



San Bernardino Community College District  
Board Meeting  
December 09, 2022  
4:00 pm Pacific Time

## **AGENDA**

**Meeting of the Board of Trustees  
December 9, 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. OATH OF OFFICE**

Joseph R. Williams (Area 2)

Administering Oath: Rialto USD Student Government and Corey Jackson

Dr. Nathan D. Gonzales (Area 4)

Administering Oath: Nelva Ruiz-Martinez

Dr. Stephanie Houston (Area 6)

Administering Oath: Kiera Houston

#### **IV. ORGANIZATIONAL MEETING OF THE BOARD**

- A. Election of Board Chair, Vice Chair, and Clerk
- B. Election of Board Representative and Alternate to the Nominating Committee on School District Organization

#### **V. APPROVAL OF MINUTES**

- A. 2022-11-10

#### **VI. PRESENTATIONS/CELEBRATIONS**

- A. Applause Cards
- B. Employee Anniversary Recognition
- C. Retirements
- D. Tennessee and Utah Site Visit Reports

#### **VII. ACTION AGENDA**

- A. Assignments to Board Advisory Committees
- B. Approval of Ex Officio Directors of Inland Futures Foundation
- C. Assignment to the San Bernardino Regional Emergency Training Center Joint Powers Authority
- D. Board Policies for Final Approval
- E. Naming of the Classroom in the Public Safety and Allied Health Building (PSAH) 115 at Crafton Hills College as the "Kirsten Greek Classroom"

#### **VIII. 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. CHC - Curriculum
- 2. SBVC - Curriculum

##### **B. Human Resources**

- 1. Adjunct and Substitute Academic Employees
- 2. Appointment of District Employees
- 3. Appointment of Interim Managers
- 4. Approval of Doctorate Stipend for Management Employee
- 5. Consideration of Approval of Retreat Rights for Management Employee
- 6. Consideration Approval of the Ratification of CSEA Successor Agreement, Articles, and Appendices
- 7. Employee Promotions

8. Non-Instructional Pay
9. Payment of Stipends
10. Revise Titles and Rates of Pay for Professional Expert Employees
11. Management Job Description & Update to Salary Schedule
12. Classified Job Description & Update to Salary Schedule

**C. Business & Fiscal Services**

1. 2023-2024 Budget Calendar
2. Award RFQ-P 2023-02 and Contracts to Kitchell-CEM Inc. of Riverside, CA and Safework Inc. of Riverside, CA
3. Resolution #2022-12-09-FS01 Approving Transfers to the Reserve for Contingencies from Various Expenditure Classifications
4. Contracts at or Above \$99,100
5. Conference Attendance
6. District & College Expenses
7. Surplus Property and Authorization for Private Sale or Disposal

**D. Facilities**

1. Award Bid #03-2223-02 and Contract to Y4M Developing Inc. of Ontario, CA
2. Award RFP CC02-3631.03 and Design-Build Agreement to Tilden-Coil Constructors, Inc. of Riverside, CA
3. Master Services Agreements and Task Orders for Bond Construction

**IX. REPORTS**

- A. Board Committee Reports
- B. Chancellor's Report
- C. Goal 4 Status Update
- 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

#### **X. INFORMATION ITEMS**

- A. Board Master Action Planning Calendar
- B. Board Policies - 1st Read
- C. First Read - Reorganization of District Support Services and Student Services
- D. Budget Revenue & Expenditure Summary
- E. Contracts Below \$99,100
- F. General Fund Cash Flow Analysis
- G. MOUs between SBCCD and the CSEA
- H. Professional Expert Short-Term and Substitute Employees
  - I. Purchase Orders
- J. Quarterly Financial Status Report
- K. Resignations
- L. Volunteers

#### **XI. 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  
(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) (2 cases)  
Liability Claim #606464

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 – 90 Assessor Parcel Numbers:  
0141-171-03, 04, 05, 06, 07, 08, 09, 10, 11, 12, 13, 14, 15, 16, 17,  
18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 29, 30; 0141-232-01;  
0141-441-01, 02, 03, 04, 05, 06, 07, 08, 09, 10, 11, 16, 17, 18, 19,  
20, 21, 22, 27, 28; 0141-442-06, 07, 08, 09, 10, 11, 12;  
0160-183-29, 30, 31, 32, 33, 34, 55, 57; 0160-253-05, 06, 07, 22,  
28, 32, 39, 40, 41; 0160-254-04, 08, 09, 10, 15, 16, 17, 18, 19,  
27, 29; 0164-331-07, 08, 09, 10, 11, 12, 13
- Negotiating Parties:  
SBCCD (Proposed Buyer)
- Real Property Negotiators:  
Jose Torres, EVC and Diana Rodriguez, Chancellor
- Under Negotiation:  
Instruction to Proposed Buyer's SBCCD Real Property  
Negotiators will concern value, price, and terms of payment  
associated with the possible purchase of the identified  
Properties

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

**XIII. CONVENE CLOSED SESSION**

**XIV. RECONVENE PUBLIC MEETING**

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

**XVI. ADJOURN**

The next meeting of the Board: Annual and Business Meeting  
Thursday, January 12, 2023 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

**A. TESS Report to the Board**





## OATH OF OFFICE

I, (NAME), do solemnly swear (or affirm) that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

## 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: December 9, 2022

SUBJECT: Election of SBCCD Board Chair, Vice Chair, and Clerk

RECOMMENDATION

It is recommended that the Board of Trustees nominate and elect the SBCCD Board Chair, Vice Chair, and Clerk to serve for the 2023 calendar year.

OVERVIEW

<b>Board Executive Committee</b>	<b>2022 Members</b>	<b>2023 Members</b>
Chair	Gloria Macias Harrison	
Vice Chair	Dr. Stephanie Houston	
Clerk	Dr. Anne L. Viricel	

ANALYSIS

Board Education Code 72000(c)(2)(C) requires that governing boards elect officers at their annual organizational meeting.

Per Board Policy 2210, new officers will begin their term of service at the first meeting of the board in January of the next year. When applicable, the Board Chair will orient the incoming Board Chair in duties and responsibilities.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: December 9, 2022

SUBJECT: Election of Board Representative and Alternate to the Nominating Committee for the County Committee on School District Organization

### RECOMMENDATION

It is recommended that the Board of Trustees elect a Board representative and alternate to serve on the Nominating Committee for the County Committee on School District Organization for the 2023 calendar year.

	2022 Member	2023 Member
Nominating Committee for the County Committee on School District Organization	<ol style="list-style-type: none"> <li>1. Joseph Williams (primary)</li> <li>2. Nathan Gonzales (alternate)</li> </ol>	

### OVERVIEW

The governing board of each community college district selects one primary and one alternate representative to vote in the election of members to serve on the San Bernardino County Committee on School District Organization.

The Committee has responsibility for considering proposals to change the organization of one or more school districts. Organization includes altering the number of trustees, establishing trustee boundaries, school district boundary changes, and/or unification.

The County Committee consists of 11 members-two from each supervisorial district and one member elected at-large. Terms of office are for four years. Terms are staggered with elections held annually.

#### **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

### ANALYSIS

The primary member serves as the voting representative/elector and shall have one vote for each vacant position to be filled at the election of members to the County Committee on School District Organization (E.C. 35023 and 72403). The election is conducted at the annual meeting held in conjunction with the Fall Meeting of the San Bernardino County School Boards Association.

If the primary member is unable to attend and vote at the annual meeting, the alternate representative will assume the responsibility.

### 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 OF TRUSTEES

Meeting Minutes – November 10, 2022 (Unofficial until approved)

Location: SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA  
 Teleconference Location: Caribe Royale Orlando 8101 World Center Drive, Orlando, FL 32821  
 Livestream: <https://www.youtube.com/c/SanBernardinoCommunityCollegeDistrict>

MEMBERS PRESENT	ADMINISTRATORS PRESENT
Gloria Macías Harrison, Chair Dr. Stephanie Houston, Vice Chair Dr. Anne L. Viricel, Clerk Dr. Nathan Gonzales, Trustee John Longville, Trustee (arrived at 4:14pm) Joseph Williams, Trustee Paul Del Rosario, SBVC Student Trustee (advisory) Robert Alexander, CHC Student Trustee (advisory)	Diana Z. Rodriguez, Chancellor Jose F. Torres, Executive Vice Chancellor Dr. Kevin Horan, CHC President Dr. Scott Thayer, SBVC President Kristina Hannon, VC Human Resources & Police Services Dr. Nohemy Ornelas, VC Educational & Student Services
MEMBERS ABSENT	ADMINISTRATORS ABSENT
Frank Reyes, Trustee	None

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

Chair Harrison called the meeting to order at 4:03pm. Trustee Williams led the pledge of allegiance.

Chair Harrison announced that the San Bernardino Community College District Board of Trustee meeting was conducted pursuant to California Government Code 54953, and Trustee Houston participated by conference call. In accordance with the Ralph M. Brown Act, the teleconference location was identified in the notice and agenda for the meeting. Roll call was conducted and attendance was recorded. Trustee Houston, via teleconference, and board members in attendance and seated at the dais affirmed their ability to hear the board proceedings clearly.

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

Amy Aguiar	Anna Tolstova	Jessy Lemieux	Sherri Lillard
Tatiana Vasquez	Shalita Tillman	Eunice Able	James Tillman (J.T.)
Dewey A. Kellygray	Mary Valdemar		

### III. APPROVAL OF MINUTES

#### A. 2022-10-13

Trustee Viricel moved approval of the 10/13/22 minutes. Trustee Williams seconded the motion. Vote was taken by roll call.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

#### IV. PRESENTATIONS/CELEBRATIONS

##### A. Applause Cards

##### B. Employee Anniversary Recognition

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

Employee Name	Assignment	40+ Years Of Service
Loera, Manuel	Professor, Automotive	42

##### C. Honors Program

Ed Gomez, SBVC and Judy Cannon, CHC gave a brief presentation on the Honors Program.

##### D. Sabbatical Report

Daihim Fozouni provided a report on his fall 2021 sabbatical, to identify best practices of Honors Programs at community colleges statewide. Strengths were identified and recommendations included summer recruitment and support, designated physical space, and expansion of the program's digital footprint.

##### E. All African Diaspora Education Summit 2022

Interim President, Dr. Scott Thayer and the SBVC delegation presented their experience at University of Cape Coast in Ghana, West Africa, September 19-24, 2022. Keynasia Buffong, Ty Simpson, Sandra Blackman, Danielle Smith shared experiences and how their visit aligned with districtwide strategic goals 1, 2, and 3.

#### V. ACTION AGENDA

##### A. Actions to Further the KVCR - Inspiring Possibilities Plan

Trustee Viricel moved approval of the 10/13/22 minutes. Trustee Williams seconded the motion. Vote was taken by roll call.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

##### B. Board Policies for Final Approval

Trustee Williams moved approval. Trustee Gonzales seconded the motion. Vote was taken by roll call.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

C. Guiding Principles for the Investment of the 2022-23 \$15 Million State Grant to KVCR

Trustee Gonzales moved approval. Trustee Williams seconded the motion. Vote was taken by roll call.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

D. Approval to Combine KVCR and FNX PARS PRST Investment Accounts

Trustee Longville moved approval. Trustee Gonzales seconded the motion. Vote was taken by roll call.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

E. Public Hearing and Acknowledgement of Initial Proposals to Reopen Negotiations with the SBCCDTA

Pursuant to Government Code 3547, Chair Harrison opened the public hearing. Hearing no comments, the public hearing was closed.

Trustee Williams moved approval. Trustee Gonzales seconded the motion. Vote was taken by roll call.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

**VI. CONSENT AGENDA**

**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 – item pulled for separate action
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

Trustee Longville moved approval of the consent agenda as presented. Trustee Gonzales seconded the motion. Vote was taken by roll call.

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

NOES: None

ABSENT: Reyes

ABSTENTIONS: None

## VII. REPORTS

### A. Board Committee Reports

Trustee Williams gave a brief report on the BFC 2022-23 budget calendar and board directives, student housing feasibility timeline, (report on housing disparity above current student population and referrals they are receiving. Incidents and solutions provided to students) comprehensive enrollment report, the ACCT Conference, and Lois Carson Campus Center Building Dedication. Trustee Harrison gave a brief update on the BFC investments, bond constructions, and local hires.

### B. Chancellor's Report

Chancellor Rodriguez acknowledged Native American Family and Ancestors month, congratulated Trustee Viricel for being honored at the Annual Excellence Award gala, speaking opportunity at the Latina Leaders Actualizing Agency Conference, presenting on publisher reform on Books+, and other events attended.

### C. Strategic Plan Goal 1 and 2 Status Updates

### D. San Bernardino Valley College Academic Senate

Davena Burns-Peters gave a brief report.

### E. San Bernardino Valley College Classified Senate

John Feist gave a brief report.

### F. San Bernardino Valley College Associated Students

Nelva Martinez Ruiz gave a brief report on activities.

### G. Crafton Hills College Academic Senate

Meridyth McLaren gave a brief report and provided a written report

### H. Crafton Hills College Classified Senate

Kevin Palkki gave a brief report.

### I. Crafton Hills College Associated Students

A brief report on activities was provided

### J. CSEA

Cassandra Thomas gave a brief report on activities.

### K. CTA

Ed Gomez gave a brief report.

### L. Police Officers Association

Officer Quigley gave a brief report.

### M. San Bernardino Valley College President

President Thayer gave a brief report, and a written report was provided in the agenda.

### N. Crafton Hills College President

President Horan gave a brief report, and a written report was provided in the agenda.

### 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  
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**

There were no public comments.

**XI. CONVENE CLOSED SESSION**

Chair Harrison closed the public meeting and convened the board to closed session at 6:47pm

XII. **RECONVENE PUBLIC MEETING**

Chair Harrison reconvened the public meeting at 7:51pm.

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

On November 10, 2022, the Board unanimously voted, with Trustees Gonzales, Reyes, and Houston absent, took action to not reemploy the Instruction Division Dean, Crafton Hills College, for the 2023-2024 academic year and to send notice to management employee #29503.

On November 10, 2022, the Board unanimously voted, with Trustees Gonzales, Reyes, and Houston absent, took action to approve the settlement claim #581678 with employee #26252.

The Board met with its legal counsel and real property negotiators in closed session pursuant to Government Code Section 54956.8. Direction was provided to finalize the Purchase and Sale Agreement for the acquisition by SBCCD of multiple properties described in the posted agenda, up to an aggregate amount of \$38 million. The Board of Trustees Voted unanimously, with Trustees Gonzales, Reyes, and Houston absent.

XIV. **ADJOURN**

Chair Harrison adjourned the meeting at 7:53pm.

The next meeting of the Board: Business Meeting December 9, 2022 at 4pm  
SBCCD Boardroom 550 E. Hospitality Ln., Suite 200, San Bernardino, CA

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees  
FROM: Diana Z. Rodriguez, Chancellor  
REVIEWED BY: Diana Z. Rodriguez, Chancellor  
PREPARED BY: Stacey K. Nikac, Administrative Officer  
DATE: December 9, 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 December 9, 2022

SAN BERNARDINO



COMMUNITY COLLEGE DISTRICT

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Alexa	Aslanian	Student Accessibility Services Office	Ms. Alexa is such a help and encouragement. She always points me in the right place. She is great at helping me with my proper paperwork.	Andrew W. Koettnitz
Crafton Hills College	Miguel	Chaure	Maintenance	Miguel is an outstanding employee and has been a tremendous help in Canyon Hall and labs. He demonstrated knowledge in anything we asked to have repaired or replaces and went above and beyond for us in making sure everything was handled in a timely manner and with a kind and professional attitude.	Kelly Boebinger
Crafton Hills College	Rejoice	Chavira	Counseling	For all your help with "From the Lens of (In)Visibility..." photovoice exhibit. We appreciate your time and support with this event.	The SBCCD Asian & Pacific Islander Association
Crafton Hills College	Larry	Cook	Maintenance & Operations	Thank you for the fantastic training for CERT and for your participation in the event	Michael Strong
Crafton Hills College	Chloe	de los Reyes	English	For all your help with "From the Lens of (In)Visibility..." photovoice exhibit. We appreciate your time and support with this event.	The SBCCD Asian & Pacific Islander Association
Crafton Hills College	Henry	Gomez	M & O	Thank you for getting the LG air unit up and running again.	The Anatomy and Physiology Department

# APPLAUSE CARDS

Submitted for Information December 9, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Henry	Gomez	M & O	Thank you for mitigating the noise from the air unit in the North Corridor that has been a constant until now. We are truly grateful. It will be so much nicer for the students that use the corridor in which to study.	The Anatomy and Physiology Department
Crafton Hills College	Lili	Medina	Student Services	Thank you for helping us out and picking up lunch for our CERT training.	Michael Strong
Crafton Hills College	Joshua	Orosco	Custodial	Thank you for your hard work. Floors look amazing.	Printing Services
Crafton Hills College	Shohreh	Rahbarnia	Chemistry	Applause to Shohreh and her dedication to our department. Not only is she an excellent chemistry instructor, she has taken on the role of chemistry scheduling and staffing and she goes above and beyond for our students and our department.	Kelly Boebinger
Crafton Hills College	Kim	Salt	Chemistry	Kim is an excellent instructor and also mentor for the department. She takes time and care and demonstrates best teaching practices to better the learning process for our students.	Kelly Boebinger
Crafton Hills College	Carmen	Sanchez	Printing Services	Thank you Carmen for all your hard work getting those last minute projects completed. I can't do it without you, you are amazing!!	Deborah Castro

# APPLAUSE CARDS

Submitted for Information December 9, 2022

SAN BERNARDINO



COMMUNITY COLLEGE DISTRICT

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Erika	Sherman	Basic Needs Department	Erika, thank you so much for being so kind and helpful to Jessica (CCC) and I. We appreciate your knowledge and resources from the Basic Needs Department.	Brittany Sysawang Nair
Crafton Hills College	Kristi	Simonson	Web Development department	Kristi thank you so much for your help with fixing an issue on our OIERP webpage. I truly appreciate how quickly you were able to help us troubleshoot and for taking the time to walk us through a solution.	Diana Vaichis
Crafton Hills College	Evan	Stenard	Counseling	Thank you for the CERT workshop that you conducted for us.	Michael Strong
Crafton Hills College	Ginger	Sutphin	Letters, Arts, & Mathematics	Thank you so much, Ginger for all your help on the "New Evaluation" and all that you do. Always appreciate you.	Sam Truong, Physical & Biological Sciences
Crafton Hills College	Sam	Truong	Physical & Biological Sciences	Sam has demonstrated outstanding work as chair for our department and we appreciate him and all the work he has done.	Kelly Boebinger
Crafton Hills College	Gary	Williams	Developmental Psychology	He went far beyond his scope of duty to listen and understand my problems, and gave me valuable advice, just by keep me company he made me feel that someone care, and help me view things from another point of view, I will be always grate full for that gesture.	Ewanivaldo Skelton

# APPLAUSE CARDS

Submitted for Information December 9, 2022

SAN BERNARDINO



COMMUNITY COLLEGE DISTRICT

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Dan	Word	CTE	Thank you for the fantastic training for CERT and for your participation in the event	Michael Strong
Crafton Hills College	Soutskahone	Xayaphanthong	Counseling	For all your help with "From the Lens of (In)Visibility..." photovoice exhibit. We appreciate your time and support with this event.	The SBCCD Asian & Pacific Islander Association
Crafton Hills College	Ruby	Zuniga	Research Department	A little late, but I still want to recognize you for taking the lead and all of your hard work in planning the Classified Senate Chili Cook-off. Thank you!!	Diana Vaichis
DSO	Jorge	Andrade	Fiscal Services	Thank you for all the help and support you provide for our department. We are very grateful for everything that you do.	Facilities Team
DSO	Dr. Aysia	Brown	HR	For all your help with "From the Lens of (In)Visibility..." photovoice exhibit. We appreciate your time and support with this event.	The SBCCD Asian & Pacific Islander Association
DSO	Deborah	Castro	Print Shop	For all your help with "From the Lens of (In)Visibility..." photovoice exhibit. We appreciate your time and support with this event.	The SBCCD Asian & Pacific Islander Association
DSO	Virginia	Diggle	Business Services	Thank you for being available and patient with me for my first contract amendment. Your knowledge is invaluable!	Ynez D. Canela

# APPLAUSE CARDS

Submitted for Information December 9, 2022

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
DSO	Anna	Mendez	Print Shop	For all your help with "From the Lens of (In)Visibility..." photovoice exhibit. We appreciate your time and support with this event.	The SBCCD Asian & Pacific Islander Association
DSO	Marcela	Navarro	Human Resources	Thank you to Marcela Navarro for helping us with recent recruitments at Crafton. Marcela has been very professional, timely in her responses, and organized.	Ivan Pena
DSO	Brooke	Quinones	HR	For all your help with "From the Lens of (In)Visibility..." photovoice exhibit. We appreciate your time and support with this event.	The SBCCD Asian & Pacific Islander Association
San Bernardino Valley College	Angie	Gideon	Library	For all your help with "From the Lens of (In)Visibility..." photovoice exhibit. We appreciate your time and support with this event.	The SBCCD Asian & Pacific Islander Association
San Bernardino Valley College	Jeffrey	Huynh	CTS	For all your tech help with the Office of Student Life. We appreciate it!	Marie Maghuyop, Student Activities Specialist
San Bernardino Valley College	Matthew	Kim	Marketing & Public Relations	Thank you, Matthew, for all your help with the Holiday Basket webpage set up and revisions for the donated holiday baskets for the President's Holiday Party. We couldn't have done it without your expertise	Dena Peters
San Bernardino Valley College	Erik	Morden	Food Services	For all your help with "From the Lens of (In)Visibility..." photovoice exhibit. We appreciate your time and support with this event.	The SBCCD Asian & Pacific Islander Association

# APPLAUSE CARDS

Submitted for Information December 9, 2022

SAN BERNARDINO



COMMUNITY COLLEGE DISTRICT

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Anna	Pishchanetskiy	Marketing & Public Relations	Thank you for coordinating the decorations for the President's Holiday Party, along with all of the Marketing & PR professional experts who helped set up. This was such a lovely setup and set a nice tone for the first in-person holiday event in several years.	Dena Peters
San Bernardino Valley College	Maria Carmen	Rodriguez	Student Equity and Success	Thank you for supplying the Transfer Center with Promotional Items for students that attended the Fall Transfer Fair 2022. Your support for the event was much appreciated!	Maria C. Gonzalez
San Bernardino Valley College	Nori	Sogomonian	Spanish	Excellent and Supportive Professor	Eloisa Contreras
San Bernardino Valley College	Patti	Wall	Library	For all your help with "From the Lens of (In)Visibility..." photovoice exhibit. We appreciate your time and support with this event.	The SBCCD Asian & Pacific Islander Association
San Bernardino Valley College	Nhan	Zuick	Math	For all your help with "From the Lens of (In)Visibility..." photovoice exhibit. We appreciate your time and support with this event.	The SBCCD Asian & Pacific Islander Association

## 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: December 9, 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

December 2022

Name	Background Information
<b>Rienstra, Robert</b> <b>(38 years)</b>	<p>Robert has worked at KVCR for over 38 years, starting in December 1983 as a Master Control Operator. During this time, he developed the first computer-based television log program, which KVCR used for many years before the current program was created.</p> <p>In 1994, he was hired into the engineering section of KVCR as Telecommunication Technician, where he still is working. In 2006, he helped with installing the first digital transmitter and antenna system. He even had the honor of officially turning off the analog transmitter for the last time. From March 1990 to September 1990, Robert acted as Interim Chief Engineer. During this time, he worked on the logistics and design of the new master control for the digital transition.</p> <p>Through the years, Robert has been a part of all the transitions of KVCR, including the launch of the national FNX channel. He has always been happy to work at the station where he watched the first moonwalk while growing up. Much appreciation for being a part of the fabric of KVCR, Robert. Thank you and congratulations on 38 years of service!</p>
<b>Chavira, Sharen</b> <b>(25 years)</b>	<p>From 2014 to 2021, Sharon Chavira was the Division Administrative Secretary for the Applied Technology, Transportation, and Culinary Arts. In 2021 Sharen began service as the Administrative Secretary for the Division of Social Sciences, Human Development, and Physical Education.</p> <p>In the past Sharen has also worked in the Office of Instruction in an interim role as a scheduler for SBVC. From 1997 to 2007 Sharen worked as an administrative secretary supporting the Police Academy at SBVC. From 2007 to 2014 - Sharen worked at Crafton Hills College, providing support for two instructional divisions: The Arts &amp; Sciences Division and the Math, English, Reading &amp; Instructional Support Division</p> <p>She is very knowledgeable in many areas of District, College, and Division processes. She excels in several aspects supporting the instructional needs of our students, including course scheduling, analysis of faculty teaching loads, and working across organizational boundaries in instruction and student support services. She is student-centered and well-focused on the mission of SBVC and the SBCCD. Thank you and congratulations on 25 years of service!</p>
<b>Armstead-Moore, Muriel</b> <b>(23 years)</b>	<p>Muriel has served SBVC for the past 23 years. She provides academic support to SAS students in the form of testing accommodations and proctoring support. She has developed systems of support for our students to ensure that they receive the academic accommodations they need and deserve. She cares deeply about our students. We are incredibly proud of Muriel and her 23 years of service to SBVC!</p>

Name	Background Information
<b>Battle, Yendis (22 years)</b>	<p>Yendis began her career with SBCCD at District Support Services at the end of 2000 as an Account Clerk II and was shortly after reclassified as an Accountant. In 2007, Yendis applied and was selected for an advancement opportunity to work at KVCR as a Senior Accountant where she helped with numerous operational tasks at the station. More recently, Yendis transferred to DSO where she has helped with many of the new processes implemented.</p> <p>During her career with SBCCD, Yendis has worked in many areas of the organization including tasks related to accounts payables, student financial aid, donations, underwriting, employee reimbursements, among others. As Yendis has been promoted or transferred to new positions, her drive to learn and engage in new processes has been instrumental in streamlining those processes. In addition to being a fast learner, she is known for always bringing a positive attitude to work, enhancing the office climate and creating a more positive workspace.</p> <p>Yendis has also led the Credit Union for approximately 10 years as Board President and has served on various CSEA committees and negotiations. Thank you and congratulations on 22 years of service!</p>
<b>Crocfer, Michelle (22 years)</b>	<p>Michelle has served SBVC for the past 22 years. She is an extremely dedicated, hard-working professional that has devoted her career to supporting our SBVC students, specifically those receiving services from SAS. Michelle is known for being a “jack of all trades” and knows SAS and the college inside and out. She has an impressive institutional knowledge and was a student at SBVC. We are all extremely proud of Michelle and this accomplishment as she has made significant contributions to the lives of many students over the years. Thank you and congratulations on 22 years of service!</p>
<b>Feist, John (22 years)</b>	<p>John started working at San Bernardino Valley College December 18<sup>th</sup>, 2000, as a Computer Technician where he provided technology support to students and computer lab for the LA building. In April of 2010 John joined the newly formed Campus Technology Services where he took on several of the printer and copier duties for the campus. In 2014, John role grew to providing desktop and computer lab support for all of SBVC. This is when he transitioned to his current position as a Technology Support Specialist. In this role, John has provided exceptional support to staff and faculty and all campus technology. John has always been a strong advocate for several technology services that have shaped the way IT operates to this day. Whether it be advocating for better technology for adjunct professors, advising department on what technology to purchase, or pioneering several IT standards practices, John always finds creative ways to go above and beyond for all campus and instructional needs. It cannot be understated how instrumental John’s 22 years of service has been to the success of San Bernardino Valley College. Thank you and congratulations on 22 years of service!</p>
<b>Tran, Mike (21 years)</b>	<p>Mike has been with the District since 1999. He originally came over as part of an outsourcing company called Collegis, but in 2001 he applied for a permanent position with SBCCD as a Senior Programmer/Analyst and has been supporting SBCCD in that capacity ever since. Mike provides support to a wide range of programming needs district-wide, especially in the financial aid area. He loves working for SBCCD and also loves working with his colleagues districtwide.</p> <p>He and his wife have three children at home, which have all either graduated from, or are currently in, the Middle College program at San Bernardino Valley College, and he raves about how excellent the MCHS program is. Thank you and congratulations on 21 years of service!</p>



## Years of Service Recognition

### Presented for Information December 9, 2022

[v.11.15.2022,p.1|2]

Employee Name	Assignment	30+ Years Of Service
<b>Rienstra, Robert</b>	Telecommunications Technician	38

Employee Name	Assignment	21-25 Years Of Service
<b>Chavira, Sharen</b>	Administrative Assistant III	25
<b>Armstead-Moore, Muriel</b>	Student Services Technician II	23
<b>Battle, Yendis</b>	Senior Accountant	22
<b>Crocfer, Michelle</b>	Senior Student Services Technician	22
<b>Feist, John</b>	Technology Support Specialist	22
<b>Tran, Mike</b>	Senior Programmer/Analyst	21

Employee Name	Assignment	16-20 Years Of Service
<b>Roseli, Gabriel</b>	Senior Technology Support Specialist	19
<b>Chaure, Miguel</b>	Maintenance Technician	18
<b>Im, Sophin</b>	Admissions & Records Evaluator	18
<b>Soto, Margaret</b>	Financial Aid Specialist	17
<b>Ramirez, Fermin</b>	Financial Aid Outreach Coordinator	16



## Years of Service Recognition

### Presented for Information December 9, 2022

[v.11.15.2022.p.2|2]

Employee Name	Assignment	11-15 Years Of Service
<b>Sotelo, Jessica</b>	Food Service Worker	15
<b>Trejo, Samuel</b>	Director, Financial Aid	14

Employee Name	Assignment	6-10 Years Of Service
<b>Yap-Gonzalez, Gina</b>	College Police Officer	10
<b>Hallex, Alicia</b>	Learning Disabilities Specialist	9
<b>Sullivan, Laurie</b>	Interpreting Services Specialist	9
<b>Diaz, Emma</b>	Director Adult Education Block	8
<b>Heller, Brandon</b>	Secretary I	8
<b>Moreno, Juana</b>	Child Development Teacher	8

Employee Name	Assignment	1-5 Years Of Service
<b>Jackson, Alvin</b>	Chief of Police	5
<b>Holloway, Stacy</b>	Human Resources Generalist	4
<b>Jacoby, Janae</b>	Human Resources Analyst	4
<b>Macias, Jessica</b>	Library Technical Assistant II	4
<b>Navarro, Marcela</b>	Human Resources Generalist	4
<b>Oshiro, Alan</b>	Senior Technology Support Specialist	4
<b>Portillo, Maritza</b>	Administrative Assistant I	4



## Years of Service Recognition

Presented for Information December 9, 2022

[v.11.15.2022,p.3|2]

Employee Name	Assignment	1-5 Years Of Service
Reichert, Nicholas	Tutoring Coordinator	4
Lopez, Angelica	Child Development Teacher	1
Skirpan, Juliette	Food Service Worker	1

## 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: December 9, 2022

SUBJECT: Retirement Recognition

RECOMMENDATION

This item is for information only

OVERVIEW

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

Ailsa Aguilar Kitibutr, Counselor, SBVC

Ailsa Aguilar Kitibutr has submitted a letter of intent to retire effective December 21, 2022 after 33.5 years of service with the District. Ailsa began her career at SBVC as a adjunct counselor in the spring semester of 1989, and in the Fall of 1989 was hired as EOPS counselor a postion she held until 2003. In 2003 she moved into her present postion as a General Counseling postion at SBVC.

Margarita Aguirre, Account Technician, DSO

Margarita Aguirre has submitted a letter of intent to retire effective December 31, 2022 after 15.5 years of service with the District. Margarita became an Account Clerk II at SBVC on January 22, 2007. On July 1, 2012, She transferred to the District office in the same position. On August 1st, 2017, her position title was changed to Account Technician as a result of a classification study where she remained for the remainder of her career.

Sharen Chavira, Administrative Assistant III, SBVC

Sharen Chavira has submitted a letter of intent to retire effective December 16th, 2022 after 25 years of service with the District. Sharen began her career at SBVC as a Clerk Typist II in the Police Science department and then became a Secretary II in 2000 and in 2000 became Secretary III. In 2007 she moved the Crafton Hills College as a Secretary III in Instruction Services and became an Administrative Secretary that same year. In 2014 she returned to SBVC as Administrative Secretary in the Technical Training Department. In 2017 Sharen became an Administrative Assistant II and in 2021 transferred to her current role of Administrative Assistant III in the Social Sciences Department.



**Colleen Gamboa, Payroll Manager, DSO**

Colleen Gamboa has submitted a letter of intent to retire effective December 31, 2022, after 31 years of service with the District. Colleen began her career as an Accountant at District on August 12, 1991. On December 1, 1996, she was reclassified to Senior Accountant. On September 1, 2000, she was reclassified to Payroll Specialist. On July 1, 2007, she was reclassified to Senior Payroll Accountant. On March 13, 2015, she was promoted to Payroll Administrator. And on July 1, 2019, she was reclassified to her current role of Payroll Manager where she has remained for the remainder of her career.

**Maria Gonzales, Maria Gonzales, SBVC**

Maria Gonzales has submitted a letter of intent to retire effective December 30th, 2022 after 23.5 years of service with the District. Maria began her career at SBVC as a Clerk Typist I and then became a Clerical Assistant II in 2001. In 2004 she became Secretary I in the Career Center and in 2007 she became Secretary II in the Career Center. In 2009 she moved to the Transfer Center as a Secretary II. In 2017 moved into her present position of Administrative Assistant I in the Transfer and Matriculation department.

**Gina Guerrero, Administrative Assistant III, DSO-KVCR**

Gina Guerrero has submitted a letter of intent to retire effective December 31, 2022, after 34 years of service with the District. Gina began her career as Clerk Typist I at KVCR on July 15, 1988. On July 1, 1991 she promoted to Clerk Typist II at KVCR. On June 25, 1993 she was reclassified to Secretary II at KVCR. On July 1, 2007, she was reclassified to Administrative Assistant I at KVCR. And on August 1, 2017, she was reclassified to her current role as Administrative Assistant III where she has remained for the remainder of her career.

**Kathy Kafela, Coordinator in the Transfer Center, SBVC**

Kathy Kafela has submitted a letter of intent to retire effective December 30th, 2022 after 23 years of service with the District. Kathy started her career at SBVC Coordinator/Counselor of the STAR program. In 2007 she became a Transfer and Career Services Coordinator. In 2009 she moved into the position she current holds of Coordinator in the Transfer Center.

**Shari McCurry, College Security Officer, DSO-PD**

Shari McCurry has submitted a letter of intent to retire effective December 31st, 2022, after 16 years of service with the District. Shari began her career as a Campus Security Officer at District on May 15 2006. On July 1, 2007, she was reclassified to her current role of College Security Officer where she has remained for the remainder of her career.

**Rosemary Rivera-Reza, Student Services Tech II, SBVC**

Rosemary Rivera-Reza has submitted a letter of intent to retire effective December 31, 2022 after 16 years and nine months of service with the District. Rosemary started as a Secretary I in the Child Development Center in 2006. She then transitioned to the Cal Works department in 2007 as a Secretary I. She was promoted to a Student Services Technician in 2016 within the Cal Works department. Rosemary then moved to Student Services as a Student Services Technician and eventually was promoted to a Senior Student Services Technician where she remained for the remainder of her career.

**Susan Ryckevic, Budget Analyst, DSO**

Susan Ryckevic has submitted a letter of intent to retire effective December 31, 2022, after 29.5 years with the District. Susan began her career as an Account Clerk II at District on January 15, 1993. On March 12, 1999, she was promoted to Senior Accountant. And on July 1, 2013, she was reclassified to her current role as Budget Analyst, where she has remained for the remainder of her career.



James Stewart, Instructor Art, SBVC

James Stewart has submitted a letter of intent to retire effective December 31, 2022 after 42 years of service with the District. James became a teaching assistant at SBVC in March of 1980. He then transitioned to a laboratory technician and eventually a academic tenure-track employee, Professor, Art, Ceramics, Glass & Sculpture, in January of 1999 at SBVC. In July of 2003, James became a tenured academic employee where he remained for the remainder of his career.

Maria Trujillo, Financial Aid Coordinator, SBVC

Maria Trujillo has submitted a letter of intent to retire effective December 31st 2022 after 40 years of service with the District. Maria began working at Crafton Hills College in 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. In November 1984, she became a Financial Aid Specialist position. Maria served as a Financial Aid Specialist until 2016, when she moved into her present position of Financial Aid Coordinator.

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: Stacey K. Nikac, Administrative Officer

DATE: December 9, 2022

SUBJECT: Assignments to Board Advisory Committees

### RECOMMENDATION

It is recommended that the Board of Trustees approve representatives on board advisory committees for the 2023 calendar year.

### OVERVIEW

<b>Committee</b>	<b>2022 Members</b>	<b>2023 Members</b>
Legislative Committee	1. Frank Reyes (Chair) 2. Anne Viricel 3. John Longville	1. 2. 3.
Finance Committee	1. Joseph Williams (Chair) 2. Stephanie Houston 3. Gloria Harrison	1. 2. 3.

### ANALYSIS

Pursuant to 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.

#### **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

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

Standing committees of the Board can be found on the Board of Trustees page of the District Website <http://www.sbccd.edu>

### SBCCD GOALS

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

### FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: December 9, 2022

SUBJECT: Approval of Inland Futures Foundation (IFF) Ex Officio Directors

### RECOMMENDATION

It is recommended that the Board of Trustees approve the Inland Futures Foundation (IFF) Ex Officio Directors.

Title (per IFF Bylaws)	Ex Officio Directors
Chancellor of the District	Diana Z. Rodriguez
Executive Vice Chancellor	Jose F. Torres
Vice Chancellor, Educational & Student Support Services	Nohemy Ornelas
Executive Director, KVCR TV/FM	Connie Leyva
Executive Director, EDCT	Deanna Krehbiel

### OVERVIEW

Inland Futures Foundation (IFF) was formed under the California Nonprofit Public Benefit Corporation Law for public and charitable purposes to support the San Bernardino Community College District ("District") as a recognized "auxiliary organization" of the District as provided in Sections 72670 through 72682 of the Education Code. IFF shall operate in compliance with District Board Policy and Administrative Procedures and with provisions of law pertaining to auxiliary organizations of community college districts, Sections 72670 et. seq. of the Education Code, and Sections 59255 et. seq. of Title 5 of the California Code of Regulations.

The specific purpose of IFF is to provide resource development to support the mission of the District and its programs, initiatives, colleges, and entities.

#### **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

## ANALYSIS

SBCCD will maintain Inland Futures Foundation in good standing with the State of California and the IRS to retain its 501(c)3 designation. It is required for the foundation to meet at least once per quarter to remain in compliance. In addition, pursuant to the IFF Bylaws, it is mandatory to have no less than five (5) Board of Directors. The list reflects revisions and additions to the current individuals and/or their respective positions.

## SBCCD GOALS

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

## FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Stacey K. Nikac, Administrative Officer

DATE: December 9, 2022

SUBJECT: Board Member Assignment to the San Bernardino Regional Emergency Training Center Joint Powers Authority

### RECOMMENDATION

It is recommended that the Board of Trustees approve the assignment of one trustee to the San Bernardino Regional Emergency Training Center Joint Powers Authority for the 2023 calendar year.

### OVERVIEW

	2022 Member	2023 Member
San Bernardino Regional Emergency Training Center Joint Powers Authority	1. Stephanie Houston	1.

### 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.

#### **SBCCD | Mission**

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



#### **SBCCD | Vision**

Inspiring possibilities for bright futures and a prosperous community

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

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

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: December 9, 2022

SUBJECT: Consideration of Board Policies for Final Approval

RECOMMENDATION

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

OVERVIEW

AP 2410 | <https://sbccd.edu/ap2410>

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 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 and 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, which 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

The Board received the following items for first reading on November 11, 2022. The changes include requirements of the Education Code, current laws, and those determined to be necessary for the efficient operation of the District.

BP 2220	Committees of the Board
BP 2345	Public Participation at Board Meetings
BP 2720	Communications Among Board Members
BP 2725	Board Member Compensation
AP 6305	Reserves
AP 6370	Contracts - Personal Services



### 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

Approval of Board Policies ensures SBCCD operates in an equitable and efficient manner that is compliant with applicable legal requirements. Direct financial implications vary for each Board Policy/Administrative Procedure.

## P&P 2220 COMMITTEES OF THE BOARD

**Reason for Changes** (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Legal Update 38 optional language not adopted. Other minor clarifications to language are being recommended.

**Review Level:**  
1 | Info Only

**Review Level Approved by PPAC:**  
10/10/2022

**BOT 1<sup>st</sup> Read:**  
11/10/2022

**BOT 2<sup>nd</sup> Read:**  
12/9/2022

### BP 2220 Committees of the Board With Changes Redlined

~~(Replaces current SBCCD BP 2220)~~

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

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

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

~~The Board has established s~~Standing committees, ~~which -of the Board-~~ can be found on the ~~Board of Trustees page of the District SBCCD w~~Website ~~at~~ <https://sbccd.edu/about-sbccd/board-of-trustees/bot-committees.php>.

Reference:  
Government Code Section 54952

### AP 2220 No AP Exists

END OF RECOMMENDATION

## P&P 2345 Participation at Board Meetings

**Reason for Changes** (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Legal Update 38 revised this policy to remove the requirement that a member of the public must submit written communication regarding a Board agenda item prior to the meeting.

**Review Level:**  
1 | Info Only

**Review Level Approved by PPAC:**  
10/10/2022

**BOT 1<sup>st</sup> Read:**  
11/10/2022

**BOT 2<sup>nd</sup> Read:**  
12/9/2022

### P&P 2345 Participation at Board Meetings With Changes Redlined

(Replaces current SBCCD BP 2140)

#### Placement of Items on Agenda

The Board of Trustees acknowledges that Education Code Section 72121.5 authorizes members of the public to place matters directly related to the business of the District on the agenda of Board meetings, and authorizes members of the public to address the Board regarding these or other matters on the agenda before or during their consideration by the Board.

Members of the public are not authorized to place matters on the notice for a special Board meeting but may address the Board regarding matters placed on the notice for a special Board meeting by the District.

Members of the public may bring matters directly related to the business of the District to the attention of the Board in one of two ways:

- There will be a time at each regularly scheduled Board meeting for the general public to discuss items not on the agenda.
- Members of the public may place items on the prepared agenda in accordance with BP 2340 titled Agendas.

Members wishing to present such items shall submit a written request at the beginning of the meeting to the Chancellor that summarizes the item and provides his/her/their name and organizational affiliation, if any.

If requested, writings that are public records shall be made available in appropriate alternative formats so as to be accessible to persons with a disability.

Claims for damages are not considered communications to the Board under this rule, but shall be submitted to the District.

#### References:

Education Code Section 72121.5;  
Government Code Sections 54954.3 and 54957.5

### P&P 2345 Participation at Board Meetings No AP Exists

END OF RECOMMENDATION

## P&P 2720 COMMUNICATIONS AMONG BOARD MEMBERS

**Reason for Changes** (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Legal Update 38 revised this policy to reflect new Brown Act requirements allowing members of the Governing Board to engage in conversations on social media platforms that are open and accessible to the public so long as the purpose of the communication is to answer questions, provide information to the public, or solicit information from the public; and as long as the majority of the members of the Board do not discuss District business among themselves.

**Review Level:**  
1 | Info Only

**Review Level Approved by PPAC:**  
10/10/2022

**BOT 1<sup>st</sup> Read:**  
11/10/2022

**BOT 2<sup>nd</sup> Read:**  
12/9/2022

### BP 2720 COMMUNICATIONS AMONG BOARD MEMBERS

With Changes Redlined

~~(Replaces current SBCCD BP 2030)~~

Members of the Board shall not communicate among themselves by the use of any form of communication (e.g., personal intermediaries, e-mail, or other technological device) in order to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the Board.

A majority of the members of the Governing Board shall not, outside a regularly scheduled meeting, use a series of communications of any kind (including an internet-based social media platform), directly or through intermediaries, to discuss, deliberate, or take action on any item of business that is within the subject matter jurisdiction of the Board.

This policy shall not be construed as preventing an employee or official of the District from engaging in separate conversations or communications with members of the Board outside of a meeting in order to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of Board, if that person does not communicate to members of the Board the comments or position of any other member or members of the Board.

This policy shall also not be construed as preventing a member of the Governing Board from engaging in separate conversations or communications on an internet-based social media platform to answer questions, provide information to the public, or to solicit information from the public regarding a matter that is within the subject matter jurisdiction of the Board.

A member of the Board shall not respond directly to any communication on an internet-based social media platform regarding a matter that is within the subject matter jurisdiction of the Board that another member of the Board has made, posted, or shared.

