Redlined**

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56008. Student Rights.

1. Participation by students with disabilities in Disabled Student Programs and Services shall be entirely voluntary.
2. Receiving academic adjustments, auxiliary aids, services and/or instruction authorized under this subchapter shall not preclude a student from also participating in any other course, program or activity offered by the college.
3. All records maintained by ~~DSPSSAS~~ personnel pertaining to students with disabilities shall be protected from disclosure and shall be subject to all other requirements for handling of student records as provided in Subchapter 6 (commencing with Section 54600) of Chapter 5 of this Division.

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67313 and 84850, Education Code.

§ 56010. Student Responsibilities.

1. Students receiving academic adjustments, auxiliary aids, services and/or instruction under this subchapter shall:
 1. comply with the student code of conduct adopted by the college and all other applicable statutes and regulations related to student conduct;
 2. be responsible in their use of ~~DSPS services~~~~SAS~~ and adhere to written service provision policies adopted by ~~DSPSSAS~~; and
 3. when enrolled in educational assistance classes, make measurable progress toward the goals developed for the course as established in the student's Academic Accommodation Plan (AAP) or,
 4. when the student is enrolled in general college classes, meet academic standards established by the college, as applied to all students, pursuant to Subchapter 6 (commencing with Section 55500) of Chapter 6 of this Division.
2. A district may adopt a written policy providing for the suspension or termination of ~~DSPS services~~~~SAS~~ where a student fails to comply with subdivisions (a)(2), (a)(3) or (a)(4) of this section. Such policies shall provide for written notice to the student prior to the suspension or termination and shall afford the student an opportunity to appeal the decision. Each student shall be given a copy of this policy upon first applying for services from ~~DSPSSAS~~.

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56022. Academic Accommodation Plan (AAP).

Each college shall generate an Academic Accommodation Plan (AAP) and maintain a record of the interactive process between each ~~DSPSSAS~~ student and a ~~DSPSSAS~~ certificated staff member regarding the academic adjustments, auxiliary aids, services and/or instruction necessary to provide the student equal access to the educational process, given the educational limitations resulting from the student's disabilities. In addition, when a student is enrolled in educational assistance classes the AAP shall define measurable progress toward the goals of each class. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56048. Staffing.

1. Each district receiving funds pursuant to this subchapter shall ensure sufficient ~~DSPSSAS~~ certificated and support staff to provide timely and effective services to eligible students with disabilities.

AP 5140 ~~Disabled Student Programs and Services-Student Accessibility Services~~
Current SBCCD Version with Changes Redlined

2. Each district receiving funds pursuant to this subchapter shall designate a ~~DSPSSAS~~ coordinator or director for each college in the district. For the purpose of this section, the coordinator or director is defined as that individual for each college in the district who has responsibility for the day-to-day operation of ~~DSPSSAS~~, which is necessary to implement Subchapter 1 of Chapter 7 of this Division. For the coordinator or director, those responsibilities shall include, but are not limited to, integration of ~~DSPSSAS~~ into the college's instruction and services, the provision of academic adjustments, auxiliary aids, and services, maintaining knowledge of the legal responsibilities regarding students with disabilities participation in the educational process, and budget planning. The designated coordinator or director must meet the minimum qualifications for a ~~DSPSSAS~~ counselor or instructor set forth in Section 53414(a) through (d) or meet the minimum qualifications for an educational administrator set forth in Section 53420 and, in addition, have two (2) years full-time experience or the equivalent within the last four (4) years in one or more of the following fields:
 1. instruction or counseling or both in a higher education program for students with disabilities;
 2. administration of a program for students with disabilities in an institution of higher education;
 3. teaching, counseling or administration in secondary education, working predominantly or exclusively in programs for students with disabilities; or
 4. administrative or supervisory experience in industry, government, public agencies, the military, or private social welfare organizations, in which the responsibilities of the position were predominantly or exclusively related to persons with disabilities.
3. Persons employed pursuant to this Subchapter as counselors or instructors of students with disabilities shall meet minimum qualifications set forth in Section 53414 of Subchapter 4 of Chapter 4 of this Division.
4. Districts receiving funding pursuant to this subchapter may also employ classified and/or paraprofessional support staff. Support staff shall function under the coordination of a ~~DSPSSAS~~ coordinator or director, counselor, LD Specialist, or instructor as appropriate for the academic adjustments, auxiliary aids, services and/or instruction being provided.

NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

§ 56050. Advisory Committee.

Each district receiving funds pursuant to this subchapter shall establish, for either the District or at each college in the district, an advisory committee which shall meet not less than once per year. The advisory committee shall, at a minimum, include a student with disabilities. NOTE: Authority cited: Sections 67312, 70901 and 84850, Education Code. Reference: Sections 67310-67312 and 84850, Education Code.

1. Academic/Progress Probation

A DSP&S student who is placed on academic/progress probation, as defined in Board Policy and the college catalog, shall continue to receive DSP&S services throughout the probationary period.

2. Suspension or Termination of Services

1. In order to continue to receive special services, a disabled student must maintain regular enrollment in the college subject to the conditions of District policies on academic standards, student conduct, and the meeting of all fee obligations that apply to all students.
2. A disabled student who is in danger of suspension or termination of services shall be given a written warning identifying the standards that have been violated. The warning shall include all actions that may be taken leading to suspension or termination of services if the problems persist.
3. A disabled student who is subject to suspension or termination of services, or suspension or termination of enrollment, shall be provided with the following documents:
 1. A copy of the policies on student conduct, academic standards, and/or other policies pertaining to the cause for suspension or termination.

AP 5140 ~~Disabled Student Programs and Services-Student Accessibility Services~~
Current SBCCD Version with Changes Redlined

2. A copy of the services provided to the student and the specific written intent of each DSP&S service as utilized by the student.
 3. A copy of the documentation that details all notices and decisions sent to the student.
 4. A copy of the appeal process with firm guidelines and due dates.
3. **Dismissal/Grievance/Appeal/Readmission**
1. Dismissal/Grievance/Appeal/Readmission relating to student conduct shall occur in accordance with the provisions of Board Policy.
 2. Dismissal/Grievance/Appeal/Readmission relating to academic performance shall occur in accordance with the provisions of Board Policy.

References:

Title 5 Sections 56000 et seq.

REASON FOR REVIEW: Other Request - DSPS to SAS

From: Dr. Scott W. Thayer, Interim President, SBVC Dr. Kevin Horan, President, CHC, Larry W. Brunson, Jr., Director, DSPS, SBVC Marty Milligan, Director, DSPS, CHC

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- A final focus group collaborative was held on April 4, 2022, where the group overwhelmingly agreed with the student voice and recommended Student Accessibility Services for Board approval.

BP 6750 Parking**No Changes (Info Only)**

(Replaces current SBCCD BP 6750)

The Chancellor shall establish such administrative procedures regarding vehicles and parking on campus as are necessary for the orderly operation of the instructional program. No person shall drive any vehicle or leave any vehicle unattended on the campus except in accordance with such procedures.

Parking fees may be established in accordance with these board policies. (See BP 5030 titled Fees.)

References:

Education Code Section 76360; Vehicle Code Sections 21113 and 22651.5

AP 6750 Parking**Current SBCCD Version with Changes Redlined**

(Replaces current SBCCD AP 6750)

These procedures are intended to promote safe and orderly movement of traffic within District property for the safe and orderly parking of vehicles and bicycles.

All applicable provisions of the California Vehicle Code are expressly applicable both on and off paved roadways.

Parking of motor vehicles and bicycles is limited to specially designated areas. Fee permits are required. Vehicles or bicycles parked in violation of the provisions of this code are subject to fines, towing, or impoundment.

AP 6750 Parking**Current SBCCD Version with Changes Redlined**

All persons who enter on the college(s) are charged with knowledge of the provisions of this procedure and are subject to the penalties for violations of such provisions.

In accordance with California Vehicle Code Section 21113a, it shall be a misdemeanor or infraction for any person to do any act forbidden or fail to perform any act required in these procedures.

A. Authorization

Any person who operates or parks a motor vehicle on District property is subject to District Parking and Traffic Regulations and the provisions of the California Motor Vehicle Code.

B. Parking Permit

District parking permits are required for all vehicles parked on District property from 7:00 AM Monday through 4:30 PM Friday, unless otherwise noted herein. Parking permits and daily parking permits are valid at all District locations.

1. Special Events Parking

"Special Events" parking permits may be made available free of charge for non-students who participate in such things as theater productions, and "no cite" periods may be provided for such events as dances, college night and career day. Parking fees for sporting or community events may be charged an amount commensurate to the event.

2. Guest Parking

Guest permits are available through the District Office and through the College Administrative Services Department. It is the responsibility of the individual inviting an off-campus guest to secure a parking permit prior to the event.

C. Violations/Citations

Any person who violates the Parking and Traffic Regulations or the California Motor Vehicle Code may receive a District citation and/or be subject to District disciplinary action. Disciplinary action only applies to intentional acts that constitute dishonesty, falsification of information, willful or persistent violation of the rules made applicable to the District by the Governing Board. Disciplinary action includes suspension, demotion or, in severe cases, dismissal. When disciplinary action is sought, employees are entitled to due process protection as per applicable District policy and collective bargaining agreements.

Student/Public parking areas: Parking citations shall not be issued during the first two weeks of fall and spring semesters, during each summer session, or when classes are not in session.

D. Liability

Parking of motor vehicles or bicycles on District property is done at the owner's risk. The District assumes no liability for damage or theft except as provided for unit members covered by Article 20 of the SBCCD/SBCCDTA contract.

E. Traffic Regulations

1. Driver must obey all posted speed limits. The speed limit on all campus roads is posted.
2. The speed limit in all parking lots is a maximum of 5 miles per hour.
3. Pedestrians have the right-of-way at all times.
4. The use of skateboards, roller skates or bicycles is prohibited on the interior of District property.
5. Unless by special permit, no vehicles are permitted on inner campus walks except for emergency vehicles, or district owned vehicles performing assigned duties. The permit may specify that a guide is required to walk in front of or beside the vehicle while moving on campus.
6. Roadblocks, barriers, cones, or stanchions may be placed by District employees at any point deemed necessary for safety or convenience. Removal of these roadblocks, barriers, or stanchions is prohibited.
7. Motorcycles and other two-wheeled powered vehicles are limited to designated motorcycle parking areas. Motorcycle parking in these designated spaces does not require a permit. Mopeds may be parked in bicycle racks on

AP 6750 Parking**Current SBCCD Version with Changes Redlined**

campus, but shall be walked when on campus walkways. Use of private powered vehicles is prohibited where pedestrian traffic is present.

F. Parking Controls

1. All vehicles parked on District/college parking lots or District/college roadways are required to display a current parking permit or a daily parking permit. Permits must be displayed on windshield or rear-view mirror while on campus. Daily parking permits shall be posted face up on the dashboard so as to be readable. Failure to post permits properly shall be grounds for citation.
2. Students/visitors may purchase semester parking permits on-line or daily permits from a vending machine located in various parking lots.
3. Parking permit refunds for students are subject to the provisions of the Fee Refund Policy. In order to obtain a refund, a student must take all or a portion of the decal bearing the permit number to the College Police Department at SBVC, or the Campus Business Office at CHC, within the time-lines specified in the Fee Refund Policy. Refunds are not provided to employees unless they qualify under the AQMD Ride-Sharing Incentive Program.
4. Certain parking lots and parking areas are restricted for employee "staff" parking only. Students, dependents and relatives of employees, who are not employees themselves, are prohibited from using employee lots and parking areas.
5. Parking stalls marked "visitors" are solely for visitors and may be governed by time limits. Students and employees are prohibited from parking in visitor areas.
6. Students with physical handicaps may be given special parking privileges that will be evidenced by a District handicapped permit affixed to the right side of the rear bumper or the rear-view mirror. Permits may be obtained in the ~~Disabled Student~~ Accessibility Services ~~Office~~. It is the responsibility of DSP&S to inform the Police of any such privileges.
7. Vehicles are to be parked in properly marked stalls only. Taking up more than one parking stall is prohibited.
8. Parking is prohibited in loading zones, posted areas, along red curbing, or red lined areas.
9. Vehicles parked in prohibited areas which block the flow of traffic, emergency vehicles/equipment, driveways, roadways, or in posted "NO PARKING" zones may be towed away at the owner's expense at no responsibility to the District pursuant to current California Vehicle Code authority.
10. Vehicles parked illegally in reserved parking stalls will be cited for illegal parking.
11. Vehicles abandoned on college property for over 72 hours without college authorization from the College Administrative Services Department will be removed at owner's expense pursuant to current California Vehicle Code authority.
12. Energy Efficient Vehicles will be defined as Zero Emission Vehicles (ZEV) by the California Air Resources Board, or fuel-efficient vehicles that have achieved a minimum green score of 40 on the American Council for an Energy Efficient Economy (ACEEE) annual vehicle rating guide.