Reference:  
Government Code Section 54952.2

### AP 2720 COMMUNICATIONS AMONG BOARD MEMBERS

No AP Exists

END OF RECOMMENDATION

P&P 2725 BOARD MEMBER COMPENSATION

**Reason for Changes** *(For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)*

Requested by the Chancellor on behalf of the BOT to reflect results of Resolution #2022-07-14-BOT-01 increasing the annual compensation of the SBCCD Board of Trustees

<b>Review Level:</b> 1   Info Only	<b>Review Level Approved by PPAC:</b> 10/10/2022	<b>BOT 1<sup>st</sup> Read:</b> 11/10/2022	<b>BOT 2<sup>nd</sup> Read:</b> 12/9/2022
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BP 2725 BOARD MEMBER COMPENSATION

With Changes Redlined

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*(Replaces current SBCCD BP 2230)*

Members of the Board of Trustees who attend all Board meetings shall receive \$~~400~~420 per month and the student trustee(s), \$~~200~~210 per month. A member of the Board who does not attend all meetings held by the Board in any month shall receive, as compensation, an amount not greater than the pro rata share of the number of meetings actually attended.

A member of the Board may be paid for a meeting when absent if the Board, by resolution, finds that at the time of the meeting the member is performing services outside the meeting for the community college district, is ill, on jury duty, or the absence is due to a hardship deemed acceptable by the Board.

The Board may, on an annual basis, increase the compensation of Board members beyond the statutory formula, in an amount not to exceed five (5) percent based on the present monthly rate of compensation. Any increase is subject to rejection in a referendum by a majority of the voters in the District and shall be in accordance with the procedures set forth in Education Code Section 72024.

Reference:

Education Code Section 72024

AP 2725 BOARD MEMBER COMPENSATION

No AP

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END OF RECOMMENDATION

**P&P 6305 RESERVES**

**Reason for Changes** *(For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)*

To meet eligibility criteria for 2022-23 Emergency Conditions Allowance funding per Resolution 2022-08-26-FS01 Regarding the 2022-23 COVID-19 Emergency Conditions Allowance adopted August 2022, requiring that SBCCD adopt a board policy prior to February 28, 2023, on reserves that is in alignment with Government Finance Officers Association recommendations. The change matches the SBCCD Budget Directives adopted by the BOT on February 10, 2022.

**Review Level:**  
2 | Minor Edit (Non 10+1)

**Review Level Approved by PPAC:**  
9/12/2022

**BOT 1<sup>st</sup> Read:**  
11/10/2022

**BOT 2<sup>nd</sup> Read:**  
12/9/2022

**SUPPORTING BP 6300 FISCAL MANAGEMENT**

**FYI Only | No Change Recommended**

The Chancellor shall establish procedures to assure that the District's fiscal management is in accordance with the principles contained in Title 5 Section 58311, including:

- Adequate internal controls exist.
- Fiscal objectives, procedures, and constraints are communicated to the Board and employees.
- Adjustments to the budget are made in a timely manner, when necessary.
- The management information system provides timely, accurate, and reliable fiscal information.
- Responsibility and accountability for fiscal management are clearly delineated.

The Chancellor shall also establish procedures that satisfy the U.S. Education Department General Administrative Regulations (EDGAR) Second Edition for any federal funds received by the District.

The books and records of the District shall be maintained pursuant to the California Community Colleges Budget and Accounting Manual.

As required by law, the Board shall be presented with a quarterly report showing the financial and budgetary conditions of the District.

As required by the California Community Colleges Budget and Accounting Manual, expenditures shall be recognized in the accounting period in which the liability is incurred, and shall be limited to the amount budgeted for each major classification of accounts and to the total amount of the budget for each fund.

**References:**

Education Code Section 84040(c); Title 5 Section 58311;

ACCJC Accreditation Standard III.D2 Code of Federal Regulations Parts 200.302(b)(6)-(7), 200.305, and 200.400 et seq.

**P&P 6305 RESERVES****AP 6305 RESERVES**

With Changes Redlined

~~The final budget shall include an unappropriated reserve to ensure that the District will be in a positive cash position at the end of the fiscal year. This reserve shall be no less than the prudent reserve defined by the State Chancellor's Office.~~

~~In line with the most recent guidance from the State Chancellor's Office, SBCCD will maintain a minimum fund balance of approximately two months of expenditures in its Unrestricted General Fund as recommended by the Government Finance Officers Association, unless fund balance is utilized for specially identified one-time needs as authorized by the Board of Trustees.~~

~~One-time is defined as an expenditure that has no ongoing commitment. While one-time needs may be repeated in future years, the nature of the expenditure must conform to the definition.~~

## References:

Budget and Accounting Manual, Chapter 5; Appendix A

**END OF RECOMMENDATION**

## P&P 6370 CONTRACTS – PERSONAL SERVICES

**Reason for Changes** (For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

Legal Update 38 revised this procedure to reflect a change in the citation to the Labor Code provisions addressing independent contractor requirements (Labor Code Sections 2775 et seq.)

**Review Level:**  
1 | Info Only

**Review Level Approved by PPAC:**  
10/10/2022

**BOT 1<sup>st</sup> Read:**  
11/10/2022

**BOT 2<sup>nd</sup> Read:**  
12/9/2022

### BP 6370 CONTRACTS – PERSONAL SERVICES

No BP Exists

### AP 6370 CONTRACTS – PERSONAL SERVICES

With Changes Redlined

#### General Contract Procedures

Refer to AP 6340 titled Bids and Contracts section "General Contract Procedures", parts A through G.

#### Professional Services

Professional service contracts may be let without competitive bidding. Professional service providers are persons specially qualified to provide services and advise in financial, economic, accounting, engineering, legal or administrative matters. They must be specially trained, experienced and competent to perform the services required. Compensation for special services and advice from professional service providers may be paid from available funds in the amounts deemed proper for the services rendered.

#### Conflict of Interest

SBCCD will not execute a professional service contract or agreement with the intent of delegating decision making authority on behalf of the District to a consultant. In the event that an extenuating condition exists where a consultant is given this authority, he or she will be subject to compliance with SBCCD's conflict of interest code and will be required to complete a statement of economic interests. See BP 2710 titled Conflict of Interest and AP 2712 titled Conflict of Interest Code.

#### Employees as Professional Service Providers

An individual cannot be both an SBCCD employee and a professional services provider with SBCCD at the same time unless it can be clearly demonstrated that the work being performed as a professional services provider has no relationship to work being performed as an employee of SBCCD and such work cannot be construed as falling within the broad definition of the individual's job description or classification as an employee. Any SBCCD employee hired as a professional services provider through the Human Resources Office is considered an "employee" for payroll purposes and payment for services is subject to appropriate tax withholding.

#### Contracts

Each professional services provider will have an approved agreement or contract on file in Business Services prior to beginning the service that has been negotiated through SBCCD's contracting process.

#### References:

Ed Code 88003.1<sub>7</sub>

Gov Code 53060<sub>7</sub>

Labor Code 2775 et seq. 3353<sub>7</sub>

Public Contract Code 10335.5, and the IRS 20-point Checklist

**END OF RECOMMENDATION**

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Rodriguez, Chancellor

REVIEWED BY: Kevin Horan, President, CHC

PREPARED BY: Michelle Riggs, Director of Institutional Advancement, CHC

DATE: December 9, 2022

SUBJECT: Consideration of Approved Naming PSAH-115 as the Kirsten Greek Classroom

### RECOMMENDATION

It is recommended that the Board of Trustees approve the naming of the classroom in the Public Safety and Allied Health Building (PSAH) 115 at Crafton Hills College as the "Kirsten Greek Classroom".

### OVERVIEW

Forrest Greek and Valorie McLaughlin have given \$40,500 and pledged annual gifts of \$15,000 for the remainder of their lives beginning in January 2023, and a bequest of the equity from two properties in their estate. These funds will provide annual scholarships for students in the Respiratory, Fire, and Child Development programs.

### ANALYSIS

Per Board Policy 6620, the Board retains authority for naming college facilities and properties which includes portions of buildings.

In accordance with Administrative Procedure 6620, and in grateful recognition of the generosity of Forrest Greek and Valorie McLaughlin, Crafton Hills College, with the approval of the Board of the San Bernardino Community College District will name classroom 115 in PSAH as the "Kirsten Greek Classroom".

### FINANCIAL IMPLICATIONS

None. The contributions will be held with the CHC Foundation. Expendable distributions will support annual awards with the remaining endowed portion of funds invested to provide support to students in the Respiratory, Fire, and Child Development programs at Crafton Hills College in perpetuity.

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: December 09, 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  
December 09, 2022**

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>READ 078</b>	Advanced Reading

**Catalog Description:** Introduces students to skills of vocabulary development and reading comprehension. Intensive practice in reading passages at an advanced level.

**Schedule Description:** Introduces students to skills of vocabulary development and reading comprehension.

**Rationale:** Six-year revision

**Equate:** Not currently equated with SBVC

**Student Learning Outcomes:** Revised

**Prerequisites:** Eligibility to READ 078 as determined through the CHC assessment.

**Effective:** Fall 2023

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>ECON 100</b>	Introduction to Economics

**Schedule Descriptions:** Economic analysis applied to issues and problems facing the U.S. economy. Economic problems are analyzed with the elementary tools of economics as a way of evaluating alternative choices with respect to actual or hypothetical courses of action.

**Student Learning Outcomes:** Revised

**Rationale:** Six-year revision

**Equate:** Course equates with ECON 100 at SBVC

**Effective:** Fall 2023

**Departmental Recommendation:** ENGL 101 and MATH 095

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>MATH 106</b>	Mathematical Concepts for Elementary School Teachers

**Student Learning Outcomes:** Revised

**Rationale:** Six-year revision

**Equate:** Not currently equated with SBVC

**Prerequisite:** Eligibility for MATH 106 as determined by the Crafton Hills Assessment process

**Effective:** Fall 2023

<b>MODIFY COURSE</b>
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COURSE ID	COURSE TITLE
LRC 900	Supervised Training

<b>Catalog Description:</b>	This course is ungraded and zero unit, providing learning support services across disciplines such as writing, math, science, language, and vocational courses. Activities may include in-person or remotely supervised individual or group tutorial services, computer assistance to expand on direct instruction and to equitably facilitate learning to diverse student body, this course does not impact GPA or transfer, and there is no cost associated with enrollment. Students are automatically enrolled when utilizing the optional tutoring services.
<b>Schedule Description:</b>	This course is ungraded and zero unit, providing learning support services across disciplines such as writing math, science, language, and vocational courses. Activities may include in-person or remotely supervised individual or group tutorial services, computer assistance to expand on direct instruction and to equitably facilitate learning to a diverse student body. This course does not impact GPA or transfer, and there is no cost associated with enrollment. Students are automatically enrolled when utilizing the optional tutoring services.
<b>Rationale:</b>	Six-year revision. It was previously only directed toward CHC students; however, it is available for any student taking a course in the district. It also needed to be updated to have the description showing that it is ungraded, 0 unit and free. Many students have been concerned because they didn't understand the course showing up on transcripts.
<b>Equate:</b>	Not currently equated with SBVC
<b>Effective:</b>	Fall 2023
<b>Corequisite:</b>	Enrollment in at least one course within the San Bernardino Community College District

<b>MODIFY COURSE</b>
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COURSE ID	COURSE TITLE
MATH 903	Math Support Lab

<b>Student Learning Outcomes:</b>	Revised
<b>Effective:</b>	Fall 2023
<b>Equate:</b>	Not currently equated with SBVC
<b>Corequisites:</b>	Current enrollment in MATH 942, or MATH 952, or MATH 962, or MATH 090, or MATH 095, or MATH 102, or MATH 103, or MATH 115, or MATH 110

<b>MODIFY COURSE</b>
----------------------

COURSE ID	COURSE TITLE
KIN 170	Lifeguarding

**Student Learning Outcomes:** No-Change

**Min Lecture Contract Hours:** 40

**Min Lecture Out of Class Hours:** 80

**Lab/Field:** Yes

**Schedule Description:** Add: This course is also offered as PBSF 170

**Rationale:** 6-year revision

**Effective:** Fall 2023

**Equate:** Not currently equated with SBVC

**Prerequisites:** Must be ae 15 or older. 300 meters of continuous swim: front crawl, breaststroke, or a combination of both without stopping to rest. Tread water for 2 minutes. Timed event: swim 20 meters out to retrieve a 10-pound weight within 1 minute and 40 seconds.

<b>MODIFY COURSE</b>
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COURSE ID	COURSE TITLE
PBSF 170	Lifeguarding

**Student Learning Outcomes:** No-Change

**Min Lecture Contract Hours:** 40

**Min Lecture Out of Class Hours:** 80

**Lab/Field:** Yes

**Schedule Description:** Add: This course is also offered as KINF 170

**Rationale:** 6-year revision

**Effective:** Fall 2023

**Equate:** Not currently equated with SBVC

**Prerequisites:** Must be ae 15 or older. 300 meters of continuous swim: front crawl, breaststroke, or a combination of both without stopping to rest. Tread water for 2 minutes. Timed event: swim 20 meters out to retrieve a 10-pound weight within 1 minute and 40 seconds.

**MODIFY COURSE**

<b>COURSE ID</b>	<b>COURSE TITLE</b>
<b>GEOG 120</b>	World Regional Geography

**Student Learning  
Outcomes:**

No change

**Rationale:**

Add DE

**Equate:**

Currently equated with GEOG 120 at SBVC

**Effective:**

Fall 2023

## COURSE DELETIONS

### Selected Topics in Fire Technology

**FIRET 091CD,  
FIRET 230C,  
FIRET 234A,  
FIRET 243D,**

**FIRET 092AB,  
FIRET 231BX3,  
FIRET 237A,  
FIRET 254C,**

**FIRET 094A,  
FIRET 232D,  
FIRET 240B,  
FIRET 257BD**

**FIRET 225BX3,  
FIRET 233BCD  
FIRET 242B,**

**Rationale:**

These classes are no longer being offered at Craton. Not currently equated with Valley

**Effective:**

Fall 2023

## PROGRAM MODIFICATIONS

### Associate of Science in Chemistry for Transfer

**Rationale:**

Need to update as the Transfer Model curriculum now requires the CHEM 212/213 to be 5-unit classes.

**Effective:**

Fall 2023

**Required Core Courses:**

Units:

<b>CHEM 150 General Chemistry I</b>	<b>5</b>
<b>CHEM 151 General Chemistry II</b>	<b>5</b>
<b>CHEM 212 Organic Chemistry I</b>	<b>5</b>
<b>CHEM 213 Organic Chemistry II</b>	<b>5</b>
<b>PHYSIC 250 College Physics I</b>	<b>4</b>
<b>PHYSIC 251 College Physics II</b>	<b>4</b>
<b>MATH 250 Single Variable Calculus I</b>	<b>4</b>
<b>MATH 251 Single Variable Calculus II</b>	<b>4</b>
<b>Total Units</b>	<b>36</b>

### Associate of Science Degree Chemistry

**Rationale:**

CHEM 212 and 213 has been changed to a 5-unit class and we need to correct the degree for these units changes.

**Effective:**

Fall 2023

**Required Core Classes:**

Units:

<b>CHEM 150 General Chemistry I</b>	<b>5</b>
<b>CHEM 151 General Chemistry II</b>	<b>5</b>
<b>CHEM 212 Organic Chemistry I</b>	<b>5</b>
<b>CHEM 213 Organic Chemistry II</b>	<b>5</b>
<b>Total Units</b>	<b>20</b>

**Recommended Courses:**

Units:

<b>MATH 250 Single Variable Calculus I</b>	<b>4</b>
<b>MATH 251 Single Variable Calculus II</b>	<b>4</b>
<b>PHYSIC 110 General Physics I</b>	<b>4</b>
<b>PHYSIC 111 General PHYSICS II</b>	<b>4</b>
<b>Total Units</b>	<b>16</b>

<b>DISTRIBUTED EDUCATION</b>
------------------------------

<b>Course ID:</b>	<b>ECON 100</b>	<b>Hybrid and 100% Online</b>
<b>Course Title:</b>	Introduction to Economics	
<b>Rationale:</b>	Increase DE Offerings	
<b>Effective:</b>	Fall 2023	

<b>Course ID:</b>	<b>GEOG 120</b>	<b>Hybrid and 100% Online</b>
<b>Course Title:</b>	World Regional Geography	
<b>Rationale:</b>	Increase DE Offerings	
<b>Effective:</b>	Fall 2023	

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Scott Thayer, Interim President, SBVC

PREPARED BY: Dina Humble, Vice President, Instruction, SBVC

DATE: December 9, 2022

SUBJECT: Curriculum – SBVC

### RECOMMENDATION

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

### OVERVIEW

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

### ANALYSIS

These courses, certificates, and degrees have been approved for addition, modification, and deletion by the Curriculum Committee of the Academic Senate and will be included in the 2022-2023 and 2023-2024 College Catalogs.

### SBCCD GOALS

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

### FINANCIAL IMPLICATIONS

None.



**SAN BERNARDINO VALLEY COLLEGE  
SUBMITTED FOR BOARD OF TRUSTEE APPROVAL  
December 9, 2022**

**CONTENT REVIEW**

*No Changes to the College Catalog*

CIT 089

**Rationale:** Content Review  
**Effective:** Fall 2023

**NEW COURSE**

*Addition to the 2023-2024 College Catalog*

**Course ID:** POLICE 003  
**Course Title:** Basic Police Academy Requalification  
**Units:** 10  
**Lecture:** 160  
**Laboratory:** 48-54  
**Outside of Class Hours:** 320-360  
**Prerequisite:** Completion of a POST - Approved Basic Academy Course  
**Course Description:** This course is in compliance with the Commission on Peace Officers Standards and Training (POST) requirements for requalification training. This course re-certifies students who graduated from a POST-approved basic police academy more than three years ago and have not obtained employment as a sworn police officer. This course also re-certifies students who have graduated from a POST-approved academy and have been previously employed as a peace officer, and are returning to employment as a police officer after a break of more than three years.  
**TOP Code:** 2105.50  
**Equate:** Course not offered at CHC.  
**Rationale:** Course is needed for students who completed the Basic Police Academy and never received a job.  
**Effective:** Fall 2023

**COURSE MODIFICATION**

*Changes to the 2023-2024 College Catalog*

COURSE ID	COURSE TITLE
MATH 222	INDEPENDENT STUDY IN MATHEMATICS

**Prerequisite:** Eligibility for college level Mathematics based on the SBVC Guided-Self Placement process.  
**Equate:** Course not offered at CHC.  
**Rationale:** Updating prerequisite.  
**Effective:** Fall 2023

## COURSE DELETION

ARCH 110  
ARCH 133

ARCH 111  
ARCH 231

ARCH 130  
ARCH 233

ARCH 131

**Rationale:** Courses are no longer offered.  
**Effective:** Fall 2023

## DISTANCE EDUCATION

MATH 222

**Rationale:** **Distance Education Delivery**

One of the planning themes and goals of San Bernardino Valley College (SBVC) is student access. The faculty and curriculum committee have worked to examine course delivery and make curricular adjustments to meet the necessary demand for distance education. The online delivery method of these courses supports the mission of SBVC by providing access to education to a diverse community of learners who find themselves in a community with complicated lives and difficult and demanding schedules and responsibilities.

**Effective:** Fall 2023

## CERTIFICATE MODIFICATION

### 3D Modeling and Design - Certificate

This certificate is designed to prepare students for entry-level employment in the fields of architecture, civil engineering, structural engineering, mechanical engineering, electrical engineering, urban planning, interior design, landscape design, manufacturing, and related fields. Computer Aided Drafting (CAD), Rhino, and Grasshopper are the primary tools used to produce and present designs in these fields. The built environment reflects society, and it impacts how people live. Therefore, this certificate incorporates contributions from historically underrepresented architects, engineers, urban planners, interior designers, and accessibility advocates. This certificate further reflects on the impact of design on underrepresented and historically excluded populations and focuses on how design processes can mitigate those impacts.

#### REQUIRED COURSES:

ARCH 105	Design Theories, Methods, and Visualizations	3.0
ARCH 112	Design Studio I	4.0
ARCH 102	Digital Design Media Level I	3.0
ARCH 113	Design Studio II	4.0
ARCH 103	Architectural Rendering and Visual Communication	3.0
		<b>Total: 17.0</b>

**Rationale:** Updating description and courses.  
**Effective:** Fall 2023

## CERTIFICATE MODIFICATION

### Advanced Automotive Collision Repair and Refinishing - Certificate

This certificate is designed to prepare students for entry-level work as an auto collision repair technician and/or painter apprentice beyond the Basic Automotive Collision Repair and Refinishing Certificate and to prepare students for the Automotive Service Excellence (ASE) certification test.

#### REQUIRED COURSES:

ACR 020	Non-Structural Body Repair	6.0
ACR 022	Non-Structural Collision Repair and Estimating	6.0
ACR 024	Structural Analysis and Damage Repair	6.0
ACR 026	Auto Collision Refinishing	6.0
ACR 030	Mechanical Technology for the Collision Specialist	5.0
ACR 050	Basic Vehicle Restoration <b>OR</b>	4.0
ACR 060	Beginning Street Rod Construction	4.0
		<b>Total: 33.0</b>

*This is a Gainful Employment Program*

**Rationale:** Updating courses to ACR.  
**Effective:** Fall 2023

## CERTIFICATE MODIFICATION

### Automotive Interiors - Certificate

This certificate is designed to prepare students for entry-level work/employment as an automotive interior technician.

#### REQUIRED COURSES:

ACR 020	Non-Structural Body Repair	6.0
ACR 040	Basic Auto Upholstery	3.5
ACR 041	Advanced Custom Auto Interiors	4.0
ACR 060	Beginning Street Rod Construction	4.0
		<b>Total: 17.5</b>

**Rationale:** Updating course prefixes to ACR.  
**Effective:** Fall 2023

## CERTIFICATE MODIFICATION

### Automotive Interiors - Noncredit Certificate of Completion

This noncredit certificate is designed to prepare students for entry-level work/employment as an automotive interior technician.

#### REQUIRED COURSES:

ACR 620	Non-Structural Body Repair	128.0-144.0
ACR 640	Basic Auto Upholstery	128.0-144.0
ACR 641	Advanced Custom Auto Interiors	128.0-144.0
ACR 660	Beginning Street Rod Construction	96.0-108.0
		<b>Total Hours: 480.0-540.0</b>

**Rationale:** Updating course prefixes to ACR.  
**Effective:** Fall 2023

## CERTIFICATE MODIFICATION

### Building Information and 3D Modeling - Certificate

This certificate is designed to prepare students for entry-level employment in the fields of architecture, civil engineering, structural engineering, mechanical engineering, electrical engineering, urban planning, interior design, landscape design, manufacturing, construction, and related fields. Computer Aided Drafting (CAD), Rhino, Grasshopper, and REVIT are the primary tools used to produce and present documents in these fields. The built environment reflects society, and it impacts how people live. Therefore, this certificate incorporates contributions from historically underrepresented architects, engineers, urban planners, interior designers, and accessibility advocates.

#### REQUIRED COURSES:

ARCH 104	The Built Environment: Culture, Profession, and Urbanization	3.0
ARCH 112	Design Studio I	4.0
ARCH 102	Digital Design Media Level I	3.0
ARCH 103	Architectural Rendering and Visual Communication	3.0
ARCH 202	Digital Design Media Level II	3.0
		<b>Total: 16.0</b>

**Rationale:** Updating description and courses.  
**Effective:** Fall 2023

## CERTIFICATE MODIFICATION

### Building Information Management (BIM) - Certificate

This certificate is designed to prepare students for entry-level employment in the fields of architecture, civil engineering, structural engineering, mechanical engineering, electrical engineering, urban planning, interior design, landscape design, manufacturing, construction management, and related fields. Computer Aided Drafting (CAD) and Building Information Management (BIM) are the primary tools used to produce and present documents in these fields. The built environment reflects society, and it impacts how people live. Therefore, this certificate incorporates contributions from historically underrepresented architects, engineers, urban planners, interior designers, and accessibility advocates. This certificate further reflects on the impact of design on underrepresented and historically excluded populations and focuses on how design processes can mitigate those impacts.

#### REQUIRED COURSES:

ARCH 112	Design Studio I	4.0
ARCH 102	Digital Design Media Level I	3.0
ARCH 103	Architectural Rendering and Visual Communication	3.0
ARCH 202	Digital Design Media Level II	3.0
ARCH 203	Advanced Digital Media and Algorithmic Design	3.0
		<b>Total: 16.0</b>

**Rationale:** Updating description and courses.  
**Effective:** Fall 2023

## CERTIFICATE MODIFICATION

### Psychiatric Technology - Certificate

Students working for certificates must have a basic knowledge of arithmetic, reading and writing in order to learn and work in the occupations they select. This certificate is designed to prepare students for employment as a Psychiatric Technician, providing care and participating in the treatment of mentally and developmentally disabled clients. Learning activities are conducted on the college campus and through a variety of community agencies.

The curriculum prepares students to take the California Psychiatric Technician license examination. The Psychiatric Technology program is accredited by the California Board of Vocational Nursing and Psychiatric Technicians.

Students must complete program prerequisites, apply, and be accepted into the Psychiatric Technology program. To enroll in the program, students must pass a background check and meet health requirements. The California Board of Vocational Nursing and Psychiatric Technicians may deny a license based on any conviction or action substantially related to Psychiatric Technician practice.

#### GENERAL EDUCATION REQUIREMENTS:

##### *BIOLOGY (4-8 UNITS)*

BIOL 155	Introductory Anatomy and Physiology <b>OR</b>	4.0
BIOL 250	Human Anatomy and Physiology I <b>AND</b>	4.0
BIOL 251	Human Anatomy and Physiology II <b>OR</b>	4.0
BIOL 260	Human Anatomy <b>AND</b>	4.0
BIOL 261	Human Physiology	4.0

##### *ENGLISH (4 UNITS)*

ENGL 101	Freshman Composition <b>OR</b>	4.0
ENGL 101H	Freshman Composition-Honors	4.0

##### *MATHEMATICS (0-4 UNITS) –*

*Students must complete one of the following or place into a transfer-level MATH course:*

MATH 108	Introduction to Probability and Statistics <b>OR</b>	4.0
ECON 208	Business and Economic Statistics <b>OR</b>	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0

##### *PSYCHOLOGY (3 UNITS)*

PSYCH 100	General Psychology <b>OR</b>	3.0
PSYCH 100H	General Psychology – Honors	3.0

#### **REQUIRED COURSES (46 UNITS):**

PSYTCH 084	Introduction to Psychiatric Technology	17.0
PSYTCH 085	Psychiatric Technology: Nursing Science	12.0
PSYTCH 086	Introduction to Psychiatric Technology: Behavioral Science	17.0

**Total: 49.0-53.0**

***This is a Gainful Employment Program***

**Rationale:** Removing MATH 095 and MATH 096 from certificate.  
**Effective:** Fall 2023

## CERTIFICATE MODIFICATION

### Street Rod Construction - Certificate

This certificate is designed to prepare students for entry level work as a street rod builder apprentice or related areas of the auto related industry.

#### REQUIRED COURSES:

ACR 060	Beginning Street Rod Construction	4.0
ACR 050	Basic Vehicle Restoration	4.0
ACR 020	Non-Structural Body Repair	6.0
		<b>Total: 14.0</b>

**Rationale:** Updating course prefixes to ACR.  
**Effective:** Fall 2023

## CERTIFICATE MODIFICATION

### Street Rod Construction - Noncredit Certificate of Completion

This noncredit certificate is designed to prepare students for entry level work as a street rod builder apprentice or related areas of the auto related industry.

#### REQUIRED COURSES:

ACR 660	Beginning Street Rod Construction	96.0-108.0
ACR 650	Basic Vehicle Restoration	128.0-144.0
ACR 620	Non-Structural Body Repair	128.0-144.0
		<b>Total Hours: 352-396</b>

**Rationale:** Updating course prefixes to ACR.  
**Effective:** Fall 2023

## NEW DEGREE

### Public Health Science - Transfer Degree, AS-T

Public Health Science students will gain a deeper understanding of public health and its concentration areas. The Public Health Science Associate in Science Transfer Degree (AS-T) provides students with an education in the core aspects to gain employment in Public and Private Health and Human service agencies, schools, corporations, and non-profit and professional consulting organizations. The Public Health Science AS-T degree prepares students for transfer to CSU campuses that offer a bachelor's degree in Public Health Science.

To earn this AS-T degree, students must meet the following requirements:

- Completion of the following major requirements with a minimum grade of "C" (or "P");
- Completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- Certified completion of the CSU General Education-Breadth (CSU-GE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSU-GE or IGETC before transferring to a CSU.

Students planning to transfer to a four-year institution and major in Public Health Science should consult with a counselor regarding the transfer process and lower division requirements.

**Required Courses: (27-29 Units)**

HEALTH 101	Personal Health and Wellness	3.0
HEALTH 100	Introduction to Public Health	3.0
MATH 108	Introduction to Probability and Statistics <b>OR</b>	4.0
ECON 208	Business and Economic Statistics <b>OR</b>	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0
BIOL 100	General Biology	4.0
CHEM 101	Introductory Chemistry	4.0
PSYCH 100	General Psychology <b>OR</b>	3.0
PSYCH 100H	General Psychology – Honors	3.0

**Choose One Sequence: (8 Units)**

BIOL 260	Human Anatomy <b>AND</b>	4.0
BIOL 261	Human Physiology <b>OR</b>	4.0
BIOL 250	Human Anatomy and Physiology I <b>AND</b>	4.0
BIOL 251	Human Anatomy and Physiology II	4.0

**List A: Select One Course from the List Below (3 Units)**

ECON 201	Principles of Microeconomics <b>OR</b>	3.0
ECON 201H	Principles of Microeconomics – Honors	3.0
ECON 200	Principles of Macroeconomics <b>OR</b>	3.0
ECON 200H	Principles of Macroeconomics – Honors	3.0
FN 162	Introduction to Food and Nutrition	3.0
PSYCH 118	Human Sexual Behavior	3.0
SOC 120	Health and Social Justice	3.0
HUMSV 130	Introduction to Addiction Studies: Drugs, Health, and Society	3.0
SOC 100	Introduction to Sociology <b>OR</b>	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
COMMST 100	Elements of Public Speaking <b>OR</b>	3.0
COMMST 100H	Elements of Public Speaking – Honors	3.0

Major Total: 32

Total Units that May Be Double Counted: 12

General Education (CSU GE-Breadth or IGETC for CSU): 37-39

Elective (CSU Transferable): 2-4

**Total: 60.0**

**Rationale:** New degree, that is aligning with the TMC template.

**Effective:** Fall 2023

**DEGREE MODIFICATION****Advanced Automotive Collision Repair and Refinishing - A.S. Degree**

This degree is designed to prepare students for entry-level work as an auto collision repair technician and/or painter apprentice beyond the Basic Automotive Collision Repair and Refinishing Certificate.

To graduate with a specialization in Advanced Automotive Collision Repair and Refinishing, students must complete the following courses plus the general breadth requirements for the associate of science degree (minimum total = 60 units).

**REQUIRED COURSES:**

ACR 020	Non-Structural Body Repair	6.0
ACR 022	Non-Structural Collision Repair and Estimating	6.0
ACR 024	Structural Analysis and Damage Repair	6.0
ACR 026	Auto Collision Refinishing	6.0
ACR 030	Mechanical Technology for the Collision Specialist	5.0

ACR 050	Basic Vehicle Restoration <b>OR</b>	4.0
ACR 060	Beginning Street Rod Construction	4.0
		<b>Total: 33.0</b>

**Rationale:** Updating course prefix to ACR.  
**Effective:** Fall 2023

## DEGREE MODIFICATION

### Architecture and Environmental Design - A.S. Degree

To graduate with a specialization in Architecture and Environmental Design, a student must complete the following courses in addition to the general breadth requirements for an Associate's Degree. For transfer students, these courses will provide students with the tools needed to construct a portfolio that will be required to transfer into Architecture Programs at 4-year institutions. Along with a successful portfolio, these courses should also constitute the first two years of an Architecture Program. In addition, these courses should help students interested in transferring to 4-year institutions in Environmental Design fields, and as Landscape Architecture, Interior Design, and Urban Planning majors. Historically, the built environment has not always incorporated marginalized voices, sustainability, and environmental justice. In the US and globally, there is a long history of the built environment erasing and subjugating disenfranchised populations. This is one of many forms of structural racism. Within this degree, students will be exposed to contributions from underrepresented architects, planners, designers, and engineers that prioritize environmental sustainability, justice, equity, and accessibility. Students will also consider the impact of design on underrepresented populations and will develop tools and strategies for mitigating those impacts.

#### REQUIRED COURSES:

ARCH 104	The Built Environment: Culture, Profession, and Urbanization	3.0
ARCH 105	Design Theories, Methods, and Visualizations	3.0
ARCH 112	Design Studio I	4.0
ARCH 113	Design Studio II	4.0
ARCH 102	Digital Design Media Level I	3.0
ARCH 103	Architectural Rendering and Visual Communication	3.0
ARCH 145	History of Architecture: Early Design through Gothic <b>OR</b>	3.0
ARCH 145H	History of Architecture: Early Design through Gothic – Honors	3.0
ARCH 146	History of Architecture: Renaissance through Modern <b>OR</b>	3.0
ARCH 146H	Architecture History: Renaissance to Modern – Honors	3.0
ARCH 212	Design Studio III	4.0
ARCH 213	Design Studio IV	4.0
ARCH 202	Digital Design Media Level II	3.0
ARCH 203	Advanced Digital Media and Algorithmic Design	3.0
		<b>Total: 40.0</b>

**Rationale:** Updating description and courses.  
**Effective:** Fall 2023

## DEGREE MODIFICATION

### Environmental Science - A.S. Degree

The goals of the Environmental Science program are to: 1) meet the needs of students who are majoring in one of the diverse fields encompassed by environmental science, and 2) provide options for students fulfilling general education science requirements.

Awareness of the issues of environmental quality, environmental racism, and environmental justice are increasingly important in business, industry, and government. The growing human population and increasing consumption of resources are creating unprecedented pressures on our planetary life support systems. Within the human population, socioeconomically and politically disenfranchised communities oftentimes suffer the consequences of polluted environments when compared with more advantaged communities. This is one of the many aspects of structural racism. This degree helps students to understand how environmental racism, environmental justice, and multiculturalism are vital components of the environmental landscape.

Environmental Science Majors need to complete an interdisciplinary set of core requirements that provide a basic understanding of the physical, biological, and social sciences and the relevance of these sciences to environmental processes and issues. In addition, the coursework will prepare students for related baccalaureate majors, including biology, chemistry, engineering, geography, geographic information systems (GIS), geology, mathematics, oceanography, and physics. For non-majors, the program's goal is to educate students to make better-informed choices about key environmental, health, and justice issues.

Students planning to transfer to a four-year institution and major in Environmental Science should consult with a counselor regarding the transfer process and institution-specific lower-division requirements. In upper division and graduate studies, students majoring in environmental science usually specialize in areas such as environmental toxicology, public health, environmental law, education, environmental economics, soil and water science, restoration ecology, environmental landscaping, environmental management, urban planning, and related careers.

To graduate with a specialization in Environmental Science, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

#### **REQUIRED COURSES: (35 units)**

ENVSCI 100	Introduction to Environmental Science	3.0
BIOL 205	Cell and Molecular Biology	4.0
BIOL 206	Organismal Biology	4.0
CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0
ECON 201	Principles of Microeconomics <b>OR</b>	3.0
ECON 201H	Principles of Microeconomics – Honors <b>OR</b>	3.0
POLIT 100	American Politics	3.0
GEOG 110	Physical Geography	3.0
MATH 250	Single Variable Calculus I	4.0
MATH 251	Single Variable Calculus II	4.0

#### **CHOOSE ONE OF THE FOLLOWING: (1-3 units)**

GEOG 111	Physical Geography Laboratory <b>OR</b>	1.0
GEOG 111H	Physical Geography Laboratory – Honors	1.0
GEOL 101	Introduction to Physical Geology	3.0
GEOL 111	Introduction to Physical Geology Laboratory	1.0

#### **CHOOSE ONE OF THE FOLLOWING PHYSICS COURSE SEQUENCES: (8-12 units)**

PHYSIC 151	General Physics for the Life Sciences I <b>AND</b>	4.0
PHYSIC 152	General Physics for the Life Sciences II <b>OR</b>	4.0
PHYSIC 202	Physics I <b>AND</b>	4.0
PHYSIC 203	Physics II <b>AND</b>	4.0

PHYSIC 204	Physics III	4.0
<i>CHOOSE TWO COURSES FROM THE FOLLOWING: (6-9 units)</i>		
BIOL 104	Human Ecology	3.0
BIOL 207	Evolutionary Ecology	4.0
CHEM 205	Quantitative Chemical Analysis	5.0
CHEM 212	Organic Chemistry I	5.0
CHEM 213	Organic Chemistry II	5.0
GEOG 130	Introduction to Geographic Information Systems (GIS) <b>OR</b>	3.0
GIS 130	Introduction to Geographic Information Systems (GIS)	3.0
MATH 108	Introduction to Probability and Statistics	4.0
MATH 266	Ordinary Differential Equations	4.0
<b>Total: 50.0-59.0</b>		

**Rationale:** Updating CHEM 212 and CHEM 213 units.  
**Effective:** Fall 2023

## DEGREE MODIFICATION

### Geology - A.S. Degree

The Geology Associate of Science Degree equips students with a comprehensive understanding of the Earth's history, structure, economic resources, climate, and environment. This degree program meets student needs for (1) transfer into a geological, environmental, or Earth sciences program at a four-year institution, (2) preparing for a career within the geological sciences or related fields, including energy exploration and development, environmental protection and remediation, hydrology, meteorology, hazard analysis and mitigation, and secondary and higher education, (3) fulfilling the undergraduate general education science requirement, and (4) a better understanding of the integration of natural systems with human-environment interactions within and upon the Earth.

This degree includes contributions from Earth scientists and geoscientists from historically marginalized and underrepresented groups. Within the context of environmental geology, environmental justice is a vital component. Students will learn how they can uniquely contribute to the vast, diverse, and exciting field of geology.

Students who wish to pursue a degree in geology should take GEOL 101 and 111 before enrolling in additional geology courses. GEOL 101 is a prerequisite for most geology courses offered at San Bernardino Valley College and GEOL 111 will give students more hands-on, in-depth exposure to the geological and Earth sciences. To graduate with a specialization in geology, students must complete the following required courses plus the general breadth requirements for the Associate Degree (total = 60 units).

#### REQUIRED COURSES:

CHEM 150	General Chemistry I	5.0
CHEM 151	General Chemistry II	5.0
GEOL 101	Introduction to Physical Geology	3.0
GEOL 111	Introduction to Physical Geology Laboratory	1.0
GEOL 112	Historical Geology	4.0
MATH 250	Single Variable Calculus I	4.0
MATH 251	Single Variable Calculus II	4.0

*Choose two courses from the following:*

GEOL 122	Environmental Geology	3.0
GEOL 170	Geological History of the Great Basin Province	1.0
GEOL 201	Mineralogy	4.0
GEOL 250	Geology of California	3.0
GEOL 251	Geology of National Parks and Monuments	3.0

GEOL 260	Introduction to Field Geology	3.0
GEOL 270	Geology of the Eastern Sierra Nevada	1.0

#### **RECOMMENDED COURSES:**

BIOL 100	General Biology	4.0
CS 110	Fundamentals of Computer Science	3.0
CS 190	Programming in C++	4.0
GEOG	110 Physical Geography	3.0
GEOL	140 Earth Science	3.0
GEOL	141 Earth Science Laboratory	1.0
GIS 130	Introduction to Geographic Information Systems (GIS)	3.0
PHYSIC 151	General Physics for the Life Sciences I <b>AND</b>	4.0
PHYSIC 152	General Physics for the Life Sciences II <b>OR</b>	4.0
PHYSIC 202	Physics I <b>AND</b>	4.0
PHYSIC 203	Physics II <b>AND</b>	4.0
PHYSIC 204	Physics III	4.0

**Total: 28.0-33.0**

**Rationale:** Updating courses and adding GEOL 140 and GEOL 141.  
**Effective:** Fall 2023

## **DEGREE MODIFICATION**

### **Philosophy - Transfer Degree, AA-T**

Strategically located within academic study, the discipline of philosophy offers students the opportunity to study diverse and competing worldviews. Through critical reading, thinking, and writing, students will be challenged to acknowledge and respect diversity, promote equity, and seek opportunities of inclusion. Philosophy is concerned with perennial questions and is focused on reading carefully, thinking critically, understanding deeply, and imagining richly.

We will explore the nature of reality, truth and value, the human response to death and suffering, and ask big questions. For example: Who am I? Why am I here? What is truth? How do I know anything? What is good and what is evil? Philosophy courses require critical analysis, clarity, and understanding. These skills are achieved through careful and close reading of texts, images, and symbols, as well as through descriptive and analytic writing. You can expect the reward of an active, teachable, and inquisitive mind as well as a rich imagination.

The Associate of Arts for Transfer (AA-T) in Philosophy offers a challenging opportunity to explore how to learn and you will learn about your potential contributions within our world. This challenging and exciting endeavor can help us make sense of the events taking place in the world around us. Most of all, by studying philosophy, you will learn about yourself. Studying philosophy provides students with invaluable skills transferable to nearly all vocations. The law states that students will have guaranteed admission to a California State University (CSU) campus upon successful completion of the specified program requirements.

Students should consult with an academic counselor to determine whether this degree is the best option for their career and/or transfer goals.

To earn this AA-T degree, students must complete the following Associate Degree for Transfer requirements:

- completion of the following major requirements with a minimum grade of "C" (or "P");
- completion of a minimum of 60 CSU transferable semester units with a grade point average of at least 2.0; and
- certified completion of the CSU General Education-Breadth (CSU-GE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSU-GE or IGETC before transferring to a CSU.

**Required Courses (Select Two): 6 Units**

PHIL 103	Introduction to Logic: Argument and Evidence	3.0
PHIL 101	Introduction to Philosophy <b>OR</b>	3.0
PHIL 101H	Introduction to Philosophy – Honors <b>OR</b>	3.0
PHIL 105	Introduction to Ethics	3.0

*LIST A: Select One (3-4 Units) or any course not used in required course*

PHIL 102	Critical Thinking and Writing <b>OR</b>	3.0
ENGL 102	Intermediate Composition and Critical Thinking <b>OR</b>	4.0
ENGL 102H	Intermediate Composition and Critical Thinking – Honors <b>OR</b>	4.0
COMMST 125	Critical Thinking Through Argumentation and Debate <b>OR</b>	3.0
READ 102	Critical Reading as Critical Thinking	3.0

*LIST B: Select two courses (6 units minimum) OR any course not used from List A*

PHIL 109	Philosophy of Religion	3.0
RELIG 101	Introduction to World Religions	3.0
ENGL 175	The Literature and Religion of the Bible <b>OR</b>	3.0
RELIG 175	The Literature and Religion of the Bible	3.0
PHIL 180	Death and Dying <b>OR</b>	3.0
RELIG 180	Death and Dying	3.0

*LIST C: Select one course (3 units) OR any course not selected from List A or List B*

PHIL 112	Philosophy in Literature	3.0
RELIG 100	Introduction to Religious Studies <b>OR</b>	3.0
RELIG 100H	Introduction to Religious Studies-Honors	3.0
RELIG 115	Magic, Witchcraft, Cults and New Religious Movements	3.0
RELIG 135	Religion in America	3.0
RELIG 150	Introduction to Mythology	3.0
RELIG 176	Jesus and His Interpreters	3.0

Major Total: 18-19

Total units that may be double-counted: 9-12

CSU GE-Breadth or IGETC for CSU requirements: 37-39

CSU electives (as needed to reach 60 transferrable units): 11-17

**Total: 60.0**

**Rationale:** Updating courses and adding PHIL 109 and PHIL 115.

**Effective:** Fall 2023

## DEGREE MODIFICATION

### Psychiatric Technology - A.S. Degree

This degree program is designed to prepare students to become Psychiatric Technicians who provide quality care and assist patients in attaining their maximum level of wellness. Graduates are eligible to take the state licensing examination. The program is accredited by the California State Board of Vocational Nurses and Psychiatric Technicians, 2535 Capitol Oaks Drive, Suite 205, Sacramento, CA 95833.

Students are admitted in the Fall and Spring semesters. Students must complete program prerequisites, support courses, required courses, apply, and be accepted to the program. To enroll in the program, students must pass a Livescan background check and meet the health requirements. California law allows for denial of the PT license based on any conviction or legal action related to PT practice.

For further information: [http://www.bvnpt.ca.gov/licensees/fingerprint\\_faq.shtml](http://www.bvnpt.ca.gov/licensees/fingerprint_faq.shtml)

**GENERAL EDUCATION REQUIREMENTS:****BIOLOGY (4-8 UNITS)**

BIOL 155	Introductory Anatomy and Physiology <b>OR</b>	4.0
BIOL 250	Human Anatomy and Physiology I <b>AND</b>	4.0
BIOL 251	Human Anatomy and Physiology II <b>OR</b>	4.0
BIOL 260	Human Anatomy <b>AND</b>	4.0
BIOL 261	Human Physiology	4.0

**ENGLISH (4 UNITS)**

ENGL 101	Freshman Composition <b>OR</b>	4.0
ENGL 101H	Freshman Composition-Honors	4.0

**MATHEMATICS (4 UNITS)**

MATH 108	Introduction to Probability and Statistics <b>OR</b>	4.0
ECON 208	Business and Economic Statistics <b>OR</b>	4.0
PSYCH 105	Statistics for the Behavioral Sciences	4.0

**PSYCHOLOGY (3 UNITS)**

PSYCH 100	General Psychology <b>OR</b>	3.0
PSYCH 100H	General Psychology – Honors	3.0

**REQUIRED COURSES (46 UNITS):**

PSYTCH 084	Introduction to Psychiatric Technology	17.0
PSYTCH 085	Psychiatric Technology: Nursing Science	12.0
PSYTCH 086	Introduction to Psychiatric Technology: Behavioral Science	17.0

**Total: 61.0-69.0**

**Rationale:** Updating MATH requirements.  
**Effective:** Fall 2023

**DEGREE MODIFICATION****Sociology Associate of Arts - Transfer Degree, AA-T**

Sociology is both a scientific and humanistic discipline. Sociologists examine the systems of social action including single social acts, social relationships, organizations, institutions, communities, and societies. Through analyses of society, its groups, institutions, and processes, sociologists attempt to understand and predict human behavior. The study of sociology prepares students for further study of and careers in social work, probation, corrections, human services, law enforcement, research, public policy, law and education.

The Associate in Arts for Transfer (AA-T) or the Associate in Science for Transfer (AS-T) is intended for students who plan to complete a bachelor's degree in a similar major at a CSU campus. Students completing these degrees (AA-T or AS-T) are guaranteed admission to the CSU system, but not to a particular campus or major. To earn a Sociology this AA-T degree, students must meet the following requirements:

- Completion of the following major requirements with a minimum grade of "C" (or "P");
- Completion of 60 CSU transferable semester units with a grade point average of a least 2.0; and
- Certified completion of the CSU General Education-Breadth (CSUGE) or Intersegmental General Education Transfer Curriculum (IGETC) for CSU, which requires a minimum of 39 units.

It is highly recommended that students complete courses that satisfy the U.S. History, Constitution, and American Ideals requirement as part of CSUGE or IGETC before transferring to a CSU.

Students planning to transfer to a four-year institution and major in sociology should consult with a counselor regarding the transfer process and lower division requirements.

**Completion of CSU GE-Breadth or IGETC for the UC or CSU is required in addition to the major requirements listed below.**

**REQUIRED CORE COURSES: (9 units)**

SOC 100	Introduction to Sociology <b>OR</b>	3.0
SOC 100H	Introduction to Sociology – Honors	3.0
SOC 110	Social Problems <b>OR</b>	3.0
SOC 110H	Social Problems – Honors	3.0
PSYCH 105	Statistics for the Behavioral Sciences <b>OR</b>	4.0
MATH 108	Introduction to Probability and Statistics <b>OR</b>	4.0
ECON 208	Business and Economic Statistics	4.0

**LIST A: SELECT TWO COURSES (6 units)**

PSYCH 201	Research Methods for the Behavioral Sciences	4.0
SOC 130	Family Sociology	3.0
SOC 145	Sociology of Gender	3.0
SOC 141	Race and Ethnic Relations <b>OR</b>	3.0
SOC 141H	Race and Ethnic Relations – Honors <b>OR</b>	3.0
ETHS 141	Race and Ethnic Relations <b>OR</b>	3.0
ETHS 141H	Race and Ethnic Relations – Honors	3.0
SOC 135	Introduction to Crime	3.0

**LIST B: SELECT ONE COURSE (3 units): Any course not used from List A:**

SOC 150	Aging and the Life Course	3.0
SOC 120	Health and Social Justice	3.0

**Major Total:** **19-20**

**Total units that may be double-counted:** **9-15**

**CSU GE-Breadth or IGETC for CSU requirements:** **37-39**

**CSU electives (as needed to reach 60 transferable units):** **12-17**

**Total: 60.0**

**Rationale:** Updating courses.

**Effective:** Fall 2023

## 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: December 9, 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 December 9, 2022

[v.11.17.2022.p.2|2]

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
<b>Clevenger, Joanna</b>	SBVC	English	English
<b>Edwards, Ronisha</b>	SBVC	Women's Basketball	Coaching
<b>Santos, Rainero</b>	SBVC	Culinary Arts	Culinary Arts
<b>Shea, Jessica Sue</b>	SBVC	English	English
<b>Solis, Lori</b>	SBVC	Psychiatric Technology	Psychiatric Technician
<b>Torres, Fabian</b>	SBVC	English	English
<b>Yanez, Magdalena</b>	SBVC	Reading	Reading
<b>Brossia, Karen</b>	CHC	Counseling	Counseling
<b>Erb, Jacqueline</b>	CHC	Counseling	Counseling
<b>Mattson, Haly</b>	CHC	Counseling	Counseling

## 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: December 9, 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 December 9, 2022

[v.11.22.2022.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Chabolla, Pedro</b> Job Developer CHC Student Center	01/04/23	Classified 41B	Monique Ware	Strong Workforce Grant	TBD <sup>†</sup>
<b>Gaddy, Duran</b> Assistant Professor, Fire Technology CHC Fire Technology	01/11/23	Academic TBD*	Daniel Sullivan	General	12/21/06
<b>Gergis, Nader G.</b> Assistant Professor, Art History SBVC Humanities	01/11/23	Academic TBD*	New	General	06/09/14
<b>Gomez, Henry</b> HVAC/R Technician CHC Maintenance	12/10/22	Classified 42B	Jose Olmos	General	TBD <sup>†</sup>
<b>Swindell, Leslie</b> Institutional Advancement Coordinator CHC Title V	12/12/22	Classified 45B	New	General	TBD <sup>†</sup>
<b>Wu, Vinnie</b> Research Analyst SBVC Research, Planning, & Institutional Effectiveness	12/10/22	Classified 54A	New	General	TBD <sup>†</sup>

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

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

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: December 9, 2022

SUBJECT: Consideration of Approval to Appoint Interim Managers

RECOMMENDATION

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

OVERVIEW

The employee on the attached list is submitted for approval.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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





## Appointment of Interim Managers

Submitted for Board Approval December 9, 2022

[v.11.30.2022.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
<b>Braggins, Alan</b> Interim Director, Workforce Development, (DSN-ICT) DSO EDCT	01/01/23 to 06/30/23	17A	New	EDCT	01/10/22
<b>Nair, Avikaash</b> Interim Director, Workforce Development (DSN-ICT/DM) DSO EDCT	01/01/23 to 06/30/23	17A	Susanne Mata	EDCT	06/11/18
<b>Norris, Tenille</b> Interim Vice President, Administrative Services SBVC Administrative Services	01/01/23 to 06/30/23	26A	Scott Stark	General	08/24/15
<b>Bailes, Brandi</b> Interim Division Dean CHC Social, Information and Natural Sciences	01/04/23 to 06/30/23	23A	William Muse Jr	General	05/27/14

†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: December 9, 2022

SUBJECT: Consideration of Approval of Doctorate Stipend for Management Employee

### RECOMMENDATION

It is recommended that the Board of Trustees approve doctorate stipend for Joanne Oxendine.

### OVERVIEW

Joanne Oxendine, Dean, Research, Planning, and Institutional Effectiveness with Grants Oversight, SBVC to receive a \$190.00 per month doctorate stipend retroactive to November 1, 2022.

### ANALYSIS

Joanne Oxendine, recently obtained her Doctor of Education from California State University, San Bernardino, 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: Dianna Z. Rodriguez, Chancellor

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

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

DATE: December 9, 2022

SUBJECT: Consideration of Approval of Retreat Rights for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve administrator retreat rights for Rejoice Chavira.

OVERVIEW

Rejoice Chavira, Associate Dean, Student Support Services, CHC, will exercise her retreat rights and return to her position as Counselor, Counseling, CHC, Academic Salary Schedule, Range I, Step 21, 198 service days at \$148,554.95 annually, effective January 4, 2023.

ANALYSIS

Ms. Chavira has elected to exercise her retreat rights and return to an Academic position per her employment agreement.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

Included in the 2022-2023 budget.



## 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: December 9, 2022

SUBJECT: Consideration Approval of the Ratification of CSEA Successor Agreement, Articles, and Appendices

### RECOMMENDATION

It is recommended that the Board of Trustees ratify the Successor Agreement, Articles, and Appendices between the San Bernardino Community College District and CSEA Chapter #291.

### OVERVIEW

The San Bernardino Community College District and CSEA Chapter #291 reached an agreement on the following Articles: 1, 2, 3, 4, 5, 6, 7, 9, 10, 11, 13, 14, 15, 16, 17, 19, 24, and 25, and Appendices for the Successor Agreement as set for the in the attached documentation, effective July 1, 2020, through June 30, 2023.

### ANALYSIS

On September 20, 2022, the Parties met and reached an agreement.

### SBCCD GOALS

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

### FINANCIAL IMPLICATIONS

Include in the 2022-2023 budget.



**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 San Bernardino Community College District ("District") and the California School Employees Association agrees that the following articles were negotiated during the 2020-2023 Successor Negotiations:

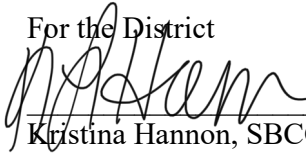
- Article 1: Recognition
- Article 2: Management Rights
- Article 3: No Discrimination
- Article 4: Dues and Organizational Security
- Article 5: Rights of Association and Members
- Article 6: Hours of Work and Overtime
- Article 7: Pay and Allowances
- Article 9: Layoff and Reemployment
- Article 10: Health and Welfare Benefits
- Article 11: Long Service Recognition
- Article 13: Evaluation Procedure
- Article 14: Leaves
- Article 15: Vacancies, Transfers, Voluntary Demotions, Closed Promotions
- Article 16: Personnel
- Article 17: Progressive Discipline
- Article 19: Vacations
- Article 24: Classified Staff Teaching Part-Time
- Article 25: Completion of Meet and Negotiation

The San Bernardino Community College District ("District") and the California School Employees Association agree that the following articles were not negotiated during the 2020-2023 Successor Negotiations and shall remain "status quo":

- Article 8: Unit Member Expenses and Materials
- Article 12: Holidays
- Article 18: Grievances
- Article 20: Health Service, Continuation After Retirement
- Article 21: Severability
- Article 22: Effect of Agreement
- Article 23: Safety

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

For the District



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

For CSEA



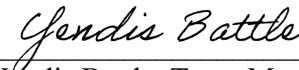
Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member




Brandice Mello, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR

# COLLECTIVE BARGAINING AGREEMENT

CSEA Chapter 291  
San Bernardino Community College District  
July 1, 2020 - June 30, 2023



California School  
Employees Association

**INDEX****Page**

Preamble	
Article 1	Recognition
Article 2	Management Rights
Article 3	No Discrimination
Article 4	Dues and Organizational Security
Article 5	Rights of Association and Members
Article 6	Hours of Work and Overtime
Article 7	Pay and Allowances
Article 8	Unit Member Expenses and Materials
Article 9	Layoff and Reemployment
Article 10	Health and Welfare Benefits
Article 11	Long Service Recognition
Article 12	Holidays
Article 13	Evaluation Procedure
Article 14	Leaves
Article 15	Vacancies, Transfers, Voluntary Demotions, Closed Promotions
Article 16	Personnel
Article 17	Progressive Discipline
Article 18	Grievance Procedure
Article 19	Vacations
Article 20	Health Service, Continuation After Retirement
Article 21	Severability
Article 22	Effect of Agreement
Article 23	Safety
Article 24	Classified Staff Teaching Part-Time
Article 25	Completion of Meet and Negotiation

**APPENDICES****Page**

Appendix A	Unit Definition
Appendix B	Schedule Change Request Form
Appendix C	Tuition/Enrollment Reimbursement Forms
Appendix D	Employee Performance Report
Appendix E	Request for Consideration of Position Reclassification Procedures
Appendix F	Grievance Form
Appendix G	Salary Schedule 2022/2023
Appendix H	Health and Welfare Benefits
Appendix I	Memorandum of Understanding (MOU) between the San Bernardino Community College District and CSEA
Appendix J	Scribes Waiver

The San Bernardino Community College District complies with all state and federal rules and regulations and does not discriminate on the basis of race, color, national origin, gender, or disability. This holds true for all District employment and opportunities. Harassment of any employee/student with regard to race, color, national origin, gender, or disability is strictly prohibited. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX Officer and/or Section 504/ADA Coordinator. The Title IX Officer and/or Section 504/ADA Coordinator is the Vice Chancellor, Human Resources, or designee, Department of Human Resources, 550 E. Hospitality Lane, Suite 200, San Bernardino, CA 92408, (909) 388-6950.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

## **PREAMBLE**

This is an agreement made and entered into the 1st day of July 2020, between the San Bernardino Community College District, hereinafter referred to as DISTRICT, and California School Employees Association and its Chapter #291, hereinafter referred to as ASSOCIATION. Reference to the PARTIES shall include both the DISTRICT and the ASSOCIATION.

Unless specifically addressed in this Agreement all provisions of the current collective bargaining agreement shall remain in full force and effect.

## ARTICLE 1: RECOGNITION

- 1.1 **ACKNOWLEDGMENT:** The DISTRICT recognizes the ASSOCIATION as the exclusive representative for all classified unit members except those positions identified in Appendix A, of this Agreement.
- 1.2 The DISTRICT agrees to adhere to Education Code Section 88003.1 and the ASSOCIATION retains the right to negotiate. ~~When~~ The ASSOCIATION will be provided evidence that all conditions are met:
  - 1.2.1 The governing board or contracting agency clearly demonstrates that the proposed contract will result in actual overall cost savings to the DISTRICT provided that:
    - a. In comparing costs, there shall be included the DISTRICT'S additional cost of providing the same service as proposed by a contractor. These additional costs shall include the salaries and benefits of additional staff that would be needed and the cost of additional space, equipment, and materials needed to perform the function.
    - b. In comparing costs, there shall not be included the DISTRICT'S indirect overhead costs unless these costs can be attributed solely to the function in question and would not exist if that function was not performed by the DISTRICT. Indirect overhead costs shall mean the pro-rata share of existing administrative salaries and benefits, rent, equipment costs, utilities, and materials.
    - c. In comparing costs, there shall be included in the cost of a contractor providing a service any continuing DISTRICT costs that would be directly associated with the contracted function. These continuing DISTRICT costs shall include, but not be limited to, those for inspection, supervision, and monitoring.
  - 1.2.2 Proposals to contract out work shall not be approved solely on the basis that savings will result from lower contractor pay rates or benefits. Proposals to contract out work shall be eligible for approval if the contractor's wages are at the industry's level and do not undercut DISTRICT pay rates.
  - 1.2.3 The contract does not cause the displacement of DISTRICT unit members. The term "displacement" includes layoff, demotion, involuntary transfer to a new classification, involuntary transfer to a new location requiring a change of residence, and time base reductions. Displacement does not include changes in shifts or days off, nor does it include reassignment to other positions within the same classification and general location or employment with the contractor, so long as wages and benefits are comparable to those paid by the school DISTRICT.
  - 1.2.4 The savings shall be large enough to ensure that they will not be eliminated by the private sector and DISTRICT cost fluctuations that could normally be expected during the contracting period.
  - 1.2.5 The amount of savings clearly justifies the size and duration of the contracting agreement.
  - 1.2.6 The contract is awarded through a publicized, competitive bidding process.
  - 1.2.7 The contract includes specific provisions pertaining to the qualifications of the staff that will perform the work under the contract, as well as assurance that the contractor's hiring practices meet applicable nondiscrimination standards.
  - 1.2.8 The potential for future economic risk to the DISTRICT from potential contractor rate increases is minimal.
  - 1.2.9 The contract is with a firm. A "firm" means a corporation, limited liability company, partnership, nonprofit organization, or sole proprietorship.

1.2.10 The potential economic advantage of contracting is not outweighed by the public's interest in having a particular function performed directly by the DISTRICT.

- a. Notwithstanding any other provision of this CHAPTER, personal services contracting shall also be permissible when any of the following conditions can be met:
  - a. The contract is for new DISTRICT functions and the Legislature has specifically mandated or authorized the performance of the work by independent contractors.
  - b. The services contracted are not available within DISTRICT, cannot be performed satisfactorily by DISTRICT unit members, or are of such a highly specialized or technical nature that the necessary expert knowledge, experience, and ability are not available through the DISTRICT.
  - c. The services are incidental to a contract for the purchase or lease of real or personal property. Contracts under this criterion, known as "service agreements" shall include, but not be limited to, agreements to service or maintain office equipment or computers that are leased or rented.
  - d. The policy, administrative, or legal goals and purposes of the DISTRICT cannot be accomplished through the utilization of persons selected pursuant to the regular or ordinary hiring process. Contracts are permissible under this criterion to protect against a conflict of interest or to ensure independent and unbiased findings in cases where there is a clear need for a different, outside perspective. These contracts shall include, but not be limited to, obtaining expert witnesses in litigation.
  - e. The nature of work is such that the criteria for emergency appointments apply. "Emergency appointment" means an appointment made for a period not to exceed 60 working days either during an actual emergency to prevent the stoppage of public business or because of the limited duration of the work. The method of selection and the qualification standards for an emergency employee shall be determined by the DISTRICT. The frequency of appointment, length of employment, and the circumstances appropriate for the appointment of firms or individuals under emergency appointments shall be restricted so as to prevent the use of emergency appointments to circumvent the regular or ordinary hiring process.
  - f. The contractor will provide equipment, materials, facilities, or support services that could not feasibly be provided by the DISTRICT in the location where the services are to be performed.
  - g. The services are of such an urgent, temporary, or occasional nature that the delay incumbent in their implementation under the DISTRICT'S regular or ordinary hiring process would frustrate their very purpose.
  - h. This section shall apply to personal service contracts entered into after January 1, 2003. This section shall not apply to the renewal of personal services contracts subsequent to January 1, 2003, where the contract was entered into before January 1, 2003, irrespective of whether the contract is renewed or rebid with the existing contractor or with a new contractor.

## ARTICLE 2: MANAGEMENT RIGHTS

2.1 It is understood and agreed that the DISTRICT retains all of its powers and authority to direct, manage, and control its operation as specified by and to the full extent of the law except as specified in this Agreement.

2.2 Included in, but not limited to, those duties and powers are the exclusive right to: ~~determine the times and hours of operation; determine the kinds and levels of services to be provided, and the methods and means of providing them; establish its educational policies, goals and objectives; insure the rights and educational opportunities of students; determine staffing patterns; classify and reclassify; determine the number and kinds of personnel required; maintain the efficiency of DISTRICT operations; determine the curriculum; build, move, or modify facilities; establish budget procedures and determine budgetary allocation; determine the methods of raising revenue; determine the level of safety standards to comply with Federal and State requirements; and contract out work not customarily and routinely performed by bargaining unit members or where expressly forbidden by law. The DISTRICT also retains the right to hire, classify, evaluate, promote layoff, terminate, and discipline employees.~~

- Determine the times and hours of operation;
- Determine the kind and levels of services to be provided and methods and means of providing them (refer to Article 1);
- Establish ~~its~~ the educational policies, goals, and objectives;
- Insure the rights and educational opportunities of students;
- Determine staffing patterns;
- Determine the number and kind of personnel required;
- Direct the work of unit members;
- Maintain the efficiency of DISTRICT operations;
- Determine the curriculum;
- Build, move or modify buildings and facilities;
- Establish budget procedures and determine budgetary allocation;
- Determine methods of raising revenue; and
- Determine the level of safety standards to comply with Federal and State requirements.

The DISTRICT also retains the right to hire, classify/reclassify, evaluate, promote, lay off, terminate, and discipline employees.

2.3 The DISTRICT retains its right to amend, modify, or rescind policies and practices set forth in this Agreement in cases of emergency and to determine when an emergency exists. For the purpose of this Article, the term "emergency" shall mean a situation which could not have been reasonably foreseen and which when not acted upon might incur loss of life or limb or serious damage to property such as a natural disaster, conflagration, epidemic, or work stoppage.

2.4 The exercise of these powers, rights, authority, duties, and responsibilities shall be directed by the DISTRICT; the adoption of policies, rules, regulations, and practices in furtherance thereof; and the use of judgment and discretion in connection therewith, shall be limited only by the specific and express terms of this Agreement, and then only to the extent such specific and express terms are in conformance with the laws of the State of California.

2.5 The ASSOCIATION, on behalf of its unit members, agrees that it will not cause, encourage, participate in, or support any strike, boycotting, or work stoppage, or refuse to render services or to work at any time during the term of this Agreement. In the event of a violation of this section by the ASSOCIATION and/or the unit members, the DISTRICT may, in addition to other remedies, discipline such unit members up to and including discharge. Unit members shall not be entitled to any benefits or wages whatsoever while they are engaged in a strike, work stoppage or other interruption of work.

**ARTICLE 3: NO DISCRIMINATION**

- 3.1 It is understood and agreed that neither the DISTRICT nor the ASSOCIATION shall unlawfully discriminate against any unit member because of rights guaranteed by the Educational Employment Relations Act. Such discrimination is subject to unfair practice procedures and shall not be grievable under Article 18 of this Agreement.
- 3.2 **NON-DISCRIMINATION.** The DISTRICT and the ASSOCIATION agree to adhere to a policy of non-discrimination and to comply with all Federal and State laws, regulations, and mandates. To that end, no employee in the bargaining unit shall be appointed, reduced, removed, or in any way favored or discriminated against because of their protected status as defined in the District's Non-Discrimination policy.

## ARTICLE 4: DUES AND ORGANIZATIONAL SECURITY

### 4.1 ~~PROVISIONS.~~

- 4.1.1 ~~It is the mutual intention of the parties that the provisions of this Article protect the rights of individual unit members, without restricting the ASSOCIATION'S rights to require every bargaining unit member to pay a share of the cost of collective bargaining activities.~~
- 4.1.2 ~~All employees in the bargaining unit who do not maintain membership in good standing in the ASSOCIATION are required to pay service fees to the ASSOCIATION, in amounts that do not exceed the periodic dues of the ASSOCIATION, for the duration of this agreement.~~
- 4.1.2.1 ~~It is the express intention of the parties that the service fee obligation outlined herein constitutes a condition of continued employment with the DISTRICT.~~
- 4.1.3 ~~No unit member shall be obligated to pay dues or service fees to the ASSOCIATION until the first of the month following 30 calendar days after the unit member first comes into the bargaining unit.~~

### 4.1 ~~DUES AND SERVICE FEE DEDUCTIONS.~~

- 4.1.1 The ASSOCIATION has the sole and exclusive right to have unit member organization membership dues and ~~service fees~~ deducted by the DISTRICT for unit members.
- 4.1.2 ~~The DISTRICT shall deduct, in accordance with the ASSOCIATION dues and service fee schedule, dues, service fees or, with the ASSOCIATION'S approval, Service fee payments may be sent to the designated charity in lieu of service fees, at the election of from the wages of all the unit members. Nothing contained herein shall prohibit a unit member from paying either dues or service fees directly to the ASSOCIATION.~~
- 4.1.3 **PAYROLL DEDUCTIONS:** Upon written notification by the ASSOCIATION, the DISTRICT shall deduct the amount of Association dues, in accordance with the ASSOCIATION dues schedule, from the wages or salary of bargaining unit members and pay such dues to the ASSOCIATION. Any changes in the ASSOCIATION's base dues percentages or amounts will be submitted to the DISTRICT, in writing, thirty (30) days prior to the effective date of such changes. The ASSOCIATION shall also send the DISTRICT a copy of the notification of the increase that has been sent to all bargaining unit employees.
- 4.1.4 The DISTRICT shall, without charge, pay to the ASSOCIATION within 15 days of the deduction, all sums so deducted. ~~except that the DISTRICT shall pay to the designated charity sums deducted in lieu of service fees from the wages of unit members who request for religious exemption have been approved by the ASSOCIATION pursuant to this agreement.~~
- 4.1.5.1 Along with each monthly payment to the ASSOCIATION, the DISTRICT shall without charge, furnish the ASSOCIATION with an alphabetical list of all unit members, identifying them by name, social security number, months per year in paid status and annual salary, and indicating the amount deducted, ~~if any, and whether such deduction is for dues, service fees or charitable contributions.~~
- 4.1.5 **New Employee Orientation and Bargaining Unit Data / AB 119 MOU:** The DISTRICT and ASSOCIATION have agreed to an MOU implementing the provisions of AB 119, which is enclosed herein as Appendix I (MOUs) to this Collective Bargaining Agreement. The Parties AB 119 MOU includes provisions concerning employee orientation procedures and

the regular provisions to the ASSOCIATION of classified bargaining unit data. The date, time, and place of any new employee orientation meeting shall not be disclosed to anyone other than District employees, the CSEA representative, or any vendor contracted to provide a service at the orientation.

**4.1.6 Questions Regarding CSEA Membership or CSEA Dues:** The DISTRICT shall refer all employee questions about CSEA membership or CSEA dues to the CSEA Chapter President. The DISTRICT shall rely upon written notification from the ASSOCIATION prior to processing any dues revocation request. CSEA shall not unreasonably delay providing notice to the DISTRICT of any change in the employee's membership status.

~~4.1.7 The DISTRICT shall immediately notify the ASSOCIATION Chapter President or designee if any member of the bargaining unit revokes dues, service fee, or payment in lieu of service fee deduction authorization.~~

~~4.1.8 The DISTRICT shall deduct and pay to the ASSOCIATION service fees for each bargaining unit member who is not an ASSOCIATION member in good standing and who is obligated to pay such fees, pursuant to this agreement, unless the ASSOCIATION notifies the DISTRICT the unit member is paying such fees directly to the ASSOCIATION. A payroll deduction authorization form shall not be required for such deduction.~~

**4.2 INDEMNIFICATION:** The ASSOCIATION agree(s) to indemnify and hold harmless the DISTRICT against any and all liabilities, claims, or actions which may be brought against the DISTRICT, the District's Board of Trustees individually or collectively, or the District's officers, employees and/or agents, for any claims made by an employee arising out of or in connection with this Article, including claims made due to payroll deductions made in reliance on information provided by the ASSOCIATION to the DISTRICT to cancel or change membership dues authorization, including reimbursement for all costs, expenses, fees and judgments incurred by the DISTRICT in providing an effective defense against all lawsuits or other legal proceedings, arising out of and in connection with this Article. The ASSOCIATION shall have the exclusive right to decide and determine whether any such action shall be compromised, resisted, defended, tried, or appealed.

**4.3 OUT-OF-PAY STATUS:** The provision of Section 4.1 shall not apply during periods when an employee is in out-of-pay status for more than thirty (30) days. If an employee is subsequently compensated for time originally or previously identified as out-of-pay status, the employee's appropriate and regular representational dues or fees for this time shall be deducted and paid to the ASSOCIATION.

#### ~~4.2 Religious Exemptions~~

~~4.2.1 Any unit member who is a member of a religious body whose traditional tenets or teachings include objections to joining or paying service fees to employee organizations shall not be required to join, maintain membership in, or pay service fees to the ASSOCIATION as a condition of employment. However, such unit member shall be required, in lieu of a service fee required by this agreement, to pay sums equal to such service fee to one of the following non-religious, non-labor organizations, charitable funds exempt from taxation under Section 501(c)(3) of Title 26 of the Internal Revenue Code:~~

- ~~a. United Way~~
- ~~b. SBVC Foundation~~

- ~~c. CHC Foundation~~
- ~~d. EDCT Foundation~~
- ~~e. KVCR Foundation~~
- ~~f. Or mutually agreed to by the ASSOCIATION, Employer and bargaining unit member.~~

- 4.2.2 ~~Any unit member claiming this religious exemption must file a written request for exemption with the ASSOCIATION. If the request is granted, the unit member shall, as a condition of continued exemption from the requirement of paying service fees to the ASSOCIATION furnish the ASSOCIATION with copies of receipts from the charity selected, as proof that such payments have been made, or shall authorize payroll deduction of such payment~~

## ARTICLE 5: RIGHTS OF ASSOCIATION AND MEMBERS

5.1 Nothing in this Agreement shall be construed to deny or restrict any unit member's rights provided under the Educational Employment Relations Act or other applicable State Laws and regulations. The PARTIES recognize the right of unit members to join and participate in the legal activities of the ASSOCIATION, and the alternative right of unit members not to join the ASSOCIATION and participate in such activities.

5.2 The ASSOCIATION shall have the following rights in addition to any rights contained in other portions of this Agreement pursuant to the following:

5.2.1 **ACCESS TO EMPLOYEE WORK AREA.** A reasonable number of ASSOCIATION representatives shall have the right of access to areas which employees work during non-duty hours, such as lunch and rest periods, provided there is no undue interference with DISTRICT operations.

5.2.2 **COMMUNICATION WITH MEMBERS.** The ASSOCIATION may use institutional bulletin boards, mailboxes, and other means of communication subject to reasonable regulations by the DISTRICT. Prior to posting on bulletin boards, a copy of the communication shall be furnished to the DISTRICT. All terms to be posted shall bear the date of posting and the name and authorization of the ASSOCIATION and shall be removed by the ASSOCIATION when applicability ceases.

5.2.3 **USE OF DISTRICT FACILITIES.** The ASSOCIATION has the right to use designated DISTRICT equipment, facilities, and buildings during non-duty hours, provided that advance permission is secured from the appropriate site administrator and all costs of materials are borne by the ASSOCIATION, unless waived by the Chancellor/or designee.

The District will provide the Chapter with permanent designated office space to conduct Association business at each DISTRICT site.

5.2.4 **COPIES OF THE CONTRACT.** The DISTRICT agrees to provide an electronic version and paper copies of this Agreement to all unit members after the execution of re-opener and successor contract agreements. The DISTRICT will furnish the ASSOCIATION with hard copies, by request. At the completion of each negotiation period, the DISTRICT and ASSOCIATION will agree on a date when contract copies will be distributed. All new unit members shall be provided a copy of this agreement by the DISTRICT at the time of employment.

5.2.5 **FINANCIAL INFORMATION.** Upon request by the ASSOCIATION, the DISTRICT shall make available to the ASSOCIATION all public documents relating to finances which are relevant to the representation of the bargaining unit, including the CCFS 311, after adoption by the Board of Trustees.

5.2.6 **ASSIGNMENT INFORMATION.** The DISTRICT shall make available within ten (10) working days of the start of Fall and Spring semester, and Summer term or upon initial employment of new unit members all public documents relating to work schedules. Including but not limited to first and last name of the classified unit member, job title, department, immediate supervisor (first and last name and job title), workdays of workweek, and beginning and end time of work shift.

a) All information requested will be provided through an excel file.

5.2.7 **BOARD AGENDA.** The DISTRICT shall provide the ASSOCIATION President with a printed copy of the Board Book as well as copies of the agenda prior to the meetings of the Board of Trustees.

## 5.2.8 PAID RELEASE TIME.

**5.2.8.1 PRESIDENTIAL PAID RELEASE TIME.** The President of the ASSOCIATION or designee shall be granted six hundred and fifty (650) hours of paid release time per fiscal year to be used for ASSOCIATION business. The President of the ASSOCIATION will be allowed to designate bargaining unit members other than the President to use portions of this allocation. The DISTRICT shall provide the ASSOCIATION the following release time to unit members:

- a. ~~A written notice must be submitted to the DISTRICT at least five (5) days in advance, when possible, prior to the such release time.~~ The Chapter President shall inform the Vice-Chancellor, Human Resources, or their designee, by email at least five (5) days in advance, when possible, prior to the release date and time.
- b. Any hours beyond the six hundred fifty (650) hours require approval of the DISTRICT.
- c. Any hours used by unit members as Presidential Paid Release Time shall be noted as "PRT" on the unit member's work report.

The Association shall be granted one (1) hour of release time per semester to meet with all bargaining unit members to conduct the business of the Association. The meetings may be scheduled during the workday as long as there is a two (2) week advance notice provided to the District.

**5.2.8.2 ANNUAL CONFERENCE DELEGATE PAID RELEASE TIME.** The ASSOCIATION shall have the right to paid release time for ASSOCIATION CHAPTER delegates to attend the ASSOCIATION annual conference. The actual number of delegates is based on the official CSEA guidelines as printed by the state office of the California School Employees Association, not to exceed seven (7) delegates.

- a. ~~A written notice must be submitted to the DISTRICT at least five (5) days in advance, when possible, prior to the such release time.~~ The Chapter President shall inform the Vice-Chancellor, Human Resources, or their designee, by email at least fifteen (15) days in advance, when possible, prior to the release date and time.
- b. Any hours used by unit members as Annual Conference Paid Release Time shall be noted as "ACRT" on the unit member's work report.

**5.2.8.3 STATE-LEVEL COMMITTEE OFFICER PAID RELEASE TIME.** The ASSOCIATION may use up to eighty (80) hours of paid release time per fiscal year for attendance at state-level activities. This shall apply only to duly ~~elected/~~appointed state-level ~~committee members~~ officers who are members of the CHAPTER.

- a. The ASSOCIATION will furnish the DISTRICT with a list of ~~elected/~~appointed state-level ~~committee members~~ officers who are members of this CHAPTER within thirty (30) calendar days of the ~~election/~~appointment.
- b. ~~The ASSOCIATION President~~ Authorized ~~committee members~~ shall submit an official notice of ASSOCIATION- related absence in writing to the DISTRICT at least five (5) working days, when possible, prior to ~~such~~ the release ~~date and time~~.
- c. Any hours beyond eighty (80) hours requires approval of the DISTRICT.

- d. Any hours used by unit members as State-Level Office Paid Release Time shall be noted as "SRT" on the unit member's work report.

**5.2.8.4 RELEASE TIME FOR GRIEVANCE PROCESSING.** Reasonable paid time shall be used by the ASSOCIATION for grievance investigation or preparation. An authorized ASSOCIATION officer or representative shall be released from ~~his/her~~ **their** regular work duties, with pay, when grievance resolution meetings are scheduled during regular working hours.

- a. The Chapter President or designee shall notify the Vice-Chancellor, Human Resources, or their designee of authorized Stewards who may request release time.

- b. Any hours used by unit members as Release Time for Grievance Processing shall be noted as "CGR" on the unit member's work report.

- ~~c.~~ For record-keeping purposes and so that coverage can be provided, unit members shall inform their **immediate** supervisors by email, at least five (5) days in advance, when possible, prior to ~~such~~ **the** release **date and time**.

**5.2.8.5 RELEASE TIME FOR NEGOTIATIONS PROCESSING.** The ASSOCIATION shall have the right to designate five (5) employees who shall be given reasonable time without loss of compensation to prepare for and participate in matters of employer-employee relations. **In addition, each ASSOCIATION negotiations team member will receive reasonable time for travel to and from the negotiations site and shall receive five (5) hours per week to work on proposals and/or counterproposals, not to include travel and scheduled break times. Additional time may be requested through the Vice-Chancellor of Human Resources.** No more than one (1) person from a single department shall be appointed to the negotiating team. The Chapter President may designate additional unit members under this provision for the ASSOCIATION ratification processes for tentative agreements agreed to with the DISTRICT.

- a. Any hours used by unit members as Release Time for Negotiations Processing shall be noted as "CNR" on the unit member's work report.

- ~~b. For record keeping purposes and so that coverage can be provided, u~~Unit members shall inform their **immediate** supervisors by email at least five (5) days in advance, when possible, prior to **the** release **date and time**.

**5.2.8.6 RELEASE TIME FOR NEW HIRE EMPLOYEE ORIENTATION.** Reasonable paid release time shall be used by the ASSOCIATION for the purpose of preparing and presenting information on CSEA membership at new hire employee orientations. When possible, an ASSOCIATION representative~~(s)~~ will be designated by the Chapter President to attend the DISTRICT scheduled orientation to be conducted.

- a. Any hours used by unit members as Release Time for New Hire Employee Orientation shall be noted as "~~CRT~~ **NEO**" on the unit member's work report.

- b. Unit members shall inform their **immediate** supervisors by email at least five (5) days in advance, when possible, prior to **the** release **date and time**.

## ARTICLE 6: HOURS OF WORK & OVERTIME

- 6.1 **WORK YEAR.** The standard work year for full-time unit members shall be 260 working days. Any year that exceeds the standard 260 working days (e.g. 261 or 262), the DISTRICT will calendar the additional day(s) as non-contract day(s) before or after the Winter Recess period outlined in Article 12. During such years, the DISTRICT will provide notification to the ASSOCIATION on or before July 1<sup>st</sup> of the fiscal year affected.
- 6.2 **WORKWEEK/WORKDAY.** The regular recurring seven (7) day workweek shall be Monday through Sunday. The regular workweek of **for full-time** unit members shall be forty (40) hours on five (5) consecutive days Monday through Friday and the regular-workday of eight (8) hours, exclusive of lunch. These provisions do not restrict the extension of a regular workday or workweek on an overtime basis when such is necessary to carry on the business of the DISTRICT. ~~The DISTRICT may establish a workday of less than eight (8) hours or a workweek of less than forty (40) hours for all or any of its classified positions. The DISTRICT may establish a ten (10) hour per day, forty (40) hour, four-day consecutive workweek for unit members in accordance with the provisions of Article 6.35. Each position in the unit shall have a regular minimum number of assigned hours per day, days per week, and days per year. The DISTRICT shall establish the specific hours of employment, including the beginning and ending times, for unit members at each work site.~~
- 6.3 **WORKDAY.** Each position in the unit shall **be assigned** ~~have a regular~~ minimum number of assigned hours per day, days per week, and days per year. The DISTRICT may establish a workday of less than eight (8) hours or a workweek of less than forty (40) hours for all or any of its classified positions. The DISTRICT shall establish the specific hours of employment **upon hire**, including the beginning and ending times, for unit members at each work site.
- 6.4 **PERMANENT CHANGES TO WORK SCHEDULE.** The DISTRICT may change a unit member's permanent **work schedule** ~~shift~~, beginning and ending times, provided that it gives the unit member **and the ASSOCIATION** twenty-one (21) calendar days' notice, except in emergency circumstances (per Article 2.3). At the unit member's request, the unit member, ASSOCIATION, and the DISTRICT agree to meet to discuss the reason for the proposed change. The reason for the proposed change shall not be arbitrary or capricious. **The immediate supervisor will complete a Schedule Change Request Form (Appendix B) and submit it to the Office of Human Resources.** Any changes to a permanent schedule shall be mutually agreed upon by the DISTRICT and ASSOCIATION.
- 6.5 ~~ALTERNATE~~ **ALTERNATIVE WORK SCHEDULE.** The DISTRICT shall notify the ASSOCIATION in writing of the intent to establish an alternate work schedule in accordance with Education Code 88040.
- 6.5.1 **SUMMER WORKWEEK.** It is the intent for all employees to participate in the 4/10 schedule during the summer.
- a. The DISTRICT will notify the ASSOCIATION in writing by February 1, of its intent to have the four-day, ten-hour workweek during the summer months. The ASSOCIATION shall notify the DISTRICT in writing within ten (10) working days of its intent to negotiate the beginning and ending dates, and such negotiations shall be completed no later than March 1.
- b. Should there be a business need to exclude a department(s) from participating in the alternate 4/10 work schedule, the District and the ASSOCIATION will meet to discuss the District's proposal as early as possible.
- 6.6 For the purpose of computing the number of hours worked, the time during which the unit member is excused from work because of holidays, sick leave, vacation, compensatory time off, or other paid leaves of absence, shall be considered as time worked by the unit member; provisions of the Fair Labors Standards Act (hereinafter FLSA) shall be applied.

- 6.7 LUNCH PERIODS.** Unit members on duty for four (4) consecutive hours or more shall be entitled to a duty-free lunch period. All unit members who are assigned a daily work schedule of six (6) hours or more shall be required to take a lunch period, ~~unless it is mutually agreed otherwise.~~ The lunch period shall not be less than thirty (30) minutes nor more than sixty (60) minutes and the **immediate supervisor** shall schedule **the lunch period** at or about the midpoint of a full-time unit member's **workday work schedule**. **Lunch periods and rest periods cannot be combined to shorten the workday.**
- 6.8 REST PERIODS.** Unit members whose regular work schedule is between three (3) and six (6) hours per day shall receive one (1) 15-minute rest period per day. Unit members whose regular work schedule is in excess of six (6) hours shall receive two (2) 15-minute rest periods per day. For each ten (10) hour shift, a unit member shall be entitled to two (2) twenty (20) minute paid breaks. The rest periods shall be designated by the immediate supervisor as near the midpoint of each pre-lunch and post-lunch work period as practicable, to accommodate the needs and efficiency of the DISTRICT. Unit members whose regular work schedule is three (3) hours or less shall not be afforded a rest period. Rest periods are duty free, a part of the regular workday, and shall be compensated at the regular rate of pay. **Lunch periods and rest periods cannot be combined to shorten the workday.**
- 6.9 OVERTIME.** Overtime includes any time required to be worked in excess of eight (8) hours in any one (1) workday, or any time required to be worked in excess of ten (10) hours in any one (1) workday during a four (4) ten (10) work schedule, or any time in excess of forty (40) hours in any seven (7) consecutive day work period or calendar week. **The unit member reserves the right to determine the type of compensation received.**
- 6.9.1** ~~Overtime includes any time required to be worked in excess of eight (8) hours in any one (1) workday, or any time required to be worked in excess of ten (10) hours in any one (1) workday during a four (4) ten (10) work schedule, or any time in excess of forty (40) hours in any seven (7) consecutive day work period or calendar week.~~ The DISTRICT shall provide either compensation or compensatory time off as determined by the unit member at a rate equal to one and one-half (1-1/2) times the regular rate of pay for the unit member. The DISTRICT will advise the unit member with the reason why compensation or compensatory time off is given. This decision shall not be arbitrary or capricious. Provisions for compensatory time off shall be governed by Section ~~6.8-6.9~~
- 6.9.2** The workweek for any unit member having an average workday of four (4) hours or more during the week shall consist of no more than five (5) consecutive working days. Such unit member shall be compensated for any work directed by the DISTRICT to be performed on the sixth (6th) and seventh (7th) day at a rate equal to one and one-half (1- 1/2) times the regular rate of pay of the unit member. Any unit member having an average workday of less than four (4) hours per day during a workweek shall, for any work required to be performed on the seventh (7th) day, be compensated at a rate equal to one and one-half (1-1/2) times the regular rate of pay of such unit member.
- 6.9.3** The authorization of any overtime shall rest with the DISTRICT management and any and all overtime must be received prior approval from the immediate supervisor. Unit members who repeatedly work unauthorized overtime and have been counseled may be subject to progressive discipline in Article 17.
- ~~Where the assignment of overtime would constitute an undue hardship on the unit member and the unit member objects, the supervisor shall attempt to identify other qualified unit members desirous of working overtime before directing such unit member to work overtime. If no unit member elects to work overtime, the overtime distribution shall be in accordance with 6.9 Overtime Distribution~~
- Scheduling of a unit member by their **immediate** supervisor that puts the unit member in overtime status, shall constitute authorization of that overtime.

6.9.4 All approved overtime hours must be reported monthly to the payroll office on the DISTRICT overtime timesheet form. All overtime earned ~~under contract~~ must be paid no later than the next available pay ~~period~~ cycle. Overtime shall be paid to the nearest one-quarter (1/4) hour increment.

6.9.5 The calculation of the regular rate of pay for overtime purposes shall include the monthly rate of pay as determined under Section 7.1 plus one-twelfth (1/12) of any earned long service recognition pursuant to Article 11.

6.10 **OVERTIME DISTRIBUTION.** Overtime work shall be assigned as equally as is practical among qualified unit members in the same classification and department, taking into consideration the nature of the work to be performed and the needs of the DISTRICT. Assignment of overtime shall not be arbitrary or capricious.

6.10.1 When there are two or more employees in the same classification and department, overtime shall be offered in the following order of priority:

- a. On a rotational basis, based on seniority, determined by hire date, among those employees in the same classification and department who normally perform the work involved.
- b. When no employee elects to work the overtime, assignment shall be based on inverse order of seniority.