References:

Education Code Section 76360;

Vehicle Code Section 21113

REASON FOR REVIEW: Other Request - DSPS to SAS

From: Dr. Scott W. Thayer, Interim President, SBVC Dr. Kevin Horan, President, CHC, Larry W. Brunson, Jr., Director, DSPS, SBVC Marty Milligan, Director, DSPS, CHC

- A focus group consisting of 40 stakeholders from CHC and SBVC, which included current DSPS students, faculty, classified staff, and management.
- A preliminary survey was sent out in September 2021 to all faculty, staff, management, and students at CHC and SBVC that generated almost 300 responses. An overwhelming majority were in favor of a name change for DSPS and the survey was also used to generate interest for the focus group.
- The focus group met five times over the course of five months during the fall and spring semesters of 2021 and 2022.
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BP 7210 Academic Employees**Current SBCCD Version with Changes Redlined**

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~~ SAS, 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

AP 7210 Academic Employees**No Changes (Info Only)****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. The hiring process for full-time faculty also focuses on candidates who will develop and maintain inclusive curriculum and environments that 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.

AP 7210 Academic Employees**No Changes (Info Only)**

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. When no full-time faculty member is employed in the discipline, at least two full-time faculty in a reasonably related discipline will 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.
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

AP 7210 Academic Employees**No Changes (Info Only)**

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:
 1. Position Title
 2. Application Deadline or Initial Review Date
 3. 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.
 4. Minimum Qualifications: A statement including the established minimum qualifications, the appropriate valid credential(s), and the provision for equivalencies.
 5. Desirable Qualifications: Those job-related qualifications that are desirable but not essential to perform the job.
 6. 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.
 7. 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.
 8. Closing Date, Address for Submission of Application Materials, and Deadline for Equivalency requests.
 9. 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:

AP 7210 Academic Employees**No Changes (Info Only)**

- 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.
10. 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)
11. 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.
12. Statement of Equal Employment Opportunity including reference to "encouraging applications from underrepresented 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

AP 7210 Academic Employees**No Changes (Info Only)**

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 may formulate a preliminary list of candidates to serve as screening committee members.

AP 7210 Academic Employees**No Changes (Info Only)**

- The President of the Academic Senate, after consultation with faculty in the discipline of the position and with the appropriate Division Dean, will appoint at least 3 faculty to serve on the selection committee.
- An Equal Opportunity Representative from 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 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.
- 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.

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 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

AP 7210 Academic Employees

No Changes (Info Only)

- Effective reference checks (administrators only)

Pending Revision Approval: June 9, 2022

Approved: January 11, 1990

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: October 13, 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 October 13, 2022

[v.9.22.2022.p.1|4]

Professional Expert

| Employee Name Location Assignment & Department | Duties | From | To | Hourly Rate |
|---|--|----------|----------|-------------|
| Cortz, Zachary CHC Counseling | Program Assistant | 09/19/22 | 12/31/22 | \$20.00 |
| Ford, Alexis CHC Counseling | Program Assistant | 09/21/22 | 12/31/22 | \$20.00 |
| Fuerte, Charles CHC Counseling | Program Assistant | 09/19/22 | 12/31/22 | \$20.00 |
| Means, Lauren CHC Counseling | Program Assistant | 09/19/22 | 12/31/22 | \$20.00 |
| Ramirez, Lorenzo CHC Counseling | Program Assistant | 09/19/22 | 12/31/22 | \$20.00 |
| Andersson-Cortez, Steven CHC Economic Development and Corporate Training | Workforce Development Trainer | 07/01/22 | 12/31/22 | \$60.00 |
| Franco, David CHC Health & Wellness | Post Masters Counseling Associate III | 07/01/22 | 12/31/22 | \$35.00 |
| Gerhartz, David CHC Institutional Advancement | Content Specialist | 09/15/22 | 12/31/22 | \$25.00 |
| Hanson, Marc CHC Kinesiology | Program Assistant | 07/01/22 | 12/31/22 | \$20.00 |
| Hefington, Jessica CHC Kinesiology | Program Assistant | 10/01/22 | 12/31/22 | \$30.00 |
| Williams, Sharhonda DIST Human Resources | Program Assistant | 09/12/22 | 12/31/22 | \$25.00 |
| Ibarra, Johan DIST KVCR | Content Specialist | 09/01/22 | 12/31/22 | \$18.00 |
| Adame, Daniel DIST KVCR | Program Assistant | 09/08/22 | 12/31/22 | \$33.00 |
| Phanor, Tracee DIST Payroll | Program Assistant | 08/19/22 | 12/31/22 | \$25.00 |
| Haddad, Johnny SBVC Academic Success & Learning Services | Tutor I | 10/11/22 | 12/31/22 | \$16.00 |
| Kasouha, Samar SBVC Academic Success & Learning Services | Tutor III | 07/01/22 | 12/31/22 | \$19.00 |
| Rosales, Daniel A SBVC Academic Success & Learning Services | Tutor III | 09/02/22 | 12/31/22 | \$19.00 |
| Cortez, Rosio SBVC CalWORKs & Workforce Development | Program Assistant | 09/11/22 | 12/31/22 | \$22.00 |



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 13, 2022

[v.9.22.2022.p.2|4]

Professional Expert

| Employee Name Location Assignment & Department | Duties | From | To | Hourly Rate |
|--|--|----------|----------|---------------------|
| Nahuat, Wendy SBVC CalWORKs & Workforce Development | Program Assistant | 09/11/22 | 12/31/22 | \$25.00 |
| Orozco, Brenda SBVC Counseling | Program Assistant | 09/21/22 | 12/31/22 | \$25.00 |
| Ellis, Pamela K SBVC English | Tutor III | 10/14/22 | 12/31/22 | \$19.00 |
| Honnold, Joseph S SBVC English | Tutor III | 09/08/22 | 12/31/22 | \$19.00 |
| Pasillas, Faith M SBVC English | Tutor III | 10/13/22 | 12/31/22 | \$19.00 |
| Jones, Frederick SBVC First Year Experience | Program Assistant | 07/01/22 | 12/31/22 | \$30.00 |
| Burton, Lee F SBVC FTVM, Arts & Humanities | Content Specialist | 10/11/22 | 12/23/22 | \$35.00 |
| Prater Jr, Stephen M SBVC FTVM, Arts & Humanities | Content Specialist | 10/11/22 | 12/23/22 | \$25.00 |
| Morales, Samantha R SBVC FTVM, Arts & Humanities | FTVM Intern II | 10/11/22 | 12/23/22 | \$16.00 |
| Ortiz Ocegueda, Gilberto SBVC Marketing & Public Relations | 3D Animator | 09/12/22 | 12/31/22 | \$30.00 |
| Kim, Donguk SBVC Marketing & Public Relations | Content Specialist | 09/01/22 | 12/31/22 | \$35.00 |
| Pishchanetskiy, Anna I SBVC Marketing & Public Relations | Content Specialist | 09/08/22 | 12/31/22 | \$35.00 |
| Zuev, Alexander SBVC Marketing & Public Relations | Content Specialist | 07/01/22 | 07/14/22 | \$20.00 |
| Zuev, Vladislav SBVC Marketing & Public Relations | Content Specialist | 09/16/22 | 12/31/22 | \$15.00 |
| Rodriguez, Andrew H SBVC Marketing & Public Relations | Program Assistant | 09/12/22 | 12/31/22 | \$49.00 |
| Cabrera, Alexander G SBVC Marketing & Public Relations | Social Media Specialist | 09/01/22 | 12/31/22 | \$25.00 |
| Kocab, Scott J SBVC Police Academies/Criminal Justice | Police Tactical Officer/RTO/Police Science Facilitator/Evaluator | 09/01/22 | 12/31/22 | \$35.00/ \$50.00 |
| Vasquez, Michael A SBVC Police Academies/Criminal Justice | Police Tactical Officer/RTO/Police Science Facilitator/Evaluator | 09/01/22 | 12/31/22 | \$35.00/ \$50.00 |



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 13, 2022

[v.9.22.2022.p.3|4]

Professional Expert

| Employee Name Location Assignment & Department | Duties | From | To | Hourly Rate |
|---|----------------------|----------|----------|-------------|
| Mendoza, Ruben SBVC Social Science/HD/PE | Training Specialist | 09/01/22 | 12/24/22 | \$19.00 |
| Brambila, Aldo SBVC STEM-MESA | Tutor I | 10/13/22 | 12/31/22 | \$16.00 |
| Contreras, Mariana i SBVC STEM-MESA | Tutor I | 10/13/22 | 12/31/22 | \$16.00 |
| Lopez-Andrade, Nayeli SBVC STEM-MESA | Tutor I | 09/02/22 | 12/31/22 | \$16.00 |
| Figueroa, Agustin F SBVC STEM-MESA | Tutor II | 09/08/22 | 12/31/22 | \$17.00 |
| Lindsey, Darian D SBVC Student Accessibility Services | Assistant Instructor | 10/17/22 | 12/16/22 | \$20.00 |
| Bruey, Andrew W SBVC Supplemental Instruction | Tutor II | 09/20/22 | 12/31/22 | \$17.00 |
| Cervantes, Juana M SBVC Supplemental Instruction | Tutor II | 09/01/22 | 12/31/22 | \$17.00 |
| Buckanan, Patrick J SBVC Valley Now! | Program Assistant | 09/19/22 | 12/30/22 | \$25.00 |
| Pollard, Ian Mitchell SBVC Valley Now! | Program Assistant | 09/19/22 | 12/30/22 | \$25.00 |
| Rodriguez, Stephanie SBVC Valley Now! | Program Assistant | 09/19/22 | 12/30/22 | \$25.00 |

Substitute

| Employee Name Location Assignment & Department Justification | Duties | From | To | Hourly Rate |
|---|-------------------------------|----------|----------|-------------|
| Hoyt, Trevor CHC Aquatics <i>NEW: Sick/Vacation Coverage</i> | Aquatic Center Pool Attendant | 08/22/22 | 10/20/22 | \$20.95 |
| Quintal, Yadira CHC CDC <i>EXT: Sick/Vacation Coverage</i> | Child Development Assistant | 08/30/22 | 09/09/22 | \$17.63 |
| Shalhoub, Irene CHC CDC <i>EXT: Sick/Vacation Coverage</i> | Child Development Assistant | 08/10/22 | 10/07/22 | \$17.63 |



Professional Expert, Short-Term & Substitute Employees

Presented for Information on October 13, 2022

[v.9.22.2022.p.4|4]