6.10.2 Where the assignment of overtime would constitute an undue hardship on the unit member and the unit member objects, the immediate supervisor shall attempt to identify other qualified unit members desirous of working overtime before directing such unit member to work overtime. ~~If no unit member elects to work overtime, the overtime distribution shall be in accordance with 6.9 Overtime Distribution.~~

6.11 **COMPENSATORY TIME OFF.** Unit members may elect to earn compensatory time off in lieu of cash compensation for overtime work. The unit member will notify their immediate supervisor of their election at the time the overtime is assigned. The unit member reserves the right to determine the type of compensation received. ~~All overtime for which compensatory time is granted must be reported monthly to the payroll office on the regular classified report form. The DISTRICT shall total the number of hours of compensatory time off for each unit member on or about September 1 of a given year. The DISTRICT shall pay unit members in cash for all accumulated compensatory time accrued as of this date. Such payment is to be based on the unit member's rate of pay at the time compensatory time off was earned.~~

6.11.1 All overtime for which compensatory time is granted must be reported monthly to the payroll office on the **Classified Contract Comp Timesheet**. ~~regular classified report form~~. Compensatory time off shall be granted at the rate of **one and one-half (1-1/2)** ~~1.5~~ times the number of overtime hours worked.

6.11.2 The DISTRICT shall total the number of hours of compensatory time off for each unit member on or about September 1 of a given year. The DISTRICT shall pay unit members in cash for all accumulated compensatory time accrued as of this date. Such payment is to be based on the unit member's rate of pay at the time compensatory time off was earned.

~~6.11.3 Compensatory time off shall be granted at the rate of 1.5 times the number of overtime hours worked.~~

6.11.4 Unit members who request compensatory time off shall do so by submitting a

compensatory time off request form to their immediate supervisor for approval and shall be taken at a time which is least disruptive to DISTRICT operations. A unit member's request for compensatory time off must be responded to and answered by the immediate supervisor within forty-eight hours of its receipt. Every effort will be made by the DISTRICT to accommodate a unit member's request to take compensatory time.

## ~~6.12~~ **OVERTIME DISTRIBUTION.**

~~6.12.1~~ Overtime work shall be assigned as equally as is practical among qualified unit members in the same classification and department, taking into consideration the nature of the work to be performed and the needs of the DISTRICT. Assignment of overtime shall not be arbitrary or capricious.

~~When there are two or more employees in the same classification and department, overtime shall be offered in the following order of priority:~~

- ~~c. On a rotational basis, based on seniority, determined by hire date, among those employees in the same classification and department who normally perform the work involved.~~
- ~~d. When no employee elects to work the overtime, assignment shall be based on inverse order of seniority.~~

## ARTICLE 7: PAY AND ALLOWANCES

7.1 **RATE OF PAY.** The District will increase the Classified Salary Schedule approved by the Governing Board as follows:

- a. Effective July 1, 2019, the current five (5) step salary schedule (A through E) will be increased by an additional one (1) step to a six (6) step salary schedule (A through F) as follows:
  - a. Five percent (5%) between steps A through E. Three percent (3%) between steps E through F and two and a half percent (2.5%) between ranges;
  - b. Ranges 16 and 17 will be removed; and
  - c. All step increases will be given to the unit members on their anniversary date with the District.
- b. For the fiscal year 2021-2022, the District will provide all current bargaining unit members in paid status as of the date of notice to the District of the CSEA Policy 610 approval, a one (1) time off-salary schedule payment totaling four thousand dollars (\$4,000) payment shall be received no later than two (2) pay cycles following the notice.
- c. Effective July 1, 2022, the salary schedule will increase by five percent (5%) for all bargaining unit members. The increase shall not in any way prevent CSEA or the District from re-opening Article 7: Pay and Allowances for the 2022-2023 year as outlined in Article 25: Completion of Meet and Negotiations

## 7.2 **SHIFT DIFFERENTIAL**

- 7.2.1 **SUNRISE SHIFT.** The regular assigned working hours on at least one (1) day of the normal five (5) day workweek begins at 5:00 a.m. or earlier. Alternate work schedules such as 4/10 are excluded from receiving a sunrise differential. The DISTRICT shall pay a shift differential at the rate of one and one-half (1-1/2) percent of a unit member's daily rate for sunrise shift.
- 7.2.2 **TWILIGHT SHIFT.** The regular assigned working hours on at least one (1) day of the normal five (5) day workweek go beyond ~~5:30 p.m.~~ 6:00 p.m. Alternate work schedules such as 4/10 are excluded from receiving a twilight differential. The DISTRICT shall pay a shift differential at the rate of one and one-half (1-1/2) percent of a unit member's daily rate for twilight shift.
- 7.2.3 **SWING SHIFT.** The regular assigned working hours, on at least one (1) day of the normal five (5) day workweek, ~~begins at 11:00 a.m. or later~~ and goes beyond 7:30 p.m. The DISTRICT shall pay a shift differential at the rate of two and one-half (2-1/2) percent of the unit member's daily rate for swing shift.
- 7.2.4 **GRAVEYARD.** The regular assigned working hours, on at least one (1) day of the normal five (5) day workweek ~~begins at 7:00 p.m. or later~~ and goes beyond 3:00 a.m. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the daily rate for graveyard shift.
- 7.2.5 **SPLIT SHIFT.** The regular assigned working hours are split by a break of two (2) or more hours on at least one (1) day of the normal five (5) day workweek. The DISTRICT shall pay a shift differential at the rate of two and one-half (2-1/2) percent of the unit member's daily rate for split shift.
- 7.2.6 **SPLIT SHIFT and SWING SHIFT.** Unit members must be concurrently working a SPLIT SHIFT and a SWING SHIFT in accordance with the provisions of a SPLIT SHIFT and a SWING SHIFT. The DISTRICT shall pay a shift differential at the rate of five (5) percent of the unit member's daily rate for split shift and swing shift.

- 7.2.7 **SPLIT SHIFT and GRAVEYARD SHIFT.** Unit members must be concurrently working a SPLIT SHIFT and a GRAVEYARD SHIFT in accordance with the provisions of a SPLIT SHIFT and a GRAVEYARD SHIFT. The DISTRICT shall pay a shift differential at the rate of seven and one-half (7 ½) percent of the unit member's daily rate for SPLIT SHIFT AND GRAVEYARD SHIFT.

- 7.3 **STIPENDS.** Stipends will be paid for services and/or skills a unit member provides the DISTRICT as listed below.

- 7.3.1 The District will pay a bilingual stipend of \$50.00 per month for each foreign language a unit member is required to verbally translate, including American Sign Language (ASL). Stipend payments shall be retroactive to the month after successfully passing the examination.

- 7.3.2 The District and CSEA will mutually agree upon the locations and the unit member(s) within the District sites for ~~forty-eight (48)~~ **sixty (60)** eligible members to receive the bilingual stipend. The District reserves the right to determine the competency examination method that determines a member's ability to verbally translate and the examination's content for each stipend skill set.

- 7.3.2.1 **BILINGUAL UNIT MEMBERS.** Unit members who desire to receive the bilingual stipend shall notify the District of their intent to take the competency examination prescribed by the District. The examination shall be offered annually in March. Those unit members achieving a score of 80% or higher shall be placed in an eligibility pool. The eligibility pool list of up to ~~forty-eight (48)~~ **sixty (60)** unit members, will be provided to the Association during April of each year. Once a unit member has been placed in the eligibility pool, ~~he/she~~ **they** shall remain eligible for the remainder of ~~his/her~~ **their** employment with the District without further examinations required.

- 7.3.2.2 In the event that more than one individual is qualified within a designated area, the criteria for assignment will be:

- a. Needs of the department;
- b. Proximity of the area(s) of service within the Department designated by the District;
- c. Shift availability; and
- d. Initial date of hire with the District in the classified bargaining unit.

- 7.3.2.3 Once identified, such unit member(s) shall receive the stipend for a minimum of two (2) years unless ~~he/she~~ **they** ~~notifies~~ **notify** the District and Association in writing that ~~he/she~~ **they** ~~chooses~~ **choose** to discontinue such service. Thereafter, the stipend will no longer be paid beginning with the first available payroll period after notification.

- 7.3.2.4 The District shall offer the stipend to the next unit member in the eligibility pool based on the criteria listed in 7.3.2.2 above assuming there are other unit members in the eligibility pool. Such practice will continue bi-annually thereafter. However, after the two (2) year period this clause does not preclude or limit unit members in any given area/department to receive this stipend for more than two (2) years to meet departmental needs.

7.3.2.5 Unit member(s) receiving the stipend shall continue to receive the stipend even if ~~he/she~~ **they** ~~is—are~~ administratively transferred to a different assignment/location due to reorganization during the two (2) year period.

7.3.2.6 As the bilingual stipend is a negotiated benefit available to unit members in the classified bargaining unit, eligible unit member(s) shall be offered the opportunity to provide such service and be paid the stipend prior to permitting and/or requiring any other District employee or volunteer outside the bargaining unit to provide such service regardless of whether such District employee or volunteer receives additional compensation or not.

7.3.3 **BI-LITERATE UNIT MEMBER.** The District will pay a bi-literate stipend of \$50.00 per Month for each foreign language a unit member is required to translate or interpret written material.

7.3.3.1 Unit members who desire to receive the bi-literate stipend shall notify the District of their intent to take the competency examination prescribed by the District. The examination shall be offered annually in March. **The eligibility pool list of up to forty-eight (48)-sixty (60) unit members, will be provided to the Association during April of each year.** ~~A list of all unit members that successfully pass the examination will be provided to the Association during April of each year.~~ Those unit members achieving a score of 80% or higher shall be placed on the list. Once a unit member has been placed on the list, ~~he/she~~ **they** shall remain on the list for the remainder of ~~his/her~~ **their** employment with the District without further examinations required.

7.3.3.2 Once identified, such unit member(s) shall receive the stipend for a minimum of two (2) years unless ~~he/she~~ **they** ~~notifies~~ **notify** the District and Association in writing that ~~he/she~~ **they** ~~chooses~~ **choose** to discontinue such service. Thereafter, the stipend will no longer be paid beginning with the first available payroll period after notification.

7.3.3.3 The District shall negotiate with the Association which job classifications will receive the bi-literate stipend in April immediately after testing.

7.3.3.4 The District and CSEA will mutually agree upon the locations within the District sites to receive the bi-literate stipend. The District reserves the right to determine the competency examination method that reflects unit member's ability to translate/interpret and/or compose written material and the examination's content used to identify unit members who qualify for the stipend.

7.3.3.5 As the bi-literate stipend is a negotiated benefit available to unit members in the classified bargaining unit, eligible unit members shall be offered the opportunity to provide such service and be paid the stipend prior to permitting and/or requiring any other District employee or volunteer outside the bargaining unit to provide such service regardless of whether such District employee or volunteer receives additional compensation or not.

7.3.4 **STAFF DEVELOPMENT/PROFESSIONAL GROWTH STIPEND.**

7.3.4.1 The staff development and professional growth programs are designed to encourage unit members to continue educational and professional development and to promote activities which will assist unit members in acquiring knowledge and skills necessary to maintain and improve job performance. The District will promote opportunities for unit members to reach maximum levels of professional potential and provide training in specific technical knowledge and job related skills.

7.3.4.1.1 All funding designated by the State of California specifically for Classified Professional Development shall be negotiated with CSEA for the use of the funding. Funding sources include but not limited to:

- a. Classified School Employee Professional Development Block Grant Program
- b. Professional Development Funds from the Funding Allocation Formula.

7.3.4.2 The District and Association shall ensure that an advisory committee is Established pursuant to AB2558 and composed of unit member representatives and shall include an appointed CSEA representatives. Once the District's development program is developed, upon request of either the District or CSEA, the parties will meet to negotiate impact and effects.

7.3.4.3 To recognize and celebrate the accomplishments of classifieds contribution to the District, the parties agree to the following:

- a. The District will allocate one (1) week but no more than seven (7) days as Classified Week (CSEW) during the months of May or June and two (2) days; one (1) day in the month of August and one (1) day in the Month of January as In-service Day;
- b. To encourage participation by all classified members the immediate supervisor and classified unit member will mutually agree to adjust the members work schedule to allow for participation in the above events;
- c. All pay differentials that the unit member receives will not be altered by this schedule change.

7.4 **ENROLLMENT REIMBURSEMENT FEES FOR UNIT MEMBERS.** The DISTRICT shall reimburse permanent bargaining unit members employed at least twenty (20) hours per week with one (1) year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

- 7.4.1 All classes must be taken outside of the regular scheduled working hours of the unit member.
- 7.4.2 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.
- 7.4.3 To qualify for enrollment fee reimbursement, a unit member must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- 7.4.4 Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each unit member.
- 7.4.5 All courses for which a unit member seeks tuition reimbursement must have prior approval by their immediate supervisor and then the Chancellor's designee. If the request is denied, it may be appealed to the Chancellor. Forms can be found in Appendix D-C and on the District website.
- 7.4.6 **REIMBURSEMENT.** Unit members on the classified unit member salary schedule shall be eligible for eighty percent (80%) tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified

position. Such reimbursement shall be actual costs not to exceed twenty-four (24) semester / thirty-six (36) quarter units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time unit members who have completed their probationary period as a unit member shall be eligible for this benefit.

All courses for which a unit member seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor's designee. If the request by the immediate supervisor is denied, it may be appealed to the Chancellor's designee.

- 7.5 **ENROLLMENT REIMBURSEMENT FEES FOR BENEFIT ELIGIBLE DEPENDENTS.** The DISTRICT shall reimburse benefit eligible dependents of bargaining unit members employed at least twenty hours (20) per week with one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:
- 7.5.1 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.
  - 7.5.2 To qualify for enrollment fee reimbursement, the unit member or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
  - 7.5.3 Enrollment fee reimbursement shall be limited to the current enrollment fee(s) per semester for each unit member and their eligible dependents.
  - 7.5.4 Definition of Benefit Eligible Dependent includes a spouse, registered domestic partner or child. (1) Child up to age 19; (2) Child between age 19-25 if they attend school full-time (9+ units) or are more than fifty percent (50%) financially dependent and are not married and reside with parent or are away at college; and (3) Disabled children over age 19.
  - 7.5.5 During the term of this Agreement the parties agree to meet annually to review the annual allocation of \$75,000 for unit members to determine if adjustments are needed.
- 7.6 **PAYCHECKS.** All payroll warrants of unit members within the unit shall be itemized to include all deductions, subject to payroll procedures of the County Superintendent of Schools.
- 7.7 **FREQUENCY.** All unit members shall be paid once per month payable on the last working day of the month. The DISTRICT shall not be responsible for delays or errors caused by instrumentalities beyond its control, including the Office of the County Superintendent of Schools or the U.S. Mail.
- 7.8 **SPECIAL PAYMENTS.** Any payroll adjustment due a unit member as a result of working out of class, re-computation of hours, or other reasons other than procedural errors shall be made by a supplemental check issued not later than the next regular pay period.
- 7.8.1 **PAYROLL ERRORS.** Payroll error includes any adjustment which affects the unit member's net pay. Whenever it is determined, an error has been made in the wages of a unit member, the party identifying the error shall notify the other party in writing as soon as possible. Following such notification, the error shall be corrected within five (5) workdays. In the event of an underpayment to the unit member, the DISTRICT will provide the unit member with a statement of the correction and payment within five (5) workdays.

In the event of an overpayment to the unit member, the unit member will be given a reasonable opportunity to meet with DISTRICT representatives to discuss the error. In the event that the DISTRICT and the unit member do not mutually agree to a repayment schedule, the DISTRICT will deduct a portion of the unit member's wages (not to exceed 10% of the monthly net salary) in subsequent months until the DISTRICT is fully reimbursed. An exception to the 10% deduction restriction shall be made when the unit member's employment in the DISTRICT is in the process of being or has been terminated or the full 10% deduction would cause undue hardship on the unit member.

In the event of any underpayment for which a correction must be made shall not be for more than (3) three years.

- 7.9 PROMOTION.** Unit members granted a promotion shall be given a five percent (5%) salary increase over their present salary and shall be placed on the step of the range of their new classification which most nearly corresponds to the five percent (5%) increase but not less than such increase. If, however, the five percent (5%) increase exceeds Step E F on the range of the new classification, the unit member shall be placed on Step E F. The anniversary date for all unit members granted a promotion shall be the effective date of promotion. If a unit member is eligible for a step increase in their old classification within ninety (90) days of the effective date of the promotion, such step increase shall be used for purposes of computing five percent (5%) promotional salary increase.

**7.9.1 INITIAL PLACEMENT PROMOTED UNIT MEMBERS.** A promoted unit member's previous experience may warrant a higher placement, which in no case exceeds Step C unless the provisions of Article 7.7 apply. Unit members placed on Step A of the salary schedule will be advanced to Step B on the first of the month following six (6) complete months of service. Unit members who are initially placed on any step other than Step A will be advanced to the next step on the first of the month following twelve (12) complete months of service. All advancements thereafter will be on a yearly basis.

**7.9.2 INITIAL PLACEMENT NEW UNIT MEMBERS.** New unit members are placed on Step A of the salary schedule unless previous experience warrants a higher placement, which in no case exceeds Step C. Unit members placed on Step A of the salary schedule will be advanced to Step B on the first of the month following six (6) complete months of service. Unit members who are initially placed on any step other than Step A will be advanced to the next step on the first of the month following twelve (12) complete months of service. All advancements thereafter will be on a yearly basis.

- 7.10 MINIMUM CALL-BACK TIME.** Any unit member called back from off campus to perform services outside his regular hours shall receive a minimum compensation of three (3) hours for such services. This section shall not apply where such services are performed immediately preceding or succeeding the unit member's regular hours.

- 7.11 WORKING OUT OF CLASS.** Any unit member required to work outside of their classification performing work outside the scope of their job duties for five (5) or more working days within a fifteen (15) calendar day period shall have his/her their salary adjusted upward beginning with the first working day in the higher classification. A unit member required to work out of class shall receive five percent (5%) salary increase unless the increase exceeds the highest step of the higher classification, in which case the unit member shall be paid at the highest step. Working out of class assignments shall be limited to six (6) months unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.

**7.11.1** Unit members required to work out of classification not within the bargaining unit shall have his/her their salary adjusted to the rate of pay of the position that is

not within the bargaining unit if it exceeds their current salary range. The District and Association shall meet and negotiate the effects.

7.12 **IN-SERVICE TRAINING.** The DISTRICT shall continue to support and provide an in-service training program. An ad hoc advisory committee established by the DISTRICT and including ASSOCIATION representatives shall continue to study training needs and recommend in-service programs. DISTRICT approved in-service training shall take place during regular working hours at no loss of pay or benefits to unit members. This shall also include ASSOCIATION provided trainings and workshops provided during classified appreciation week, days and calendared flex days.

7.13 **STEP PLACEMENT AFTER VOLUNTARY DEMOTION.** The salary of a unit member taking a voluntary demotion shall be Step ~~E~~ **F** of the new range unless Step ~~E~~ **F** results in a salary increase over the unit member's old classification. In such case, the unit member shall be placed on the highest step in the new classification which would not result in a salary increase over the unit member's old classification. (See Article 15.3.6)

7.14 **TAX DEFERRED STATUS FOR CONTRIBUTIONS.** The DISTRICT agrees to initiate tax-deferred status for PERS for all bargaining unit members in the PERS Retirement System.

~~7.15 **ENROLLMENT FEES FOR UNIT MEMBERS.** The DISTRICT shall reimburse permanent bargaining unit members employed at least twenty (20) hours per week with one (1) year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:~~

~~7.15.1 All classes must be taken outside of the regular scheduled working hours of the unit member.~~

~~7.15.2 Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.~~

~~7.15.3 To qualify for enrollment fee reimbursement, a unit member must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.~~

~~7.15.4 Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each unit member.~~

~~7.15.5 All courses for which a unit member seeks tuition reimbursement must have prior approval by their immediate supervisor and then the Chancellor's designee. If the request is denied, it may be appealed to the Chancellor. Forms can be found in Appendix D and on the District website.~~

~~7.15.6 **REIMBURSEMENT.** Unit members on the classified unit member salary schedule shall be eligible for eighty percent (80%) tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed twenty four (24) semester / thirty six (36) quarter units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.~~

~~Only full time unit members who have completed their probationary period as a unit member shall be eligible for this benefit.~~

All courses for which a unit member seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor's designee. If the request by the immediate supervisor is denied, it may be appealed to the Chancellor's designee.

~~7.14~~ **ENROLLMENT FEES FOR BENEFIT ELIGIBLE DEPENDENTS.** The DISTRICT shall reimburse benefit eligible dependents of bargaining unit members employed at least twenty hours (20) per week with one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two (2) DISTRICT campuses provided all of the following conditions are satisfied:

~~7.14.1~~ Only those classes offered by either of the two (2) DISTRICT campuses shall qualify for fee reimbursement.

~~7.14.2~~ To qualify for enrollment fee reimbursement, the unit member or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.

~~7.14.3~~ Enrollment fee reimbursement shall be limited to the current enrollment fee(s) per semester for each unit member and their eligible dependents.

~~7.14.4~~ Definition of Benefit Eligible Dependent includes a spouse, registered domestic partner or child. (1) Child up to age 19; (2) Child between age 19-25 if they attend school full-time (9+ units) or are more than fifty percent (50%) financially dependent and are not married and reside with parent or are away at college; and (3) Disabled children over age 19.

~~7.14.5~~ During the term of this Agreement the parties agree to meet annually to review the annual allocation of \$75,000 for unit members to determine if adjustments are needed.

~~7.15~~ **GOLD CARD.** When a unit member retires from the DISTRICT with at least fifteen (15) years of service, ~~he/she~~ they shall be eligible to receive the benefits of the existing DISTRICT "Gold Card" package available at the time of retirement. The "Gold Card" allows the retiree to continue receiving College campus discounts offered to active unit members and a waiver of parking fees at all District sites/facilities. ~~package permits the retiree to enjoy certain free privileges in the DISTRICT at the colleges. The Gold Card package shall contain: a waiver of normal fees for regular scheduled athletic events in the District and normal fees exclusive of all meal charges for regular scheduled cultural events such as lecture series.~~

~~7.15.1~~ A waiver of normal fees for any District event

~~7.15.2~~ A 25% discount on all district site food services

~~7.15.3~~ A 25% discount on all bookstore items

~~7.15.4~~ Free parking in staff parking lots

~~7.16~~ **ON CALL.** "On Call" is not overtime and is defined as requiring a unit member to significantly restrict off work activities such as remaining at home or within a specific distance from the worksite.

~~Unit members required in writing and in advance to be on call by telephone, pager, fax or cellular phone shall be compensated for the time they are on call. A unit member without advance written authorization shall not be compensated. On call periods in excess of eight (8) hours require the advance written approval of the College President, the Chancellor or designee.~~

~~Compensation shall be awarded on a straight time, hour-for-hour basis in minimum half-hour increments. The unit member's work hours may be adjusted to account for on call time or may be carried as compensatory time off with supervisor's approval.~~

~~A unit member placed on call who does not respond to calls within fifteen (15) minutes shall not be compensated. Lack of response without reasonable justification may be subject to discipline.~~

~~Unit members actually called back to work shall be compensated per Article 7.8 minimum call back  
tim~~

**ARTICLE 8: UNIT MEMBER EXPENSES AND MATERIALS**

- 8.1 **UNIFORMS.** The DISTRICT shall pay the full cost of the purchase, lease, or rental of uniforms, equipment, identification badges, emblems, and cards required by the DISTRICT to be worn or used by unit members.
- 8.2 **PHYSICAL EXAMINATIONS.** The DISTRICT shall reimburse unit members for the cost, if any, of a physical examination required as a condition of continued employment under Section 88021 of the Education Code.
- 8.3 **PARKING.** The DISTRICT will waive parking fees at all of their sites/facilities for CSEA bargaining unit members.
- 8.4 **MILEAGE.** Unit members who are pre-authorized in writing by the DISTRICT'S Human Resources Department to use their vehicles on DISTRICT business shall be reimbursed for all miles required by the DISTRICT to be driven in the performance of assigned duties at a rate established by Board Policy for all DISTRICT employees.
- 8.5 **FOOD ALLOWANCE.** All unit members employed in the cafeteria shall be entitled to one (1) full meal during the working day for the price of fifty-five (55) cents, and a beverage and light snack at no cost during the morning and afternoon breaks.
- 8.6 **MEALS AND LODGING REIMBURSEMENT.** The DISTRICT shall reimburse unit members for the reasonable cost of meals and lodging in accordance with Board Policy, where the unit member is on authorized DISTRICT business requiring him/her to spend the night away from home.

## ARTICLE 9: LAYOFF AND REEMPLOYMENT

### 9.1 LAYOFF.

- 9.1.1 **REASON FOR LAYOFF.** Pursuant to Education Code 88127, classified bargaining unit employees shall be subject to layoff for lack of work or lack of funds as determined by the DISTRICT. Education Code Section 88017 provides that layoff may result when a specially funded program expires.
- 9.1.2 **NOTICE OF LAYOFF FOR GENERAL FUNDED PROGRAMS.** ~~Upon the decision of the Board of Trustees to reduce the number of bargaining unit member(s) in the classified service of the DISTRICT, t~~The DISTRICT shall send written notice of layoff following the decision of the Board of Trustees adoption of the layoff to the affected unit member(s) and the ASSOCIATION no later than March 15, that a bargaining unit member's services will not be required for the ensuing year due to lack of work or lack of funds. ~~not less than sixty (60) days prior to the effective date of layoff.~~ This written notice of layoff shall be sent by certified mail, return receipt requested, electronic mail, or delivered in-person to the affected bargaining unit member(s) by the DISTRICT. Affected bargaining unit member(s) shall be informed of the reason for layoff, his/her their displacement rights, if any, statement of seniority, and reemployment rights with copies of the letters provided to the ASSOCIATION. The DISTRICT shall request additional documentation from the unit member to assist with the job placement analysis.
- 9.1.3 **NOTICE OF LAYOFF FOR SPECIALLY FUNDED PROGRAMS.** When, as a result of the expiration of a specially funded program, classified positions must be eliminated at the end of any school year, and unit members will be subject to layoff for lack of funds, the bargaining unit member to be laid off at the end of the school year shall be given written notice on or before April 29 informing them of their layoff effective at the end of the school year. However, if the termination date of any specially funded program is other than June 30, the notice shall be given not less than sixty (60) days prior to the effective date of their layoff. This written notice of layoff shall be sent by certified mail, return receipt requested, electronic mail, or delivered in person to the affected bargaining unit member(s) by the DISTRICT. Affected bargaining unit member(s) shall be informed of the reason for layoff, their displacement rights, if any, statement of seniority, and reemployment rights with copies of the letters provided to the ASSOCIATION. The DISTRICT shall request additional documentation from the unit member to assist with the job placement analysis.

### 9.2 ORDER OF LAYOFF.

- 9.2.1 The DISTRICT shall determine the specific positions to be discontinued.
- 9.2.2 The order of layoff of unit member(s) within the classification shall be determined by length of service. The unit member, who has been employed the shortest time in the affected classification, including time employed in a higher classification, shall be laid off first.
- 9.2.3 For purposes of this section, "length of service" means date of employment in the regular classified service. Seniority within a classification shall be calculated by length of service within a classification, plus higher classification(s) in which the unit member is serving or has served. For the purpose of this section, a higher classification is any classification in a higher salary range. A unit member who is voluntarily transferred laterally to a new classification shall retain seniority in the prior classification. A unit member who is voluntarily transferred laterally and/or voluntarily demoted to a new classification shall accrue seniority in the new classification.

### 9.3 SENIORITY.

9.3.1 **COMPUTATION OF SENIORITY.** Seniority is based on length of continued service with the District as a classified unit member. For the purposes of this Article, "length of service" shall be based upon the unit member's original hire date in the classified service. Seniority is accumulated in any classification in which the unit member holds regular paid status.

9.3.1.1 Seniority is not earned during periods of separation from the service of the DISTRICT.

9.3.2.1 Seniority shall be accumulated during absences due to illnesses, layoffs, unpaid leave, military leave, industrial injury/illness leave or leaves of absence as long as such seniority is not terminated in accordance with other provisions of this agreement.

9.3.3.1 Paid service performed prior to entering into a probationary status in the classified service shall not be credited toward seniority.

9.3.4.1 A unit member transferred from one class to another, or reclassified to a higher class, shall retain their seniority in the former class; seniority in the new class shall begin accumulating on the date of transfer.

9.3.2 ~~**BUMPING RIGHTS.** Bargaining unit members who are subject to layoff shall exercise bumping rights into an equal or lower classification in which the unit member has served based on seniority.~~

9.3.3 ~~**OPTIONAL TRANSFER IN LIEU OF LAYOFF.** Bargaining unit members, upon mutual agreement, may be transferred to vacant positions provided they are qualified or can be trained to fill the vacancy.~~

9.3.4 ~~**LAYOFF IN LIEU OF BUMPING.** A unit member may elect layoff in lieu of bumping rights and maintain his/her ~~their~~ reemployment rights under this Agreement.~~

9.3.5 **EQUAL SENIORITY.** If two (2) or more unit members subject to layoff have equal seniority within the classification, priority shall be given to the unit member with the greater overall DISTRICT seniority; if that be equal, determination shall be made ~~by lot~~ within the first six (6) months of hire date by a drawing of numbers conducted by the department of Human Resources in the presence of the ASSOCIATION Chapter President or their designee.

9.3.6 **SENIORITY ROSTER.** The DISTRICT shall maintain an updated seniority roster indicating each unit member's classification seniority and hire date seniority. Such rosters shall be available to the ASSOCIATION annually in December or prior to layoff.

### 9.4 RIGHTS IN LIEU OF LAYOFF.

9.4.1 ~~**BUMPING RIGHTS.** Bargaining unit members who are subject to layoff shall exercise bumping rights into an equal or lower classification in which the unit member has served based on seniority.~~ Unit members notified of layoff from their present position may bump into the same or previously held classification in which they hold seniority greater than an incumbent. Unit members subject to layoff may bump into a position with a higher classification only if they successfully complete probation in that position and have greater seniority than the unit member being bumped.

- a. Bumping into a lower class shall be considered a voluntary demotion and salary placement shall be at the step which nearly corresponds to, but

does not exceed, the unit member's current salary placement.

**9.4.2 OPTIONAL TRANSFER IN LIEU OF LAYOFF.** Bargaining unit members, upon mutual agreement, may be transferred to vacant positions provided they meet minimum qualifications ~~are qualified or can be trained to fill the vacancy.~~

- a. Unit members will serve a probationary period of six (6) months for a classification not previously held and shall receive job-specific training.

**9.4.3 VOLUNTARY DEMOTION OR VOLUNTARY REDUCTION OF HOURS.** Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the unit member's option, returned to a position in their former classification or to a position with increased assigned time as vacancies become available, ~~for up to 63 months, and with no time limit, except that shall be ranked in accordance with their seniority on any valid reemployment list. The salary of a unit member taking a voluntary demotion shall be the lesser of his/her old salary or Step E of the new range. Unit members shall be offered the option to return to the position with the increase in hours based on their higher seniority as established on the reemployment list.~~

- a. Bumping into a lower class shall be considered a voluntary demotion and salary placement shall be at the step which nearly corresponds to, but does not exceed, the unit member's current salary placement.
- b. Unit members will serve a probationary period of six (6) months for a classification not previously held and shall receive job-specific training.

**9.4.4 LAYOFF IN LIEU OF BUMPING.** ~~A u~~Unit members may elect layoff in lieu of bumping rights and maintain ~~his/her~~ their reemployment rights under this Agreement.

## **9.7 5 REEMPLOYMENT RIGHTS PROCEDURES.**

~~9.7 5.1~~ A unit member who is laid off shall be placed on a thirty-nine (39) month ~~or sixty-three (63) month~~ reemployment list as applicable. ~~The unit member shall be required to maintain his/her current address on file with the Human Resources Office.~~

9.5.2.1.1 A unit member who takes a voluntary demotion (e.g. bump into a lower classification) or reduction in hours shall be granted the same rights as persons laid off and shall retain eligibility to be considered for reemployment for an additional period of up to twenty-four (24) months on the reemployment list provided that tests of fitness under which they qualified for appointment to the class still apply.

**9.5.2** If, during a unit member's eligibility period for reemployment, a classification becomes vacant to which the unit member has a return privilege, the DISTRICT shall send written notice offering reemployment by certified mail, return receipt requested, to the last known address of such unit member(s). A copy of this written notice shall be sent to the ASSOCIATION. The unit member shall be required to maintain ~~his/her~~ their current mailing address on file with the ~~Office of~~ Human Resources Office.

**9.5.3** A unit member who receives such notice of reemployment and fails to respond in writing within ten (10) working days shall be deemed to have rejected the offer of reemployment.

**9.5.4** If the unit member in a layoff status accepts the position being offered, the unit member shall have up to thirty (30) calendar days from the postmark date of the notice to report to

work. This does not preclude a unit member from returning to work in fewer than thirty (30) calendar days. Failure to report to work within the thirty (30) calendar days shall be considered a rejection of the offer of reemployment.

- 9.7 5.5 A ~~u~~Unit members rejecting an offer of reemployment under the conditions set forth under 9.7 5.3 or 9.7 5.4 above, on three (3) occasions shall have ~~his/her~~their name permanently removed from the reemployment list. This does not include offers of reemployment that do not restore the unit members to the level of pay and status previously held at the time of layoff.
- 9.7 5.6 A ~~u~~Unit members reemployed after being laid off shall be fully restored to ~~his/her~~their classification with all rights to permanent status. Service credit and benefits shall not accrue during the period of layoff.
- 9.7 5.7 Unit members placed on the thirty-nine (39) month or sixty-three (63) month reemployment list shall be reemployed in the highest-rated job classification available in accordance with their classification seniority. ~~Unit members, in order to be appointed to a lower position, the unit member must meet the minimum qualifications must be qualified for that position.~~ Unit members who accept a position lower than their highest classification shall retain their original thirty-nine (39) month rights to the higher paid position.
- 9.8 **~~VOLUNTARY DEMOTION OR VOLUNTARY REDUCTION OF HOURS.~~** ~~Unit members who take voluntary demotions or voluntary reductions in assigned time in lieu of layoff shall be, at the unit member's option, returned to a position in their former classification or to a position with increased assigned time as vacancies become available, and with no time limit, except that they shall be ranked in accordance with their seniority on any valid reemployment list. The salary of a unit member taking a voluntary demotion shall be the lesser of his/her old salary or Step E of the new range.~~
- 9.10 **~~SENIORITY ROSTER.~~** ~~The DISTRICT shall maintain an updated seniority roster indicating each unit member's classification seniority and hire date seniority. Such rosters shall be available to the ASSOCIATION annually in December or prior to layoff.~~
- 9.17 6 The PARTIES agree to meet and negotiate the ~~impact~~effects of such layoff on those matters within the scope of representation.

## ARTICLE 10: HEALTH & WELFARE BENEFITS

- 10.1 **HEALTH & WELFARE BENEFITS.** The DISTRICT shall provide to each unit member and their eligible family members, health and welfare benefits. Health and welfare benefits are defined as medical, dental, vision, chiropractic, life insurance, and employee assistance program (EAP).

Individual unit members may select among plans as outlined in Appendix JH (**Health and Welfare Benefits Package**).

During the life of the agreement the DISTRICT shall fully fund the least expensive medical/dental/vision/chiropractic/life insurance/EAP package for each unit member who works twenty (20) or more hours per week on a regular basis. Individual unit members who elect to enroll in more expensive health and welfare packages shall be responsible for the difference in cost between the least expensive medical package and the package selected by the individual through payroll deductions.

The DISTRICT and the ASSOCIATION must agree to any proposed changes in benefits and/or plans. In addition, the ASSOCIATION retains the right to negotiate the out of pocket cost to unit members.

- 10.2 **HEALTH & WELFARE COMMITTEE.** The DISTRICT will establish a standing health and welfare committee. The ASSOCIATION will designate three (3) unit members to the committee. The purpose of the committee is to monitor costs and recommend changes. The committee's recommendations are non-binding on the bargaining unit.

- 10.3 **"OPT OUT" OPTION (MEDICAL ONLY).** Individual unit members who provide proof of other medical coverage may decline enrollment in a medical plan with the DISTRICT based on the following:

- a. This option is available on a first-come, first-serve basis.
- b. No more than 10% of members of any plan may elect this option.
- c. An annual amount of \$3,000 shall be paid to members who opt out of medical coverage. This will be paid in twelve (12) equal payments.
- d. Any member who elects this option shall not be eligible for medical coverage until the next open enrollment period unless a qualifying event occurs.
- e. Any savings generated under this section shall be used to help offset current/future insurance costs for the DISTRICT and employees.

- 10.4 **FINANCIAL HARDSHIP CLAUSE.** Notwithstanding other provisions of the collective bargaining agreement regarding re-opener language, the DISTRICT and the ASSOCIATION agree to re-open this Article during the term of this agreement in the event of a financial hardship as declared by the DISTRICT or the ASSOCIATION. The DISTRICT and/or the ASSOCIATION will notify the other in writing and provide the supporting documentation to show impending hardship. Upon receipt of this information, the DISTRICT and the ASSOCIATION agree to schedule negotiations within ten (10) working days. The DISTRICT and the ASSOCIATION agree that the District's contribution per employee per medical/dental/vision/chiropractic/life insurance/ employee assistant program (EAP) package will at no time decrease below the amount equivalent to the least expensive medical/dental/vision/chiropractic/life insurance/employee assistant program (EAP) package at the time the District claims financial hardship.

**ARTICLE 11: LONG SERVICE RECOGNITION**

Completed Years of Service with the District	Amount of Stipend
5-10	\$650
11-15	\$800
16-20	\$950
21-25	\$1100
26-30	\$1250
31-35	\$1400
36 and over	\$1550

- 11.1 **INITIAL PAYMENT.** The first long service recognition payment will be made in December the following monthly pay cycle after the completion of the first year following five (5) complete consecutive years of employment.

a. Unit members will begin receiving their monthly longevity stipend upon implementation beginning December 2022.

- 11.2 **PAYMENT.** The amount of Long service pay recognition will be paid on the unit member's monthly paycheck, available to the unit members, no later than December 15, and only to those actually employed on November 30, except upon retirement in which case the long service payment will be in proportion to the fraction of the year worked. Payment be by a check separate from the unit member's monthly paycheck.

- 11.3 **ELIGIBILITY.** In order to be eligible for long service pay, a unit member must qualify for inclusion in the retirement program. Bargaining unit members whose District employment contract is less than fifty (50) percent shall be eligible to receive the same percentage of the Long Service Stipend as the percentage of their District employment contract.

## ARTICLE 12: HOLIDAYS

- 12.1 **HOLIDAYS.** The DISTRICT shall provide for the following scheduled paid holidays: ~~See Appendix L.~~

Independence Day  
 Labor Day  
 Veteran's Day  
 Thanksgiving Day  
 Friday following Thanksgiving  
 Winter Break (Five ~~Six~~ days from December 25-24 – December 31) \*  
 New Year's Day  
 Dr. Martin Luther King Jr. Day  
 Lincoln's Day  
 Washington's Day  
 Memorial Day

\*Winter Break was established to incorporate: Day in lieu of Native American Day, Day in lieu of shopping day, fall semester recess period, and ~~d~~Day in lieu of Admissions Day.

Prior to January 1, 2011, the unit member's birthday is to be included as an additional holiday. The day must be taken on a day within the month that the birthday falls; otherwise, this holiday will be forfeited.

Effective January 1, 2011, the unit member's birthday is to be included as an additional holiday. The day must be scheduled with prior reasonable notification for a date within that calendar year, and must be mutually agreed upon between the unit member and the supervisor.

Effective January 1, 2019, the unit members will be given one (1) floating holiday in lieu of the Saturday after Thanksgiving. The days must be scheduled with prior reasonable notification for a date within the calendar year and must be mutually agreed upon between the unit member and the immediate supervisor.

- 12.2 **LESS THAN FIVE (5) DAY WORKWEEK.** Unit members who work less than a five (5) day week shall receive their normal pay for any of the above scheduled holidays provided it falls on a normal workday. If said holiday falls on other than the normal workday, the unit member shall receive holiday pay or time off equivalent to the total regularly scheduled weekly hours divided by five (5) provided ~~he/she~~ **they are** is in paid status on the day immediately preceding or succeeding the holiday. Said holiday time off shall be scheduled with approval of the immediate supervisor.
- 12.3 **ADDITIONAL HOLIDAYS.** Unit members shall be entitled to such additional holidays, other than those in Article 12.1 as are mandated by the United States President, the Governor, or the Governing Board under Section 88203 of the Education Code.
- 12.4 **HOLIDAY COMPENSATION.** A unit member required to work on any holiday shall be paid compensation or granted compensatory time off, at the rate of one and one-half (1-1/2) times ~~his/her~~ **their** regular pay in addition to the regular pay received for the holiday.
- 12.5 **HOLIDAY ELIGIBILITY.** A unit member must be in paid status during the workday immediately preceding or succeeding the holiday in order to be eligible to receive holiday pay.

### ARTICLE 13: EVALUATION PROCEDURE

- 13.1 The term "evaluation" as used in Sections 2 through 8 of this Article means a formal written evaluation on the appropriate form prescribed by the DISTRICT. (Appendix ~~BD~~)
- 13.2 The DISTRICT shall evaluate all unit members on permanent status once every two (2) years during the month of April, except in emergency circumstances. The annual evaluation for unit members obtaining permanent status prior to January 1, will be conducted in the current school year. The annual evaluation for unit members obtaining permanent status subsequent to January 1, will be conducted in the following school year.
- 13.3 Unit members on probationary status shall be evaluated no less than two (2) times during the probationary period on or about the ~~second (2<sup>nd</sup>)~~ ~~third (3<sup>rd</sup>)~~ and the ~~four (4<sup>th</sup>)~~ ~~sixth (6<sup>th</sup>)~~ month from the initial date of hire. The probationary period for unit members shall be ~~six (6)~~ ~~nine (9)~~ months from the date of hire or appointment to a new classification.
- ~~Effective July 1, 2010, per Post Requirements, every College Police Officer employed by the DISTRICT shall be required to serve in a probationary status for twelve (12) months from the date appointed to the position.~~
- 13.4 The evaluator shall be the unit member's immediate supervisor unless otherwise designated by the DISTRICT. However, the evaluator shall only be San Bernardino Community College District management.
- 13.5 The evaluation shall be signed by the evaluator and the unit member being evaluated. The unit member's signature signifies only that the unit member has read the document, has been given a copy, and has been given the opportunity of attaching a written response which shall become part of the permanent record. Unit members have thirty (30) calendar days to file a written response to ~~his/her~~ ~~their~~ evaluation ~~with the Office of Human Resources.~~
- 13.6 No evaluation of a unit member shall be placed in the unit member's personnel file without an opportunity for discussion between the unit member and the evaluator. A negative evaluation rating of 1 or 2 shall include ~~an Employee Development Plan. The immediate supervisor shall identify improvements needed and how the unit member may improve their performance. The immediate supervisor shall provide a written development plan including coaching and training, as needed, to address the identified deficiencies specified in Appendix D (Employee Performance Report). The unit member's performance must be reviewed within ninety (90) days to document the unit member's progress, including any recommendations for continued success.~~
- 13.7 The DISTRICT retains its prerogative to make additional evaluations as it deems necessary.
- 13.8 The substance of any evaluation, including the observations, opinions, and conclusions of the evaluator, shall not be subject to the grievance procedure. The evaluation procedure as provided hereinabove shall be grievable.
- 13.9 An official file of evaluation reports shall be maintained in the District Human Resources Office. ~~The unit member shall have the right to review any evaluation during working hours.~~ Evaluation reports shall not be used in disciplinary action against a ~~bargaining~~ unit member if the evaluation report was dated two (2) years preceding the aforementioned disciplinary action or was dated during a permanent ~~bargaining~~ unit member's probationary period.

## ARTICLE 14: LEAVES

- 14.1 **BEREAVEMENT LEAVE.** Unit members shall be entitled to a paid leave of absence, not to exceed three (3) days, or five (5) days if ~~travel out of state~~ **out-of-state travel** or a round-trip of over ~~500~~ **250** miles is required, on account of the death of any member of his/her immediate family. A member of the immediate family means mother, father, grandparent, or grandchild of the unit member or the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, or sister-in-law of the unit member or any relative living in the immediate household of the unit member. ~~Absences due to bereavement leave~~ **Bereavement Leave** ~~should~~ **shall** be recorded on the unit member's work report. **Leave taken pursuant to this section does not need to be used consecutively. If a unit member requires more time than allocated for bereavement leave, a unit member may use other applicable leave(s) to extend their bereavement leave.**
- 14.2 **JUDICIAL LEAVE.** Unit members called for ~~mandatory~~ jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, during working hours, shall be entitled to paid leave **in accordance with Education Code 87035 & 87036** ~~in the amount of the difference between the unit member's regular earnings and the amount of fees received as a juror, subpoenaed witness as an employee of the DISTRICT, or litigant on behalf of the DISTRICT,~~ excluding allowances for meals, mileage, or parking. Absences due to judicial leave ~~should~~ **shall** be recorded on the member's work report.
- 14.2.1 **The unit member's regularly assigned number of work hours that day should not exceed nor be less than the unit member's regularly assigned number of work hours for that day, which includes travel time from court to work. A unit member's jury duty hours plus the hours from court to work plus any workday shift assignment for that day should not exceed nor be less than the unit member's regularly assigned number of work hours for that day.** The DISTRICT shall assess any unusual work shift on an individual basis, taking into consideration what is reasonable under the circumstances giving due respect to the needs of the DISTRICT and the health and welfare of the unit member.
- 14.2.2 Unit members called for jury duty, ~~or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT,~~ shall notice **their immediate supervisor** ~~the DISTRICT~~ as soon as possible upon receipt of the summons. ~~The DISTRICT will require~~ Unit members absent on jury duty, or as a subpoenaed witness as an employee of the DISTRICT, or as a litigant on behalf of the DISTRICT, to submit verification from the court indicating the reporting and release times.
- 14.3 **MILITARY LEAVE.** A unit member shall be entitled to any military leave provided by law and shall retain all rights and privileges granted by law arising out of the exercise of military leave. Request for such military leave shall be made in writing and verified by a copy of the military orders requiring military duty. Absences due to military leave ~~should~~ **shall** be recorded on the unit member's work report.
- 14.3.1 **Unit members shall be granted Military Leave in accordance with the provisions of the California Education Code and of the Military and Veterans Code.**
- 14.3.2 **Compensation shall be in accordance with the provisions of the California Military and Veterans Code.**
- 14.4 **SICK LEAVE.** ~~Members of the bargaining unit employed by the DISTRICT five (5) days per week with full pay for a fiscal year shall be entitled to twelve (12) days leave of absence~~ **Unit members with a full-time assignment shall accrue sick leave, a total of twelve (12) days per year in accordance with Education Code, beginning with the first (1st) month in which the unit member begins work in the DISTRICT. The accrual rate shall be proportional for assignments other than full-time. Such leaves can be taken for illness or injury, exclusive of days the unit member is** ~~they~~

are not required to render **service** to the DISTRICT. Day, as used in this Article, means the unit member's regularly assigned workday, exclusive of overtime. Absences due to sick leave ~~should~~ **shall** be recorded on the unit member's work report.

14.4.1 ~~Members of the bargaining unit, employed five (5) days a week, who are employed for less than a full fiscal year are entitled that proportion of twelve (12) days leave of absence for illness or injury as the number of months he/she is employed bears to twelve (12).~~ Members of the bargaining unit employed less than five (5) days per week or forty (40) hours per week shall be entitled, for a fiscal year of service, to that proportion of twelve (12) days leave of absence for illness or injury as the number of days or hours **he/she is** employed per week bears to five (5) days or forty (40) hours.

14.4.2 Pay for any day of such absence shall be the same as the pay which would have been received had the unit member served during the day of illness.

14.4.3 At the beginning of each fiscal year, the full amount of sick leave granted under this section shall be credited to each unit member. Credit for sick leave need not be accrued prior to taking such leave and such leave may be taken at any time during the year. However, a new unit member of the DISTRICT shall not be eligible to take more than six (6) days, or the proportionate amount to which they may be eligible under this section, until the first day of the calendar month after completion of six (6) months of active service with the DISTRICT.

14.4.4 Disabilities caused or contributed to by pregnancy, miscarriage, childbirth, and recovery there from are, for all job-related purposes, temporary disabilities and shall be treated as a condition of illness. Eligible unit members are entitled to receive compensation at their regular rate of pay charged against credited sick leave for the workdays missed during the period of disability, provided that Human Resources receives a medical status report from **a verified health care provider.** ~~the attending physician.~~

14.4.5 **FAMILY ILLNESS LEAVE.** In Accordance with California Labor Code 233 a unit member may use earned and available sick leave up to fifty percent (50%) of their annual accrual rate of sick leave for an illness of a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling. Absences due to family illness leave shall be recorded on the unit member's work report.

14.4.6 ~~If a member of the bargaining unit~~ **If a unit member** does not take the full amount of sick leave allowed in any year, the amount **remaining-not taken** shall be accumulated from year to year.

14.4.7 ~~Members of the bargaining~~ **A unit member** absent due to surgery, serious injury or illness for more than five (5) consecutive assigned workdays shall be required to submit a medical release from a physician to Human Resources prior to being permitted to return to work. A unit member who is absent for more than five (5) workdays shall notify Human Resources of **their his/her** approximate return date.

14.4.8 ~~Members of the bargaining~~ **A unit member** may be required to submit to medical examinations, at the DISTRICT'S expense **and at the discretion.**

14.4.9 A unit member who has been employed by some other school DISTRICT for a period of one (1) calendar year or more, and who terminates such employment for the sole purpose of accepting a position in this DISTRICT and has not been terminated by an action initiated by the employer for cause, and who subsequently accepts within one (1) year of such termination, a position with the DISTRICT, shall upon request have transferred with him/her all of the unused accumulated sick leave.

14.4.10 The DISTRICT may cancel all sick leave rights or accumulations when a unit member severs all official employment connection with the DISTRICT and all accumulated sick

leave may be transferred pursuant to the provisions in Section 88202 of the Education Code. A unit member who has any sick leave benefits earned but unused on the date of retirement may have those converted to retirement credit if appropriate in accordance with applicable law.

Upon retirement, if sick leave cannot be used for retirement credit, sick leave will be converted to vacation days as follows:

- a. A ratio of five (5) sick days (forty (40) hours) to one (1) vacation day (eight (8) hours). Unit members working less than full time shall be prorated accordingly.
- b. Only days earned while employed for ~~by~~ the ~~SBCCD-DISTRICT~~ are eligible for conversion benefits.
- c. Only unit members who have rendered five (5) years or more of unbroken service to ~~the~~ ~~for~~ ~~SBCCD-DISTRICT~~ are eligible for conversion benefits.
- d. The maximum number of vacation days which may be converted shall not exceed the number of days the retiring unit member earns annually under the provisions of Article 19, Section 19.3.

14.4.11 A unit member shall be credited once a fiscal year with the total of not less than 100 working days of paid sick leave, excluding sick days under Article 14.4. Such days of paid sick leave in addition to those days of sick leave under Article 14.4 shall be compensated at 50% of the unit member's regular salary. Such additional days shall be exclusive of any other paid leaves, holidays, vacation or compensatory time to which the unit member may be entitled. The 100 working days of extended sick leave shall be allocated on July 1<sup>st</sup> of each fiscal year; the 50% (half pay) extended sick days will be utilized only after all accrued regular full-pay sick leave is exhausted. Any remaining 50% half pay extended sick leave will not carry forward to the next fiscal year. At the conclusion of the 100 working days of 50% half pay extended sick leave the unit member may elect to use any other available leaves.

14.4.12 **MAKEUP TIME FOR MEDICAL OR DENTAL APPOINTMENTS.** Unit members who have given ~~at least~~ forty-eight (48) hours notice and have ~~a scheduled~~ ~~been released for a doctor~~ ~~medical~~ or dental appointment, ~~during working hours~~, have the option to work an extended ~~day~~ ~~workday~~ or to utilize sick leave. ~~The additional hours constituting an extended day shall be equal to the period of time that the unit member was absent, but not in no event shall exceed two (2) hours. Time may be made up during the week in which the absence occurred. The unit member and the supervisor shall mutually agree on the time. Leave~~ under this section is subject to the following provisions:

- a. A unit member may not work in excess of eleven (11) hours of work in any one workday or forty (40) hours in the workweek to make up for the time. The additional hours constituting an extended workday shall be equal to the period of time that the unit member was absent, but not in no event shall ~~makeup time~~ exceed two (2) hours per workweek;
- b. A unit member needs to provide a signed written request to their immediate supervisor for each occasion that they want to make up time. The unit member and the supervisor shall mutually agree on the time to be made up. All requests will be approved by the supervisor in writing and must be submitted to the DISTRICT;
- c. Time missed must be made up within the same workweek in which the absence occurred;
- d. If performed in the same workweek in which the work time was lost, may not be counted towards computing the total number of hours worked in a day for purposes of the overtime requirements, except for hours in excess of eleven (11) hours of work in one

(1) day or 40 hours of work in one workweek (California Labor Code 513).

14.4.13 Sick leave shall be taken in increments of not less than one-quarter (1/4) hour.

14.4.14 A unit member shall contact ~~their~~ ~~his/her~~ immediate supervisor, or their designee, as soon as the need to be absent is known or at the beginning of the work shift. This does not apply where the unit member cannot reasonably provide the notification. The unit member shall inform ~~their~~ ~~his/her~~ immediate supervisor, or their designee, as to the expected date of return. Required documentation shall be submitted to Human Resources. Absences extending more than five (5) ~~work days~~ ~~workdays~~ are subject to the provisions in section 14.4.15.

14.4.15 The DISTRICT may require a unit member to provide to Human Resources written verification of illness or injury by a licensed physician for any absence that exceeds five (5) workdays for which entitlement to sick leave is claimed under this Article and reported on the unit members work report. The verification ~~shall~~ ~~may~~ include a statement that the unit member is able to perform ~~their~~ ~~his/her~~ duties ~~with or without restrictions~~. The verification shall also include the date upon which the unit member is released ~~back to work~~ ~~to full duties~~.

14.4.16 **SICK LEAVE STATUS REPORT.** All unit members shall have access to view their individual status report online.

14.4.17 When all available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of thirty-nine (39) months.

14.5 **INDUSTRIAL ACCIDENT AND ILLNESS LEAVE.** Absences due to Industrial leave ~~should~~ ~~shall~~ be recorded on the unit member's work report. Unit members shall be entitled to industrial accident and illness leave in accordance with current Education Code and the following provisions.

14.5.1 A unit member suffering an injury or illness arising out of, and in the course, of ~~their~~ ~~his/her~~ employment, shall be entitled to a leave of sixty (60) working days in any one fiscal year for the same accident or illness. This leave shall not be accumulated from year to year, and when any leave will overlap a fiscal year, the unit member shall be entitled to only that amount remaining at the end of the fiscal year in which the injury or illness occurred.

14.5.2 Payment for wages on any day shall not, when added to an award granted the unit member under the Worker's Compensation laws of this State, exceed the normal wage for the day. During all paid leaves of absence, whether industrial accident leave as provided in this section, sick leave, vacation, compensated time off or other available leave provided by law or the action of the Board of Trustees, the unit member may endorse to the DISTRICT wage loss benefit checks received under the Worker's Compensation laws of this State. In the absence of such endorsement, the DISTRICT shall pay the difference between the wage loss benefit check and any entitlement the unit member may have.

14.5.3 The industrial accident or illness leave is to be used in lieu of normal sick leave benefits. When entitlement to industrial accident or illness leave under this section has been exhausted, entitlement to other sick leave, vacation or other paid leave will then be used. If, however, a unit member is still receiving Worker's Compensation benefits at the time of the exhaustion of benefits under this Section, ~~they~~ ~~he/she~~ shall be entitled to use only so much of ~~their~~ ~~his/her~~ accumulated and available normal sick leave and vacation leave, which, when added to the Worker's Compensation award, provides for a day's pay at the regular rate of pay.

14.5.4 When all available leaves of absence, paid or unpaid, have been exhausted, ~~and if~~ the unit member ~~is not medically able to assume the duties of their position, they shall, if not placed in another position, shall~~ be placed on a reemployment list for a period of thirty-nine (39) months.

14.5.5 Leave under this Section shall commence on the first day of absence. The DISTRICT may select the examining physician and require a physician's report as verification of illness or injury due to industrial accident or illness.

14.5.6 Any unit member receiving benefits as a result of this Section shall, during periods of injury or illness, remain within the State of California unless the Governing Board authorizes travel outside the State.

14.5.7 In order to be eligible for leave under this Section, a unit member must have served as an employee of the DISTRICT continually for a period of nine (9) months.

14.6 **PERSONAL NECESSITY LEAVE.** ~~Absences due to personal necessity leave should be recorded on the unit member's work report. Any days of leave of absence for illness or injury under Section 14.4 of this Agreement may be used by a unit member, at his/her election in cases of personal necessity, including, but not limited to any of the following:~~ Absences due to personal necessity leave shall be recorded on the unit member's work report. A unit member may, at the unit member's election, use any days of absence for illness or injury earned pursuant to Article 14.4 in cases of personal necessity, including any of the following:

- a. Death of a member of his/her ~~the unit member's~~ immediate family ~~when additional leave is required beyond that provided in Section 14.1 of this article.~~
- b. Accident involving his/her ~~the~~ person or property, or the person or property of a member of his/her immediate family.
- c. Appearance in court as a litigant, party or witness under subpoena or any order made with justification. If the unit member receives payment for this appearance, such payment will be forfeited to the DISTRICT.
- d. A serious illness of a member of the family.
- e. Such other reason approved by the DISTRICT.

No earned leave in excess of seven (7) days may be used in any school year for leave under this Section. Under no circumstances shall leave be available for purposes of recreation of any kind, engaging in other employment of any kind, including direct or indirect self-employment, social events, vacation, any concerted refusal to work, pursuit of other business, financial or economic interests of the unit member, or any illegal activity. For purposes of this Section, members of the immediate family means the mother, father, grandmother, grandfather, or a grandchild of the unit member or of the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the unit member, or any relative living in the immediate household of the unit member.

The unit member shall notify their immediate supervisor in advance of taking such leave unless an emergency makes such notice impossible.

14.7 **UNAUTHORIZED LEAVE.** Absences due to unauthorized leave ~~should~~ shall be recorded on the unit member's work report. Any unit member absent without being on approved leave shall have deducted from his/her salary the appropriate amount covering such period. The DISTRICT reserves the right to take any appropriate disciplinary action against such unit member. Failure to notify the DISTRICT of the anticipated absence prior to the commencement of the unit member's shift may constitute unauthorized leave.

14.8 **BREAK IN SERVICE.** ~~No absence under any paid leave provisions of this Article shall be considered as a break in service for any unit member who is in paid status, and all benefits accruing under the provisions of this Agreement shall continue to accrue under such absence.~~ No absence

under any paid leave provision of this article shall be considered as a break in service for any unit member who is in paid status and shall count toward salary step advancement, unit member accruals, and seniority accrual.

14.9 **ADDITIONAL LEAVE.** The DISTRICT may grant, in addition to the leaves set forth hereinabove, such additional leaves of absence, with or without pay, for such purposes and periods of time as it deems advisable.

14.10 **AUTHORIZED LEAVE VERIFICATION.** Prior or subsequent to approval of any paid leave, the DISTRICT may require a unit member to furnish a doctor's certificate, affidavit or other documentation, on forms prescribed by the DISTRICT, as verification of illness or other reason for authorized leave. Verification may be required when the DISTRICT has reason to question the validity or any request for approved leave.

14.11 **PARENTAL LEAVE AND FAMILY AND MEDICAL LEAVE CARE.** Absences due to Parental Leave and family care and medical leave should be recorded on the unit member's work report.

14.11.1 **PARENTAL LEAVE/BONDING.** The DISTRICT will allow the use of paid sick leave for parental leave bonding up to a period of twelve (12) weeks within the first year following the birth or adoption of a child. A unit member shall not be provided more than one twelve (12) workweek period for parental/bonding leave during any twelve (12) month period.

- a. The unit member must have served as an employee of the DISTRICT for a period of one (1) year, however, the unit member is not required to have 1,250 hours of service during the previous twelve (12) month period in order to take parental/bonding leave.
- b. If a unit member exhausts all available sick leave, including all accumulated sick leave, and continues to be absent from their duties on account of parental leave, the unit member shall be compensated at no less than fifty (50%) percent of the employee's regular salary for the remaining portion of the (twelve) 12 workweek period of parental leave.
- c. During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and unit members.
- d. Intermittent leave: A unit member may request to use parental leave on an intermittent basis with a duration of no less than two (2) weeks increments. However, the DISTRICT must grant a request for a leave of less than two (2) weeks' duration on any two (2) occasions.
- e. Parental leave will run concurrently with applicable state and federal leave laws.

14.11.2 **FAMILY AND MEDICAL LEAVE CARE.** ~~The DISTRICT will allow the use of paid sick leave for family care leave for care of a disabled or seriously ill immediate family member for a period of up to twelve (12) weeks.~~ Unit members are entitled to family care and medical leave for a total of up twelve (12) weeks in a one (1) year (12 months) period as set forth in applicable federal and state law for the purpose of a birth of a child, an adoption, placement of a foster child, to care for a seriously ill family member, or because of an employee's own serious health condition.

~~14.11.13 Leave under this section is subject to the following provisions:~~

- a. ~~The~~ A unit member must have served as an employee of the DISTRICT ~~continuously~~ for a period of at least one (1) year and has at least 1,250 hours of service for the DISTRICT during the twelve (12) month period immediately preceding the leave. ~~however, the unit member is not required to have 1,250 hours~~

~~of service during the previous twelve (12) month period in order to take parental/bonding leave.~~

- b. Sections 14.11.1 or 14.11.2 individually or in combination may not exceed a total of twelve (12) weeks in any twelve (12) month period.
- c. Upon exhaustion of sick leave, a unit member may utilize difference in pay up to completion of the twelve-week period.
- d. During this leave, the DISTRICT will continue benefit coverage, sick leave and seniority will accrue, and pension contributions will be made by both DISTRICT and unit member.
- e. For purposes of this ~~Article section~~, a family member is defined as a unit member's child, parent or, spouse/domestic partner, ~~unit members of the immediate family member means the mother, father, grandmother, grandfather or a grandchild of the unit member or of the spouse of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the unit member or any other individual whose legal residence is in the immediate household of the unit member.~~
- f. Family care and medical leave will run concurrently with applicable state and federal leave laws.

**14.12 FAMILY SCHOOL PARTNERSHIP LEAVE.** In accordance with Labor Code 230.8 A unit member who is a parent, guardian, stepparent, foster parent, or grandparent of, or a person who stands in loco parentis to a child or children in kindergarten or grades one (1) to twelve (12), inclusive, or attending a licensed child care provider, may take off up to forty (40) hours each year, not exceeding eight (8) hours in any calendar month of the year, to participate in activities of the school or licensed child care provider of any of their ~~his/her~~ children. The unit member shall notify their immediate supervisor in advance of taking such leave. Absences due to participation in school activities of children shall be recorded on the unit member's work report.

14.12.1 If more than one parent of a child is employed by the DISTRICT at the same worksite, the entitlement under 14.14 of a planned absence as to that child applies, at any one time, only to the parent who first gives notice to the employer.

14.12.2 Unit members may utilize existing vacation, personal leave, or compensatory time off for the purposes of the planned absence.

14.13.3 A unit member, if requested by the DISTRICT, shall provide documentation from the school or licensed child care provider as proof that they engaged in child-related activities permitted in section 14.12 on a specific date and at a particular time. Documentation means whatever written verification of parental participation the school or licensed child care provider deems appropriate and reasonable.

**14.135 STATE AND FEDERAL LEAVE LAWS.** Family Medical Leave Act (FMLA), California Family Rights Act (CFRA), and Pregnancy Disability Leave (PDL) benefits are available to classified employees as entitled under current state and federal law. Upon request, the DISTRICT shall provide the unit member a copy of their rights and benefits. All Federal and State Leave benefits will be calculated for eligibility and use on a 12-month basis.

- a. In cases of non-pregnancy related illness, ~~FMLA and CFRA will apply and run concurrent with Sick Leave (Article 14.4)~~ applicable state and federal leave laws will run concurrently with Sick Leave if the unit member meets the eligibility requirements.
- b. In cases of pregnancy related illness, ~~FMLA and PDL will apply and run concurrent with Sick Leave (Article 14.4)~~ applicable state and federal leave laws will run concurrently with Sick Leave if the unit member meets the eligibility requirements.

- c. ~~In cases of family care, FMLA and CFRA will apply and run concurrent with Parental Medical Leave and Family Care (Article 14.11).~~

14.146 **CATASTROPHIC ILLNESS LEAVE.** The purpose of this program is to permit unit members with a catastrophic injury or illness to solicit individual donations of sick leave and/or vacation and/or comp time leave from fellow employees.

All requests submitted to the ~~Vice Chancellor of~~ Office of Human Resources ~~or designee~~ are handled with confidentiality and upheld throughout the process. The District will make every effort to protect the identity and privacy of the catastrophic illness leave recipient.

14.146.1 **Definition of Catastrophic Leave:** The intent of this program is to permit unit members to donate eligible leave credits to a unit member when that unit member or a member of ~~their his or her~~ family suffers from a catastrophic illness or injury. For purposes of this Article a catastrophic illness or injury is defined as one which is expected to incapacitate the unit member or a member of ~~their his/her~~ family for an extended period of at least forty-five (45) or more calendar days ~~or is, and taking extended time off work creates a financial hardship for the unit member because they have exhausted all of their sick leave and other paid time off. according to competent medical evidence, catastrophic, likely to incapacitate the unit member or family member or be characterized as terminal.~~

A catastrophic leave donation request may be initiated immediately, using the process defined below, at the moment the need is known. However, Catastrophic Leave will not begin until all leaves have been exhausted as defined in this Article. ~~The maximum amount of time for which donated leave credits may be used, but not to exceed use for a maximum period of twelve (12) consecutive months.~~

For purposes of this Section, "family" means the mother, father, grandmother, grandfather, or a grandchild of the unit member or of the spouse/registered domestic partner of the unit member, and the spouse/registered domestic partner, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister, sister-in-law of the unit member, or any relative living in the immediate household of the unit member.

#### 14.146.2 **RECIPIENT REQUIREMENTS.**

The recipient:

- a. Is a regular, non-probationary bargaining unit member who has exhausted all accrued paid leave credits, including sick leave, vacation and comp time;
- b. ~~Must use any paid leave credits that they continue to accrue on a monthly basis prior to using received paid leave pursuant to this section;~~
- c. Is incapacitated/absent for an extended period of time no less than 45 calendar days;
- d. Is incapacitated during assigned time. For example, in the case of 10 or 11-month employee only assigned time will be considered;
- e. May use donated time in partial day increments;
- f. May initially request not more than sixty (60) days. A unit member may request an additional sixty (60) days by filing an additional request;
- g. ~~Recipient must fill out the Catastrophic Leave Request Form. Requests for donated leave credits in writing to Human Resources.~~ A fellow unit member, supervisor, family member, Human Resources, or the Recipient's medical provider may request Catastrophic Leave benefits on behalf of the Recipient;

- h. Must include with the **Catastrophic Leave Request Form** request, a written statement from the medical provider, which verifies catastrophic illness or injury of the Recipient or the Recipient's immediate family member as defined in 14.13-4.1; and
- i. Must use all donated leave within a twelve (12) consecutive month period following the donations. If the Recipient returns to work and has a reoccurrence of the same or related catastrophic injury or illness, after using any accrued vacation or sick leave, previously donated leave days may be used if time remains available, within the same twelve (12) month period.

The ~~Vice Chancellor of~~ **Office of** Human Resources ~~or designee~~ shall evaluate all requests for catastrophic leave and shall have authority for granting leave in accordance with this Article. Pledged donated leaves can be used only for the specified catastrophic injury or illness. A different catastrophic injury or illness must be handled as a separate second incident. If the District has reasonable cause to believe there is abuse of the catastrophic leave policy by a unit member, the District may require additional medical verification from a physician selected by the District at District expense.

The **Office of** Human Resources will notify District employees in writing of the need for donations of catastrophic leave credits and collect all signed **Catastrophic Donation Forms** ~~pledge forms~~. Human Resources will notify Payroll of donated hours. Payroll will deduct donated hours from the donor and credit donated hours to the recipient. Human Resources and Payroll will keep a record of all donated leave credits.

If Recipient's request for catastrophic leave is denied, the Recipient or Recipient's agent or Association may request a review of the reason(s) for denial. If the denial is upheld the unit member or Association may appeal the decision to the Chancellor. If the denial is upheld at the Chancellor level, the decision is not subject to the grievance process.

~~The maximum amount of time in which donated leave credits may be used shall be twelve (12) consecutive months.~~

#### 14.16.3 DONOR REQUIREMENTS.

Unit members may donate leave credits to an eligible classified, confidential, management or academic employee under the following conditions:

- a. Donors may volunteer no more than 50% of their accrued sick and/or vacation and/or comp time. Donors must have accrued no less than 120 hours of leave credits prior to donation;
- b. Unit members wishing to donate catastrophic leave credits must donate credits in writing on a signed, ~~District authorization pledge form~~ **Catastrophic Donation Form**, distributed by the **Office of** Human Resources;
- c. The minimum amount of donated leave credits shall be eight (8) hours initially, and in one-hour increments thereafter;
- d. The donor understands that donation of catastrophic leave credits is voluntary;
- e. Donations may be made by eligible classified, confidential, management or academic employees;
- f. All transfers of eligible leave credit are irrevocable. Unused leave credits will not be credited back to the donor; **and**
- g. Donated leave is charged on an hour-for-hour basis.

## ARTICLE 15: VACANCIES, TRANSFERS, VOLUNTARY DEMOTIONS, IN HOUSE OR PROMOTIONAL ONLY RECRUITMENTS

15.1 **DEFINITION OF A VACANCY:** For the purpose of this article, a vacancy is defined as a newly created position or an existing position that is vacant and will be in active recruitment.

15.1.1 **POSTING OF VACANCIES.** Notice of all job vacancies within the bargaining unit shall be emailed to all unit members and posted on the District employment bulletin boards at currently designated posting locations. ~~Closed transfer and "In-House or Promotional Only" recruitment notices shall be sent out to all unit members in a timely manner.~~ The job vacancy notice shall remain posted for a period of ten (10) full working days.

~~15.1.1 The job vacancy notice shall remain posted for a period of ten (10) full working days.~~

15.1.2 **NOTICE CONTENTS.** The job vacancy notice shall include: the job title, a brief description of the position and duties, the minimum qualifications required for the position, the assigned job site, the number of hours per week, and months per year assigned to the position, the salary range, and the deadline for filing to fill the vacancy.

15.1.3 **FILING.** Any Permanent unit members ~~may~~ shall file for the vacancy by submitting written notice to the Human Resources Office within the filing period. Any unit member on leave or vacation may authorize his/her their job representative to file on the unit member's behalf.

15.1.4 **NOTIFICATION.** Permanent uUnit members who apply file for transfer, voluntary demotions, transfer, or "In House or Promotional Only" recruitments, shall be notified in writing by Human Resources, ~~whether they were or were not selected~~ of the receipt of the request.

All requests shall be reviewed in order of; voluntary demotion, transfer, and In-House or Promotional Only.

~~15.2 **VOLUNTARY TRANSFERS.** For purposes of this section the term transfer shall mean a lateral movement within the job classification from one (1) work position or station to another work position or station in the DISTRICT.~~

~~15.2.1 Permanent unit members are eligible to apply for a voluntary transfer if he/she is presently within the same classification, has previously served in that classification in the DISTRICT, or is applying for a voluntary demotion.~~

~~15.2.2 Requests from regular unit members seeking transfers shall be considered by the selecting administrator. Considerations shall include hire date, seniority within the present classification of the employee, skills, abilities, job performance, suitability and requirements of the vacant position. In the event of denial, written justification must be provided to the unit member within ten (10) days of notice. The decision shall not be arbitrary or capricious.~~

~~15.2.3 Where the application(s) for voluntary transfer, voluntary demotion, or "In-House or Promotional Only" recruitment is not granted, the vacancy will be announced publicly.~~

~~15.2.4 A mutual transfer may be accomplished between two (2) unit members of classifications in which both are qualified. A mutual transfer must be made upon agreements of both supervisors and with the concurrence of the President(s) and/or Chancellor.~~

~~15.2.5 An approved transfer resulting from the request of a unit member shall be considered permanent. Therefore, no additional probationary period shall be required.~~

- 15.2 **VOLUNTARY DEMOTIONS.** A permanent unit member ~~transferring within the classification or taking~~ **accepting** a voluntary demotion shall retain ~~his/her~~ **their** old anniversary date seniority rights. Unit members requesting a voluntary demotion to a lower classification shall be given preference over other applicants with equal or lesser qualifications. **The decision should not be arbitrary or capricious.**

If the position from which a unit member took a voluntary demotion is again vacant, that unit member will be given preference over other applicants with equal or lesser qualifications in filling the former position. This section shall be superseded by the provisions in Article 9, Layoff and Reemployment when applicable. (See Article 7.11)

- 15.3 **VOLUNTARY TRANSFERS.** For purposes of this section the term transfer shall mean a **member initiated** lateral movement within the job classification from one (1) work position or station to another work position or station in the DISTRICT.

15.3.1 **When a new position is created or an existing position becomes vacant, the District shall offer the opportunity to transfer to permanent unit members serving in the same job classification in the District, prior to an external recruitment posting.**

15.3.2 Requests from ~~regular~~ **permanent** unit members seeking transfers shall be considered by the ~~selecting administrator~~ **immediate supervisor**. ~~Considerations shall include hire date, seniority within the present classification of the employee, skills, abilities, job performance, suitability and requirements of the vacant position. In the event of denial, written justification must be provided to the unit member within ten (10) days of notice. The decision shall not be arbitrary or capricious.~~

Considerations for **voluntary transfers** shall include hire date, seniority within the present classification of the employee, **skills, information gathered during the meeting, abilities, job performance, suitability and requirements of the vacant position, and most recent evaluation.** All members will be provided an opportunity to meet with the immediate supervisor and the CSEA president or designee. Designees shall be appointed by the Association from the approved diversity monitor list provided by Human Resources. Human Resources will review all questions prior to the meeting. The decision to accept or deny a transfer shall not be arbitrary or capricious and shall only be made using the defined criteria above. In the event of a denial, the immediate supervisor will provide a written detailed justification to the unit member within seven (7) working days of the meeting. The substance of the justification shall not be subject to the grievance procedure. The transfer procedure as provided hereinabove shall be grievable.

15.3.3 **In the event no request for transfer is submitted, the vacancy will continue through the promotional process as outlined in Article 15.4. ~~Where the application(s) for voluntary transfer, voluntary demotion, or "In-House or Promotional Only" recruitment is not granted, the vacancy will be announced publicly.~~**

15.3.4 A mutual transfer may be accomplished between two (2) unit members of the same classifications in which both are qualified. A mutual transfer must be made upon agreements of both supervisors and with the concurrence of the President(s) and/or Chancellor.

15.3.5 An approved transfer resulting from the request of a unit member shall be considered permanent. Therefore, no additional probationary period shall be required.

- 15.4 **"IN-HOUSE OR PROMOTIONAL ONLY" RECRUITMENTS.** "In-House or Promotional Only" recruitment shall only be used:

a. When ~~the~~ position is being filled on an interim basis for the minimum time necessary to allow

for full and open recruitment which shall not exceed ~~one (1) year~~ **two (2) years**.

- b. When there is a reorganization that does not result in a net increase in the number of unit members.
- c. When there is a ~~closed~~ transfer. For the purposes of this section, a ~~closed~~ transfer is defined as one or more lateral transfers when there is no net increase in the number of employees.

15.4.1 Any **permanent** unit member may ~~apply concurrently on request~~ an **interim** "In House or Promotional Only" ~~basis for any position under the voluntary transfer policy opportunity~~. Such **application requests** will not be considered until voluntary demotion and ~~voluntary transfer applicants requests~~ have been reviewed. A selection process, as outlined in Section 53021 of the California Code of Regulations and Education Code 87100, will be used to address any "In House or Promotional Only" requests.

15.4.2 ~~The procedure of selecting a qualified candidate shall be negotiated between the Parties. Selection shall be in compliance with Equal Opportunity (EEO) regulations and consistent with Article 15.1 Posting Vacancies.~~ **Human Resources shall review all requests for "In-House or Promotional Only". Members must meet the minimum qualifications for the position. Human Resources will provide managers and the Association with a list of qualified members who have requested this opportunity. All qualified members will be offered an opportunity to meet with the manager. If no member(s) request the opportunity, managers may select a substitute once the recruitment has started.**

**15.4.3 Members that are not determined to be qualified will be provided written detailed justification within seven (7) working days of the decision from Human Resources. All qualified members not selected will be provided written detailed justification within seven (7) working days of the decision from the manager. The substance of the justification shall not be subject to the grievance procedure. The "In-House or Promotional Only" procedure as provided hereinabove shall be grievable.**

15.4.24 The Association and unit member shall receive documentation of the temporary work assignment.

15.4.35 Documentation of the temporary work assignment shall be placed in the unit member's personnel file.

15.4.46 The vacancy that is incurred because of an in-house or promotional recruitment shall either be filled using another in-house temporary ~~assigning assignment of the position and if the assignment is not filled with a bargaining unit member or~~ a substitute employee ~~shall fill the vacancy until the incumbent returns to their assignment or is permanently filled.~~

15.4.67 The rate of pay for in-house promotional assignments shall be the ~~initial~~ **interim** rate of pay of the ~~the unit member is assigned to that results in a five (5) percent increase for the member.~~ If the **five (5) percent** increase exceeds the highest step of the ~~highest step of a higher classification interim assignment,~~ the unit member shall be paid at the highest step. In-house or promotional assignments shall be limited to ~~six (6) months~~ **two (2) years** unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.

15.5 **MEDICAL TRANSFERS.** The DISTRICT may assign a unit member to another position in cases where the unit member is medically unable to assume ~~his/her~~ **their** regular duties.

15.6 **SUBSTITUTE EMPLOYEES.** The DISTRICT may employ a substitute employee pursuant to Education Code 88003 to replace any classified employee who is temporarily absent from duty.

If the DISTRICT is engaged in recruiting a permanent employee to fill a vacancy in any classified position, the Governing Board may fill the vacancy through such employment for not more than

sixty (60) calendar days unless the period is extended by mutual agreement by the DISTRICT and the ASSOCIATION.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

## ARTICLE 16: PERSONNEL

16.1 **CLASSIFICATION.** The DISTRICT may create new classifications and fix duties, responsibilities, and assignments for such classifications, or reclassify or abolish positions as long as any such action is not inconsistent with other provisions in this Article or Agreement. Except by mutual agreement, the DISTRICT shall notify the ASSOCIATION in writing ten (10) working days prior to the board calendaring of an agenda item of any new classification or the abolition of a classification. Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, the ASSOCIATION shall notify the DISTRICT in writing within ten (10) working days, its intent to negotiate the classification, titles, or abolition of the classification.

16.1.1 The DISTRICT will notify the ASSOCIATION in writing within five (5) working days, notice of reorganization of classified position(s) at the colleges or district sites. Upon receipt by the ASSOCIATION of the DISTRICT'S written notice, the ASSOCIATION shall notify the DISTRICT in writing within five (5) working days its intent to negotiate effects of such reorganization.

16.2 **PERSONNEL FILES.** The personnel file of each unit member shall be maintained at a single location determined by the DISTRICT. No disciplinary action based upon written materials shall be taken against a unit member unless such written materials are included in the unit member's personnel file.

16.2.1 **DEGORATORY MATERIAL.** Unit members shall receive copies of all derogatory material placed in their personnel file and shall be given an opportunity of reviewing the material and submitting a written response before it is placed in the personnel file. ~~Any supervisor or other administrator who writes and places into the personnel file a written evaluation, other than the regular unit member evaluation as defined in Article 13, or memorandum relating to a unit member's job performance shall sign and date such evaluation memorandum such derogatory material placed in the personnel file shall be signed and dated. The unit member shall be provided with copies of any derogatory written material thirty (30) calendar days, before it is placed in the personnel file. During this thirty (30) calendar day period, The unit member shall be given a thirty (30) calendar day period an opportunity during normal working hours to initial and date the material and to prepare a written response to such material. The written response shall be sent by the unit member to the Office of Human Resources, attached to the material. The DISTRICT shall be responsible for attaching the response to the derogatory material and placing both in the personnel file.~~

Any material of a derogatory nature contained in a personnel file shall be signed by the preparer and the unit member in question. If the unit member refuses to sign the document their refusal shall be noted on the document. In the event material of a derogatory nature is found, upon inspection of a personnel file, which has not been signed by the unit member or does not include a notation that the unit member refused to sign the material, then the material shall be removed from the file immediately.

16.2.2 **RIGHT TO INSPECT.** ~~Unit members may review material in their personnel files which serve as a basis for affecting the status of their employment, except~~ Unit members shall have the right to inspect the contents of their personnel files upon written request, provided the written request is made at a time when such person is not actually required to render services to the DISTRICT. ~~†The following materials shall not be available for inspection: (1) Ratings, reports, or records which were obtained prior to employment of the unit member; (2) Materials prepared by identifiable examination committee members; or (3) Materials obtained in connection with a promotional examination. Advance appointments for the inspection of a personnel file may be required and scheduled with a DISTRICT representative.~~

~~16.2.3. Unit members shall have the right to inspect the contents of their personnel files upon~~

~~request, provided the request is made at a time when such person is not actually required to render services to the DISTRICT.~~

**16.2.2.1** Upon written authorization of the unit member, an ASSOCIATION representative may review the unit member's permanent personnel file. An ASSOCIATION representative may accompany any unit member in the review of that member's file.

**16.2.43 LOG OF INSPECTION.** The DISTRICT shall maintain a log within each unit member's personnel file indicating the persons (other than employees in the Human Resources Office) who have examined the file and the date of such examination. The log and the unit member's personnel file shall also be available to the appropriate ASSOCIATION representative with written authorization of the unit member where disciplinary action is pending against, or a grievance has been filed by the unit member. Such examination by the employee or ASSOCIATION representative shall conform to the parameters set forth under Section **16.2.2.**

**16.2.4 SEALING OF DEROGATORY MATERIAL.** All derogatory materials shall remain in the personnel file for a period of two (2) years. Upon the written request of the unit member, derogatory material that is more than two (2) years old shall be placed in a separate sealed envelope to be retained in the back of the personnel file. Human Resources shall remove the sealed envelope from the personnel file during the file review and replaced once the review is concluded. These documents contained in the sealed envelope shall not be presented, used or disclosed: 1) except with the specific written consent of the employee for the derogatory material to be reviewed, 2) upon the filing of any action or proceeding by the employee against the District or its agents or employees (including but not limited to a grievance or other complaint or appeal), and/or 3) upon court order or as otherwise compelled by law.

~~16.2.5 Upon written authorization of the unit member, an ASSOCIATION representative may review the unit member's permanent personnel file. An ASSOCIATION representative may accompany any unit member in the review of that member's file.~~

**16.3 REQUEST FOR RECLASSIFICATION.** For purposes of this article, "Reclassification" shall mean the upgrading of a position to a higher classification as a result of the gradual increase of the duties being performed by the incumbent in that position.

~~**16.3.21 RECLASSIFICATION REQUESTS.** Requests for reclassification shall be submitted on an online accessible and fillable Reclassification Request Form (Appendix E). These shall be obtained from the Office of Human Resources or the District website. Requests for reclassification may be submitted by a unit member or the unit member's immediate supervisor, or may be initiated by the Vice Chancellor of Human Resources or designee. Upon completion, the unit member will submit the Reclassification Request to the Office of Human Resources. A date stamped copy of all submitted forms will be provided to the unit member and the ASSOCIATION by the Office of Human Resources.~~

~~The ASSOCIATION or the DISTRICT may propose a reclassification for any position at any time during the life of the Bargaining Agreement. A reclassification request may be initiated by the DISTRICT, ASSOCIATION, unit member or his/her immediate supervisor.~~

**16.3.1.1 Step 1.** ~~A r~~Requests for reclassification shall be submitted on an online accessible and fillable Reclassification Request Form (Appendix E). ~~These~~ This form can shall be obtained from the Office of Human Resources or the District's website.

**16.3.1.2 Step 2.** Upon completion of the appropriate form, the unit member will submit the Reclassification Request to the Office of Human

Resources.

**16.3.1.3 Step 3.** The Office of Human Resources shall A date stamped a copy of all submitted forms submitted and will provide a copy be provided to the unit member and the ASSOCIATION by the Office of Human Resources.

16.3.3 The ASSOCIATION or the DISTRICT may propose a reclassification for any position at any time during the life of the Bargaining Agreement. A reclassification request may be initiated by the DISTRICT, ASSOCIATION, unit member or his/her their immediate supervisor.

### **16.3.2 RECLASSIFICATION REVIEW PROCESS.**

The reclassification process will be an annual, collaborative process between the ASSOCIATION and the DISTRICT utilizing the ~~Reclassification Classification~~. The ASSOCIATION and DISTRICT negotiation teams will meet monthly to review reclassification requests. Requests must be submitted no later than December 1<sup>st</sup> to be reviewed during the month of February as stated in section 16.3.4.4 of this article.

16.3.2.1 The ASSOCIATION and District negotiations teams will review all completed reclassification requests. The criteria for a review shall be a significant, consistent, and ongoing increase in job content, (e.g., required knowledge, skills, abilities, responsibility, and accountability). The review evaluates job content only, not the person, and is not based on job performance, length of service, or other characteristics related to the unit member in the position.

Increased workload and normal increases in skills, experience, proficiency, and adaptation to new technologies consistent with the duties of the classification in a position are not the basis for a reclassification review. See forth under Section 16.5.

16.3.42.1 Step 1. Reclassification requests must be submitted to the Office of Human Resources November 1<sup>st</sup> — December 1<sup>st</sup>. by the end of the first working week of the month.

16. 3.-42.2 Step 2 Upon receipt of the request, the Office of Human Resources will date stamp the request prior to forwarding a copy to the unit member's immediate supervisor. The ASSOCIATION and the unit member shall receive a date stamped copy immediately.

16.3.-42.3 Step 3. The immediate supervisor will provide his/her their comments to the Office of Human Resources within fifteen (15) working days. The ASSOCIATION and the unit member shall receive a date stamped copy immediately.

16.3.42.4 Step 4. Reclassification requests shall be reviewed by the ASSOCIATION and DISTRICT negotiation teams at their next scheduled meeting. A decision shall be rendered within forty-five (45) days of submission. Reclassification review by the Reclassification Committee shall occur during the month of February.

a. If requested, a unit member shall have a personal interview with the committee.

b. If the job duties that the incumbent is performing are

not found in an existing job description, then an updated draft job description or when appropriate a new classification, will be provided by the DISTRICT and shall be subject to the negotiations process between the ASSOCIATION and DISTRICT. This process shall be completed within forty-five (45) days of the decision.

- c. ~~Human Resources will notify the unit member(s) of the committee's decision in writing within ten (10) working days at the conclusion of the committee.~~

16.3.-42.5 Step 5. The ASSOCIATION and DISTRICT negotiation teams will evaluate each request for classification review based on the information submitted by the unit member on the Reclassification Request Form.

- a. If requested, a unit member shall have a meeting scheduled with the committee.

16.3.-42.6 Step 6. The Office of Human Resources will notify the unit member(s) and the ASSOCIATION of the ~~committee's~~ decision in writing within ten (10) working days at the conclusion of the ~~committee~~ meeting. If the request is denied, the Office of Human Resources will notify the unit member of the denial and rationale.

16.3.-42.6 Step 6.7. Reconsideration/Appeal Process. ~~shall be permitted within fifteen (15) working days after the unit member is informed of the Reclassification Committee's decision.~~ The unit member has the right to appeal in writing to the Chancellor within fifteen (15) working days ~~after being informed of the committee's final decision.~~ The Chancellor shall notify the unit member and the negotiation teams ~~committee~~ in writing ~~with within thirty-twenty (3020) working days of his/her their~~ decision which shall be final.

16.3.2.7 Step 8. Final determinations shall be documented in the form of a memorandum of understanding and shall be subject to ~~both parties' ratification processes as required. all approval processes.~~ All approved reclassifications shall be submitted for board approval no later than ~~the next available the June~~ board meeting.

16.3.-42.78 **INCUMBENT RIGHTS.** When a position is reclassified, the incumbent in the position shall be entitled to serve in the new position.

16.3.-42.89 **SALARY OF POSITION RECLASSIFICATION.** ~~Salary of Position Reclassification.~~ The salary of a unit member in a position that is reclassified shall be determined as follows:

- a. If a position is reclassified to a classification having the same salary range (reclassification – lateral), the salary and anniversary date of the unit member shall not change.

- b. If a position is reclassified to a classification having a higher salary range (reclassification–upward), the unit member shall be placed on the appropriate salary range of their new classification, which would result in no less than a five (5%) percent increase over the current salary, except if the

new placement is at highest Step. ~~The anniversary date of the unit member shall be the date on which the reclassification request was submitted.~~ The anniversary date of the unit member shall not change.

16.3.4.9 ~~Reclassification recommendations are subject to the approval of the Chancellor or designee. Final determinations shall be documented in the form of a memorandum of understanding and shall be subject to all approval processes.~~

16.3.4.10 The effective date of an approved reclassification shall be the date the application was stamp received by the Office of Human Resources.