Substitute

| Employee Name Location Assignment & Department Justification | Duties | From | To | Hourly Rate |
|--|--|----------|----------|---------------------|
| Aguilar, Cecilia CHC Chemistry <i>CSEA Release Time for David Stevenson</i> | Lab Tech III- Chemistry | 08/14/22 | 12/15/22 | \$37.88 |
| Bender, Zsaquita CHC Respiratory <i>New: Vacancy</i> | Administrative Assistant I | 09/01/22 | 10/31/22 | \$23.71 |
| Sherman, Erika CHC Student Services <i>New: Vacancy</i> | Basic Needs Coordinator | 08/29/22 | 09/09/22 | \$32.68 |
| Zavala, Juan DIST EDCT <i>Ext: Vacancy</i> | Grant Technician | 08/29/22 | 10/28/22 | \$24.29 |
| Viramontes, Shawn DIST Police <i>EXT: Sick/Vacation Coverage</i> | College Security Officer | 08/30/22 | 11/22/22 | \$23.71 |
| Sandoval-Ochoa, Maria SBVC Child Development Center <i>Sick/Vacation Coverage</i> | Child Development Assistant | 08/30/22 | 10/28/22 | \$17.63 |
| Vargas, Stephanie SBVC Child Development Center <i>Sick/Vacation Coverage</i> | Child Development Assistant | 08/30/22 | 10/28/22 | \$17.63 |
| Gilbert, Darlene SBVC Child Development Center <i>Sick/Vacation Coverage</i> | Child Development Teacher/Assistant | 08/30/22 | 10/28/22 | \$16.79/ \$23.70 |
| Shehata, Neveen SBVC Child Development Center <i>Sick/Vacation Coverage</i> | Child Development Teacher/Assistant | 08/30/22 | 10/28/22 | \$24.89/ \$17.63 |
| Kim, Matthew SBVC Marketing <i>New: Vacancy</i> | Web Developer | 08/23/22 | 11/11/22 | \$39.82 |
| Huynh, Jeffrey H. SBVC Technology Services <i>Ext: Other</i> | Technology Support Specialist | 09/01/22 | 11/01/22 | \$36.07 |

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: October 13, 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 8/15/2022 – 9/19/2022 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
October 13, 2022

| PO# | Supplier Name | Amount |
|---------|--|-----------|
| 2301343 | CETERA INC | 1,349.00 |
| 2301356 | CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL ED | 2,085.00 |
| 2301357 | CDW LLC | 1,628.66 |
| 2301358 | STAPLES BUSINESS ADVANTAGE | 79.12 |
| 2301359 | HARDY DIAGNOSTICS | 112.15 |
| 2301360 | ALBARRAN, LIDIA | 316.00 |
| 2301361 | ALJOUNI, NANCY | 316.00 |
| 2301362 | BREWER, VINCENT LYDELL | 316.00 |
| 2301363 | GUILLEN, LADY CATERINE | 316.00 |
| 2301364 | HERRARTE, ORLANDO AZAEL | 316.00 |
| 2301365 | HERRERA, DAISY ANISSA | 316.00 |
| 2301366 | LEON-RUIZ, CRISTINA | 316.00 |
| 2301367 | LOPEZ, YVETTE | 316.00 |
| 2301368 | MEJIA, ROBERT MARTIN | 316.00 |
| 2301369 | MELENDEZ, DIANA | 316.00 |
| 2301370 | MOSQUERA, KEYLIS ALEJANDRA | 316.00 |
| 2301371 | ORTEGA, WINNIE SHAKIRA | 316.00 |
| 2301372 | ORTIZ, SUSAN | 316.00 |
| 2301373 | QUIROA, JACKELIN | 316.00 |
| 2301374 | STAPLES BUSINESS ADVANTAGE | 3,762.04 |
| 2301375 | STAPLES BUSINESS ADVANTAGE | 100.34 |
| 2301376 | CALIFORNIA COMMUNITY COLLEGE MEN'S BASKETBALL COACHES ASSOC | 300.00 |
| 2301377 | FORBES, ASHLEY | 316.00 |
| 2301378 | AGUILAR, ELIA | 316.00 |
| 2301384 | DELL COMPUTER COMPANY | 2,116.09 |
| 2301385 | ROMAN, JAKE | 316.00 |
| 2301387 | CARD INTEGRATORS CORP | 2,000.00 |
| 2301389 | FOLLETT CORPORATION | 500.00 |
| 2301390 | GREEN BUSINESS CERTIFICATION | 2,325.00 |
| 2301393 | STAPLES BUSINESS ADVANTAGE | 1,532.53 |
| 2301394 | FOLLETT CORPORATION | 14,000.00 |
| 2301396 | BLACKHAWK NETWORK INC | 37,423.00 |
| 2301399 | STAPLES BUSINESS ADVANTAGE | 94.49 |
| 2301400 | STAPLES BUSINESS ADVANTAGE | 63.22 |
| 2301401 | STAPLES BUSINESS ADVANTAGE | 105.55 |
| 2301405 | CASTRO, OMAR | 1,000.00 |
| 2301406 | CHAVIRA, REJOICE | 99.32 |
| 2301408 | MONOPRICE INC | 79.38 |
| 2301410 | STAPLES BUSINESS ADVANTAGE | 94.98 |
| 2301411 | JONES, FREDERICK | 200.00 |
| 2301412 | SAN BERNARDINO CCD | 149.64 |
| 2301413 | MOODY, AMANDA | 200.00 |
| 2301414 | JUSTINE PLEMONS | 200.00 |
| 2301415 | SAN BERNARDINO CCD | 311.04 |
| 2301416 | FERRELLGAS LP | 2,000.00 |

Purchase Order Report
October 13, 2022

| PO# | Supplier Name | Amount |
|---------|--|----------|
| 2301419 | GREATER PUBLIC | 4,160.00 |
| 2301432 | CHIEF STUDENT SERVICES ADMINISTRATORS ASSOCIATION (CSSO) INC | 300.00 |
| 2301433 | BSN SPORTS INC | 1,412.86 |
| 2301441 | CDW LLC | 636.36 |
| 2301448 | STAPLES BUSINESS ADVANTAGE | 280.77 |
| 2301449 | STAPLES BUSINESS ADVANTAGE | 47.53 |
| 2301454 | FAVELA, ABEL | 2,000.00 |
| 2301455 | CANELA, YNEZ | 2,000.00 |
| 2301459 | DUCK & OWL LLC | 390.39 |
| 2301462 | VILLANUEVA, DARIAN | 2,000.00 |
| 2301463 | CARRINGTON, NYLA | 2,000.00 |
| 2301464 | AGUILAR, ISAAC | 2,000.00 |
| 2301465 | YUCAIPA, CITY OF | 300.00 |
| 2301467 | CETERA INC | 949.00 |
| 2301468 | ALMA STRATEGIES LLC | 1,025.00 |
| 2301476 | SAN BERNARDINO CCD | 869.13 |
| 2301477 | STAPLES BUSINESS ADVANTAGE | 205.87 |
| 2301486 | STAPLES BUSINESS ADVANTAGE | 569.75 |
| 2301487 | STAPLES BUSINESS ADVANTAGE | 391.10 |
| 2301501 | CDW LLC | 887.97 |
| 2301506 | JOHNSTONE SUPPLY | 6,703.52 |
| 2301519 | STAPLES BUSINESS ADVANTAGE | 629.01 |
| 2301521 | TERRACON CONSULTANTS INC | 1,290.00 |
| 2301534 | CDW LLC | 760.50 |
| 2301535 | RUNNING CENTER, THE | 760.18 |
| 2301538 | STAPLES BUSINESS ADVANTAGE | 449.04 |
| 2301539 | STAPLES BUSINESS ADVANTAGE | 318.43 |
| 2301546 | SAN BERNARDINO CCD | 8,112.75 |
| 2301564 | STAPLES BUSINESS ADVANTAGE | 190.89 |
| 2301565 | STAPLES BUSINESS ADVANTAGE | 374.94 |
| 2301566 | STAPLES BUSINESS ADVANTAGE | 215.39 |
| 2301567 | STAPLES BUSINESS ADVANTAGE | 634.23 |
| 2301568 | AZTEC TECHNOLOGY CORP DBA AZTEC CONTAINER | 6,341.09 |
| 2301569 | CDW LLC | 4,816.48 |
| 2301576 | CALIFORNIA COMMUNITY COLLEGE CHIEF INSTRUCTIONAL OFFICERS | 400.00 |
| 2301581 | DICK BLICK HOLDINGS INC | 285.06 |
| 2301582 | AARDVARK CLAY & SUPPLIES INC | 1,982.60 |
| 2301584 | FERGUSON ENTERPRISES INC | 4,792.41 |
| 2301585 | STAPLES BUSINESS ADVANTAGE | 205.90 |
| 2301592 | FLINN SCIENTIFIC INC | 3,102.98 |
| 2301594 | DISCOUNT SCHOOL SUPPLY | 1,000.00 |
| 2301595 | DEMCO INC | 3,000.00 |
| 2301596 | MELLO, BRANDICE | 200.00 |
| 2301597 | COATS, CHERISHEA | 200.00 |
| 2301604 | FISHER SCIENCE EDUCATION | 3,378.59 |

Purchase Order Report
October 13, 2022

| PO# | Supplier Name | Amount |
|------------|--|---------------|
| 2301606 | CALIFORNIA COMMUNITY COLLEGE CHIEF INSTRUCTIONAL OFFICERS | 400.00 |
| 2301611 | STAPLES BUSINESS ADVANTAGE | 145.63 |
| 2301612 | STAPLES BUSINESS ADVANTAGE | 1,309.00 |
| 2301617 | UNITED STATES PLASTIC CORP | 458.26 |
| 2301618 | CAROLINA BIOLOGICAL SUPPLY CO | 4,104.87 |
| 2301620 | STAPLES BUSINESS ADVANTAGE | 56.11 |
| 2301623 | STAPLES BUSINESS ADVANTAGE | 476.36 |
| 2301625 | SAN BERNARDINO CCD | 123.10 |
| 2301626 | SAN BERNARDINO CCD | 123.10 |
| 2301627 | SAN BERNARDINO CCD | 123.10 |
| 2301628 | SAN BERNARDINO CCD | 123.10 |
| 2301631 | HISPANIC ASSOCIATION OF COLLEGES AND UNIVERSITIES | 6,309.00 |
| 2301632 | STAPLES BUSINESS ADVANTAGE | 235.49 |
| 2301635 | CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL ED | 695.00 |
| 2301636 | SAN BERNARDINO CCD | 750.00 |
| 2301638 | MAGNAFLUX A DIVISION OF ILLINOIS TOOL WORKS INC | 3,870.05 |
| 2301643 | BLUUM USA INC | 1,378.76 |
| 2301646 | PROMO COSTUMES INC | 242.44 |
| 2301648 | CAE HEALTHCARE INC | 188.56 |
| 2301649 | SAN BERNARDINO, COUNTY OF | 571.00 |
| 2301650 | SAN BERNARDINO, COUNTY OF | 612.00 |
| 2301653 | ULINE INC | 671.95 |
| 2301655 | OFFICE SOLUTIONS BUSINESS PRODUCTS & SERVICES LLC | 202.91 |
| 2301656 | STAPLES BUSINESS ADVANTAGE | 39.66 |
| 2301657 | STAPLES BUSINESS ADVANTAGE | 293.23 |
| 2301658 | FILMTOOLS INC | 9,568.05 |
| 2301659 | FREITAS, GERALD W | 300.00 |
| 2301661 | DELL COMPUTER COMPANY | 2,236.50 |
| 2301664 | GREEN BUSINESS CERTIFICATION | 5,400.16 |
| 2301666 | FISHER SCIENCE EDUCATION | 3,785.74 |
| 2301667 | PAC-VAN INC | 7,735.54 |
| 2301670 | QUADMED INC | 352.80 |
| 2301675 | GTSIMULATORS BY GLOBAL TECNOLOGIES | 1,696.50 |
| 2301677 | SAN BERNARDINO CCD | 139.41 |
| 2301682 | ULINE INC | 806.05 |
| 2301683 | NORTH ORANGE COUNTY CCD | 580.00 |
| 2301684 | SAN BERNARDINO CCD | 422.14 |
| 2301685 | STAPLES BUSINESS ADVANTAGE | 251.85 |
| 2301686 | RP GROUP, THE | 215.00 |
| 2301688 | UNITED PARCEL SERVICE | 1,000.00 |
| 2301695 | AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT | 6,500.00 |
| 2301700 | STAPLES BUSINESS ADVANTAGE | 43.32 |
| 2301701 | FISHER SCIENCE EDUCATION | 575.85 |
| 2301703 | RP GROUP, THE | 1,000.00 |
| 2301704 | STAPLES BUSINESS ADVANTAGE | 264.86 |