#### ~~16.3.53 THE RECLASSIFICATION COMMITTEE.~~

~~The Reclassification Classification shall consist of the Director of Human Resources or designee and two (2) human resources staff members and the CSEA Chapter President or designee and two (2) unit members. The CSEA Labor Relations Representative (LRR) may be appointed to serve on the committee in lieu of one of the unit members. Both the ASSOCIATION and the DISTRICT will also appoint a minimum of two (2) alternates to serve as needed when there may be a conflict of interest or absence of an appointed committee member. Each party shall have three (3) committee members for the review process. The Reclassification Classification Ad Hoc Committee will be responsible for initial review of reclassification classification requests.~~

~~16.3.53.1 The ASSOCIATION shall be given reasonable time without loss of compensation to prepare for and participate on the Reclassification Classification Ad Hoc Committee.~~

~~16.3.53.2 The parties shall notify each other of its committee members and alternates no later than November 1<sup>st</sup> of each year.~~

~~16.3.53.3 If the Committee finds that a classification does not exist, a draft job description will be provided by the DISTRICT and shall be subject to the negotiations process between the ASSOCIATION and DISTRICT.~~

#### 16.4 PLACEMENT IN THE CLASSIFICATION AND RANGE.

16.4.1 Every bargaining unit member shall be placed in a classification and range in the classified service.

16.5 **WORKLOAD ANALYSIS.** The ASSOCIATION, the unit member, or the unit member's immediate supervisor may request a workload analysis to evaluate the workload of a unit member. The written request shall be submitted to the Office of Human Resources. This analysis is separate from the reclassification process and may be requested at any time throughout the year.

16.5.1 The written results of the workload analysis will be provided to the unit member and the ASSOCIATION. The results will contain methods of analysis and data used to analyze the workload.

#### 16.56 CLASSIFICATION AND COMPENSATION STUDY STUDIES PROCESS.

16.56.1 The DISTRICT and the ASSOCIATION shall review each classification within the bargaining unit at least once within a **three (3) five (5) year period.** **The parties mutually agree that all reclassification requests will be placed on hold and will be processed at the completion of the study or within one (1) year from submission.**

16.56.24 The DISTRICT and the ASSOCIATION shall mutually agree on the compensation and classification study process. **The study should take no longer than (1) year to complete**

unless both parties mutually agree to extend the time period.

16.-56.36 Salary range adjustments shall be negotiated.

16.6 **CLASSIFICATION AND RECLASSIFICATION REQUIREMENTS.**

16.6.1 Position classification and reclassification shall be subject to mutual agreement between the DISTRICT and the ASSOCIATION.

16.7 Either party may propose a reclassification for any position at any time during the life of the Agreement.

## ARTICLE 17: PROGRESSIVE DISCIPLINE

- 17.1 **PROGRESSIVE DISCIPLINE.** ~~Progressive discipline is~~ a series of disciplinary actions, corrective in nature and is not intended to be punitive, to provide unit members the opportunity to improve job performance and comply with policies and procedures. ~~This process enables immediate supervisors to assist unit members in meeting performance standards and adhering to established policies and procedures.~~ Progressive discipline shall be administered in an objective, consistent, reasonable, and confidential manner.

**17.1.1 TIME PERIOD FOR BRINGING DISCIPLINARY ACTION.** No disciplinary action shall be taken for any cause that arose prior to the employee's becoming permanent, or for any cause that arose more than two (2) years preceding the date of the filing of the notice of cause, unless the cause was concealed or not disclosed by the employee when it could be reasonably assumed that the employee should have disclosed the facts to the employing district.

- 17.2 **RIGHT OF REPRESENTATION.** A unit member has the right to representation in any meeting in which the unit member reasonably believes that the meeting may result in discipline against the unit member.

- 17.3 **DISCIPLINE PROCESS.** Prior to imposing formal disciplinary action upon a bargaining unit member, the ~~DISTRICT shall~~ immediate supervisor will have an informal discussion to address the identified deficiencies, ~~follow the principles of progressive discipline.~~ Progressive discipline shall be followed commencing with step one (1). Exceptions to progressive discipline include serious cases of misconduct, or cause as defined in Article 17.144. Discipline includes, but is not limited to, (1) ~~oral warning~~ performance improvement conference, (2) written warning, (3) written reprimand, (4) suspension without pay, and may lead to (5) termination.

A "day" is any day in which the Office of the Human Resources Department of San Bernardino Community College District is normally open for business to the public.

- 17.3.1 **Step 1 – Informal Performance Improvement Conference.** ~~Prior to any formal discipline action, the~~ A unit member's immediate supervisor shall notify the unit member of the deficiencies in ~~his/her~~ their job performance that has been observed. The supervisor shall identify improvements needed and how the unit member may improve ~~his/her~~ their performance. The immediate supervisor shall provide a written improvement plan including ~~previous discussions or counseling~~, coaching and training, as needed, to address the identified deficiencies. The unit member's performance must be reviewed within sixty (60) days to document the unit member's progress, including any recommendations for continued success. Documentation of the coaching shall not be placed in the unit member's personnel file, but may be used as supporting documentation in later steps.

- ~~17.3.2~~ **Step 2 – Verbal Warning.** ~~If the deficiencies identified in Step 1 have not been improved, the unit member may receive a verbal warning. The verbal warning shall consist of the unit member's specific deficient performance and further direction for improvement(s). The verbal warning shall not include incidents or deficiencies that were not discussed in the Step 1 level. Documentation of the verbal warning shall be acknowledged by the member and supervisor with copies to both and shall not be placed in the unit member's personnel file, but may be used as supporting documentation in later steps.~~

- ~~17.2.33.2~~ **Step 32 – Written Warning.** If deficiencies identified in Step 2 1 have not improved, the unit member ~~may~~ shall receive a written warning. The immediate supervisor shall prepare and deliver the written warning in-person to the unit member during a scheduled disciplinary meeting. Copies of the written warning shall be sent to the unit member and the CSEA Chapter President or designee ~~send a written warning letter to the bargaining unit member and the CSEA Chapter President or designee.~~ The written warning letter shall consist of the unit member's specific deficiencies and/or incidents of the unit member's deficient performance, and specific direction for improvement. ~~deficient performance and~~

~~further direction for improvements.~~ The written warning shall not include incidents or deficiencies that were not discussed in the Step 2 1 level. Documentation of the written warning shall be placed in the unit member's personnel file.

~~17.2.43.3~~ **Step 4-3 – Letter of Reprimand** **Written Reprimand** If deficiencies identified in Step 3 2 have not improved, the unit member's immediate supervisor ~~may~~ shall prepare and deliver the written letter of reprimand to the unit member during a scheduled in-person disciplinary meeting. Copies of the written reprimand shall be sent to the unit member and the CSEA Chapter President or designee. ~~send the letter to the unit member and the CSEA Chapter President or designee.~~ The letter of reprimand-written reprimand shall outline these specific deficiencies areas and/or incidents of the unit member's deficient performance and specific direction for improvement. And Attached to written reprimand shall be a copy of the a written improvement plan including previous discussions, or counseling, and coaching and training, related to the identified deficiencies, and the letter of written warning where appropriate for deficiencies of job performances. The Letter of Reprimand-written reprimand shall not include any incidents or deficiencies that were not included in the Step 3 2 level. The Letter of Reprimand shall not be placed in the unit member's personnel file until he or she has been given thirty (30) working days to respond. Unit member's will be provided thirty (30) working days to respond prior to placing the written reprimand in the personnel file.

~~17.2.53.4~~ **Step 5-4 – Suspension.** If deficiencies identified in Step 4-3 have not improved, the immediate supervisor may make a recommendation to the Vice Chancellor of Human Resources or designee that the unit member's deficient performance may warrant a suspension without pay for a period not to exceed five (5) days, as deemed appropriate. Copies of the recommendation shall be sent to the unit member and the CSEA Chapter President or designee and placed in the unit members' personnel file. A notice of the suspension shall be prepared and delivered to the unit member during a scheduled disciplinary meeting and subject to the disciplinary procedures within Article 47-3:17.5.

~~17.2.63.5~~ **Step 6-5 – Further Action.** If deficiencies identified in Step 5 have not improved after the above procedures have been followed, the Vice-Chancellor of Human Resources or designee may recommend further disciplinary action be taken against the unit member. Additional discipline may include: demotion, suspension, reduction in hours, transfer or reassignment without the unit member's voluntary consent, written reprimand, or termination. Copies of the recommendation-notice of proposed discipline shall be sent to the unit member and the CSEA Chapter President or designee. A notice of the recommendation-notice of proposed discipline for further action shall be prepared and delivered to the unit member during a scheduled disciplinary meeting and subject to the disciplinary procedures within Article 47-3-17.5 and The notice of proposed discipline for further action shall be placed in the unit members' personnel file.

**17.4 CAUSE FOR DISCIPLINARY ACTION.** Cause is defined as those acts, omissions, or behaviors which are detrimental to the operations of the DISTRICT and/or its major instructional, student and administrative divisions, or which impair the DISTRICT's mission, purpose or objectives.

The term "cause" for disciplinary actions that occur outside the progressive discipline steps in the forgoing portions of Article 17 include:

- Unexcused absence without leave.
- Abuse or misuse of sick leave.
- Documented pattern of excessive absenteeism
- Repeated unexcused absence or tardiness.
- Carelessness or negligence in the care and/or use of District property.
- Discourteous offensive, or abusive conduct or language toward other employees, students, or the public.
- Dishonesty.

- Personal conduct of an unlawful nature or other conduct which a reasonable person would know may have adverse impact on the District.
- Conviction of any felony or any crime involving moral turpitude.
- Conviction of a sex offense as define in Education Code.
- Conviction of a narcotics offense as defined in Education Code.
- Drinking alcoholic beverages on the job, or reporting to work while intoxicated.
- Use of narcotics on the job or reporting to work under the influence. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified employee is not prohibited.
- Intentionally falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records.
- Negligent or intentional violation of any law concerning the District.
- Engaging during required work time in political activity not authorized by law.
- Persistent violation or refusal to obey all rules and regulations made applicable to public schools by the Governing Board or by any appropriate federal, state or local governmental agency.
- Offering of anything of value or offering any service in exchange for special treatment in connection with the classified employee's assigned duties, or the accepting of value or any service in exchange for granting any special treatment to another employee or to any member of the public.
- Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.
- Working overtime without authorization.
- The refusal of any officer or employee of the District to testify under oath before any court, grand jury, or administrative officer having jurisdiction over any then pending cause of inquiry in which the District is involved. Violation of this provision may constitute of itself sufficient ground for the immediate discharge of such officer or employee.
- Improper or unauthorized use of District property.
- Refusal to subscribe to any oath or affirmation, which is required by law in connection with District employment.
- Any willful act of conduct undertaken in bad faith, either during or outside of duty hours which is of such a nature that it causes discredit to the District, the employee's department, or division.
- Fraud in securing employment or making a false statement on an application for employment.
- Willful disobedience and insubordination.
- Abandonment of position (unexcused absence of three (3) consecutive days or more).
- Acceptance from any source of a reward, gift, or other form of remuneration in addition to regular compensation to an employee for the performance of their official duties.
- Willful violation of policies, procedures, and other rules which may be prescribed by the District, college(s), or departments.
- Incompetence, i.e., inability to comply with the minimum standard of an employee's position for a significant period of time.
- Inefficiency or inexcusable neglect of duty, i.e., failure to perform duties required of an employee in the position.
- ~~Insubordination including the refusal to perform assigned duties or the refusal to obey a lawful directive from a supervisor.~~
- ~~Carelessness or negligence in the care and/or use of District property.~~
- ~~Discourteous offensive, or abusive conduct or language toward other employees, students,~~

or the public.

- ~~Dishonesty.~~
- ~~Drinking alcoholic beverages on the job, or reporting to work while intoxicated.~~
- ~~Use of narcotics on the job or reporting to work under the influence. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified employee is not prohibited.~~
- ~~Personal conduct of an unlawful nature or other conduct which a reasonable person would know may have adverse impact on the District.~~
- ~~Engaging during required work time in political activity not authorized by law.~~
- ~~Conviction of any felony or any crime involving moral turpitude.~~
- ~~Repeated unexcused absence or tardiness.~~
- ~~Abuse of any leaves.~~
- ~~Intentionally falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records.~~
- ~~Persistent violation or refusal to obey all rules and regulations made applicable to public schools by the Governing Board or by any appropriate federal, state or local governmental agency.~~
- ~~Offering of anything of value or offering any service in exchange for special treatment in connection with the classified employee's assigned duties, or the accepting of value or any service in exchange for granting any special treatment to another employee or to any member of the public.~~
- ~~Negligent or intentional violation of any law concerning the District.~~
- Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.

17.5 **NOTICE OF INTENT TO DISCIPLINE.** When disciplinary action is proposed, the DISTRICT shall provide the ASSOCIATION and unit member a "Notice of Proposed Discipline" **in writing and be served in person or by certified mail and regular mail, to include electronic service (i.e. email) if we are unable to serve the discipline in person. The Notice will setting set** forth the cause of the action the specific acts or omissions upon which the proposed discipline is based and copies of all statements or documents upon which the DISTRICT relied on assessing the degree of proposed discipline. The notice should be in compliance with the provisions of Education Code Sections 88013, 88016.

17.5.1 **DUE PROCESS.** When disciplinary action is being proposed against a unit member the district must comply with the procedural due process requirements before it may deprive a unit member ~~his or her~~ **their** property right and/or interest. Due process mandates that at a minimum a unit member must be provided with the following pre-disciplinary safeguards:

- a. notice of the proposed action;
- b. cause for the action;
- c. a statement of the charges signed by the Vice Chancellor of Human Resources or designee setting forth in clear and understandable language the specific act(s), error(s), or omission(s) giving rise to the charges;
- d. a copy of all materials including statements on which the district relied upon preparing the notice of intent to discipline;
- e. copies of any sections of this contract, **Education Code, board policy, rules, or** regulations, or laws which are alleged to have been violated;
- f. notice of the right to respond to the charges either verbally or in writing prior to imposed

discipline;

- g. the right to representation at all phases of the disciplinary process; and
- h. statement of the employee's right to hearing(s).

**17.46 DISCOVERY.** The unit member and the CSEA Chapter President or designee shall have the right to inspect and receive copies of any documents or other materials in the possession or under the control of the district which are relevant to the disciplinary action proposed, at times and places reasonable for the unit member and the district.

**17.57 BURDEN OF PROOF.** When disciplinary action is to be imposed on the unit member, the burden of proof shall rest with the District.

**17.68 PAID ADMINISTRATIVE LEAVE.** The Vice-Chancellor of Human Resources or designee may upon written notice place a unit member on Paid Administrative Leave when investigating allegations of misconduct, wrongdoing, illegal acts, or for the safety or for the protection of the public, district, or individual. The unit member shall remain on paid administrative leave while the investigation is being conducted, a decision is rendered and subsequent action is taken. All of the aforementioned shall be conducted in a timely and expeditious manner. Paid Administrative Leave shall mean that the ~~employee~~ **unit member** shall not report to work, but shall receive all pay and benefits and shall be accessible to the district during all scheduled working hours.

**17.9 COMPULSORY LEAVE.** A unit member charged with the commission of any sex offense as defined in, but not limited to, Education Code Section 87010, or with the commission of any narcotics offense as defined in, but not limited to, Education Code Section 87011, may be placed on compulsory leave of absence pending a final disposition of such charges. Paid Administrative Leave shall mean that the ~~employee~~ **unit member** shall not report to work, but shall receive all pay and benefits and shall be accessible to the DISTRICT during all scheduled working hours.

**17.7 NOTICE OF INTENT TO DISCIPLINE.** ~~When disciplinary action is proposed, the District shall provide the ASSOCIATION and unit member a "notice of proposed discipline" setting forth the cause of the action the specific acts or omissions upon which the proposed discipline is based and copies of all statements or documents upon which the district relied on assessing the degree of proposed discipline. The notice should be in compliance with the provisions of Education Code Sections 88013, 88016.~~

**17.810 RIGHT TO A PRE-DISCIPLINARY MEETING (SKELLY CONFERENCE).** The "notice of proposed discipline" shall inform the unit member of ~~his/her~~ **their** right to request a pre-disciplinary meeting (Skelly Conference) prior to the imposition of the discipline. **The unit member will be provided a copy in person, or by certified mail and regular mail, to include electronic service (i.e. email) if we are unable to serve the discipline in person, and will sign acknowledging receipt of the Notice of Proposed Discipline. Such request for a "pre-disciplinary meeting" (Skelly Conference) must be made in writing within five (5) days from receipt of the Notice of Proposed Discipline and must be actually received by the Vice-Chancellor of Human Resources or designee no later than five (5) days after the notice is delivered. If a unit member requests a "pre-disciplinary meeting" (Skelly Conference). In the event of the unit member's timely request of a pre-disciplinary meeting (Skelly Conference), such a meeting shall be held no sooner than (5) days but within a reasonable period of time of upon the unit member's request. At such a meeting the unit member shall be granted a reasonable opportunity, either in person or in writing, to make any representations the unit member believes are relevant to the case and put forth any information as to why the intended action should not proceed.**

If a pre-disciplinary hearing is held, the DISTRICT shall provide the ASSOCIATION and unit member with a written notification of the Skelly Officer's recommendation to either continue, amend, reduce, or dismiss the proposed discipline within ten (10) days.

~~17.9~~<sup>11</sup> **RIGHT TO AN EVIDENTIARY HEARING.** The "Notice of Proposed Discipline" shall inform the unit member of his/her ~~their~~ right to request an evidentiary hearing after a decision is provided resulting from the pre-disciplinary meeting (Skelly Conference). Unit members' have the right, upon request, to an evidentiary hearing before the disciplinary action is final. Such request for an evidentiary hearing must be made in writing within five (5) days from receipt of the **Notice to Request an Evidentiary Hearing**. ~~If the unit member desires a hearing, Notice to Request an Evidentiary Hearing~~ "Notice of Proposed Discipline" and must be ~~actually~~ received by the Vice-Chancellor of Human Resources or designee no later than five (5) days after notice is delivered. If the unit member requests an evidentiary hearing within the five (5) day period, at such hearing the unit member will be provided an opportunity to present oral and/or documentary evidence, confront and cross-examine witnesses and to be represented by a representative of his/her ~~their~~ choice. No evidentiary hearing shall be held unless written notice is delivered to the Vice-Chancellor of Human Resources or designee within five (5) days of the date this notice is served on the unit member.

Failure to file a timely request for an evidentiary hearing waives the unity members' right to an evidentiary hearing and no hearing will be held.

#### **17.10<sup>2</sup> MEMBER'S RIGHT DURING AN EVIDENTIARY HEARING.**

- a. **Evidentiary Hearing:** All evidentiary hearings shall be conducted by a neutral hearing officer who shall be mutually agreed upon within twenty (20) days by the DISTRICT and ASSOCIATION. In the event the parties are unable to reach an agreement on the hearing officer within twenty (20) days from the date of the request for the hearing, a request for a list of five (5) qualified hearing officers will be submitted to the California Mediation and Conciliation Service by the District. The Hearing Officer will be selected from the aforementioned list by alternate strike off. The first strike off will be determined by chance then each party will strike one name from the list until only one name remains. The remaining hearing officer will conduct the hearing. The hearing shall be conducted under rules of procedure established by the hearing officer which are consistent with the law. Both the DISTRICT and ASSOCIATION shall have the right to call witnesses, introduce evidence, cross examine any witness, and make motions or objections to the proceedings. All hearings shall be closed to the public unless the affected unit member specifically requests that the hearing be open to the public.
- b. **Witnesses and Evidence:** The hearing officer shall have the authority to compel the production of such witnesses and evidence as may be necessary to ensure that the bargaining unit member's due process rights are protected. The technical rules of evidence shall not apply. Hearsay evidence may be submitted to support direct evidence, but may not be sufficient standing alone to support a finding.
- c. Following the Evidentiary Hearing, the Hearing Officer shall render his/her ~~their~~ findings, and decision, which shall be served on both parties. The Hearing Officer's decision is a recommendation only and is not binding.
- d. Unit members have the right to an evidentiary hearing before a neutral hearing officer; however, the Governing Board's determination of the sufficiency of the cause of disciplinary action shall be conclusive.
- e. **Costs:** The cost of the hearing and hearing officer will be borne by the District.

#### **~~17.11 CAUSE FOR DISCIPLINARY ACTION.~~**

~~Cause is defined as those acts, omissions, or behaviors which are detrimental to the operations of the DISTRICT and/or its major instructional, student and administrative divisions, or which impair the DISTRICT's mission, purpose or objectives.~~

~~The term "cause" for disciplinary actions that occur outside the progressive discipline steps in the forgoing portions of Article 17 include:~~

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

- ~~Insubordination including the refusal to perform assigned duties or the refusal to obey a lawful directive from a supervisor.~~
- ~~Carelessness or negligence in the care and/or use of District property.~~
- ~~Discourteous, offensive, or abusive conduct or language toward other employees, students, or the public.~~
- ~~Dishonesty.~~
- ~~Drinking alcoholic beverages on the job, or reporting to work while intoxicated.~~
- ~~Use of narcotics on the job or reporting to work under the influence. The use of drugs under and consistent with the directions of a physician which does not impair the performance of a classified employee is not prohibited.~~
- ~~Personal conduct of an unlawful nature or other conduct which a reasonable person would know may have adverse impact on the District.~~
- ~~Engaging during required work time in political activity not authorized by law.~~
- ~~Conviction of any felony or any crime involving moral turpitude.~~
- ~~Repeated unexcused absence or tardiness.~~
- ~~Abuse of any leaves.~~
- ~~Intentionally falsifying any information supplied to the District, including, but not limited to, information supplied on application forms, employment records, or any other District records.~~
- ~~Persistent violation or refusal to obey all rules and regulations made applicable to public schools by the Governing Board or by any appropriate federal, state or local governmental agency.~~
- ~~Offering of anything of value or offering any service in exchange for special treatment in connection with the classified employee's assigned duties, or the accepting of value or any service in exchange for granting any special treatment to another employee or to any member of the public.~~
- ~~Negligent or intentional violation of any law concerning the District.~~
- ~~Advocacy of overthrow of federal, state or local government by force, violence or other unlawful means.~~

## ARTICLE 18: GRIEVANCE PROCEDURE

- 18.1 A "grievance" is a formal written allegation, on the prescribed DISTRICT form, by a unit member alleging a violation of this Agreement.
- 18.2 A "grievant" is a unit member, unit members, or the ASSOCIATION.
- 18.3 A "day" is any day in which the central administrative office of the San Bernardino Community College DISTRICT is open for business.
- 18.4 The "immediate supervisor" is the lowest level supervisor having immediate jurisdiction over the grievant and who has been designated to adjust grievances.
- 18.5 **INFORMAL LEVEL.** A unit member's grievance must be submitted orally in an informal conference with the unit member's immediate supervisor within twenty (20) days after the act or omission giving rise to the grievance, or twenty (20) days after the unit member, through the exercise of reasonable diligence, should have had knowledge of the act or omission that have gave rise to the grievance. At the time of the conference, the unit member may be accompanied by another unit member.
- 18.6 **FORMAL LEVEL - STEP 1.** If the alleged grievance is not resolved at the informal conference, the grievant must within five (5) days after the informal conference, present ~~his/her~~ **their** grievance in writing to ~~his/her~~ **their** immediate supervisor (**Appendix F**). This statement shall be a clear, concise statement of the grievance, the decision rendered at the informal conference and the specific sections of the Agreement allegedly violated, misapplied, misinterpreted and the specific remedy sought. A grievance may include more than one (1) unit member provided the issue is the same.
- The supervisor shall communicate ~~his/her~~ **their** decision to the unit member in writing within five (5) days after receipt of the written grievance.
- 18.7 **STEP 2.** In the event the grievant is not satisfied with the decision rendered by the supervisor, ~~he/she~~ **they** may appeal the decision to the Chancellor or ~~his/her~~ **their** designee within five (5) days after receipt of the supervisor's decision. This statement must include a copy of the original grievance, the decision rendered by the immediate supervisor, and the reason for the appeal. The Chancellor, or ~~his/her~~ **their** designee, will communicate a decision in writing within ten (10) days after receipt of the appeal.
- 18.8 **STEP 3.** If the grievant is not satisfied with the decision of the Chancellor or ~~his/her~~ **their** designee, the grievant may (with the approval of the ASSOCIATION) within thirty (30) days, submit a request in writing to the Chancellor for binding arbitration of the dispute.
- 18.8.1 The ASSOCIATION and the DISTRICT shall attempt to agree upon an arbitrator. If no agreement can be reached, they shall request the State Conciliation Service to supply a list of five (5) names. Each PARTY shall alternately strike a name from the list until only one (1) name remains. The remaining person shall be the arbitrator. The order of the striking shall be determined by lot.
- 18.8.2 The fees and expenses of the arbitrator shall be borne equally between the DISTRICT and the ASSOCIATION. All other expenses shall be borne by the party incurring them. The arbitrator shall, as soon as possible, hear evidence and render a decision on the issue(s) submitted that shall be binding on the grievant, the ASSOCIATION and the DISTRICT. If the PARTIES cannot agree upon a submission agreement, the arbitrator shall determine the issue(s) by referring to the written grievance and the answer thereto at each step.
- 18.8.3 The Arbitrator will have no power to add to, subtract from, or modify the terms of this Agreement or the written policies, rules, regulations and procedures of the DISTRICT.

- 18.8.4 The Arbitrator shall submit ~~his/her~~ **their** findings not later than twenty (20) days from the date of the close of the hearings or from the date the final statements and proofs are submitted to ~~him/her~~ **them**. The arbitrator's findings of fact will be in writing and set forth his/her reasoning and decision on the issue(s) submitted.
- 18.9 **REPRESENTATION.** A unit member shall have the right to present grievances in accordance with these procedures with or without the intervention of the ASSOCIATION.
- 18.10 **ASSOCIATION NOTIFICATION.** In any instance where the ASSOCIATION is not represented in a grievance, the ASSOCIATION shall be notified of the intended disposition of the grievance ten (10) days prior to final action by the DISTRICT. The ASSOCIATION may respond in writing within the ten (10) day period.
- 18.11 **WAIVER.** The failure of the grievant to act within the prescribed time limits stated in this Article will act as a waiver of the grievance.
- 18.12 **DENIAL AND APPEAL.** The failure of the DISTRICT to issue a decision within the time limit at any step shall be deemed a denial and permit the grievant to proceed to the next step.
- 18.13 **SEPARATE GRIEVANCE FILE.** All documents, communications and records, dealing with the processing of a grievance shall be filed in a separate grievance file. Such materials may be placed in a unit member's personnel file in cases where the document, communication or record may be relevant to a disciplinary matter.
- 18.14 **STATUS OF PARTIES PENDING OUTCOME.** As to matters related to the procedures of this Section, the DISTRICT'S action shall remain in effect pending the final outcome of the grievance.

## ARTICLE 19: VACATIONS

19.1 **PAID VACATION.** All unit members shall earn paid vacation time under the provisions of this Article.

19.2 **VACATION ELIGIBILITY.**

19.2.1 The first day of the month following the date of initial employment is considered the day and month in determining vacation entitlement.

19.2.2 Probationary unit members shall be eligible to accrue vacation, but **earned vacation shall not become a vested right until completion of the initial six (6) months of paid status with the District.** ~~are not eligible to use vacation until completion of six (6) months in paid status with the District.~~

19.3 **INCREMENTS.**

19.3.1 Vacation shall be taken in increments of not less than one-quarter (1/4) hour.

19.34 **VACATION ACCRUAL FORMULA.**

19.4.1 Vacation for unit members shall be computed on an hourly basis, 173 hours being equal to one (1) full-month of employment. Unit members who work less than twelve (12) months per year and/or forty (40) hours per week shall earn vacation on a pro-rated basis per their classified assignment.

19.4.2 Vacation time shall be earned and accrued in hours based on the unit member's longevity date on a monthly basis according to the following schedule:

0 months through 4 years <del>eight (8)</del> (8.67) <b>eight and sixty-seventh hours per month (13 vacation days per year)</b>
Beginning 5 years through 10 years <del>ten (10)</del> (10.67) <b>ten and sixty-seventh hours per month (16 vacation days per year)</b>
Beginning 11 years through 15 years <del>twelve (12)</del> (12.67) <b>twelve and sixty-seventh hours per month (19 vacation days per year)</b>
Beginning 16 years <del>fourteen (14)</del> (14.67) <b>fourteen and sixty-seventh hours per month (22 vacation days per year)</b>
One (1) additional vacation day will be earned effective with the 20 <sup>th</sup> year of service
One (1) additional vacation day will be earned effective with the 25 <sup>th</sup> year of service

~~VACATION ACCRUAL FORMULA.~~

~~19.3.2 Vacation for unit members shall be computed on an hourly basis, 173 hours being equal to one (1) full-month of employment.~~

Months Worked	0-4 Years	5-10 Years	11-15 Years	16-19 Years	20 Years	25 Years & Over
173 hours	8 hours	10 hours	12 hours	14 hours	14 2/3 hours	15 1/3 hours
346	16	20	24	28	29 1/3	30 2/3
519	24	30	36	42	44	46
692	32	40	48	56	58 2/3	61 1/3
865	40	50	60	70	73 1/3	76 2/3
1038	48	60	72	84	88	92
1211	56	70	84	98	102 2/3	107 1/3

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

1384	64	80	96	112	117 1/3	122 2/3
1557	72	90	108	126	132	136
1730	80	100	120	140	146 2/3	153 1/3
1903	88	110	132	154	161 1/3	168 2/3
2076	96	120	144	168	176	184

**19.3.4.3 PARTIAL MONTHS.** Vacation earned for partial months worked shall be as follows:

Less than 1 week	25% of a month's entitlement
1 week to 2 weeks	50% of a month's entitlement
More than 2 weeks	100% of a month's entitlement

#### **19.4.5 PART TIME WORKER VACATION ACCRUAL.**

19.4.1 Unit members working less than full time shall earn vacation on a pro rata basis of the amounts shown in Articles 19.3.1, 19.3.2, and 19.3.3. **19.4.2**

Less than 40 hours	25% of a month's entitlement
40 hours to 80 hours	50% of a month's entitlement
80 hours or more	100% of a month's entitlement

**19.5.6 VACATION CAP.** Unit members anticipated to have more than 480 hours of accumulated vacation at the end of the fiscal year will be required to reduce their balance to less than 480 hours. Unit members shall meet with their immediate supervisor to schedule time off. In any case where the DISTRICT and the unit member agree that vacation will not be taken in the foregoing manner, the unit member shall receive cash compensation at the unit member's regular rate of pay. The DISTRICT shall pay unit members in cash for all accumulated vacation hours accrued over the cap as of September 1<sup>st</sup> of the given year.

**19.6.1 VACATION PAYOUT IMPLEMENTATION.** Effective July 1, 2023, any unit member with an excess of 480 hours of vacation will be paid out of those hours exceeding the 480 hours. The unit member shall receive cash compensation at the unit member's regular rate of pay and payout will be made available no later than October 15<sup>th</sup>.

**19.6.7 VACATION PAY.** Vacation pay shall be based upon the unit member's salary at the time the vacation is taken.

#### **19.6.8 STATUS REPORT ON VACATION.**

~~19.6.8.1~~ All unit members shall have access to view their individual status report online. The report shall be updated quarterly

#### **19.7.9 HOLIDAYS (During Vacation).**

~~19.7.9.1~~ When a holiday falls during the scheduled vacation of any unit member, the day shall not be charged as a vacation day.

#### **19.8.10 VACATION SCHEDULING.**

~~19.8.10.1~~ Vacations shall be scheduled at times requested by unit members so far as possible within the District's work requirements. If there is any conflict between unit members who are working on the same or similar job duties as to when vacations shall be taken, the vacations shall be rotated as equally as is practical among unit members within each department on a seniority basis.

~~19.8.2~~ Vacation benefits earned must be taken December 31<sup>st</sup> of the fiscal year following that in

~~which they were earned.~~

#### 19.911 PRIOR APPROVAL.

19.911.1 ~~All vacations must be approved in advance by the unit member's immediate supervisor and shall be taken at a time which is least disruptive of DISTRICT operations. Unit members who request vacation shall do so by submitting a vacation request form to their immediate supervisor for approval at least five (5) working days, prior to the first day of the requested vacation and shall be taken at a time which is least disruptive of DISTRICT operations. A unit member's request for vacation must be responded to and answered by the immediate supervisor within forty-eight hours ten (10) days of its receipt. If the immediate supervisor or designee does not respond by that time, the request is considered approved. If the request is denied, a reason for denial in writing shall be provided to the unit member. This decision shall not be arbitrary or capricious and every effort will be made by the District to accommodate a unit member's request to take vacation.~~

#### 19.102 CONSECUTIVE FISCAL YEAR.

19.102.1 Vacations earned in two (2) different fiscal years may be combined and taken at one time if it does not exceed the maximum vacation entitlement of the most recent complete fiscal year. There must be a period of at least two (2) months of actual performance on the job between vacations that were earned in two (2) fiscal years, unless otherwise approved by the DISTRICT.

#### 19.143 UNAUTHORIZED ABSENCE.

19.143.1 Any unit member absent without being on approved vacation leave shall have deducted from ~~his/her~~ **their** salary the appropriate amount covering such period. The DISTRICT reserves the right to take any appropriate disciplinary action against such unit member, including termination.

#### 19.124 VACATION INTERRUPTION.

19.124.1 A permanent unit member may interrupt or terminate ~~his-**their** regular vacation leave~~ in case of illness **or injury**, and use sick leave before continuing ~~regular leave-vacation~~ or returning to work, subject to the following requirements:

19.124.2 The unit member must notify ~~his/her~~ **their immediate** supervisor of the interruption or termination of ~~his/her~~ **their** vacation prior to use of sick leave.

19.124.3 The **immediate** supervisor shall notify the unit member if ~~he/she~~ **they** may continue ~~his/her~~ **their** vacation leave, after use of sick leave, or if ~~he/she~~ **they** must report to ~~his/her~~ **their** normally assigned work.

19.124.4 Upon returning to the regularly assigned work, the unit member must furnish a **written verification of doctor's medical certificate verifying the illness or injury by a licensed medical provider verifying the basis for such interruption or termination** which interrupted or terminated ~~of his/her~~ **their** vacation.

#### 19.135 SEPARATION OR TERMINATION OF EMPLOYMENT.

**19.13.1 RESIGNATION AND RETIREMENT.** Upon termination, a unit member shall be entitled to all unused vacation pay earned and accumulated up to the time of termination, **except employees who have not completed six (6) months of employment in the bargaining unit shall not be entitled to such compensation.**

#### 19.16 VACATION PAYOUT.

BOARD OF TRUSTEES APPROVAL:  
CSEA RATIFICATION:

19.16.1 A permanent unit member may request in writing to cash out their accrued vacation. This request must be received by the DISTRICT to be paid on their next pay cycle.

## **ARTICLE 20: HEALTH SERVICE, CONTINUATION AFTER RETIREMENT**

- 20.1 **HEALTH COVERAGE AFTER RETIREMENT.** Any unit member who chooses early retirement or disability will continue to be eligible, if permitted by the carrier, to participate in one of the existing hospitalization/medical plan benefits pursuant to the provisions of Article 10, with the least expensive hospitalization/medical plan paid by the DISTRICT until age 65. Retirees shall be responsible for any additional cost in the event they select a more expensive hospitalization/medical plan. Coverage after retirement is subject to the following conditions.
- 20.2 **DISABILITY RETIREMENT.** To be eligible for health coverage while on Public Employees' Retirement System disability retirement under this Article, the unit member shall have completed a minimum of five (5) continuous years' service with the DISTRICT.
- 20.2.1 If the retiree is also on social security disability retirement, such medical coverage shall cease when the retiree becomes eligible for Medicare. A retiree on social security disability retirement is eligible for Parts A & B of Medicare two (2) years after they are accepted for social security disability retirement. The DISTRICT medical coverage under this Article will cease as of that date and all Medicare premiums are the responsibility of the retiree.
- 20.3 **SERVICE RETIREMENT.** To be eligible for early service retirement under this Article, the unit member must either:
- a. Have attained the age of sixty (60) before terminating employment and have completed a minimum of ten (10) years continuous service with the DISTRICT or
  - b. Have attained the age of fifty-five (55) before terminating employment and have completed a minimum of twenty (20) years continuous service with the DISTRICT.
- 20.3.1 The unit member must be an employee of the DISTRICT immediately preceding retirement and must retire under the Public Employees' Retirement System or the State Teachers Retirement System.
- 20.4 Notwithstanding the foregoing, the following provisions apply to both service and disability health benefits:
- a. Medical coverage terminates on the death of the retiree.
  - b. The retiree has the responsibility to notify the Human Resources Office of any change of address by certified mail.
  - c. The retiree must annually truthfully respond to a status questionnaire from the Human Resources Office within forty-five (45) days of mailing. Failure to do so may result in termination of these benefits.
  - d. Retirees covered under this Article may change from one (1) DISTRICT offered medical plan to another by notifying the DISTRICT Human Resources Office prior to the end of the open enrollment period. Open enrollment periods may vary from year to year. Please contact the Human Resources Office to verify period.

## **ARTICLE 21: SEVERABILITY**

- 21.1 If any provisions of this Agreement are held to be contrary to law by a court of competent jurisdiction, such provisions will not be deemed valid and subsisting except to the extent permitted by law, but all other provisions will continue in full force and effect.

## **ARTICLE 22: EFFECT OF AGREEMENT**

- 22.1 It is understood and agreed that the specific provisions contained in this Agreement shall prevail over DISTRICT practices and procedures and over State Laws to the extent permitted by State law, and that in the absence of specific provisions in this Agreement, such practices and procedures are discretionary with the DISTRICT.

## ARTICLE 23: SAFETY

- 23.1 **UNSAFE/UNSANITARY CONDITION.** Employees shall notify their immediate supervisor in writing concerning an unsafe or unsanitary condition in the DISTRICT directly affecting their physical welfare. The immediate supervisor shall acknowledge receipt of the written condition by initialing and dating the original request. Such initials acknowledge receipt only. Their immediate supervisor shall investigate said reported unsafe or unsanitary condition and shall notify the employee of any findings and suggested corrective action within five (5) working days of the receipt of the written request.
- 23.2 **SAFETY COMMITTEE.** The District shall allow for unit member representation on any committee appointed by the DISTRICT for the purpose of investigating, developing and promulgating safety programs which significantly affect unit members.
- 23.3 **THREATS OR ASSAULT BATTERY.** Unit members shall immediately report to their supervisors all cases of intimidation, bullying, threats and or acts of verbal/physical harm; of assault and/or battery suffered by them in connection with their employment. In the event any of the aforementioned listed are committed by a DISTRICT management employee the unit member may report it directly to the Human Resources Department for investigating. The DISTRICT shall inform the affected unit member in writing within fifteen (15) working days of the findings.

Any student who has caused, attempted to cause, or threatened to cause physical injury to a bargaining unit member shall be disciplined in accordance with DISTRICT Board Policy that addresses standards of student conduct and disciplinary procedures. When requested by employee, the supervisor shall inform the affected unit member within fifteen (15) days of the action taken.

## ARTICLE 24: CLASSIFIED STAFF TEACHING PART-TIME

- 24.1 **MINIMUM QUALIFICATIONS AND ASSIGNMENT.** Bargaining unit members desiring to teach part-time must meet "Minimum Qualifications for Faculty and Administrators in California Community Colleges" as adopted by the California Community Colleges Board of Governors.
- 24.1.1 Bargaining unit members are required to go through established recruitment processes for adjunct faculty.
  - 24.1.2 Adjunct faculty assignments must be scheduled outside the assigned work hours of the bargaining unit member's classified position.
  - 24.1.3 Adjunct faculty assignments shall not cause the reduction in hours of the bargaining unit member's classified position.
  - 24.1.4 Adjunct instructional faculty assignments are limited to no more than one (1) class throughout the District per academic semester.
  - 24.1.5 Adjunct non-instructional faculty assignments are limited to no more than ten (10) hours throughout the District per week.
  - 24.1.6 Bargaining unit members shall not be allowed to provide instructional services on a voluntary basis.
- 24.2 **COMPENSATION.** ~~Bargaining unit members shall be remunerated for all adjunct faculty hours at the appropriate hourly rate negotiated by the District and SBCCDTA-CTA/NEA. For bargaining unit members whose adjunct faculty assignment causes the bargaining unit member to work beyond forty (40) hours per week, the overtime rate shall be calculated in accordance with the weighted blended rate method per Fair Labor Standards Act (FLSA) standards. If the weighted blended overtime rate of pay for the adjunct faculty assignment is less than the appropriate faculty hourly rate, the bargaining unit member shall be paid the appropriate faculty hourly rate for the assignment. If the weighted blended overtime rate of pay for the adjunct faculty assignment is greater than the appropriate faculty hourly rate, the bargaining unit member shall be paid the weighted blended overtime rate of pay for the assignment.~~

## ARTICLE 25: COMPLETION OF MEET AND NEGOTIATION

25.1 **TERM.** The District and ASSOCIATION agree to a three-year Agreement beginning with July 1, ~~2017~~ 2020 and ending on June 30, ~~2020~~ 2023. The DISTRICT further agrees that the agreement shall remain in full force and effect until completion of a binding successor agreement is reached by the parties or until exhaustion of the statutory PERB procedures involved in resolving contract negotiation disputes including impasse and fact-finding procedures.

For ~~2018-2019 and 2019-2020~~ 2022-2023, CSEA reserves the right to re-open Article 7 for negotiations on salary increases, both parties agree to open Article 10 Health & Welfare. In addition, each party may reopen up to two (2) other articles each year.

### ASSOCIATION:

Cassandra Thomas.  
Cassandra Thomas, President CSEA #291

Yendis Battle  
Yendis Battle, Team Member

Brandice Mello  
Brandice Mello, Team Member

David Stevenson  
David Stevenson, Team Member

Ernest Guillen  
Ernest Guillen, Team Member

Noah Snyder  
Noah Snyder, CSEA Labor relations  
Representative

### DISTRICT:

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

Karla Bonnet  
Karla Bonnet, Interim Associate  
Director of Human Resources

Tiffany Guevara  
Tiffany Guevara, Interim  
Associate Director of Human  
Resources

Marty Milligan  
Marty Milligan, Director of  
Student Accessibility Services

April Dale  
April Dale, Director of Admissions &  
Records

## APPENDIX A

### THE APPROPRIATE UNIT.

**Shall INCLUDE:** All classified employees of the San Bernardino Community College DISTRICT

**Shall EXCLUDE:** All management, supervisory, and confidential employees as follows:

Administrative Officer to the Chancellor  
 Assistant Director  
 Assistant Manager, Workforce Development  
 Associate Dean  
 Associate Vice Chancellor  
 Chancellor  
 Chief of Police  
 Chief Technology Officer  
 College President  
 Dean / Director / Administrator / Manager / Supervisor  
 Executive Administrative Assistant  
 Executive Director  
 Executive Vice Chancellor  
 Human Resources Analyst  
 Human Resources Coordinator  
 Human Resources Generalist  
 Police Lieutenant  
 Police Officer  
 Police Sergeant  
 Senior District Director  
 Senior Executive Administrative Assistant  
 Senior Staff Assistant  
 Vice Chancellor  
 Vice President

And substitute employees, short-term employees, professional expert employees and student employees and any other management, supervisory, and confidential positions created during the term of this Agreement.



## APPENDIX B

### SCHEDULE CHANGE REQUEST FORM

Employee: \_\_\_\_\_

Position: \_\_\_\_\_

Site: \_\_\_\_\_ Department: \_\_\_\_\_

**Current schedule:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

**New schedule:**

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Desired effective date: \_\_\_\_\_ Date notice provided to employee: \_\_\_\_\_

Justification:

Manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

6.4 The DISTRICT may change a unit member's permanent work schedule, beginning and ending times, provided that it gives the unit member and the ASSOCIATION twenty-one (21) calendar days' notice, except in emergency circumstances (per Article 2.3). At the unit member's request, the unit member, ASSOCIATION, and the DISTRICT agree to meet to discuss the reason for the proposed change. The reason for the proposed change shall not be arbitrary or capricious. The immediate supervisor will complete a Schedule Change Request Form and submit it to the Office of Human Resources. Any changes to a permanent schedule shall be mutually agreed upon by the DISTRICT and ASSOCIATION.

2.3 The DISTRICT retains its right to amend, modify, or rescind policies and practices set forth in this Agreement in cases of emergency and to determine when an emergency exists. For the purpose of this Article, the term "emergency" shall mean a situation which could not have been reasonably foreseen and which when not acted upon might incur loss of life or limb or serious damage to property such as a natural disaster, conflagration, epidemic, or work stoppage.

## APPENDIX C

### Tuition/Enrollment Reimbursement Forms

As a classified employee of the District, you have two (2) education benefits:

1. Enrollment fee reimbursement for courses offered at San Bernardino Valley College and Crafton Hills College. This benefit applies to you and your dependents. Dependents include:
  - Spouse or registered domestic partner
  - Child up to age 19
  - Child is between 19 and 25 attending school full-time (9+ units) or are more than 50% financially dependent, unmarried and reside with parent or are away at college.
  - Disabled children over age 19

This benefit has the following restrictions:

- Employee must have completed your probationary period and a year of service
- Employee courses must be taken outside of working hours
- Reimbursement is for enrollment fees only (cost for all units enrolled)
- Can only be used for credit courses
- Must earn a grade of "C" or better
- No prior approval required

To use this benefit, please do the following:

- Once you have completed your probationary period, register for courses, and pay the enrollment fees
- You or your dependent take the course and pass with a "C" or better
- Complete the appropriate **Enrollment Fee Reimbursement** form (found on the following pages, there is one for the employee and another one for dependents) and provide proof of payment of fees and successful completion of courses
- Get reimbursed for enrollment fees

2. 80% Tuition cost reimbursement for courses completed outside of the District. This benefit can be used at any educational institution and has the following restrictions:
  - For the employee only after completing probationary period and a year of service
  - Reimbursement is based on the cost of the University of California (UC) system. This means that you can take courses at any institution and be reimbursed up to what it would have cost at the UC
  - Must earn a grade of "C" or better
  - Must have management approval before course begins (use the Course Approval Form on the next page)

To use this benefit, please do the following:

- Once you have completed your probationary period, complete the **Course Approval** Form on the next page and have it approved by your supervisor and Chancellor
- Once approved, take the course and pass with a "C" or better
- Complete the **Tuition Reimbursement** form (found on the following pages) and provide proof of payment of fees and successful completion of courses
- Get reimbursed up to 80% of your tuition

**San Bernardino Community College District**  
 Enrollment Fee Reimbursement Form- CSEA Bargaining Unit Member  
 Crafton Hills College/San Bernardino Valley College Courses  
 Article 7.4

Employee Name: \_\_\_\_\_ Social Security Number \_\_\_\_\_

Classification: \_\_\_\_\_ Department: \_\_\_\_\_ Site: \_\_\_\_\_

**Enrollment Fee Reimbursement**

The DISTRICT shall reimburse permanent bargaining unit members employed at least twenty hours per week and one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two DISTRICT campuses provided all of the following conditions are satisfied:

- All classes must be taken outside of the regular scheduled working hours of the employee.
- Only those classes offered by either of the two DISTRICT campuses shall qualify for fee(s) reimbursement.
- To qualify for enrollment fee(s) reimbursement, an employee must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each employee.

Ref./Course #	COURSE	UNITS	TERM/DATES	College CHC/SBVC	Enrollment Fees
<b>TOTAL</b>					

I request that my enrollment fee(s) for the courses listed above be reimbursed. I am a permanent bargaining unit member employed by the District at least 20 hours per week. All classes were taken outside of my regular scheduled working hours. I have attached verification of the successful completion of the course with a grade of "C" or better and out-of-pocket expenses for enrollment fee(s) only.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

APPROVED ☐ DENIED ☐

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

APPROVED ☐ DENIED ☐

\_\_\_\_\_  
Chancellor Signature

\_\_\_\_\_  
Date

**San Bernardino Community College District**  
 Enrollment Fee Reimbursement Form - CSEA Benefit Eligible Dependent  
 Crafton Hills College/San Bernardino Valley College Courses  
 Article 7.5

Benefit Eligible Dependent Name: \_\_\_\_\_ School ID#: \_\_\_\_\_

District Employee Name: \_\_\_\_\_

**Enrollment Fee Reimbursement**

The DISTRICT shall reimburse benefit eligible dependents of permanent bargaining unit members employed at least twenty hours per week with one year of service for credit courses, excluding community service courses, successfully completed with a grade of "C" or better at either of the two DISTRICT campuses provided all of the following conditions are satisfied:

- Only those classes offered by either of the two DISTRICT campuses shall qualify for fee reimbursement.
- To qualify for enrollment fee reimbursement, the employee or benefit eligible dependent must present verification of successful completion of the course and out-of-pocket expense for enrollment fee(s) only.
- Enrollment fee reimbursement shall be limited to the current enrollment fee per semester for each benefit eligible dependent.

Ref./Course #	COURSE	UNITS	TERM/DATES	College CHC/SBVC	Enrollment Fees

**TOTAL**

I request that my enrollment fee(s) for the courses listed above be reimbursed. I am a benefit eligible dependent of a permanent bargaining unit member employed by the district at least 20 hours per week. I have attached verification of the successfully completed course with a grade of "C" or better and out-of-pocket expenses for enrollment fee(s) only.

\_\_\_\_\_  
 Benefit Eligible Dependent or Employee Signature

**APPROVED**     ☐     **DENIED**     ☐

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Chancellor Signature

\_\_\_\_\_  
 Date

## San Bernardino Community College District

### Course Approval Form for Tuition Reimbursement Outside District – CSEA Bargaining Unit Member Article 7.4.6

Employee Name: \_\_\_\_\_ Last four (4) Social Security Number: \_\_\_\_\_

Classification: \_\_\_\_\_ Department: \_\_\_\_\_ Site: \_\_\_\_\_

#### Course Approval

Classified employees on the classified employee salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed 24 semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time classified employees who have completed their probationary period and a year of service as a classified employee shall be eligible for this benefit.

**All outside courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor.** If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

COLLEGE/UNIVERSITY	COURSE	UNITS	TERMS/DATES	TUITION COST
<b>TOTAL TUITION COST:</b>				

THESE COURSE(S) PERTAIN TO MY CLASSIFIED POSITION IN THE FOLLOWING WAY:

I REQUEST PRIOR APPROVAL FOR TUITION REIMBURSEMENT FOR THE COURSE(S) LISTED ABOVE

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**APPROVED** ☐ **DENIED** ☐

\_\_\_\_\_  
Immediate Supervisor Signature

\_\_\_\_\_  
Date

**APPROVED** ☐ **DENIED** ☐

\_\_\_\_\_  
Chancellor Signature

\_\_\_\_\_  
Date

**San Bernardino Community College District**

Tuition Reimbursement Form - Outside District

CSEA Bargaining Unit Member

Article 7.4.6

Employee Name: \_\_\_\_\_ Last four (4) Social Security Number: \_\_\_\_\_

Classification: \_\_\_\_\_ Department: \_\_\_\_\_ Site: \_\_\_\_\_

**Tuition Reimbursement**

Classified employees on the classified employee salary schedule shall be eligible for 80% tuition cost reimbursement for courses completed outside of the DISTRICT with a grade of "C" or better which pertain to their classified position. Such reimbursement shall be actual costs not to exceed 24 semester units of coursework per year. However, no tuition cost paid by the DISTRICT is to exceed on a per unit basis cost of similar coursework at the University of California.

Only full-time classified employees who have completed their probationary period and a year of service as a classified employee shall be eligible for this benefit.

**All outside courses for which a classified employee seeks tuition reimbursement must have prior approval by their immediate supervisor and the Chancellor.** If the request by the immediate supervisor is denied, it may be appealed to the President/Vice Chancellor, Fiscal Services.

COLLEGE/UNIVERSITY	COURSE	UNITS	TERMS/DATES	TUITION COST
<b>TOTAL TUITION COST:</b>				

**Reimbursement Request**

I request that my tuition for the approved courses listed above be reimbursed. I have attached verification of successful completion of the course with a grade of "C" or better.

Employee Signature \_\_\_\_\_

Date \_\_\_\_\_

**APPROVED** ☐**DENIED** ☐

Immediate Supervisor Signature \_\_\_\_\_

Date \_\_\_\_\_



## APPENDIX D

# EMPLOYEE PERFORMANCE REPORT

Employee Name: \_\_\_\_\_ Position Title: \_\_\_\_\_

Department: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Evaluation Period: From \_\_\_\_\_ To: \_\_\_\_\_  
Month/Year Month/Year

Probationary Evaluation: ☐ Bi-Annual Evaluation ☐ Additional Evaluation  
First ☐ Second ☐ Due by April 30

This is designed to provide employees with information concerning job performance and personal development, and supply supervisors with a tool to assist in the objective appraisal of performance and characteristics and to identify and address developmental needs.

### PERFORMANCE RATING INSTRUCTIONS

5 – Exceptional performance with little or no room for improvement

4 – Exceeds competent performance

3 – Competent performance

2 – Less than competent performance, room for improvement clearly exists

1 – Significantly less than competent performance, major improvement required

N/A – No opportunity to observe and/or not pertinent to current duties and responsibilities. Enter for each category below; the number which best describes the employee's performance.

*\*If a 2 or 1 rating is given, specific recommendations for improvement must be provided by the evaluator.*

### MEASURES OF PERFORMANCE

MEASURE	RATING	COMMENTS
Knowledge of Work: Understanding of duties and procedures – job knowledge		
Work Quantity: Amount of work performed		
Work Quality: Accuracy, neatness, thoroughness		

Continued

MEASURE	RATING	COMMENTS
<i>Work Planning:</i> Ability to layout or plan work, carry through and complete		
<i>Attendance:</i> Punctual, observe work hours and rest periods		
<i>Cooperation:</i> Willing and able to work effectively with others		
<i>Dependability:</i> Can be relied upon consistently		

**OTHER:**

Describe

**OTHER:**

Describe

**OTHER:**

Describe

**SUMMARY (Short Summary Statement Required):**

Provide an overall assessment of the employee's performance during the evaluation period, and specify major strengths and areas needing improvement.

Continued

**EMPLOYEE DEVELOPMENT: CURRENT POSITION**

DEVELOPMENT AREA	DEVELOPMENT ACTIVITY	SCHEDULED DATE
Indicate the result or characteristic area (s) needing improvement for current job responsibilities.	Indicate training, special assignments, project, job rotation, etc.	

**EMPLOYEE DEVELOPMENT: CAREER ADVANCEMENT**

DEVELOPMENT AREA	DEVELOPMENT ACTIVITY
Indicate the result or characteristic area (s) needing improvement for enhancing opportunities for career development.	Indicate training, special assignments, project, job rotation, etc.

**COMMENTS BY EMPLOYEE (if desired):**

My signature verifies that I have seen and discussed this report of performance with my supervisor, but it does not necessarily mean that I agree with the rating. I understand that I have the right to file a written response to this evaluation to be included in my personnel file within thirty (30) calendar days of the date of this report.

EMPLOYEE'S SIGNATURE

DATE

MANAGER'S SIGNATURE

DATE

OFFICE OF HUMAN RESOURCES

DATE

## APPENDIX E



### Request for Consideration of Position Reclassification Procedures

Reclassification is the upgrading of a position to a higher classification because of the gradual increase of the duties being performed in the position. All contract language on this process can be found in Article 16.3. A request to consider position reclassification can be submitted at any time and will be reviewed monthly in a collaborative process between the Association (CSEA) and the District.

- Step 1:** Reclassification request must be submitted to the Office of Human Resources (HR) utilizing this form.
- Step 2:** Upon receipt of the request, HR will date stamp the request prior to forwarding a copy to the unit member's immediate supervisor. CSEA and the unit member shall receive a date stamped copy immediately.
- Step 3:** The immediate supervisor will provide their comments to HR within fifteen (15) working days. CSEA and the unit member shall receive a date stamped copy immediately.
- Step 4:** Reclassification review by the Negotiation Teams shall occur at the next scheduled negotiations meeting and a decision shall be rendered within 45 days of submission. If it is found that duties performed are not found in any job description, an appropriate job description will be negotiated within 45 days of the decision.
- Step 5:** If requested, a unit member shall have a personal interview with the Negotiating Teams to clarify and add to any information in the reclassification request form.
- Step 6:** Human Resources will notify the unit member(s) of the negotiated decision in writing within ten (10) working days at the conclusion of the meeting. If the request is denied, HR will notify the unit member of the denial and the rationale.
- Step 7:** Reconsideration/Appeal Process: The unit member has the right to appeal in writing to the Chancellor within fifteen (15) working days of the negotiated decision. The Chancellor shall notify the unit member and the Reclassification Committee in writing within thirty (30) working days of their decision, which shall be final.
- Step 8:** All approved reclassification requests shall be captured in a Memorandum of Understanding (MOU) and submitted for Board Agenda for the next scheduled Board meeting.

**Incumbent Rights:** When a position is reclassified, the incumbent in the position shall be entitled to serve in the position.

**Salary of Position Reclassification:** The salary of a unit member in a position that is reclassified shall be determined as follows:

- A. If a position is reclassified to a classification having the same salary range (reclassification – lateral), the salary and anniversary date of the unit member shall not change.
- B. If a position is reclassified to a classification having a higher salary range (reclassification – upward), the unit member shall be placed on the appropriate salary range of their new classification which would result in no less than a five (5%) percent increase over the current salary, except if the new placement is at the highest step. The anniversary date of the unit member shall not change.

The effective date of the reclassification shall be the date the application was stamped received by the DISTRICT.

The District and CSEA may propose a reclassification for any position at any time during the life of the Agreement.

## Request for Consideration of Position Reclassification Form

This form is designed to assist you in describing your position. Please fill out this form completely. If a question does not apply to your position, please write "N/A" for that item. Thank you for your cooperation.

Received by Human Resources on: \_\_\_\_\_  
 Supervisory Comments Received by HR on: \_\_\_\_\_  
 Reviewed by Reclassification Committee on: \_\_\_\_\_  
 Received by the Chancellor on: \_\_\_\_\_

### SECTION 1

1. Name: \_\_\_\_\_
2. Department/Division: \_\_\_\_\_
3. Business Telephone Number: \_\_\_\_\_
4. Position's Classification Title: \_\_\_\_\_
5. How long have you been in this classification: \_\_\_\_\_
6. Name of immediate Supervisor: \_\_\_\_\_
7. Title of Immediate Supervisor: \_\_\_\_\_

**SECTION 2: WORK ACTIVITIES LIST:** Please describe the major parts of what you do on your job. List only the major functions, separately, in order of importance. Provide a description of each of those duties. Indicate the approximate percentage of total working time you spend on each major work activity and the frequency such as **daily (D)**, **weekly (W)**, **monthly (M)**, or **annually (Y)**. Please indicate which duties are not currently part of your job description and the length of time you have been performing each of those duties.

	Duty	Frequency: D/W/M/Y	Outside of Current Job Description (Y/N)	If Outside of Job Description, How Long Performed
1				years months
2				years months
3				years months
4				years months
5				years months
6				years months
7				years months
8				years months
9				years months
10				years months

11				years
				months
12				years
				months

*\* If you need additional space, please use supplemental sheet and check this box ☐*

**SECTION 3: EQUIPMENT, TOOLS AND MATERIALS:** What machinery, vehicles, or motorized equipment do you use in your work, and how often do you use each (daily, weekly, etc.)?

	List of Equipment, Tools, and Materials	Frequency: D/W/M/Y
1		
2		
3		
4		
5		

*\* If you need additional space, please use supplemental sheet and check this box ☐*

#### SECTION 4: PHYSICAL REQUIREMENTS

Are there any special or unusual physical skills or effort required on your job?

Do you require any special accommodations to perform your job?

#### SECTION 5: PROBLEM-SOLVING INSTRUCTIONS

How are instructions provided: ☐ Orally    ☐ In Writing    ☐ Computer E-mail

How specific or general are these are these instructions? Please explain:

How are priorities and/or deadlines decided for your position?

What occasions are there (if any) when instructions are not provided?

At what stage and by whom (job title) are your assignments normally reviewed?

How can you and your supervisor determine the quality of your work?

How often do you meet with your supervisor, and for what purpose?

#### SECTION 6: TRAINING AND EXPERIENCE

Please indicate the length and type of formal and/or on-the-job training that is essential before an average person could perform your job successfully?    \_\_\_\_ years \_\_\_\_ months

Please indicate the number of years (or months) and type of prior job experience that is essential before an average person could perform your job successfully.

	Type of Experience	Number of Years/Months
1		____ years ____ months
2		____ years ____ months
3		____ years ____ months

*\* If you need additional space, please use supplemental sheet and check this box ☐*

What license(s), certification, registration, or related regulatory requirements are there for your job?

## SECTION 7: AUTHORITY & ACCOUNTABILITY

What kinds of actions, documents, plans, or functions **require** your authorization?

What kinds of significant decisions are you authorized to make **without** clearing them through your supervisor?

What work decision **require** clearance from your supervisors? Please give examples.

What are the most difficulty/important decisions you make? Describe their impact on your organizational unit, other employees, students, members of the public and/or the community.

## SECTION 8: INTERACTION WITH OTHERS

To do your job effectively, what people are you required to interact with, **other than** your immediate supervisor and co-workers?

**Within** your organization, please indicate the job titles and departments of the employees with whom you regularly work.

**Outside** of your organization, indicate the nature of your contacts with members of the community, students, other government agencies, vendors, contractors, etc.

## SECTION 9: LANGUAGE REQUIREMENTS

Does your job require that you converse in a language other than English? If so, please indicate what language(s), level of proficiency, how often, for what purpose.

Language(s):                      Level of Proficiency:                      Frequency:                      Purpose:

## SECTION 10: CHANGES TO POSITION

**Duties Deleted:** During the past two years, what duties have been removed from your position? Please explain.

**Other Changes:** List other changes that have taken place in your position, such as the level of supervision exercised or received, policy or procedural changes, new tools or equipment, new processes, etc.

Are there any positions in your agency or other agencies whose duties and responsibilities appear to be equal to your job?

How long have you performed the current duties assigned to your position?      \_\_\_\_ years \_\_\_\_ months

**SECTION 11: SUPERVISORY AND SUPPLEMENTAL QUESTIONNAIRE:** *To be completed only by individuals who supervise other employees.*

**SUPERVISION & SPAN OF CONTROL:** Please indicate the job titles and names of the employees who report directly to you, and not through a subordinate supervisor.

Please indicate the job titles, and number of positions for each, that report to your direct subordinates.

**SUPERVISORY RESPONSIBILITIES:** Does your position have the authority to take any of the following actions? If not, does your supervisor rely mainly on your recommendation to make the decision?

<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Hire employees
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Promote employees
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Transfer employees
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Prepare work schedule
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Assign/review work
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Train employees
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Assign/approve overtime
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Assign/approve comp time
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Prepare performance appraisals
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Approve sick/vacation leave
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Recall employees to work in emergencies
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Award pay increases
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Discipline employees
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Suspend employees
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> If no, relies mainly on your recommendation	Terminate employees

I certify that I have read the instructions, that the entries made above are my own and to the best of my knowledge are accurate and complete.

**OPTIONAL:** I would like to request for a personal interview with the Reclassification Committee. ☐ Yes ☐ No

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 2: SUPPLEMENTAL SHEET

**SECTION 2: WORK ACTIVITIES LIST:** Please describe the major parts of what you do on your job. List only the major functions, separately, in order of importance. Provide a description of each of those duties. Indicate the approximate percentage of total working time you spend on each major work activity and the frequency such as **daily (D)**, **weekly (W)**, **monthly (M)**, or **annually (Y)**. Please indicate which duties are not currently part of your job description and the length of time you have been performing each of those duties.

	Duty	Frequency: D/W/M/Y	Outside of Current Job Description (Y/N)	If Outside of Job Description, How Long Performed
13				years months
14				years months
15				years months
16				years months
17				years months
18				years months
19				years months
20				years months
21				years months
22				years months
23				years months
24				years months
25				years months

### SECTION 3: SUPPLEMENTAL SHEET

**SECTION 3: EQUIPMENT, TOOLS AND MATERIALS:** What machinery, vehicles, or motorized equipment do you use in your work, and how often do you use each (daily, weekly, etc.)?

	List of Equipment, Tools, and Materials	Frequency: D/W/M/Y
1		
2		
3		
4		
5		
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## SECTION 6: SUPPLEMENTAL SHEET

## SECTION 6: TRAINING AND EXPERIENCE

Please indicate the number of years (or months) and type of prior job experience that is essential before an average person could perform your job successfully.

	Type of Experience	Number of Years/Months
1		____ years ____ months
2		____ years ____ months
3		____ years ____ months
4		____ years ____ months
5		____ years ____ months
6		____ years ____ months
7		____ years ____ months
8		____ years ____ months
9		____ years ____ months
10		____ years ____ months
11		____ years ____ months
12		____ years ____ months
13		____ years ____ months
14		____ years ____ months



### IMMEDIATE SUPERVISOR'S STATEMENT

*(To be completed by employee's immediate supervisor)*

Please attach a copy of agency/division organizational chart with this questionnaire.

1. Is this a newly budgeted position? ☐ Yes ☐ No If so, please indicate the date of approval: \_\_\_\_\_
2. Has the volume of work changed significantly? ☐ Yes ☐ No If yes, please explain: \_\_\_\_\_
3. If duties have been deleted, what are they, and to which position(s)/classification(s) have they been assigned? \_\_\_\_\_
4. If new duties have been added, what are they, and which position(s)/classification(s) performed them previously? \_\_\_\_\_
5. What classification do you recommend for this position? \_\_\_\_\_
6. Aside from the above, are there other reasons (not compensation) why the current classification is no longer appropriate for this position? ☐ Yes ☐ No Please explain: \_\_\_\_\_
7. Are there other positions whose duties and responsibilities appear to be equivalent? \_\_\_\_\_
8. Are the changes in the position's duties/responsibilities due to reorganization? If so, please describe: \_\_\_\_\_
9. What is the next lower and higher classification in the normal career progression for this job?  
Lower: \_\_\_\_\_ Higher: \_\_\_\_\_
10. What is the normal training period for new employees to reach full performance? \_\_\_\_\_ years \_\_\_\_\_ months
11. Please provide other relevant information (other than compensation factors) to justify or clarify the reason for requesting the reclassification/re-evaluation study of this position. \_\_\_\_\_

**SUPERVISOR'S REVIEW FOR ACCURACY:** I have reviewed and discussed the contents of this position description with the employee. Except for the items noted below, I find the questionnaire accurate and complete.

#### IMMEDIATE SUPERVISOR'S COMMENTS:

Immediate Supervisor Signature: \_\_\_\_\_

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

Vice President Signature: \_\_\_\_\_

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

**APPENDIX F****GRIEVANCE FORM STEP 1**

Received: \_\_\_\_\_

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

Grievance #: \_\_\_\_\_

TO:

\_\_\_\_\_  
Name of Immediate Supervisor\_\_\_\_\_  
Title

FROM:

\_\_\_\_\_  
Name of Grievant\_\_\_\_\_  
Work Location

1. **Date event took place:**
2. **Date of informal conference:**
3. **Concise statement of the grievances (including name, dates, places, time, circumstances, etc.):**
4. **What specific provision of the Collective Bargaining Agreement is alleged to have been violated/misapplied?**  
  
 Page/Document: \_\_\_\_\_ Article: \_\_\_\_\_ Sub Paragraph(s): \_\_\_\_\_
5. **Decision rendered at the informal conference:**
6. **Reason(s) why this decision is unacceptable, and the specific remedy sought:**

7. \_\_\_\_\_  
Name of Conferee, if any:

8. \_\_\_\_\_  
Date Signed

\_\_\_\_\_  
Signature of Grievant(s)

Upon receipt of this form, under Article 18.6 Formal Level 1 the immediate supervisor shall communicate a decision to the employee in writing within five (5) days after receipt of this written grievance. In the event the grievant is not satisfied with the decision by the immediate supervisor they may appeal the decision to the Chancellor under Article 18.7, Step 2.

Copies to go to: Immediate Supervisor

Director of Human Resources

CSEA Association

# APPENDIX G

Classified Salary Schedule  
Board Approved 07/14/2022

Page 176 of 401  
Effective: 07/01/22  
\*\*\*Revision Effective 08/01/17  
(See footer notes)  
[p.1|4]

RANGE	POSITION	STEP					
		A	B	C	D	E	F
18		\$ 16.37	\$ 17.19	\$ 18.04	\$ 18.96	\$ 19.88	\$ 20.48
19	▪ Bookstore Customer Service Assistant	\$ 16.79	\$ 17.63	\$ 18.49	\$ 19.44	\$ 20.40	\$ 21.01
20	▪ Food Service Worker I	\$ 17.19	\$ 18.05	\$ 18.96	\$ 19.89	\$ 20.90	\$ 21.53
21	▪ Child Development Assistant	\$ 17.63	\$ 18.49	\$ 19.44	\$ 20.40	\$ 21.40	\$ 22.04
22		\$ 18.05	\$ 18.96	\$ 19.89	\$ 20.90	\$ 21.96	\$ 22.62
23	▪ Courier	\$ 18.50	\$ 19.44	\$ 20.41	\$ 21.42	\$ 22.50	\$ 23.17
24		\$ 18.98	\$ 19.94	\$ 20.94	\$ 21.99	\$ 23.09	\$ 23.78
25	▪ Lead Food Service Worker *	\$ 19.45	\$ 20.43	\$ 21.46	\$ 22.52	\$ 23.67	\$ 24.38
26	▪ P.E. & Athletic Equipment Specialist ▪ Sport Information Specialist ▪ Tool Room Specialist	\$ 19.94	\$ 20.94	\$ 21.99	\$ 23.07	\$ 24.22	\$ 24.95
27	▪ Bookstore Assistant ▪ Custodian ▪ Library Media Clerk ▪ Mail Clerk	\$ 20.44	\$ 21.48	\$ 22.52	\$ 23.68	\$ 24.84	\$ 25.59
28	▪ Aquatic Center Pool Attendant	\$ 20.95	\$ 22.00	\$ 23.10	\$ 24.24	\$ 25.45	\$ 26.22
29	▪ Administrative Clerk ▪ CDC Food Service Specialist	\$ 21.50	\$ 22.56	\$ 23.69	\$ 24.86	\$ 26.12	\$ 26.91
30	▪ Grounds Caretaker ▪ Student Services Technician I	\$ 22.01	\$ 23.12	\$ 24.27	\$ 25.48	\$ 26.76	\$ 27.56
31	▪ Book Buyer ▪ Lead Custodian * ▪ Payroll Assistant ▪ Purchasing Technician	\$ 22.56	\$ 23.69	\$ 24.86	\$ 26.12	\$ 27.43	\$ 28.25
32		\$ 23.13	\$ 24.29	\$ 25.52	\$ 26.79	\$ 28.12	\$ 28.96
33	▪ Administrative Assistant I ▪ Admissions and Records Technician ▪ College Security Officer ▪ Printing Operations Specialist	\$ 23.71	\$ 24.86	\$ 26.15	\$ 27.44	\$ 28.80	\$ 29.66
34	▪ Account Technician ▪ Grant Technician ▪ Library Technical Assistant I ▪ Maintenance Worker ▪ Student Services Technician II ▪ Warehouse Technician	\$ 24.29	\$ 25.52	\$ 26.79	\$ 28.12	\$ 29.54	\$ 30.42
35	▪ Assistant Bookstore Manager ▪ Child Development Teacher ▪ Lead Grounds Caretaker *	\$ 24.89	\$ 26.16	\$ 27.45	\$ 28.81	\$ 30.25	\$ 31.15
36	▪ Development Assistant	\$ 25.54	\$ 26.80	\$ 28.15	\$ 29.56	\$ 31.03	\$ 31.96
37	▪ Administrative Assistant II ▪ Library Technical Assistant II *	\$ 26.17	\$ 27.47	\$ 28.83	\$ 30.27	\$ 31.79	\$ 32.75
38	▪ Admissions and Records Specialist ▪ Broadcast Operator** ▪ Technology Support Technician ▪ Evidence and Records Technician ▪ Financial Aid Technician ▪ Senior Student Service Technician *	\$ 26.81	\$ 28.16	\$ 29.57	\$ 31.04	\$ 32.59	\$ 33.57

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

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

**Classified Salary Schedule**  
**Board Approved 07/14/2022**

RANGE	POSITION	STEP					
		A	B	C	D	E	F
39	<ul style="list-style-type: none"> <li>▪ Lab Assistant I - Aeronautics</li> <li>▪ Lab Assistant I - Electricity/Electronics</li> <li>▪ Lab Assistant I - Emergency Medical Services (EMS)</li> <li>▪ Lead Child Development Teacher *</li> <li>▪ Payroll Technician</li> <li>▪ Senior Printing Operations Specialist *</li> </ul>	\$ 27.50	\$ 28.86	\$ 30.32	\$ 31.83	\$ 33.44	\$ 34.45
40	<ul style="list-style-type: none"> <li>▪ Financial Aid Specialist</li> <li>▪ Broadcast Technician</li> </ul>	\$ 28.18	\$ 29.60	\$ 31.06	\$ 32.61	\$ 34.25	\$ 35.28
41	<ul style="list-style-type: none"> <li>▪ Administrative Assistant III</li> <li>▪ Job Developer</li> <li>▪ Purchasing Agent</li> <li>▪ Student Activities Specialist</li> </ul>	\$ 28.88	\$ 30.32	\$ 31.84	\$ 33.44	\$ 35.09	\$ 36.14
42	<ul style="list-style-type: none"> <li>▪ Academic Support Specialist</li> <li>▪ Accountant</li> <li>▪ Admissions and Record Coordinator *</li> <li>▪ Admissions and Record Evaluator</li> <li>▪ HVAC/R Technician</li> <li>▪ Lab Assistant II - Allied Health</li> <li>▪ Lab Assistant II - Art</li> <li>▪ Lab Assistant II - Culinary Arts</li> <li>▪ Lab Assistant II - Multimedia</li> <li>▪ Maintenance Technician</li> <li>▪ Producer, Radio</li> <li>▪ Research Data Specialist</li> <li>▪ Schedule/ Catalog Data Specialist</li> <li>▪ Traffic Coordinator, TV</li> <li>▪ Veterans Services Coordinator</li> </ul>	\$ 29.62	\$ 31.10	\$ 32.66	\$ 34.28	\$ 35.99	\$ 37.08
43	<ul style="list-style-type: none"> <li>▪ Curriculum Coordinator</li> <li>▪ Senior Payroll Technician*</li> </ul>	\$ 30.35	\$ 31.86	\$ 33.45	\$ 35.12	\$ 36.88	\$ 37.98
44	<ul style="list-style-type: none"> <li>▪ Athletic Trainer</li> <li>▪ Graphic Specialist</li> <li>▪ Planetarium Production &amp; Presentation Coordinator</li> <li>▪ Project Analyst</li> <li>▪ Senior Producer, Radio**</li> <li>▪ Telecommunications Engineer**</li> <li>▪ User Liaison</li> </ul>	\$ 31.11	\$ 32.67	\$ 34.28	\$ 35.99	\$ 37.81	\$ 38.94
45	<ul style="list-style-type: none"> <li>▪ Administrative Coordinator *</li> <li>▪ Development Coordinator</li> <li>▪ EOPS Coordinator</li> <li>▪ Financial Aid Coordinator *</li> <li>▪ Institutional Advancement Coordinator</li> <li>▪ Interpreting Services Specialist</li> </ul>	\$ 31.89	\$ 33.48	\$ 35.16	\$ 36.90	\$ 38.78	\$ 39.94

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

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

**Classified Salary Schedule**  
**Board Approved 07/14/2022**

RANGE	POSITION	STEP					
		A	B	C	D	E	F
46	<ul style="list-style-type: none"> <li>Basic Needs Coordinator</li> <li>Coordinator, Outreach and Relations with Schools</li> <li>Distance Education Systems Administrator</li> <li>Environmental Health &amp; Safety Specialist</li> <li>Senior Accountant *</li> <li>Student Services Coordinator</li> </ul>	\$ 32.69	\$ 34.32	\$ 36.03	\$ 37.84	\$ 39.72	\$ 40.91
47	<ul style="list-style-type: none"> <li>Admissions &amp; Records Lead Evaluator *</li> <li>Lab Technician I - Biological Sciences</li> <li>Lab Technician I - Computer Information</li> <li>Lab Technician I - Geo-Science &amp; Anthropology</li> <li>Lab Technician I - Physics/Astronomy</li> <li>Lead Maintenance Technician *</li> </ul>	\$ 33.50	\$ 35.18	\$ 36.94	\$ 38.80	\$ 40.73	\$ 41.95
48	<ul style="list-style-type: none"> <li>Alternative Media and Assistive Technology Specialist</li> <li>Program/Content Coordinator, KVCR</li> </ul>	\$ 34.35	\$ 36.05	\$ 37.85	\$ 39.77	\$ 41.75	\$ 43.00
49		\$ 35.19	\$ 36.94	\$ 38.81	\$ 40.75	\$ 42.78	\$ 44.06
50	<ul style="list-style-type: none"> <li>Marketing &amp; Communications Coordinator - KVCR/FNX</li> <li>Laboratory Technician II - Anatomy &amp; Physiology</li> <li>Laboratory Technician II - Microbiology</li> <li>Producer/Director, TV</li> <li>Program Coordinator ATTC**</li> <li>RF/ Microwave Engineer, Radio**</li> <li>Senior Theatre Arts Technical Support Specialist *</li> <li>Technology Support Specialist</li> </ul>	\$ 36.07	\$ 37.86	\$ 39.78	\$ 41.76	\$ 43.85	\$ 45.16
51		\$ 36.96	\$ 38.82	\$ 40.77	\$ 42.81	\$ 44.95	\$ 46.29
52	<ul style="list-style-type: none"> <li>Laboratory Technician III - Chemistry</li> <li>Telecommunications Specialist</li> </ul>	\$ 37.88	\$ 39.80	\$ 41.80	\$ 43.87	\$ 46.06	\$ 47.45
53	<ul style="list-style-type: none"> <li>Contracts and Liability Specialist</li> <li>Data Analyst</li> </ul>	\$ 38.84	\$ 40.78	\$ 42.82	\$ 44.97	\$ 47.22	\$ 48.64
54	<ul style="list-style-type: none"> <li>Budget Analyst</li> <li>Instructional Technology Specialist</li> <li>Research Analyst</li> <li>Web Developer</li> </ul>	\$ 39.82	\$ 41.81	\$ 43.88	\$ 46.08	\$ 48.38	\$ 49.83
55		\$ 40.80	\$ 42.84	\$ 44.99	\$ 47.25	\$ 49.61	\$ 51.10
56		\$ 41.83	\$ 43.90	\$ 46.11	\$ 48.42	\$ 50.83	\$ 52.35
57	<ul style="list-style-type: none"> <li>Systems Analyst</li> </ul>	\$ 42.87	\$ 45.01	\$ 47.27	\$ 49.63	\$ 52.12	\$ 53.69
58		\$ 43.95	\$ 46.15	\$ 48.46	\$ 50.86	\$ 53.39	\$ 55.00
59		\$ 45.05	\$ 47.29	\$ 49.65	\$ 52.14	\$ 54.75	\$ 56.39
60		\$ 46.17	\$ 48.47	\$ 50.88	\$ 53.45	\$ 56.12	\$ 57.80
61		\$ 47.31	\$ 49.70	\$ 52.17	\$ 54.78	\$ 57.52	\$ 59.24
62		\$ 48.51	\$ 50.94	\$ 53.48	\$ 56.14	\$ 58.96	\$ 60.72
63	<ul style="list-style-type: none"> <li>Senior Programmer/Analyst *</li> <li>Senior Research and Planning Analyst *</li> <li>Senior Technology Support Specialist *</li> <li>Senior Web Developer *</li> </ul>	\$ 50.02	\$ 52.53	\$ 55.16	\$ 57.91	\$ 60.82	\$ 62.64

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

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

**Classified Salary Schedule**  
**Board Approved 07/14/2022**

RANGE	POSITION	STEP					
		A	B	C	D	E	F
64		\$ 51.27	\$ 53.82	\$ 56.53	\$ 59.36	\$ 62.32	\$ 64.19
65		\$ 52.55	\$ 55.18	\$ 57.95	\$ 60.83	\$ 63.87	\$ 65.78
66		\$ 53.85	\$ 56.55	\$ 59.38	\$ 62.35	\$ 65.47	\$ 67.43

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

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

## APPENDIX H

<b><i>HMO Plans Features</i></b>	<b>Anthem Blue Cross</b>		<b>Kaiser Permanente</b>	
	<b>California Care (Full Network)</b>	<b>Select (Limited Network)</b>	<b>\$10</b>	<b>\$30</b>
Primacy Doctor & Specialist visits	\$10 copay	\$10 copay	\$10 copay	\$30 copay
MDLive consultation	100%	100%	n/a	n/a
Out-of-Pocket Maximum (Individual / Family)	\$1,000 / \$2,000	\$1,000 / \$2,000	\$1,500 / \$3,000	\$1,500 / \$3,000
Lifetime Plan Maximum	Unlimited			
Annual Physical Exams with Preventive Tests	100%	100%	100%	100%
Diagnostic X-Ray and Lab Tests	100%	100%	100%	100%
Advanced Diagnostic Imaging	\$100 copay/test	\$100 copay/test	100%	100%
Semi-Private Room & Board; including Services and Supplies	100%	100%	100%	100%
Prenatal and Post-natal Care	\$10 copay	\$10 copay	100%	100%
Surgical Services (Outpatient Facility)	100%	100%	\$10 / procedure	\$30 / procedure
Emergency Services (Emergency Room)	\$100 copay waived if admitted	\$100 copay waived if admitted	\$100 copay waived if admitted	\$100 copay waived if admitted
Ambulance (Air/Ground)	\$100 copay/trip	\$100 copay/trip	\$50 copay / trip	\$50 copay / trip
Urgent Care Facility	\$10 copay	\$10 copay	\$10 copay	\$30 copay
Mental Health Benefits				
Inpatient Care	100%	100%	100%	100%
Outpatient Care (routine)	\$10 copay	\$10 copay	\$10 copay / individual visit \$5 copay / group	\$30 copay / individual visit \$15 copay / group
Substance Abuse				
Inpatient Hospitalization	100%	100%	100%	100%
Outpatient Services (routine)	\$10 copay	\$10 copay	\$10 copay / individual visit \$5 copay / group	\$30 copay / individual visit \$5 copay / group
<b>Durable Medical Equipment</b>	100%	100%	100%	100%
Hearing				
Exam Aid(s)	50% coinsurance	50% coinsurance	Amount in Excess of \$2,000/Aid/36 months	Amount in Excess of \$2,000/Aid/36 months

Page

<i>HMO Plans Features</i> <i>(Continued)</i>	Anthem Blue Cross		Kaiser Permanente	
	California Care (Full Network)	Select (Limited Network)	\$10	\$30
Chiropractic & Acupuncture Services	\$10 copay 30 visits / cal year; Combined with Acupuncture through ASH	\$10 copay 30 visits / cal year; Combined with Acupuncture through ASH	\$10 copay limited to 30 visits/year Combined with Acupuncture through ASH	\$10 copay limited to 30 visits/year Combined with Acupuncture through ASH
Prescription Drugs				
Retail (up to 30 days)				
Out-of-Pocket Maximum (Individual / Family)	\$2,500 / \$3,500	\$2,500 / \$3,500	N/A	N/A
Generic or Tier 1	\$9 copay/ <b>Free at Costco*</b>	\$9 copay/ <b>Free at Costco*</b>	\$10 copay	\$10 copay
Brand or Tier 2	\$35 copay	\$35 copay	\$10 copay	\$30 copay
Specialty Drugs (through Navitus)	\$35 copay <sup>#</sup>	\$35 copay <sup>#</sup>	\$10 copay	\$30 copay
Mail Order <i>(90-day Supply with Anthem BC and up to 100 days with Kaiser)</i>				
Generic or Tier 1	Free through Costco*	Free through Costco*	\$10 copay	\$10 copay
Brand or Tier 2	\$90 copay	\$90 copay	\$10 copay	\$30 copay

\* Some narcotic pain and cough medications are not included in the Costco Free Generic or 90-day supply programs.

<sup>#</sup> Specialty drugs are only available through Navitus pharmacy. Maximum 30 day supply

Walgreen is not part of SISC/Anthem pharmacy network

PPO Plans Features	Anthem Blue Cross PPO 100-A		Anthem Blue Cross PPO 90-C	
	In-Network Provider	Non-Network Provider	In-Network Provider	Non-Network Provider
Annual Deductible (4th QTR carryover)	\$0 single/ \$0 family	N/A	\$200 single/ \$500 family	
Coinsurance	0% coinsurance	Varies based on service	90% coinsurance	Varies based on service
Primary Care (PCP)/Specialist visit	\$10 copay (1st 3 visits \$0 for PCP only)	See footnote 1	\$20 copay (1st 3 visits \$0 for PCP only)	See footnote 1
MDLive Consultation	\$0 copay	Not Covered	\$0 copay	Not Covered
Out-of-Pocket Maximum	\$1,000 Individual / \$3,000 Family	No Limit	\$1,000 Individual / \$3,000 Family	No Limit
Lifetime Plan Maximum	Unlimited		Unlimited	
Diagnostic X-Ray and Lab Test	100%	Not Covered	90%	Not Covered
Advanced Diagnostic Imaging	100%	Limited to \$800 maximum per test	90%	Limited to \$800 maximum per test
Semi-Private Room & Board; including Services and Supplies	100%	See footnote 1	90%	See footnote 1
Pregnancy & Maternity Care ( <i>Pre-Natal Care</i> )	\$10 copay	See footnote 1	\$20 copay	See footnote 1
Outpatient Facility Services	100%; - exceptions to certain procedures apply <sup>2</sup>	See footnote 1 - Ambulatory Center is limited to \$350 maximum per day	90%; - exceptions to certain procedures apply <sup>2</sup>	See footnote 1 - Ambulatory Center is limited to \$350 maximum per day
Emergency Services ( <i>Emergency Room</i> )	\$100 copay ( waived if admitted)		\$100 copay + 10% coinsurance ( waived if admitted)	
Ambulance (Air or Ground)	\$100 copay per trip	Covered as in-network for true emergency	\$100 copay + 10% per trip	Covered as in-network for true emergency
Durable Medical Equipment	100%	Not Covered	90%	Not Covered
Chiropractic Services	100% (subject to medical necessity)	Not Covered	90% (subject to medical necessity)	Not Covered
Acupuncture	100% (limited to 12 visits/cal year) combined with non-network	50% of maximum allowed amount (limited to 12 visits/cal year) combined with network	90% (limited to 12 visits/cal year and combined with non-network)	50% of maximum allowed amount (limited to 12 visits/cal year) combined with network
Hearing Aid	Limited to \$700/24 months	Not Covered	Limited to \$700/24 months	Not Covered
Prescription Drugs				
Out-of-Pocket Maximum	\$2,500 Individual / \$3,500 Family	N/A	\$2,500 Individual / \$3,500 Family	N/A
Retail (up to 30 days)				
Generic or Tier 1	\$9 copay/Free at Costco*	Not Covered	\$9 copay/Free at Costco*	Not Covered
Brand or Tier 2	\$35 copay	Not Covered	\$35 copay	Not Covered
Specialty Drugs (through Navitus)	\$35 copay <sup>#</sup>	Not Covered	\$35 copay <sup>#</sup>	Not Covered
Mail Order (90-day Supply)				
Generic or Tier 1	Free at Costco*	Not Covered	Free at Costco*	Not Covered
Brand or Tier 2	\$90 copay	Not covered	\$90 copay	Not covered

<b>Dental Plans Features</b>	<b>DeltaCare Dental (HMO)</b>	<b>Delta Dental (PPO)</b>	
		<b>In-Network</b>	<b>Out-of-Network</b>
Annual Deductible (Individual / Family)	\$0 / \$0	\$0 / \$0	\$50 / \$150
Waived for Preventive	N/A	N/A	Yes
Annual Plan Maximum	Unlimited	\$2,000 / person	
Orthodontia Lifetime Maximum	Various copays apply	\$2,000 / person	
Covered Services			
Diagnostic and Preventive Services	100%	100%	80%
Basic Services	Various copays apply	90%	80%
Endodontics	Various copays apply	90%	80%
Periodontics	Various copays apply	90%	80%
Major Services	Various copays apply	80%	50%
Orthodontia Services			
Adult	Various copays apply	50%	50%
Dependent Children	Various copays apply	50%	50%
Dental Implants	N/A N/A	\$2,000 / person 50%	50%

<b>Plan Features</b>	<b>EyeMed</b>	
	<b>In-Network</b>	<b>Out-of-Network</b>
Copay (Exam)	\$10 copay	Covered up to \$40 allowance
Frequency:		
Eye Exam	Once every 12 months	Once every 12 months
Lenses	Once every 12 months	Once every 12 months
Frames	Once every 12 months	Once every 12 months
Contacts	Once every 12 months (in lieu of lenses and frames)	Once every 12 months (in lieu of lenses and frames)
Lenses:		
Single Vision	100%	Covered up to \$35 allowance
Bifocal	100%	Covered up to \$49 allowance
Trifocal	100%	Covered up to \$74 allowance
Standard Progressive	100%	Covered up to \$60 allowance
Contact Lenses:		
Non-elective	100%	Covered up to \$210 allowance
Elective	Covered up to \$200 plus 15% off remaining balance in lieu of lenses and frames	Covered up to \$160 in lieu of lenses and frames
Frames	Covered up to \$300 from participating provider	Covered up to \$150 allowance

## APPENDIX I

### Memorandum of Understanding (MOU) between the San Bernardino Community College District and CSEA

#### Page

Health and Welfare Benefits 2022-2023

COVID-19 Vaccination Mandate Sunset

COVID-19 AWS/RWS

Classification Study

Classification Study Implementation

Compensation Study

Compensation Study Implementation

KVCR Reorganization

Use of Oracle Financial Reporting System

Regarding Dispatch Clerk Employees

Bi-literate Stipend Locations

Use of Video Camera Monitoring and Other Devices

Laboratory Technician Job Descriptions

AB-119 Implementation

KVCR and Police Department Workweek

Crafton Hills College Child Development Center PT Position(s)

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

**June 27, 2022**

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

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

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

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

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

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

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

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

**c. Vision Plan Offered:**

- EyeMed (No Additional Cost)

**d. Chiropractic:**

- Anthem Blue Cross (Cost Dependent on Chosen Plan)
- Kaiser (Cost Dependent on Chosen Plan)

**e. Basic Life, Voluntary Life & Accidental Death, and Dismemberment (AD&D):**

- Prudential Basic Life and Basic AD&D (No Additional Cost Option)
- Prudential Voluntary Life and Voluntary AD&D (\*Additional Cost Option)

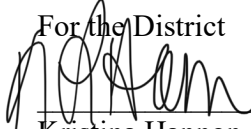
**f. Employee Assistance Program (EAP):**

- Anthem Blue Cross through SISC (No Additional Cost)

In the event that there are any unforeseen changes to Article 10 or Appendix J (Health and Welfare Benefits Plan) of the Collective Bargaining Agreement, CSEA and the District reserve the right to reopen this MOU. This MOU is effective October 1, 2022 – September 30, 2023 (Benefit Plan Year) and is subject to CSEA 610 and the District approval and ratification processes.