Purchase Order Report
October 13, 2022

| PO# | Supplier Name | Amount |
|------------|---|---------------|
| 2301710 | STAPLES BUSINESS ADVANTAGE | 101.26 |
| 2301717 | PALOMAR COLLEGE FOUNDATION | 300.00 |
| 2301719 | GTSIMULATORS BY GLOBAL TECNOLOGIES | 4,741.00 |
| 2301727 | ULINE INC | 2,505.69 |
| 2301732 | STAPLES BUSINESS ADVANTAGE | 99.29 |
| 2301733 | STAPLES BUSINESS ADVANTAGE | 404.03 |
| 2301734 | STAPLES BUSINESS ADVANTAGE | 478.36 |
| 2301738 | ULINE INC | 729.00 |
| 2301740 | SAN BERNARDINO CCD | 924.23 |
| 2301742 | CDW LLC | 2,255.51 |
| 2301748 | STAPLES BUSINESS ADVANTAGE | 175.86 |
| 2301753 | STAPLES BUSINESS ADVANTAGE | 70.66 |
| 2301755 | DELTA BIOLOGICALS | 917.45 |
| 2301757 | ARS ENTERPRISES INC | 431.00 |
| 2301758 | STAPLES BUSINESS ADVANTAGE | 231.83 |
| 2301759 | LAERDAL MEDICAL CORPORATION | 1,794.68 |
| 2301760 | STAPLES BUSINESS ADVANTAGE | 345.17 |
| 2301761 | STAPLES BUSINESS ADVANTAGE | 112.26 |
| 2301762 | BMI SUPPLY | 649.38 |
| 2301763 | HST SAN DIEGO HH LP | 19,546.50 |
| 2301765 | SOCCER MASTER | 1,608.82 |
| 2301769 | SAN BERNARDINO CCD | 980.59 |
| 2301771 | DAILY JOURNAL CORPORATION | 14,906.00 |
| 2301777 | FOOTHILL DE ANZA COMMUNITY COLLEGE DISTRICT | 850.00 |
| 2301778 | STAPLES BUSINESS ADVANTAGE | 151.91 |
| 2301781 | SAN BERNARDINO CCD | 133.98 |
| 2301788 | CHITTENDEN, HEATHER | 500.00 |
| 2301790 | TAYLOR, DIANE | 100.00 |
| 2301791 | SAN BERNARDINO CCD | 317.09 |
| 2301792 | SOUTHWESTERN COMMUNITY COLLEGE DISTRICT | 300.00 |
| 2301793 | SAN BERNARDINO CCD | 624.18 |
| 2301794 | CALIFORNIA, STATE OF | 180.00 |
| 2301795 | SAN BERNARDINO CCD | 624.18 |
| 2301796 | SAN BERNARDINO CCD | 624.18 |
| 2301797 | SAN BERNARDINO CCD | 624.18 |
| 2301798 | MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT | 590.00 |
| 2301799 | SAN BERNARDINO CCD | 1,739.39 |
| 2301804 | CDW LLC | 3,642.34 |
| 2301806 | RIVERSIDE, COUNTY OF | 552.00 |
| 2301807 | VERIZON WIRELESS | 1,500.00 |
| 2301808 | ULINE INC | 206.88 |
| 2301811 | CDW LLC | 542.98 |
| 2301812 | SAN BERNARDINO CCD | 403.68 |
| 2301815 | CSUSB PHILANTHROPIC FOUNDATION | 450.00 |
| 2301819 | HUERTA, MICHAEL | 100.00 |

Purchase Order Report
October 13, 2022

| PO# | Supplier Name | Amount |
|---------|---|-----------|
| 2301820 | ORIGINAL MOWBRAY'S TREE SERVICE INC, THE | 39,000.00 |
| 2301821 | DAVIS, CAROLYN | 100.00 |
| 2301822 | STAPLES BUSINESS ADVANTAGE | 218.78 |
| 2301824 | HYATT CORPORATION | 3,379.69 |
| 2301825 | STAPLES BUSINESS ADVANTAGE | 173.06 |
| 2301826 | STAPLES BUSINESS ADVANTAGE | 78.83 |
| 2301827 | STAPLES BUSINESS ADVANTAGE | 295.83 |
| 2301828 | STAPLES BUSINESS ADVANTAGE | 464.22 |
| 2301830 | FLEET FEET SPORTS | 1,363.04 |
| 2301831 | GREEN BUSINESS CERTIFICATION | 2,325.00 |
| 2301835 | ULINE INC | 797.65 |
| 2301838 | SAN BERNARDINO CCD | 3,600.00 |
| 2301840 | SCANTRON CORPORATION | 301.89 |
| 2301841 | ESTCO ENTERPRISES INC | 296.31 |
| 2301847 | STAPLES BUSINESS ADVANTAGE | 95.08 |
| 2301848 | STAPLES BUSINESS ADVANTAGE | 38.15 |
| 2301849 | STAPLES BUSINESS ADVANTAGE | 195.76 |
| 2301850 | STAPLES BUSINESS ADVANTAGE | 53.19 |
| 2301851 | CHAFFEY COMMUNITY COLLEGE | 250.00 |
| 2301852 | BEAUMONT CHAMBER OF COMMERCE | 75.00 |
| 2301856 | AIRGAS USA LLC | 10,000.00 |
| 2301859 | CALIFORNIA COMMUNITY COLLEGE COUNCIL FOR STAFF AND ORG DEV | 1,785.00 |
| 2301860 | COMMUNITY PLAYTHINGS | 1,234.82 |
| 2301863 | SAN BERNARDINO CCD | 292.75 |
| 2301865 | CALIFORNIA COMMUNITY COLLEGE ATHLETIC ASSOCIATION | 700.00 |
| 2301868 | SAN BERNARDINO CCD | 659.78 |
| 2301869 | EPPS, ETHEL | 25.00 |
| 2301871 | STAPLES BUSINESS ADVANTAGE | 543.53 |
| 2301872 | STAPLES BUSINESS ADVANTAGE | 50.16 |
| 2301874 | STAPLES BUSINESS ADVANTAGE | 477.48 |
| 2301881 | POCKET NURSE ENTERPRISES INC | 279.83 |
| 2301883 | SANTOS MANUEL STUDENT UNION OF CSUSB | 660.00 |
| 2301884 | GROWING INLAND ACHIEVEMENT INC. | 79.00 |
| 2301894 | CALIFORNIA COMMUNITY COLLEGE MEN'S BASKETBALL COACHES ASSOCIATIOI | 300.00 |
| 2301895 | PRO-ED INC | 498.08 |
| 2301896 | GENUINE AUTO PARTS | 1,443.85 |
| 2301902 | SAN BERNARDINO CCD | 771.25 |
| 2301905 | STAPLES BUSINESS ADVANTAGE | 225.46 |
| 2301906 | FISHER SCIENCE EDUCATION | 402.44 |
| 2301908 | CAROLINA BIOLOGICAL SUPPLY CO | 2,674.47 |
| 2301913 | OLYMPUS SCIENTIFIC SOLUTIONS AMERICAS CORP DBA EVIDENT SCIENTIFIC | 18,739.88 |
| 2301914 | STAPLES BUSINESS ADVANTAGE | 1,567.76 |
| 2301916 | ULINE INC | 915.47 |
| 2301917 | AMERICAN STUDENT GOVERNMENT ASSOCIATION LLC | 3,912.00 |
| 2301919 | SAN BERNARDINO CCD | 641.11 |

Purchase Order Report
October 13, 2022

| PO# | Supplier Name | Amount |
|------------|--|---------------|
| 2301921 | DICK BLICK HOLDINGS INC | 2,090.90 |
| 2301924 | STAPLES BUSINESS ADVANTAGE | 513.26 |
| 2301925 | STAPLES BUSINESS ADVANTAGE | 100.98 |
| 2301926 | STAPLES BUSINESS ADVANTAGE | 119.62 |
| 2301927 | STAPLES BUSINESS ADVANTAGE | 182.22 |
| 2301929 | CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL ED | 150.00 |
| 2301930 | ASSOCIATION OF COMMUNITY AND CONTINUING EDUCATION | 500.00 |
| 2301932 | SAN BERNARDINO CCD | 292.84 |
| 2301934 | SAN BERNARDINO CCD | 900.00 |
| 2301936 | SOUTH CAROLINA, UNIVERSITY OF, NATIONAL RESOURCE CENTER | 475.00 |
| 2301941 | CALIFORNIA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL ED | 275.00 |
| 2301948 | ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS | 385.56 |
| 2301952 | FLINN SCIENTIFIC INC | 871.17 |
| 2301956 | ROSE BRAND WIPERS INC | 668.05 |
| 2301957 | SAN BERNARDINO CCD | 380.63 |
| 2301962 | CALIFORNIA COMMUNITY COLLEGE WOMEN'S VOLLYBALL COACHES ASSOC | 170.00 |
| 2301963 | GRAINGER INC | 210.05 |
| 2301964 | GOWEN, LAURA | 54.24 |
| 2301966 | FILMTOOLS INC | 1,104.44 |

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: October 13, 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 October 13, 2022

[v.9.28.2022.p.2]2]

| Employee Name | Location Assignment & Department | Years of Service | Last Date of Employment |
|---|----------------------------------|------------------|-------------------------|
| Gonzalez, Procoro Professor, Machinist <i>Note: Employee resigned before class started. Worked from 8/9/22-8/23/22</i> | SBVC Machine | 0 | 08/23/22 |
| Lara, Anson College Police Officer | DSO Police | 1 | 09/30/22 |
| Mata, Susanne Director, Workforce Development (DSN-ICT/DM) | DSO EDCT | 6 | 10/07/22 |
| Navarro, Silvia Payroll Assisant | DSO Payroll | 0.5 | 09/13/22 |
| Pinedo, Vanessa Custodian | CHC Facilities | 6 | 09/30/22 |

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: October 13, 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.

Lynette Davis, Account Technician, CHC

Lynette Davis has submitted a letter of intent to retire effective October 28, 2022, after 18 years of service with the District. Lynette was hired in September 2004 as a short-term employee for the Police Department. In May of 2005, she was hired as a full-time Account Clerk I for CHC Campus Business Office. In July of 2010, she was reclassified to an Account Clerk II in the same office. In August of 2017, her position was reclassified to an Account Technician. She has remained in this capacity for the remainder of her career.

Dawn Donaldson, Library Media Clerk, CHC

Dawn Donaldson submitted a letter of intent to retire effective October 16, 2022, after 15.5 years of service with the District. Dawn became a Library Media Clerk for SBVC in May 2007. In August of 2012, she transferred to CHC as a Library Media Clerk. She remained in this capacity for the remainder of her 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: October 13, 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 October 13, 2022

[v.9.21.2022.p.2]3]

| | Location Assignment | Department | From | To |
|-------------------------------|---------------------|-----------------------|----------|----------|
| Aguilar, Jaileen | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Alvarez, Paulina | SBVC | Art | 10/14/22 | 06/30/23 |
| Andres, Abigail | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Battle, Demetric | SBVC | Women's Basketball | 10/14/22 | 12/31/22 |
| Booker, Sharee | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Buyard, Antonio | SBVC | Art | 10/14/22 | 06/30/23 |
| Contreras, Nester | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Cruz, Kenia | SBVC | Art | 10/24/22 | 06/30/23 |
| Cruz-Anastacio, Aileen | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Cuevas, Kimberly | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Davila, Henry | SBVC | Softball | 10/14/22 | 12/31/22 |
| Delgadillo, Ruben | SBVC | Art | 10/14/22 | 06/30/23 |
| Dotson, Juwan | SBVC | Football | 10/14/22 | 12/31/22 |
| Ference, Jacob | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Fernandez, Charlie | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Gaeta, Luis | SBVC | Softball | 10/14/22 | 12/31/22 |
| Gongora, Priscilla | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Gregory, Amber | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Huerta, Jasmin | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Ibanez, Diana | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Kozlov, Sviatoslav | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Landazuri, Angel | SBVC | Baseball | 10/14/22 | 12/31/22 |
| Lizarraga, Julianna | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Lopez, Fernando | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Martinez, Darianna | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Mejia, Isabell | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Pacheco, David | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Pulido, Lolita | SBVC | First Year Experience | 10/14/22 | 12/23/22 |

**Ratification: Volunteer was recently made available and, in order to fulfill the needs of the department, the department is requesting to being work at the beginning of the semester.*



Volunteers

Presented for Information October 13, 2022

[v.9.21.2022.p.3]3]

| | Location Assignment | Department | From | To |
|-------------------------------|---------------------|---------------------------|----------|----------|
| Quinonez, Bianca | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Reynaga, Anthony | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Samano, Serenity | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Swafford, Desiray Luna | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Thomas, Lamari | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Thomas, Shyneese | SBVC | Women's Basketball | 10/14/22 | 12/31/22 |
| Torres, Alvaro | SBVC | Art | 10/14/22 | 06/30/23 |
| Ward, Jacquelyn | SBVC | Softball | 10/14/22 | 12/31/22 |
| Webb, Malcolm | SBVC | First Year Experience | 10/14/22 | 12/23/22 |
| Zepeda, Thomas | SBVC | Art | 10/14/22 | 06/30/23 |
| Dale, Tanya | CHC | Institutional Advancement | 10/14/22 | 06/30/22 |
| Badger, Carolyn | DSO | KVCR | 10/14/22 | 12/31/22 |
| Tivey, Jaxon | DSO | KVCR | 10/14/22 | 12/31/22 |

**Ratification: Volunteer was recently made available and, in order to fulfill the needs of the department, the department is requesting to being work at the beginning of the semester.*



BOARD OF TRUSTEES REPORT



Photo: CHC Fire Academy 107.

Crafton Hills College's Fire Academy Receives \$1.8 Million Boost from San Manuel Band of Mission Indians

Crafton Hills College has identified Public Safety training as a critical priority due to a severe shortage of trained professionals in the community. One reason for this shortage is the high-cost students must bear to qualify for positions in emergency medical services and firefighting. Each year Crafton Hills College's Fire Academy cadets struggle to meet the out-of-pocket costs for uniforms, equipment, supplies, testing, licensing, and certifications.

The goal for Crafton Hills College (CHC) is to recruit a diverse cadet pool for its fire science and paramedic programs, but low-income students are often unable to afford the cost of participating and becoming certified and licensed.

The San Manuel Band of Mission Indians will invest \$1.8 million in the CHC Fire Academy. This contribution will help people facing financial barriers to higher education and training, including those from

underserved populations, the unemployed or underemployed, and women. This way, San Manuel will substantially increase its support of programs that create pathways

“One of the greatest assets we have as a college is the support of our community and partnerships with extraordinary organizations.”

to a better future through education and training.

“One of the greatest assets we have as a college is the support of our community and partnerships with extraordinary organizations, such as the San Manuel Band of Mission Indians. We are humbled by their generosity and shared interest

in building a talented and diverse first responder workforce,” said Crafton Hills College President Dr. Kevin Horan.

The grant will allow students to focus on their training and alleviate some financial hardships. This support will help CHC recruit more diverse students into these programs, which will ultimately help our communities by providing the trained personnel needed to fill open positions.

“We are grateful to the San Manuel Band of Mission Indians for their generous support of our local students,” said San Bernardino Community College District Chancellor Diana Rodriguez. “The Crafton Hills College Fire Academy opens doors to good-paying jobs for our graduates. This gift will help build a diverse workforce of firefighters who will combat California's wildfires and keep our communities safe.”

San Manuel's \$1.8 million Fire Academy grant will be the largest gift ever received by the CHC Foundation. It will directly support the CHC Fire Academy's objective to create a more diversified cadet pool.

The donation comes at a time when updated industry standards have resulted in increased program costs to a point where cadets are expected to pay more out-of-pocket to complete the 18-week course.

“I have never seen in my entire time at Crafton a grant this large for a program like ours,” said Academy Chief Mike Alder. “It is a tremendous shot in the arm for the Academy and the cadets.”

“It has been an honor to partner with Crafton Hills on both financial support and recruitment,” says San Manuel Band of Mission Indians Vice-Chairman Johnny Hernandez Jr. “Every person should be able to follow their dreams regardless of their financial situation. The Tribe is excited to hear this may close the gap between diverse communities and access to following their dreams in firefighting.”

Continued From Page 1

Crafton's Fire Academy is one of the premier fire academies in the Southern California region designed to meet requirements for Firefighter 1 and 2 certifications. Offered twice a year – once in the fall and again in the spring – the program tests cadets on leadership, communication, physical fitness and what to expect in the field of fire service through hands-on training. About 30 cadets participate in the program each term.

College officials applied for the grant

in December 2021 with support from the Crafton Hills College Foundation, a nonprofit that looks to advance the educational, career, and personal successes of Roadrunners through engagement and learning.

"The grant from San Manuel will support the academy's efforts over the next five years," said Alder.

"This grant opens up doors for those who are currently at a financial disadvantage to

go through the program," he said. "It has always been our goal to increase diversity not just in our program, but the service industry as a whole."

"I was getting real concerned about the program because costs were going up. I kept asking myself 'What are we going to do?' 'How are going to fix this?', and then San Manuel comes to the rescue," he continued. "I feel a lot better about the program's future now, and I couldn't be happier."

Crafton Educator Talks Social Justice in New Online Blog Interview

A recent interview in the blog, "Heart-Head-Hands: Everyday Living for Justice," puts a Crafton Hills College (CHC) educator at the head of the table.

Chloe de los Reyes, an assistant professor of English at CHC, spoke with blog creator and writer Beth Godbee about her work and dedication to lifelong learning and the importance of social justice.

"This is such a momentous time – the COVID-19 pandemic, Black Lives Matter movement, and persisting violence against API (Asian Pacific Islanders), among many other ongoing injustices. This time has really spurred a reawakening in me, and I'm guessing, in many others," de los Reyes told Godbee in the writeup published earlier this month.

"Heart-Head-Hands" is an online space for "learning and unlearning, writing and striving toward justice – social, racial and environmental justice," according to the blog's "About Us" space. The idea is to encourage readers and social justice advocates to make "commitments to justice actionable in everyday life," it continues.

Godbee, a fellow educator and former professor, has broken the space down into eight categories of learning that include

practicing everyday feminism, striving toward racial justice and downloadable vegan recipes. Overall, Godbee hopes readers weave through the material with "deeply relational, ideological and spiritual" thoughts.

Both de los Reyes and Godbee have known each other for close to two decades and have kept in touch over the years because of their "shared commitments," says Godbee.

De los Reyes is honest with her answers to Godbee's questions, speaking freely about her experiences moving from the Philippines to California at the age of 12.

"And as you can imagine, this was such a significant moment in my life," shared de los Reyes. "I spoke English because it was widely spoken in the Philippines (we were colonized by the U.S.). But when I arrived in the U.S., folks readily pointed out my accent or the 'funny' ways I used English. It always made me feel really bad."

"So, at a young age, I became acutely aware that language is currency in America, and I needed to pay extra attention to it. This eventually led to a degree in Composition Studies," she continued. "At first, my motivation for going into Comp Studies



Photo: Chloe de los Reyes.

was because I wanted to fix myself – my English – but slowly I started to realize the deep connections among language, identity, culture, and power. I realized how important it is for people to think differently about language and, most importantly, to understand that difference is not deficiency."

To read de los Reyes' full interview, along with remarks about Godbee's reactions to the chat and their friendship, go to heart-head-hands.com/chloe-de-los-reyes.



Photo: Para-athletes Connor Gioffreda, 23 of Baltimore, MD., and Matthew Torres, 21 of Fairfield, CT.

Annual California Classic Puts Spotlight on Para-Athletics

Swimmers with physical or intellectual limitations at all ability levels – from new swimmers to Paralympic hopefuls – took center stage at the annual California Classic for para-athletes.

The two-day swimming event – held September 17 and 18 at the Crafton Hills College (CHC) Aquatics Center – invited these athletes to put their skills to the test in various events. But the main attraction was athletes encouraging one another to the finish line.

This year's entries included athletes Jamal Hill, Matthew Torres, and Han-nah Nelson who competed in the 2021 Tokyo Paralympics. Torres, pictured above, brought home the bronze medal from Tokyo in the 400-meter freestyle.

"It's absolutely fabulous," said Colleen Clifford of Atlanta, GA. "My son is an S2 athlete (a class for participants who have limited use of their arms, and no or extremely limited use of their hands, legs and trunk), and to see him swimming alongside the [Paralympic] medalists competing here today, it's exciting to see where he can go."

Since 2015, CHC has partnered with

U.S. Paralympics to host the event, and its community of volunteers who lend their time to help athletes in and out of the water, time events or do other much-needed tasks to make the event successful.

Nathan Manley, the Director of U.S. Paralympics, said the event not only serves as a new or reintroduction to para-athletics

“Everyone here is faced with unique circumstances, but everyone here wants to see everyone happy.”

but also allows seasoned athletes an opportunity to share the deck, engage and take on a mentorship role with others.

"The athletes here are probably less concerned about performance and hopefully equally engaged about meeting people and creating relationships," he explained.

Among that bunch was 11-year-old Chloe Cederholm of Salt Lake City, Utah, an ambitious athlete who has her sights on becoming a future Paralympic participant and pediatric surgeon.

Diagnosed with McCune-Albright Syndrome, a rare disorder that affects bones, skin and hormone-producing tissues, Chloe found out she could not run or jump, which meant participating in some sports she loved was not possible. But then, when she was six years old, she found the water, and she never looked back. As events continued throughout the morning on September 17, Chloe was focused on doing her best.

"When I'm in the water, I always just try to go. I try to get every step down to get a good race in," she said. "When I'm swimming longer races, like the butterfly, I play a song in my head to make it through, a fighting song."

After Chloe finished her event, a huge smile would not leave her face. Nor her dad's as he waited to get the post-race stroke-by-stroke account.

"I never thought I'd have a swimmer in my family because I sink whenever I go into the water," Chloe's dad, Wayne Cederholm, said with a chuckle. "But now I've taken up swimming a lot so I can see what she's going through, and it just makes me super excited to see that she's willing to put in the work."

Another perk for dad is watching other para-athletes rally around Chloe.

"It was really special to have all of these people come and give her a big hug and treat her like they've known her her entire life," Cederholm said. "Everyone here is faced with unique circumstances, but everyone here wants to see everyone happy."

Some athletes will move on to similar competitions held across the nation this year and beyond while others will set their sights on future summer Olympic Games in France (2024) and Los Angeles (2028). To learn more about Team U.S.A. and what's to come, visit teamusa.org.

To volunteer for next year's California Classic, contact Heather Chittenden, Crafton's athletic director, by email at hchittenden@craftonhills.edu or by phone at 909-389-3605.



Photo: CHC Honors students.

Honors' Fall Meet-and-Greet

On August 26, most of Crafton Hills College's current Honors students (70 of 95) attended the Honors Institute's first in-person meet-and-greet since January 2020. The event, planned by Honors ambassadors Dakota Erwin, Noah Hensley, Rachel Kanter, and Kyo Watanabe, was the largest gathering of Crafton's Honors students in memory.

Honors Coordinator Judy Cannon spoke briefly about Honors requirements and opportunities, and Debbie Bogh, the Honors counselor, shared details about preparing for transfer; the UCTAG program, and the UCLA TAP transfer program, both of which is available only to students who have completed all the College's Honors requirements and assure acceptance of

transfer. The students enjoyed lunch thanks to support from the CHC Foundation, played a competitive game of Jeopardy, learned how hard it is to put together a 100-piece puzzle without "the big picture" for guidance (kind of like life), and got to know each other a little better.

Off-Campus Access to Library Databases

!!! Great News !!!!

Say hello to using your district login to access library databases beginning Monday, September 19

Questions? clrdesk@craftonhills.edu



CHC Library Improves and Expands Services

CHC students will now find using library databases even easier. As of September 19, students are now able to use their District login (same as for Canvas) to access online library resources such as eBooks, articles, and databases. This improvement removes barriers for students who can now access library resources from off-campus.

In addition, 24/7 research help is now available via an Ask a Librarian link on the webpage. In May, the CHC library launched a chat service that allows students to get research help 24 hours a day, 7 days a week through services provided by the California Community College's Co-Op.



Photo: CHC employees attend training.

Together We Are Roadrunners Training and Team Building

Thirty-three CHC employees participated in a three-hour customer service professional development activity on September 23. The goal of this training, presented by Elsa Marquez, from the Leadership Consultancy, was to create an

enhanced culture of service by inviting participants to share ideas and suggest innovations. Ideas presented by the group included having a virtual campus tour, better communication across campus, cross-department training on policies and

procedures, and building community to engage with students.

The activities emphasized the need for personal responsibility and cooperation in service to others to create a welcoming, supportive environment for our students. Among the attendees were five new completion coaches who attended the training at the end of their first day on the job. These new team members, who are also recent alumni of CHC, will be working directly with students through the counseling office. Their perspectives added to the mix of concepts from those who have worked at the College and allowed the groups to delve into ways that we can better serve students.

Groups explored opportunities to improve the customer service experience. Each group reported ideas on what the College could achieve by working through barriers and how staff can leverage time and resources to better serve students. The interactive session provided new approaches and techniques that lead to full engagement and the achievement of excellence in customer service on campus and when representing the institution in the community.



Photo: CHC Men's Water Polo Team.

CHC Water Polo

Crafton Hills College Men's Water Polo played their first home game on September 7 against Chaffey College. Crafton had a

strong lead at halftime and everyone on the team got playing time.

The Crafton Roadrunners posted their best period of play in the fourth, posting a huge margin over the Chaffey Panthers to extend their lead to a final score of 17-5.

The crowd was full of spectators from both campuses and cheered from the first swim off to the end of the match. Excitement filled the stands with each goal Crafton scored. Their hard work didn't end in the water as the team proceeded to tear down the pool deck. It was a great start to the season. Please come and support their upcoming games at home on:

October 5 Men's 2:00 p.m., Women's 3:30 p.m. vs. Grossmont

October 7 Women's 8:00 a.m., Men's 9:00 a.m. vs. Santa Monica and El Camino

Captain Michael Orland Scholarship Awarded to CHC Fire Cadet Grace Shumate

Mike Orland, a graduate of CHC Fire Academy #34 and retired paramedic fire captain for the San Manuel Fire Department, passed away on September 4, 2021, at the age of 54. Orland was diagnosed with stage IV kidney cancer in 2019 and began awarding scholarships to cadets in the CHC Fire Academy in 2020 as a legacy for a career and program he cared deeply about.

Orland left an endowment that the CHC Foundation will use to continue awarding the Michael Orland Endowed Scholarship in his memory. This scholarship will be awarded to one cadet in each academy who has had to overcome significant challenges; displays the necessary courage, perseverance, and tenacity that it takes to be a firefighter; demonstrates a history of civic mindedness through giving back to their community, volunteering, and being a good person; possesses personal characteristics of selflessness and kindness; and has a selfless and humble attitude.

Mike Orland's mother, Margie Orland, presented the scholarship for the first time since his passing to a cadet in Academy 107

on September 16.

Orland addressed the 29 cadets stating, "I'm really honored to be here today to speak to all of you and proud to represent Michael and what he expected of his career and the future of all of yours."

"I was very impressed with all three candidates, but there was one that was just so outstanding with how that person perceived being a firefighter," Orland continued. "Today, I would like to recognize Grace Shumate."

Orland explained that a firefighter poem written by Shumate and attached to her application was a factor in her selection, saying, "My heart just went out because you shared the essence of what it really means to be a firefighter. Your resume was filled with educating yourself and dedicating yourself to others who want to be part of the firefighter experience. Everything that you have shared with me was exactly what Mike would have expected from someone to receive this scholarship."

Shumate was honored to receive the scholarship. "As I strive to become a



Photo: Margie Orland and Grace Shumate.

firefighter, I want to emulate his [Mike's] compassion, his kindness, his work ethic, and his love for others and the outdoors," stated Shumate.

Orland said of Shumate, "I was amazed with the poetry, essay and resume of Grace Shumate. She is a dedicated young lady who will go far in her career as a firefighter, and Michael would have been proud of her."



Photo: CHC Art Gallery exhibit.

Art By Us Exhibit Features Works by CHC Faculty and Staff

On September 14, the CHC Art Department launched the Fall 2022 exhibition *Art by Us: Creative Works by Crafton Hills College Staff & Faculty* with an artist reception to showcase the creative works of staff and faculty members. All the works on exhibit were created by Crafton staff and included a variety of poetry, photography, painting, drawing, cake making, ceramic sculpture, knitting, leather carving, 3D printing, digital sculpting, mixed media, and assemblage.

The artist reception was open to the entire Crafton campus as well as friends, family, and colleagues of the artists. During the

reception attendees were introduced to the artists and encouraged to ask questions. Librarian Krista Ivy was asked by students to share her creative process in detail. She happily obliged, going as far as sharing how she sources materials.

Fine Arts Department Chair Renée Azenaro and Art Lab Technician Michael Bedoya were on hand to help attendees with any questions and provide additional resources to students interested in the College's art programs.

The exhibit was open from September 6 through September 27.



Photo: Bill Ahlborn (center) with some lecture attendees.

Lunch and Learn Lecture with William Ahlborn

William (Bill) Ahlborn is an alumnus and retired adjunct faculty member from Crafton Hill College. He is a veteran and purple heart recipient from the battle of the bulge in WWII, and a dedicated donor and friend to the College.

Ahlborn has conducted desert field trips for three universities and multi-day desert explorations for 17 years. He has traveled to 150 countries, all 50 states, all seven

continents, and around 400 national park units. Bill has a love for geography and earth science and continues to travel the world even into his late 90's.

Ahlborn reached out to the College and asked to lead a lecture titled "What is a Desert?". Students, employees, and community members were invited to bring their lunch and learn during the one-hour event at noon on September 7, 2022.

Integrating humor into his teaching, Ahlborn began speaking to the audience of over 50 attendees stating, "One way or another, let's find out, what is a desert. If you already know the answer, don't blurt it out because then I'll have to fill in the rest of the time with 97-year-old year old humor and you would not want to go through that."

Ahlborn provided an interactive opportunity for audience members to react to questions about things people typically associate with deserts including cactus, palm trees, snakes, heat, and rainfall. Ahlborn spent time discussing facts about the four major Deserts in North America and many he's visited around the world. At the end of the lecture, one audience member guessed correctly that the largest desert on Earth is Antarctica. Ahlborn eliminated some of the myths surrounding deserts and that the one thing all deserts have in common is that they receive no more than 10 inches of precipitation per year.

Audience members surrounded Ahlborn following the lecture to thank him for the information, ask follow up questions, and pose for a few photos.



Photo: New CHC Completion Coaches.

CHC Adds Five Completion Coaches to Assist Students

Crafton is bringing additional resources to students in the form of Completion Coaches. Completion Coaches will work

with students one-on-one in coaching sessions that are designed to educate them about college-wide resources and develop

a personalized pathway to completion. All the coaches are Crafton alumni who have successfully completed their goals at Crafton. Additionally, they understand the demands of being a college student as they are all in the process of completing their undergraduate and postgraduate degrees at local universities.

Students will be able to meet with their completion coaches in person or online to discuss career programs or transfer opportunities, academic planning, goal setting, strategies to improve time management and organization, transitioning to college, managing college and work-life balance, understanding college policies and procedures as well as encouraging campus engagement. On their first day the coaches were given a behind-the-scenes campus tour and attended a customer service workshop where they were introduced and given a warm welcome.



Photo: Faculty and staff at opening celebration.

Hispanic Heritage Month Celebrations at CHC

Crafton Hills College kicked off National Hispanic/Latinx Heritage Month by inviting students to celebrate Hispanic and Latinx cultures in the quad on September 14.

National Hispanic Heritage Month celebrates the histories, cultures and contributions of American citizens whose ancestors came from Spain, Mexico, the Caribbean and Central and South America. The observation started in 1968 as Hispanic Heritage Week under President Lyndon Johnson and was expanded by President Ronald Reagan in 1988 to cover a 30-day period starting on September 15 and ending on October 15.

CHC Latinx Faculty, Staff, and Administrators set up a *Bienvenida* booth to welcome all

students to the festivities. Dr. Christopher Olivera, Professor of Microbiology, gifted students embroidered masks imported from Yucatan. Special Guest DJ Cinema provided a rhythmic soundtrack and played various genres of Latin music like Bachata, Cumbia, Salsa, Reggaeton, Mexican Regional and Rancheras. Students and staff made song requests for artists like Bad Bunny, El Alfa and Grupo Firme.

The festivities also included tasty tacos and refreshing traditional *aguas frescas*. The celebration helped Crafton promote educational equity by celebrating the Hispanic/Latinx cultures and highlighting their contributions to the greater community.

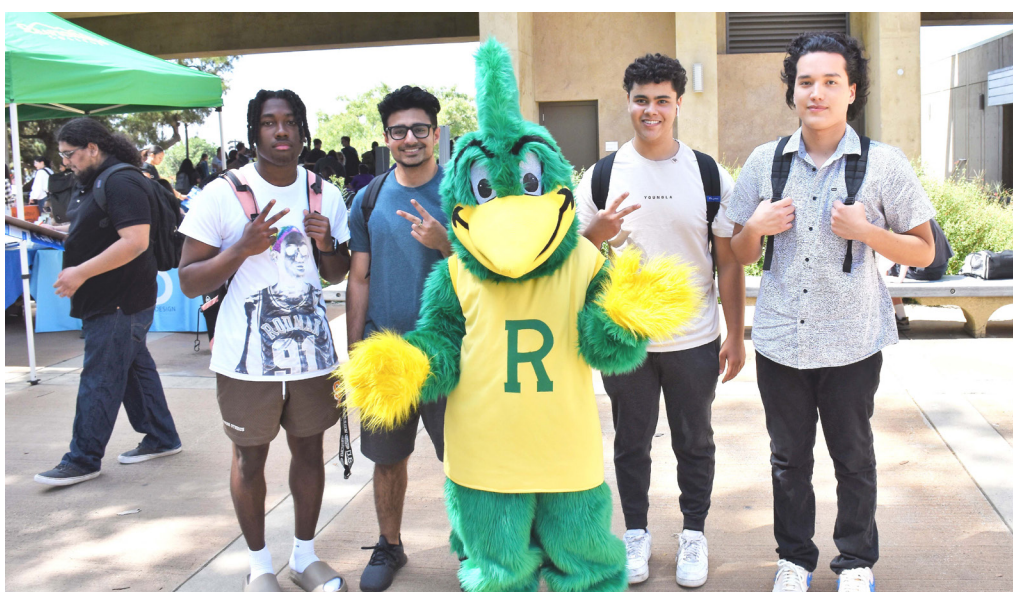


Photo: Students with Ryker at Transfer Fair.

Transfer center coordinator, Mariana Macamay was especially grateful for the professors who walked their students to the fair. "It shows their commitment to connecting their students to resources outside the classroom and to help students move forward in their educational goals."

Many of the universities gave in-person demonstrations for students and provided helpful information for those looking to transfer. A few eager students even applied for provisional admission to the institutions of their choice on the spot to help their chances of future acceptance.

The UTC simultaneously held additional workshops at the Transfer Center during the fair. These two workshops covered two specific transfer options: the University of Redlands' Promise program, which provides free tuition for Cal Grant eligible students, and how to transfer to UC Santa Barbara under its Transfer Admission Guarantee. The UTC is dedicated to increasing student awareness of transfer opportunities and encouraging students to reach their full potential while at Crafton to ensure they are prepared for whatever transfer path they take.

Hundreds of Students Visit CHC's Transfer Fair

On September 14, the Crafton Hills College (CHC) University Transfer Center (UTC) hosted an in-person transfer fair with 25 college representatives from California State University, University of California, private, out-of-state, and even global universities.

Hundreds of students attended to receive information first-hand from representatives

about their respective institutions. The CHC student body came out in full force and asked questions about the admission process, what factors could help their application get accepted, attendance costs, majors available, housing, financial aid/scholarship opportunities, paid internships, major-to-career opportunities, and campus life.



Photo: CHC employees, students, and community members celebrate CHC's 50th anniversary.



Photo: Theatre students and faculty at their booth.



Photo: CHC employees pose under balloon arch.

CHC Celebrates 50th Anniversary

On September 11, 1972, Crafton Hills College (CHC) welcomed its first students as the second college in the San Bernardino Community College District (SBCCD).

For fifty years, CHC has provided added capacity to serve Yucaipa, Redlands, and other east valley communities with high quality two-year college programs for transfer to four-year colleges and certificates of completion leading to employment.

Since its opening, CHC has enrolled

189,485 students and awarded 17,277 degrees and 14,547 certificates (as of spring 2022).

In celebration of the 50th anniversary, Crafton Hills College invited the campus and community to commemorate this milestone in the campus quad on September 12, 2022.

Attendees were asked to wear green and gold while they enjoyed music, visited information booths, played games, and

were treated to sweets and giveaways. Activities included a group photo at noon, a visit with the College mascot, a scavenger hunt, tree planting, timeline signing, and the collection of items for inclusion in a time capsule set to be opened in September 2072. This event was sponsored in part by the CHC Foundation.



Economic Development & Corporate Training



Monthly Board of Trustee's Report | OCTOBER 2022

EDCT Partnership with Communications Test Design, Inc (CTDI)



Photo: Team building training with CTDI leadership team.

On September 6 and 8, 2022, San Bernardino Community College District's Economic Development and Corporate Training (EDCT) delivered a Teambuilding training to sixteen Communications Test Design, Inc (CTDI) employees at their Rialto facility. This 16-hour program provided the tools needed for leaders to develop and maximize their team's effectiveness. Participants learned team styles, different team roles, how to lead effective meetings, and ways to build and design successful teams.

The Employment Training Panel (ETP) program supports business skills training, including Teambuilding, and provides funding to upskill incumbent workers. Companies benefit from this training as this program supports a balanced workplace and productive teams. CTDI continuously encourages and invests in the professional development of their employees through their active participation in the ETP program.



Photo: CTDI leadership explored how to "mind map" to improve their teams effectiveness.



Photo: CTDI participants earned certificates of completion from SBCCD EDCT.

Daniel Lee, who works as a Branch Manager for the Rialto facility, expressed, "As a result of this training, I have acquired new skills such as providing feedback, assessing the needs of individuals, delegation, and servanthood. This training will help me in my current job by being a more effective leader to serve others." CTDI and SBCCD EDCT plan to coordinate more programs in the near future!

Economic Development & Corporate Training



Monthly Board of Trustee’s Report | OCTOBER 2022

Phenix Technology Celebrates 50 Years of Excellence



Photo: Phenix Technology’s 50th anniversary celebration and ribbon-cutting in Riverside, CA.

Economic Development & Corporate Training (EDCT) was honored to attend Phenix Technology, Inc.'s 50 years of business celebration of being in business for 50 years and the grand opening of their new location on Thursday, September 1, 2022. Phenix Technology, Inc. is a small, local manufacturer in Riverside, CA. They specialize in producing safe, ergonomically designed firefighter and first responder helmets for all. In addition, their facility houses the Firefighter History Museum, which features one of the largest collections of fire helmets and firefighter-related memorabilia worldwide.

Phenix Technology values its employees' professional and career development. They are long-term partner with EDCT, participating in worker training programs for over eight years. Through the Employment Training Panel (ETP) program, Phenix Technology Inc.'s employees have received advanced skills training in numerous topics, including leadership, computer technology, and continuous improvement. ETP is a business and labor-supported state agency that funds vocational training for qualifying businesses and their employees in California. ETP supports employers in developing employees' essential workforce skills, closing skills gaps, and remaining competitive in the global economy.

Phenix Technology, Inc. has a rich history dating back to 1972 when it was established by fire captains Ronny Coleman and Ray Russell. At their anniversary event, the company was recognized by local representatives and industry partners for 50 years of service and excellence.

Angel Sanchez, Jr., CEO, spoke of the company's investment in their employees' professional and personal development. Every Phenix employee receives at least 30 minutes of paid development time daily. Additionally, the company advocates creating opportunities for individuals with barriers to employment and locally resourcing products and suppliers.



Photo: EDCT Staff, Evelyn Briones, Wendy Lester, Angel Sanchez Jr., CEO of Phenix Technology, Inc., and Deanna Krebbiel

Sanchez, Jr. previously commented on the successful partnership between the company and EDCT, "Partnering with SBCCD has enabled us to provide unprecedented opportunities for our members. As a small family business, we struggle to provide professional, effective, and valuable internal learning opportunities for our members. The diverse offerings of SBCCD have greatly enhanced our ability to assist in the development of our entire workforce."

EDCT looks forward to continuing the collaboration with Phenix Technology Inc. to extend training opportunities to their employees. Through partnerships like these, EDCT supports businesses and organizations in developing a skilled workforce within the Inland Empire. EDCT is excited to build collaborations such as this between businesses and the state to build a thriving, local economy.



Photo: Fire helmets manufactured by Phenix Technologies, Inc.



KVCR Update

OCTOBER 2022

Around SBCCD

KVCR Fall Interns, Work Study Students and KVCR Staff participated in the re-enactment of Lopez v. Seccombe, a civic engagement event held at the famous Mitla Café.

The San Bernardino Superior Court and San Bernardino / Riverside American Board of Trial Advocates presented a free program for students, teachers and educators as part of the James Otis Lecture series. Decided in 1944 in the City of San Bernardino, the case desegregated city parks and recreational facilities, specifically the Perris Hill "plunge" or pool, setting precedent and influencing the landmark Supreme Court decision of Brown v. Board of Education in 1954. KVCR filmed the event and will distribute on Broadcast TV, Mobile App and Website.

Celebrating Hispanic Heritage Month. KVCR Social Media will promote six lectures from the SBVC Arts, Lectures & Diversity Committee, in partnership with SBVC Student Equity and CHC Hispanic Heritage Month Planning Committee.

KVCR receives \$25,000 Grant from the Frieda Berlinski Foundation. The Frieda Berlinski Foundation strives to serve and educate communities of all sizes by providing funding for quality public broadcasting programs. Grant funding will support season two of [Expressions of Art](#) an educational program KVCR created for the Inland Empire Community.

Local Elementary School invites KVCR to Career Fair. KVCR staff visited Newmark Elementary and spoke about Public Media and how SBCCD-KVCR & FNX support the community.

Around the Community

KVCR Radio sponsors VIBE Festival of Wellness at the University of Redlands.

Members of the KVCR Radio staff were on site with a booth promoting all things KVCR during the Festival 5K and Family Fun Run event. Participants immerse themselves fully in a customizable day of health and wellness while enjoying the very best the Inland Empire region has to offer in food, art, and music.

KVCR Director of Operations Tony Papa spoke at the first annual Early Literacy Summit at Cal State San Bernardino.

The Summit's purpose is to provide district and agency leaders, early learning partners, and community members with an overview of the early literacy projects being leveraged across San Bernardino County to support California's historical [Early Literacy Campaign](#). KVCR's children's show *Learn with Me*, a biliteracy public television program currently in production with the San Bernardino Superintendent of Schools office, is part of a collective effort to raise the bar for literacy through the countywide Vision2Read initiative.

Latest Announcements

KVCR FM brings on *Asian View*, a daily two-minute news segment, to its weekly News lineup. The news segment will air Monday through Friday at 2:19 a.m., 5:19 a.m. and in the coming weeks at 11:04 a.m. Produced by NHK WORLD-JAPAN, *Asian View* features the latest news and deep analysis from Japan and the rest of Asia. Listen to *Asian View* and get the latest information from a region that's playing an increasingly important role in the world.

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

[KVCR COMMUNITY CALENDAR](#)

FNX - 24.2 - OVER THE AIR

Cable: Frontier FiOS, Spectrum, AT&T U-verse
Live Streaming: Localbtv
Nationally: 23 affiliates broadcasting in 26 states

DESERT CITIES - 24.3 - OVER THE AIR

Cable: Frontier FiOS

CREATE - 24.4
Over the Air



KVCR Update

OCTOBER 2022

Balance Sheet As of 8/31/22

| | KVCR | FNX |
|---------------------------------|------------------|------------------|
| Assets | | |
| Cash in County Treasury | 2,557,814 | 133,705 |
| Accounts Receivable | 11,554 | 14,597 |
| Estimated Revenues Receivable* | 50,000 | - |
| Interfund Receivables | - | - |
| Prepaid Expenses | 190,947 | 186,853 |
| Other Assets | 33,534 | - |
| Total Assets | 2,843,849 | 335,155 |
| Liabilities | | |
| Accounts Payable | 74,552 | 15,047 |
| Temporary Loans [^] | - | 1,157,014 |
| Deferred Income | 914,369 | - |
| Health and Welfare | 13,423 | 2,808 |
| Other Miscellaneous Liabilities | 3,065 | 471 |
| Total Liabilities | 1,005,409 | 1,175,340 |
| Fund Balance (August 31) | 1,838,440 | (840,185) |

[^] FNX temporary loans from FY20 and FY21 due to end of San Manuel grant.

* Estimated per bank statements as of August 31, 2022

Estimated Revenues & Expenditures For 2 Months Ended 8/31/2022

| | KVCR | FNX |
|-------------------------------------|------------------|-----------------|
| Revenues | | |
| Contributions and Grants | 189,173 | - |
| AB 132 Funding | - | - |
| Underwriting | - | 14,149 |
| Rentals and Leases | 5,435 | - |
| Estimated Revenues* | 50,000 | - |
| Interest Revenue | - | - |
| Transfers In--PARS Endowment | - | - |
| Total Revenues | 244,609 | 14,149 |
| Expenditures | | |
| Classified Salaries | 317,217 | 43,856 |
| Employee Benefits | 130,894 | 20,045 |
| Books and Supplies | 9,015 | - |
| Services and Operating Expenditures | 665,682 | 14,406 |
| Capital Outlay | - | - |
| Interfund Transfers Out-SBCCD | - | - |
| Total Expenditures | 1,122,808 | 78,307 |
| Revenues Less Expenditures | (878,199) | (64,158) |

* Estimated per bank statements as of August 31, 2022

PRESIDENT'S BOARD OF TRUSTEES REPORT

The background of the cover is a photograph of a building's entrance at dusk. The building has a central doorway with a dark door, flanked by columns. A large, rounded bush is in the foreground to the right. The sky is a deep blue, and the building's lights are on, creating a warm glow. The title text is overlaid in large, white, bold, sans-serif font.

The President's Monthly Report to the
Board of Trustees, Campus & Community

October 2022

SBVC HOSTS FIRST BLACK TO SCHOOL EVENT TO SHOWCASE BLACK EXCELLENCE



BLACK TO SCHOOL NIGHT HIGHLIGHTS THE BLACK STUDENT EXPERIENCE AT SBVC

At Black to School Night, the spotlight was on the programs, services, resources, and educational opportunities available for Black students at San Bernardino Valley College.

The Sept. 14th event celebrated all things exemplifying Black excellence, with attendees learning more about clubs like Umoja-Tumaini and BROTHERS and hearing from the Black Faculty & Staff Association (BFSA) on steps being taken to address concerns related to Black student success in higher ed and ways to strengthen ties with the greater community.

"Black to School Night is just the beginning," EOPS/CARE counselor Keenan Giles said. "The goal is to create a pipeline for change and improvement,

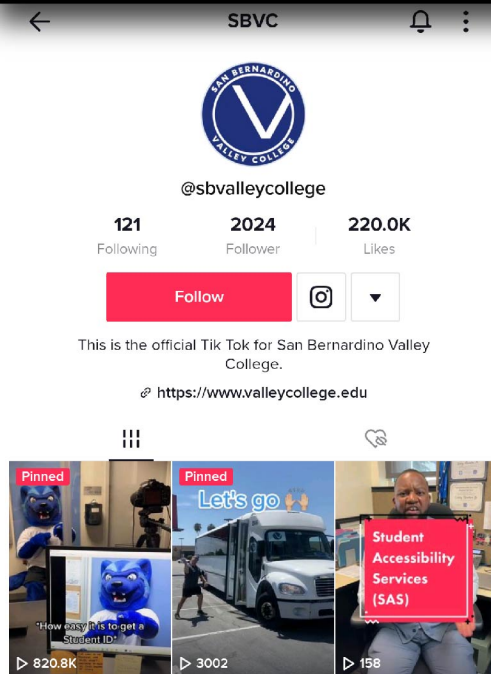
and leveraging relationships with allies and those that genuinely care about the lives and success of all of our students, families, and community members."

BFSA is committed to "not only having a seat at the table, but a voice in the discussion and influence in the decision-making process," Giles said, and Black to School Night was a "kick off to a renewed commitment to the creation of a culture that is truly embracing ideas of 'diversity, equity, inclusion, and belonging.'

This, and all events to follow in the spirit of this event, is about putting action to words, as we realize action is everything."

H I S P A N I C H E R I T A G E M O N T H

SBVC TIKTOK GOES VIRAL



In a short span of a few hours, the post jumped from around 100 views to 50,000 views and now currently sits at almost 1 million views!

The official TikTok account for San Bernardino Valley College went viral in mid-August thanks to the efforts of the social media team. The video was created after a request made by the Office of Student Life to highlight the process of obtaining student IDs. The short video followed Blue the Wolverine getting their student ID, while also showcasing the few easy steps to getting one. After about a day of the TikTok going live, the team started to see strong growth in views, likes and follows.

The SBVC TikTok account jumped from about 200 followers to over 1,000 in the timespan of a couple of days, with new followers coming from within the community but also across the country. SBVC's TikTok now has a guaranteed audience of over 2,000 followers, making SBVC the first college or university in the Inland Empire to reach that milestone. The social media team is excited to create more content to reach ever more future SBVC students and communicate the value of attending college.

SBVC KICKS OFF HISPANIC HERITAGE MONTH WITH BIENVENIDA EVENT



“Visibility matters, especially for communities who have historically experienced erasure.”

Hispanic Heritage Month kicked off across the San Bernardino Community College District with “Bienvenidas” events at San Bernardino Valley College and Crafton Hills College.

At SBVC, students who attended the Sept. 13th event were treated to tacos and given information about workshops and lectures celebrating Hispanic Heritage Month, with the topics including art, social justice, activism, and the Afro-Latinx experience.

"The event was well attended, as it was also partnered with the student resource fair," Ernest Guillen, library technical assistant II, said. "Plus, you can't go wrong with free tacos. Everyone had a great time!"

SBVC's Hispanic Heritage Month lectures and workshops were open to the public as well, with organizers saying it was important to create a safe space for people to learn and celebrate together. "Visibility matters,

especially for communities who have historically experienced erasure and marginalization," Guillen said. "As a Hispanic Serving Institution, it is important that we intentionally take time to recognize, honor, and celebrate the contributions the Latinx community has made to the culture, society, and advancements in the United States."

SNAPS SHOWS

VETERANS RESOURCE CENTER

HONORS THE LIVES LOST ON 9/11



For the first time since Fall 2019, the Veterans Resource Center held a memorial on campus honoring the lives lost on September 11. The VRC placed 2,977 flags into the ground, one for every life lost. The flags placed created a design of the Twin Towers surrounded by a pentagon. The event also featured Wounded Warriors, Dogs for Warriors, and a sidewalk chalk opportunity, where students were able to write their thoughts on the campus walkway. Veteran Services Coordinator, Jason Alvarez, said that the VRC is planning a “kickback” event every month to engage and reach the campus community and other veteran/dependent students. A chess tournament and their annual Veterans Day Celebration (November 10) are also in the works.

SBVC SHARES SOCIAL MEDIA BEST PRACTICES

On August 31, Interim President Dr. Scott W. Thayer, Director of Marketing Paul Bratulin and Social Media Coordinator Thomas Robles attended the CAPIO (California Public Information Officials) conference to discuss reaching diverse audiences on TikTok. Those who attended the presentation learned how to leverage their organization’s existing resources to develop engaging TikTok content and expand their audience on Gen Z’s preferred social media platform. “It was a great opportunity to showcase the amazing engagement and reach SBVC has been able to accomplish on TikTok,” said Dr. Thayer. The presentation helped attendees, many of whom serve public agencies, start their first TikTok accounts. Thomas Robles, an SBVC alumnus, was impressed by attendee enthusiasm for the platform.



“I’d have never thought that my beginnings at SBVC would lead me to presenting at a professional conference, and on Tiktok, of all things!”

SBVC ART GALLERY FEATURED IN RENOWNED LA ART MAGAZINE



The Gresham Art Gallery’s Spring 2022 installation, “Life by Design,” was featured in Artillery Magazine, the longest running contemporary art magazine in Los Angeles. The group show was curated by SBVC art instructor C. Ian White. The show explored works by modern and contemporary artists who use a variety of media to explore notions of space and function. The gallery created a Spotify playlist, which was meant to be listened to while viewing the installation. One piece discussed in the article was Virgil Abloh’s Receipt Rug, IKEA Collaboration (2019), among others that spoke to larger conversations about culture.

SBVC CONCLUDES CELEBRATED VOLVO LIGHTS PARTNERSHIP

The VOLVO Lights collaborative at SBVC has successfully concluded its 3-year launch phase. Started in 2019, VOLVO Lights worked with San Bernardino Valley College and Rio Hondo College to develop one of the country’s first heavy-duty electric truck technician training programs. The project was led by VTNA and California’s South Coast Air Quality Management District, with its main objective being to develop programs and best practices that would help lay the foundation for the successful commercialization of battery-electric freight trucks. The two training programs had a combined total of 45 graduates. Congrats to the graduates!



U.S. ENERGY SECRETARY VISITS SBVC CAMPUS

The future is being built at San Bernardino Valley College, and US Representative Pete Aguilar (D-Calif.) and Energy Secretary Jennifer Granholm got to see it first hand. On Sept. 1st, Aguilar and Granholm toured SBVC's Applied Technology Center and met students and faculty in the Clean Energy Vehicle Maintenance and Repair Training Program. SBVC students are learning the skills necessary to have careers for the next economy, Aguilar said in a video posted on Twitter, adding that they will help the country "meet our climate and energy demands."



PLANETARIUM SHOWS ARE BACK AFTER A 2-YEAR HIATUS

Once again, the community can literally reach for the stars at San Bernardino Valley College.

After a two-year hiatus due to the coronavirus pandemic, the George F. Beattie Planetarium at SBVC is once again open to the public and offering shows on Friday evenings.

"Every show starts with a talk on a particular topic, followed by a 'star talk' with the planetarium's simulated night sky," Stephen Cole, planetarium production and presentation coordinator, said. "Depending on the night and weather, we often have a telescope viewing after. Some shows are old favorites and some are new shows that I developed."

The planetarium offers a glimpse at the night sky that is hard to come by in the Inland Empire; because of light pollution, residents "don't get to see even a fraction of the stars overhead," Cole said. The shows are an "excellent" outreach tool and get people on campus, Cole stated,

but more importantly, "in the planetarium we can see everything as if we were in a rural area. I think that's an experience that everyone deserves and sadly in cities, people don't get that experience very often."

Coming up, the planetarium will hold several themed events that tie into the season, with "Horrors of the Universe" set for Oct. 28th, just in time for Halloween, and "The Christmas Star" scheduled for Dec. 2nd, 9th, and 16th. With tickets starting at just \$1, these shows are the best deals in town. "This is a public service," Cole said. "That's how I see it, anyway. This place isn't here to make money. The most expensive ticket is only \$3, and that's just so we can keep light bulbs in stock."

RESERVATIONS FOR SHOWS ARE ACCEPTED.
Doors open at 6:30 p.m. and the presentation begins at 7 p.m. sharp, with no late arrivals allowed.
For more information, call Stephen at 909-384-8539.

EVENTS

MEDIA PROFESSIONAL DEVELOPMENT WORKSHOP: PODCASTING 101

SATURDAY OCTOBER 15, 2022 | 1:00PM-5:00PM

LOCATION: Media Communications Building Room 142

TOPICAL AREAS: Training, Workshops

PLANETARIUM SHOW: HORRORS OF THE UNIVERSE

FRIDAY OCTOBER 28, 2022 | 1:00PM-5:00PM

LOCATION: Planetarium

TOPICAL AREAS: Other, Special Events

STUDENT SPOTLIGHT



ODIN CONTRERAS-VILLEGAS' FILMMAKING JOURNEY HAS TAKEN HIM FROM THE SPRAWLING LAND OF EAST TEXAS TO THE HALLS OF SAN BERNARDINO VALLEY COLLEGE.

STARTING THIS FALL, HE'S OFF TO HIS NEXT DESTINATION: UCLA.

As a high schooler in Texarkana, Contreras-Villegas found inspiration in the town's scenery, and would spend hours outside with friends, using DSLR cameras to capture the world around them. During his junior year, Contreras-Villegas started creating his own short films and launched a YouTube channel, RaccoonProject (now known as Prism Productions).

"I purely made short films for fun in high school, but then began realizing I could make a career out of this due to the massive industry film production has."
-Contreras-Villegas

While researching community colleges, Contreras-Villegas found that SBVC's Film, Television, and Media Department is affordable, has a strong reputation, and offers a well-rounded education.

"SBVC FTVM appeared with everything I was looking for in film classes," he said. "From the script writing, TV production, short film production, and cinematography classes, it was an easy choice for me to select this school due to the low cost it provided."

Being part of FTVM gave Contreras-Villegas new opportunities, including being the first SBVC student to shoot a short film on 35mm. He was "nervous" at first, he said, and worried about learning how to properly expose shots for film, but the experience was made easier thanks to the "phenomenal" crew he worked with.

"It has been a great time developing my skills with professionals," Contreras-Villegas said. "My overall goal with my films is to implement

messages of social and environmental justices while provided a safe space for filmmakers from different genders, sexual orientations, and races to end the oppression underserved communities have faced for so long through storytelling."

By attending a prestigious film university like UCLA, Contreras-Villegas is realizing his dream, and he can't wait to start classes and get involved with campus life.

"I hope to learn more directing and cinematography skills during my time at UCLA, and at the same time, become involved in the Chicano and LGBTQ+ movements that the college offers, so I am able to donate my storytelling skills to uplift marginalized communities," he said. "When I graduate, I plan to pursue my masters degree at the American Film Institute in order to advance my skills as a director and cinematographer."