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

For the District



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

For CSEA



Cassandra Thomas, President CSEA #291



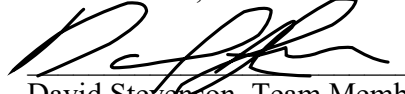
Brandice Mello, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Noah Snyder, CSEA LRR

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

**June 7, 2022**

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

To preserve the continuity of the District's operations and to protect the health and safety of District employees, students, and the communities the District serves, the District and the Association agree as follows regarding the effects of the District Board of Trustees' decision to mandate the COVID-19 vaccine.

**A. Effective Date of COVID-19 Vaccine Mandate**

The San Bernardino Community College District Board of Trustees took action on Board Resolution **#2021-09-23-FPC-01** approving and directing the Chancellor to implement a vaccine mandate for the District community including the CSEA classified unit members.

**B. Compliance with the COVID-19 Vaccination Mandate**

1. Effective January 7, 2022, all unit members must be fully vaccinated against the virus that causes COVID-19 in order to be physically present on the District premises or inside a building or office unless the unit member(s) have a District approved exemption on file with the District.
  - Unit members are considered fully vaccinated for COVID-19 after they have received the second dose in a 2-dose series (e.g, Pfizer-BioNtech or Moderna), or after they have received a single dose in a single-dose vaccine (e.g., Johnson and Johnson/Janssen).
2. Unit members will be required to submit verifiable proof of vaccination no later than January 7, 2022. The District will provide a secure and safe online portal by which to upload their proof of vaccination.
3. The District will provide unit members with up to an additional twenty-four (24) hours of sick leave in order to receive the COVID-19 vaccination(s) or to recover from any side effects of the COVID-19 vaccination(s).
4. In the event a unit member is not fully vaccinated, declines to state vaccination status, or fails to provide proof of their COVID-19 vaccination status, they shall be considered "unvaccinated" until the unit member provides proof of vaccination as described herein.
5. The District permits considerations for an exemption to the COVID-19 vaccine mandate to unit

members who are medically unable to be vaccinated, who hold sincerely held religious objections, or who hold personal beliefs as described herein.

### **C. COVID-19 Vaccination Exemption**

Unit members who believe they are eligible for vaccination exemption must submit a request through the District's secure and safe online portal no later than January 5, 2022. Unit members may request an extension to submit a vaccination exemption by contacting the Office of Human Resources prior to the deadline. Unit members who request an exemption must complete the entire process, including but not limited to providing all required documentation, providing any supplemental documents upon request, and obtaining District approval in order to qualify as exempt. Unit members who do not qualify as exempt will be required to obtain the COVID-19 vaccine or will be placed on an unpaid leave of absence as described herein.

Unit members with an approved or pending exemption will be required to undergo weekly COVID-19 testing with evidence of negative test results to enter college campuses, community sites, District offices, and buildings and to continue providing services and support to the District.

### **D. COVID-19 Testing Program**

Unit members with an approved exemption shall provide evidence of a negative COVID-19 test to the District every seven (7) calendar days. The first COVID-19 negative test must be submitted no later than Friday, January 7, 2022. Test results shall be submitted by the unit member prior to returning to work when an unvaccinated unit member is returning from an extended leave of absence or following a District recess (e.g., Thanksgiving, Winter Break, Paid Time Off).

- a. The District shall track COVID-19 test results in the Office of Human Resources, conduct workplace tracing, and report positive COVID cases in accordance with the California Department of Education ("CDE") and California Division of Occupational Safety and Health ("Cal/OSHA") requirements.

The District shall provide on-site COVID-19 testing in accordance with guidelines issued by the San Bernardino County Department of Public Health ("SBCDPH") and the California Department of Public Health ("CDPH"). A saliva COVID-19 testing option shall be available to the unit member upon prior request; the unit member must comply with the testing protocols to be eligible for a saliva test. Unit members shall notify the District of their preferred testing option upon scheduling their appointment. Unit members shall have access to free COVID-19 testing and will be released to participate in this testing without having to utilize paid time off in coordination with their immediate supervisor. Unit members are required to access the District on-site testing before testing elsewhere. Unit members who do not avail themselves to the on-site COVID-19 testing and, instead, access COVID-19 testing elsewhere shall be solely responsible for any costs associated with that off-site testing.

Unit members will be required to notify their immediate supervisor when they undergo on-site COVID-19 testing in order to minimize the impact to the District operations. Should the number of unit members accessing the testing facility becomes so numerous as to cause the testing process to unreasonably interfere with the unit member's duties, the District shall be responsible for creating a schedule for the unit members.

- b. Unvaccinated unit members without an approved exemption are ineligible to participate in the weekly COVID-19 testing program and will be subject to the District's noncompliance process as described herein.
- c. The District agrees to abide by and maintain adequate data security measures, consistent with industry standards and technology best practices, to protect any and all unit members' personal data collected through the implementation and administration of Board Resolution #2021-09-23-FPC-01 and from unauthorized disclosure or acquisition by an unauthorized person. Specifically, the District agrees to protect a unit member's personal and vaccine data collected.
- d. In addition, the District shall follow the protocols and protections provided for under the Americans with Disabilities Act ("ADA") and the California Department of Fair Employment and Housing ("FEHA") and shall not discuss or release any vaccine information to those who are not in the District administration and who do not otherwise have a need to know. Vaccination status of any unit member shall not be discussed with anyone besides the unit member in question and/or those who otherwise need to know. The District shall not engage in unlawful discrimination in the implementation of this memorandum of understanding.
- e. The District shall not sell unit members aggregated or disaggregated data collected through the implementation and administration of Board Resolution #2021-09-23-FPC-01. Specifically, the District shall not sell aggregated or disaggregated data to: (a) market or advertise to any entity whatsoever; or (b) inform, influence, or enable marketing, advertising, or other commercial efforts by the District for any purpose whatsoever.

**E. Noncompliance with the COVID-19 Vaccination Mandate / COVID-19 Testing Program**

- 1. Unit members who are not vaccinated and refuse to comply with the District's vaccination requirements or weekly COVID-19 testing program (approved exemption) shall be subject to disciplinary action up to and including termination. Unit members shall receive their second vaccination of Pfizer or Moderna or the single vaccination of Johnson & Johnson or have an approved exemption on file with the District no later than January 7, 2022.
  - Unit members who do not comply with the District's vaccination requirements, fail to request an exemption, or fail to participate in the District's weekly COVID-19 testing program, shall be placed on an unpaid leave of absence for up to five (5) workdays.
  - If the unit member is placed on an unpaid leave of absence for the reasons stated above, and there is a continued refusal to comply with the vaccination requirement or fails to participate in the District's weekly COVID-19 testing program beyond the end of the five (5) workdays unpaid leave, the unit member shall be subject to disciplinary action up to and including termination of employment.
  - Remote work will not be an option for unit members who are not vaccinated, do not qualify for an exemption, or fail to comply with the District's weekly COVID-19 testing program.

**F. Safety Standards**

- a. **Adherence to Applicable Safety Standards:** The District's operations will adhere to the most

protective applicable official COVID-19 safety standards and/or guidance from the CDE, CDPH, Cal/OSHA, and SBCDPH. The District's operations will also adhere to applicable federal and state statutes and executive orders about COVID-19. The District will clearly communicate and enforce the applicable standards and/or guidance.

- b. **Face Coverings / Personal Protective Equipment ("PPE"):** Unit members will be required to wear protective face coverings indoors, regardless of vaccination status, whenever accessing college campuses, community sites, District offices and buildings, except:
- a. When alone in a room or vehicle; or
  - b. When eating and drinking in authorized areas determined by the District; or
  - c. When an approved accommodation is executed; or
  - d. When job duties or student instructional activities make a face-covering infeasible or create a hazard as determined by the appropriate instructor or District administration.

The District shall provide sufficient PPE to unit members, including face coverings upon request. "Sufficient PPE" may differ depending on the job classification and tasks required of the unit member. The District shall provide adequate facilities including hand washing stations stocked with soap and disposable paper towels.

The Parties understand that the COVID-19 conditions are ever-changing and that circumstances may arise that require the Parties to revisit the terms and agreement set out in the MOU. It is agreed that this MOU will sunset on May 25, 2022.

This Agreement is subject to the procedures required by CSEA Policy 610 and is subject to the grievance procedures outlined in the collective bargaining agreement.

For the District



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

For CSEA



Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member



Brandice Mello, Team Member



Ernest Guillen, Team Member



Yendis Battle, Team Member

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

**July 12, 2021**

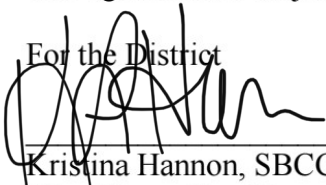
**Terms and Conditions:** This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association and its Chapter #291, (hereinafter "Association"), collectively referred to as "the Parties".

The Parties agree to the following regarding the Alternate Work Schedule ("AWS") and Remote Work Schedule ("RWS") for the period of Thursday, December 31, 2020 through Friday, December 31, 2021.

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

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

For the District

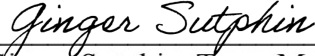


Kristina Hannon, SBCCD  
Vice Chancellor, Human Resources &  
Police Services

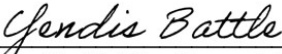
For CSEA



Cassandra Thomas, President CSEA #291



Ginger Sutphin, Team Member



Yendis Battle, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR



Abe Fulgham, Team Member

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

**October 4, 2018**

This Memorandum of Understanding (MOU) is made and entered into June 19, 2018 between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties").

The Association and the District agreed to conduct a Classification Study to review current job descriptions, and where necessary, update all current job descriptions and identify changes.

The Parties have agreed to mutually select a third-party vendor to perform the Classification Study.

The Classification study is in conjunction with the compensation study agreed between the District and the Association on June 1, 2017. The next Classification and Compensation studies will be conducted by a mutually agreed vendor commencing no later than January 1, 2022 in accordance with article 16.5 and will start negotiations no later than January 1, 2021.

The Parties agree the mutually agreed third party vendor will provide the deliverables required within this memorandum.

Deliverables shall include:

- Job Analysis Questionnaires (JAQ's)
- Recommended Job Descriptions

All deliverables shall be in accordance with article 16.5.1 of the CSEA 2017/2020 CBA.

CSEA and its San Bernardino CCD Chapter #291 (the Association) propose the following:

The District will start the study within 30 days of agreeing upon the vendor and receiving board approval, as soon as the vendor is agreed upon but no later than January 1, 2019.

The Parties through an ad hoc committee shall develop a data collecting process for all classifications and review the deliverables provided by and send forth their recommendations to the CSEA Negotiations Committee for the negotiating of the completion and implementation of a Classification Study per Article 16.5 of the collective bargaining agreement. All data recommendations are negotiable by the negotiating teams. The committee makeup of the ad hoc committee shall be mutually agreed upon between the District and the Association.

The goal of the assessment is to place all CSEA classified positions in the median range of the comparable community college districts while providing a progressive career ladder(s).

All classified positions and job families will be reviewed in the classification study as well as for internal alignment.

The following California community college districts will be included in the Classification Study for comparison purposes.

1. Mt San Jacinto CCD^
2. Chaffey CCD^
3. Mt San Antonio CCD^
4. College of the Desert District^
5. Riverside CCD^\*
6. Victor Valley College^
7. Palomar CCD

\*Multiple college districts

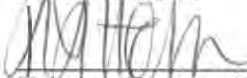
^Original comparative districts

Upon completion and recommendation of the third-party vendor findings the Parties will meet and negotiate the implementation of the findings (salary adjustments, job description changes, etc.) within 120 days of completion of the Classification Study.


All effects to the scope of work that would allow an adjustment in salary will be retroactive August 1 2017.

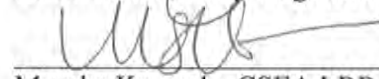
All job description changes are subject to CSEA Policy 610.

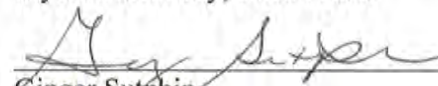
For the District

  
Kristina Hannon, SBCCD  
Executive Director, HR

For CSEA

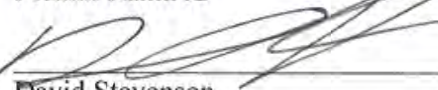
  
Kevin Palkki, Chief Negotiator

  
Myesha Kennedy, CSEA LRR

  
Ginger Sutphin

  
Stacy Garcia

  
Fermin Ramirez

  
David Stevenson

**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**

**November 2, 2021**

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

On October 4, 2018, The Association and the District agreed to conduct a Classification Study to review current job descriptions, and where necessary, bring the scope, duties and range to current standards while achieving median range. The Parties agreed to mutually select a third-party that completed the initial review of job classifications.

The Parties, through an ad hoc committee developed a data collection process for all classifications and reviewed all deliverables from the third-party agency. The attached job descriptions have been updated to include current competencies, scope of work, supervision statements, and salaries adjusted to median. All effects of the scope of work that allowed an adjustment in salary are retroactive to August 1, 2017.

**Personnel Effects**

The attached personnel effects capture the increase/change in the scope of work and retroactively applies it to current employees and retirees who were impacted. Those who opted to reclassify during the completion of this study and those who had personnel actions (Promotion/Change in Assignment) are subject to retroactive application to the date of their personnel action (if applicable). All personnel effects will be implemented within six (6) months from the date of notice to the District of the CSEA 610 process approval.

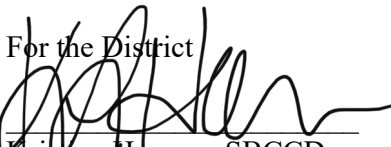
**Salary Schedule**

The attached salary schedule shows the updated ranges and incorporates classifications that were previously on a separate schedule.

The next classification study will begin no later than January 8, 2024 and will be in accordance with Article 16: Personnel of the collective bargaining agreement.

This agreement is subject to all approvals required by the CSEA 610 policy and the District and is subject to the grievance procedures outlined in the collective bargaining agreement.

For the District



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

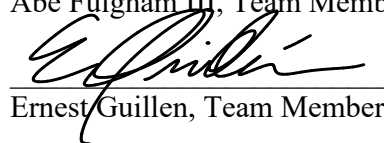
For CSEA



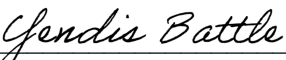
Cassandra Thomas, President CSEA #291




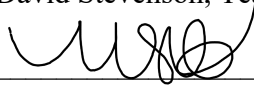
Abe Fulgham III, Team Member



Ernest Guillen, Team Member

  
\_\_\_\_\_  
Yendis Battle, Team Member

  
\_\_\_\_\_  
David Stevenson, Team Member

  
\_\_\_\_\_  
Myesha Kennedy, CSEA LRR

**MEMORANDUM OF UNDERSTANDING***By and Between***SAN BERNARDINO COMMUNITY COLLEGE DISTRICT***And****CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
CHAPTER 291******June 13, 2017***

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 San Bernardino Community College District Chapter 291 (hereinafter, "Association.").

The District and Association (hereinafter, "Parties") agree in accordance with the 2013/2016 CSEA collective bargaining agreement that Forsberg Consulting of Roseville, California will be contracted to conduct a Compensation Study per CBA Article 16.3.5.2.

The Parties agree that the consultant shall complete the Compensation Study within six (6) months of board approval of the consultant's contract on or before the 2017 August Board Meeting. Upon completion of the Compensation Study, the Parties shall negotiate the effects and implementation of the Compensation Study. The implementation of the Compensation Study shall be effective July 1, 2017. Should Forsberg Consulting of Roseville, California be unavailable for a timely engagement, the Parties shall meet and confer on an alternative consultant. The implementation shall be completed no longer than three (3) months after negotiations of the completed compensation study.

The Parties agree that the following list of classified positions as benchmarks will be included in the Compensation Study. The District may add additional administrator positions, faculty positions, salary schedules, and longevity pay with the contracted party. The additional positions, salary schedules, community college districts and longevity pay shall be separate and shall not interfere with the Association's Compensation Study timelines, results and implementation.

The Parties agree that the Compensation Study shall compare the District's labor market positions to the median of the market data collected from the seven (7) community college districts listed below. The Parties agree that Forsberg Consulting shall make every effort to ensure sufficient comparison points are available for each position based on scope of work. If there is not a matching classification title, Forsberg Consulting shall provide no less than two (2) comparable positions.

The following classifications surveyed shall be:

1. Accountant
2. Administrative Assistant I
3. Administrative Secretary
4. Admissions and Records Coordinator
5. Book Buyer (Bookstore)
6. Budget Analyst
7. Clerical Assistant II
8. College Security Officer
9. Database Administrator
10. Financial Aid Specialist II
11. Grounds Caretaker
12. Laboratory Technician - Chemistry
13. Laboratory Technician - Physics
14. Learning Resources Assistant
15. Library Technical Assistant II
16. Maintenance Technician (Skilled)
17. Payroll Accountants

18. Program Manager (KVCR)
19. Programmer Analyst
20. Research Analyst
21. Secretary I
22. Student Services Technician I
23. Systems Analyst
24. Warehouse Operations Worker

The Parties agree that the following California community college districts will be included in the Compensation Survey.

1. Mt San Jacinto CCD^
2. Chaffey CCD^
3. Mt San Antonio CCD^
4. College of the Desert District^
5. Riverside CCD^\*
6. Victor Valley College^
7. Palomar CCD^

\*Multiple college districts


^Original comparative districts

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

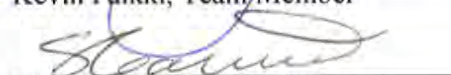
For the District:

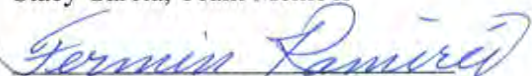
  
\_\_\_\_\_  
Amalia Perez  
SBCCD, Human Resources


For CSEA Chapter 291:

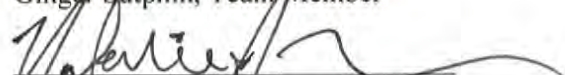
  
\_\_\_\_\_  
Grayling Eaton, Chapter President  
Chief Negotiator

  
\_\_\_\_\_  
Kevin Palkki, Team Member

  
\_\_\_\_\_  
Stacy Garcia, Team Member

  
\_\_\_\_\_  
Fermin Ramirez, Team Member

  
\_\_\_\_\_  
Ginger Sutphin, Team Member

  
\_\_\_\_\_  
Natalie Dorado  
CSEA Labor Relations Representative

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

**June 19, 2018**

**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").

CSEA and the District agree that the salary schedule will be adjusted to reflect the following changes made as a result of the implementation of the Compensation Study.

The implementation of the Compensation Study shall be effective July 1, 2017.

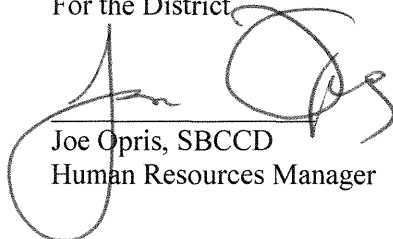
1. Effective July 1, 2017 the parties agree that the 2017-2018 CSEA Bargaining Unit Salary Schedule (shown in the 2017-2020 Classified Collective Bargaining Agreement, Appendix C) shall reflect the following:
  - a. A seven and a half percent (7.5%) increase to the salary schedule;
  - b. All classified employees that were employed by the District during the 2017-2018 fiscal year but have retired or resigned will receive the adjustment up to the departing date; and
  - c. All classified employees will be made whole on the salary schedule (shown in the 2017-2020 Classified Collective Bargaining Agreement, Appendix C).
2. Effective July 1, 2018 the parties agree that the updated CSEA Bargaining Unit Salary Schedule shall be increased by an additional seven and a half percent (7.5%) to the previously adjusted 2017-2018 salary schedule noted in item one (1).

All entitlements to retirement programs and contributions will be included with the salary changes retroactive to July 1, 2017.

CSEA and the District agree that this MOU reflects the implementation of the Compensation Study only and does not waive or replace future salary negotiations in accordance with Article 7.1.

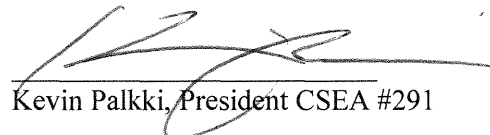
This agreement is subject to all approvals required by the CSEA Policy 610 and the District.

For the District

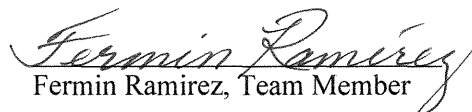


Joe Opris, SBCCD  
Human Resources Manager

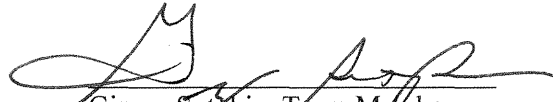
For CSEA



Kevin Palkki, President CSEA #291




Fermin Ramirez, Team Member




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Ginger Supphin, Team Member



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Stacy Garcia, Team Member



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David Stevenson, Team Member



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Myesha Kennedy, 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**

**December 7, 2021**

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

**KVCR**

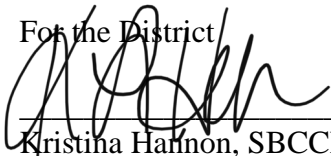
In an effort to align with the District's strategic initiatives and board directives, KVCR will be assessed further and the department will be reorganized. The District will provide the reorganization to the Association to negotiate the effects of the reorganization, no later than March 31, 2022. The reorganization will include final review of the four (4) job classifications that need to be aligned (RF Microwave Engineer, Senior Producer-Radio, Telecommunications Engineer, and Broadcast Operator).

**Applied Technology Training Center**


The Parties agree that negotiations shall continue on the Program Coordinator - Applied Technology Training Center position.

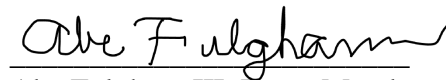
This agreement is subject to all approvals required by the CSEA 610 policy and the District.


For the District

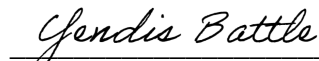
  
 Kristina Hannon, SBCCD  
 Vice Chancellor, Human Resources &  
 Police Services


For CSEA

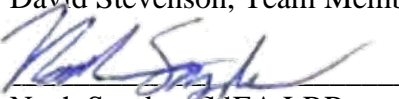
  
 Casey Thomas, President CSEA #291

  
 Abe Fulgham III, 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 CCD Chapter #291

**Use of Oracle Financial Reporting System**  
 July 11, 2019

**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".

All Bargaining unit members shall be provided training during Professional Development days and the New Employee Orientation when initially hired by the District, or as needed.

The intent and purpose of the Oracle system is to ensure the success of the transition from Financial 2000 and the District's goal of becoming financially independent.

The Parties agree that a grace period of two (2) years will be implemented so that all operational errors can be resolved. During this period, no members will be disciplined for any audit exemptions created using Oracle.

No unit member will be evaluated for the use of Oracle during the two (2) years grace period.

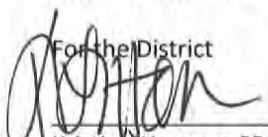
The District shall work with fiscal services on identifying additional sources of help to support the campus departments and District Support Services. All work related to Oracle will be sent to the appropriate areas. The District will work with CSEA on creating appropriate training workshop for classified workers this will be on going for the 2-year grace period and coordinated with Professional Development. Training workshops will start no later than November 2019.

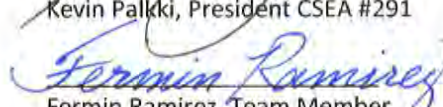
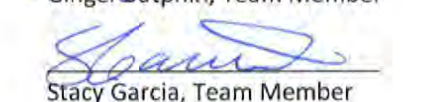
No data in the Oracle reporting system shall be permissible in the disciplinary process or means for disciplinary action.


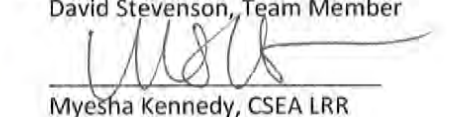
The Parties agree to readdress this MOU no later than July 1<sup>st</sup> 2021.

This memorandum of understanding and subject matter shall be subject to the grievance process within the bargaining agreement Article 18: Grievance Procedure.

This agreement is subject to the procedures required by CSEA Policy 610.

  
 For the District  
 Kristina Hannon, SBCCD  
 Executive Director, Human Resources

For CSEA  
  
 Kevin Palkki, President CSEA #291  
  
 Fermin Ramirez, Team Member  
  
 Ginger Outphim, Team Member  
  
 Stacy Garcia, Team Member

  
 David Stevenson, Team Member  
  
 Myesha Kennedy, CSEA LRR

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

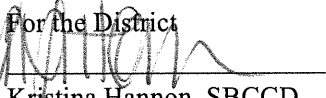
**REGARDING DISPATCH CLERK EMPLOYEES**  
**June 11, 2019**

This Memorandum of Understanding (MOU) is made and entered between California School Employees Association and its San Bernardino CCD Chapter 291 (hereinafter referred to as "Association") and San Bernardino Community College District (hereinafter referred to as "District"), collectively ("the parties"). This MOU shall be considered a "contract" per 8.1.1 of the agreement between the Contractor (California State San Bernardino) and the District, in addition to the parties' collective bargaining agreement and any other applicable agreements or MOUs between the parties.

1. On June 11, 2018, the District has entered into a contract with California State University San Bernardino ("CSUSB") to provide 24/7 Dispatch Services 365 days per year for the District Police Department. The outsourcing of these duties resulted in a need to replace the duties and scope of the current Dispatch Clerk position.
2. The District will provide a new job description for all incumbents in the Dispatch Clerk position.
3. For the duration that the contract between the District and California State University San Bernardino, the Dispatch Clerk Classification title and the respective job description shall remain within the CSEA bargaining unit and shall be maintained.
4. If the District decides to terminate the contract with CSUSB, the District agrees to negotiate the effects with the Association.
5. If the District decides to terminate the contract with California State University San Bernardino, the District agrees to negotiate any proposed changes to bargaining unit positions upon termination of the contract with the District. The District shall notify the Association of termination of contract with the California State University San Bernardino within five (5) business days of termination.
6. The Employee shall not be subjected to any additional probationary period and shall maintain their seniority from date of hire with the District.


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

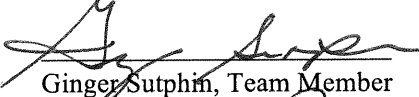
For the District

  
Kristina Hannon, SBCCD  
Executive Director, Human Resources

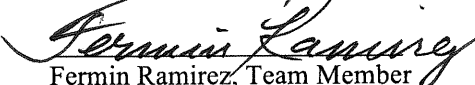
For CSEA

  
Kevin Palkki, President CSEA #291


  
Stacy Garcia, Team Member



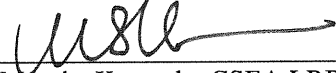
Ginger Sutphin, Team Member



Fermin Ramirez, Team Member



David Stevenson, Team Member



Myesha Kennedy, CSEA LRR

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

**April 24, 2019**

**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".


Below is a listing of locations for the bi-literate stipends per location:

- **District Offices**
- **SBVC**
  - President's Office
  - Student Services
  - Administrative Services
  - Instruction Office
    - Child Development Center
- **Crafton**
  - President's Office
  - Student Services
  - Administrative Services
  - Instruction Office
    - Child Development Center

CSEA reserves the right to reopen the agreed upon locations.

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

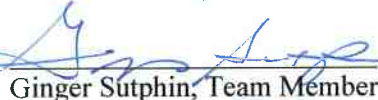
For the District

  
Kristina Hannon, SBCCD  
Executive Director, Human Resources

For CSEA


  
Kevin Palkki, President CSEA #291

  
Fermin Ramirez, Team Member

  
Ginger Sutphin, Team Member

  
Stacy Garcia, Team Member

  
David Stevenson, Team Member

  
Myesha Kennedy, CSEA LRR

MEMORANDUM OF UNDERSTANDING  
*By And Between*  
 SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
*And*  
 CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION and its  
 SAN BERNARDINO CCD CHAPTER #291  
 August 30, 2017

**Use of Video Camera Monitoring and Other Devices  
 (Video, Audio & Tracking Equipment)**

**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 San Bernardino Community College District Chapter 291 (hereinafter, "Association").

All bargaining unit members shall be notified of the presence and use of video, audio and tracking devices on District property.

The intent and purpose of the video monitoring and audio equipment, audio and tracking devices is to enhance the security of District equipment, facilities, students and staff, and respond to crisis situations more effectively.

The District will not use the video equipment, audio and tracking devices to monitor bargaining unit member's performance.

If a serious violation of the law, board policy or a pattern of unsafe behavior is reported, data gathered through video surveillance may be used to confirm or refute any allegations of misconduct, the verified data gathered, may be evidence in the disciplinary process.

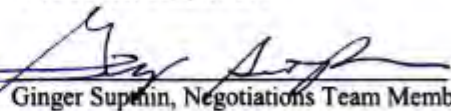
If video data is to be used in an employee discipline situation, a bargaining unit member or Association shall be provided copies of video & audio surveillance and/or tracking data. The District shall provide copies of the available data within 72 hours of the request.

This Agreement is subject to the procedures required by CSEA Policy 610.

For the SBCCD District


  
 Amalia Perez, Director of Human Resources

For CSEA, Chapter 291

  
 Ginger Supthin, Negotiations Team Member

  
 Kevin Palkki, Negotiations Team Member

  
 Fermin Ramirez, Negotiations Team Member

  
 Natalie Dorado  
 CSEA Labor Relations Representative  
 For CSEA, Chapter 291

**SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
AND  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
CHAPTER 291**

This Memorandum of Understanding is entered into by and between the San Bernardino Community College District (hereinafter, "District") and the California School Employees Association, Chapter 291 (hereinafter, Association).

The District and the Association agree that the following requirements on the Laboratory Technician job descriptions will not be in effect, nor will unit members in these classifications be responsible, until such time as the District has implemented a functioning and compliant Chemical Hygiene Plan, Hazardous Materials Waste Disposal Plan and Hazard Communication Plan.

1. Monitors production of, collects, and processes hazardous waste materials and toxic chemicals resulting from lab classes, collects and properly stores biohazard waste.
2. Knowledge of occupational hazards and standard safety practices including methods and techniques used in handling and disposing of hazardous chemicals and bio-hazardous waste.
3. Ability to observe safety procedures and protocols, including those for safe handling and storage of hazardous materials.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the Laboratory Technician job descriptions.

Dated this 5<sup>th</sup> day of May, 2011.

For the SBCCD District



Bruce Baron  
Chancellor

For CSEA, Chapter 291



Colleen Gamboa  
President, CSEA Chapter 291



Denise Evans  
CSEA Labor Relations Representative

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

**January 17, 2018**

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

**1. DISTRICT NOTICE TO CSEA OF NEW HIRES**

- a. The District shall provide CSEA notice of any newly hired employee, within ten (10) days of date of hire, via an electronic mail. Please include the following information: full legal name, date of hire, classification, and site.

**2. EMPLOYEE INFORMATION**

- a. "Newly hired employee" or "new hire" means any employee, whether permanent, full time, part time, hired by the District, and who is still employed as of the date of the new employee orientation. It also includes all employees who are or have been previously employed by the District and whose current position has placed them in the bargaining unit represented by CSEA. For those latter employees, for purposes of this article only, the "date of hire" is the date upon which the employee's employee status changed such that the employee was placed in the CSEA unit. It shall not include substitute employees who are not in the bargaining unit.
- b. The District shall provide CSEA with contact information on the new hires<sup>1</sup>. The information will be provided to CSEA electronically via excel file or a mutually agreeable secure FTP site or service, on the last working day of the month in which they were hired. This contact information shall include the following items, with each field in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Work telephone extension;
- x. Home Street address (incl. apartment #)
- xi. City
- xii. State

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<sup>1</sup> Subject to any restriction from Government Code section 6254.3 (c)

- xiii. ZIP Code (5 or 9 digits)
- xiv. Home telephone number (10 digits);
- xv. Personal cellular telephone number (10 digits);
- xvi. Personal email address of the employee;
- xvii. Employee ID;
- xviii. Hire date.

This information shall be provided to CSEA regardless of whether the newly hired employee was previously employed by the District.

In the event no one is hired in any particular month, the District shall send an e-mail to CSEA confirming they did not hire any new staff that month.

- c. **Periodic Update of Contact Information:** The District shall provide CSEA with a list of all bargaining unit members' names and contact information on the last working day of September, January, and May. The information will be provided to CSEA electronically via excel or a mutually agreeable secure FTP site or service. This contact information shall also include the following information, with each field listed in its own column:

- i. First Name;
- ii. Middle initial;
- iii. Last name;
- iv. Suffix (e.g. Jr., III)
- v. Job Title;
- vi. Department;
- vii. Primary worksite name;
- viii. Work telephone number;
- ix. Work telephone extension;
- x. Home Street address (incl. apartment #)
- xi. City
- xii. State
- xiii. ZIP Code (5 or 9 digits)
- xiv. Home telephone number (10 digits);
- xv. Personal cellular telephone number (10 digits);
- xvi. Personal email address of the employee;
- xvii. Employee ID;
- xviii. Hire date.

### **3. NEW EMPLOYEE ORIENTATION**

- a. "New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means or mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.
- b. The District shall provide CSEA mandatory access to its new employee orientations. CSEA shall receive not less than ten (10) days' notice in advance of an orientation, except that a shorter notice may be provided in a specific instance where there is an urgent need critical to the District's operations that was not reasonably foreseeable.

- i. In the event the District conducts a group orientation, CSEA shall have one (1) hour of paid release time for two (2) CSEA representatives, including the Chapter President or designee, to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- ii. In the event the District conducts one-on-one orientations with new employees, CSEA shall have thirty (30) minutes of paid release time for one (1) CSEA representative to conduct the orientation session. Said release time shall not be counted against the total release time contained elsewhere in the collective bargaining agreement. The CSEA Labor Relations Representative may also attend the orientation session.
- c. The District shall include the CSEA membership application and a CSEA provided link for an electronic application, in any new employee orientation packet of District materials provided to any newly hired employee. CSEA shall provide the copies of the CSEA membership applications to the District for distribution.
- d. Unit member will be compensated normal hourly rate for attending orientation session.
- e. During CSEA's orientation session, no District manager or supervisor or non-unit employee shall be present.

#### 4. DURATION OF AGREEMENT

- a. **Term:** This Agreement shall remain in full force and effect from the date this Agreement is signed, through June 30, 2020, and shall be automatically renewed from year to year unless either party serves written notice upon the other between March 1 and April 1, 2019, or any subsequent anniversary date, of its desire to modify the Agreement. If negotiations for a subsequent Agreement continue after June 30, 2020, the provisions of this Agreement shall remain in effect until the negotiation of a new Agreement is completed. In the event an agreement is not reached within sixty (60) days after the demand to negotiation, either party can make a demand for interest arbitration, to the extent applicable.
- b. **Savings Clause:** If during the life of the Agreement there exists any applicable law, rule, regulation or order issued by governmental authority, other than the District, which shall render invalid or restrain compliance with or enforcement of any provision contained within this Agreement, it shall not invalidate any unaffected remaining portion(s). The remaining portion(s) shall continue in full force and effect. Upon written notification by one of the Parties to the other, any portion of the Agreement that is invalidated in accordance with this Article shall be opened for negotiations within thirty (30) days.
- c. **Violations of Agreement:** Any alleged violation, misinterpretation, or misapplication of the terms of this Article shall be subject to the grievance and arbitration provisions of Article 18, except as follows:
  - i. The definition of a grievant: Only CSEA and its chapter #291 can be the grievant, not an employee.
  - ii. CSEA will not hold the District responsible for inaccurate information provided to them by an employee. Inaccurate information provided by an employee shall not be subject to the grievance procedure.

This agreement is subject to all approvals required by the Association and District.

DISTRICT:



Amalia Perez,  
Director, Human Resources

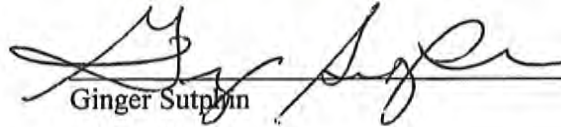
ASSOCIATION:



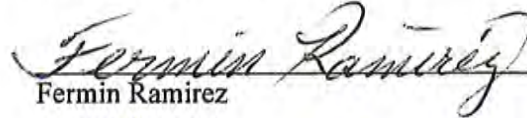
Grayling Eaton,  
CSEA Chapter President



Stacy Garcia



Ginger Sutphin



Fermin Ramirez



Lynn Breyette  
CSEA Labor Relations Representative

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

November 13, 2017

**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 have met to discuss the need to extend the work week for specific departments within the San Bernardino Community College District and have agreed the following provisions apply to those departments as follows:

1. The following departments shall have the regular workweek of unit members shall be forty (40) hours on five (5) consecutive days Monday through Sunday and the regular workday eight (8) hours, exclusive of lunch:
  - A. Police Department
  - B. KVCR
2. The DISTRICT and ASSOCIATION shall negotiate the effects of any additional changes to existing shift hours, length of workdays and days worked per year.
3. The District shall provide supervision, operational services and support needed for unit members required to perform duties on workweeks that includes Saturdays and/or Sundays.
4. Permanent assignment changes, as addressed within this provision, which would include working on a weekend day shall be offered to bargaining unit members in inverse seniority order and in accordance with section 5 below.
5. In order for a current bargaining unit members to be transferred from an assignment that does not require weekend work (Saturday, Sunday, or both) to an assignment that requires weekend work, the District must obtain written consent from the bargaining unit member. The District shall not seek such written consent without first notifying CSEA of the Districts intent to seek such consent and without negotiating with CSEA regarding the decision and effects of such a change in work assignment. Once the District and CSEA have reached a tentative agreement on the decision and effects of a change in work assignment that would include weekend work, the District may seek written consent from the bargaining unit member currently working in the position. If the bargaining unit member does not give written consent to change their assignment to include weekend work, the tentative agreement between the District and CSEA shall become null and void.
  - a. A CSEA representative shall be present when any District representative(s) discuss or attempt to obtain written consent from bargaining unit member regarding the changing of work assignments to include weekend work.
  - b. Consent of the unit members shall be provided to the District on a voluntarily basis and made in the presence of a CSEA representative.
  - c. The signature of a CSEA representative must be present on the written consent submitted by the unit member.

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

November 13, 2017


6. No unit member shall be assigned to perform services on a Saturday, Sunday, or both, if the unit member objects in writing that the assignment would conflict with his or her religious beliefs or practices.
7. In accordance with Article 12.2, when a holiday falls on Sunday, the following Monday will be observed as the holiday. When a holiday falls on Saturday, the preceding Friday will be observed as the holiday with the exception of Lincoln's birthday which will be observed to coincide with the adopted school schedule. All District sites will be closed on Board approved holidays and no classes will be held on those days.

This Memorandum of Understanding and subject matter shall be subject to the grievance process outlined within Article 18: Grievance Procedure of the collective bargaining agreement between the District and the Association.

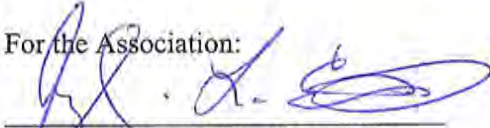
This MOU is subject to CSEA and District approval and ratification processes.

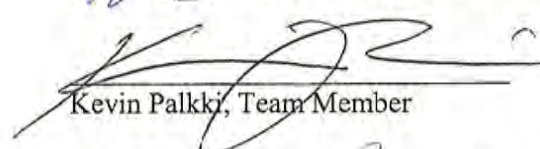
The effective date of this MOU is November 13, 2017.

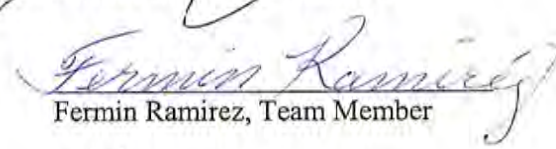
For the District:

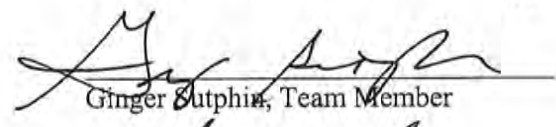
  
 Amalia Perez  
 SBCCD, Human Resources


For the Association:

  
 Grayling Eaton, Chief Negotiator

  
 Kevin Palkki, Team Member

  
 Fermin Ramirez, Team Member

  
 Ginger Sutphin, Team Member

  
 Natalie Dorado  
 CSEA Labor Relations Representative

**LETTER OF UNDERSTANDING  
BETWEEN  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
AND THE  
CALIFORNIA SCHOOL EMPLOYEES ASSOCIATION  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT CHAPTER 291**

This Letter of Understanding is entered into by and between the San Bernardino Community College District (hereinafter "District") and the California School Employees Association, San Bernardino Community College Chapter 291 (Hereinafter "Association").

**WHEREAS**, the District and Association recognize that there is a correction on the script for the Memorandum of Understanding on the Child Development Specialist position at Crafton Hills College dated May 12, 2009, as it relates to the current needs of the District to have more staff and the current budget constraints of the District -- in lieu of filling the position at forty (40) hours per week, the position will be split and filled as two (2) nineteen (19) hours per week positions.

**NOW, THEREFORE, IT IS AGREED THAT:**

The Memorandum of Understanding dated May 12, 2009 should be scribed to read:

The Child Development Teacher position at Crafton Hills College as it relates to the current needs of the District to have more staff and the current budget constraints of the District -- in lieu of filling the position at forty (40) hours per week, the position will be split and filled as two (2) nineteen (19) hours per week positions.

This Letter of Understanding shall not set precedent in regards to future vacant positions.

Dated this 4 day of September, 2009

For the San Bernardino Community  
College District:



Renee Brunelle, Vice Chancellor,  
Human Resources & Employee Relations

For CSEA Chapter 291:



Colleen Gamboa  
SBCCD CSEA Vice President



Benjamin Gamboa  
CSEA Unit Member

## **APPENDIX J**

### **SAN BERNARDINO COMMUNITY COLLEGE DISTRICT SCRIBE'S WAIVER**

In the event of any inadvertent omission or commission by the  
scribe of the contract,  
the original signed agreement shall prevail.

## 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: December 9, 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 December 9, 2022

[v.11.29.2022.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
<b>Gil, Aida</b>	SBVC Star Program <b>Administrative Assistant I</b> Classified Salary Schedule Range 33, Step D	SBVC Student Services/FYE <b>Administrative Assistant II</b> Classified Salary Schedule Range 37, Step D* <i>Amendment: Correcting step on November Board submission.</i>	Mary Bradley	Student Equity	11/11/22
<b>Gomez, Tanya</b>	SBVC Cafeteria <b>Food Service Worker</b> Classified Salary Schedule Range 20, Step E (218 days)	SBVC Cafeteria <b>Food Service Worker</b> Classified Salary Schedule Range 20, Step E (240 days)	Jessica Sotelo	General	12/10/22

## 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: December 9, 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 December 9, 2022

[v.11.29.2022.p.1|8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Addington, Samuel</b> Inland Empire Cybersecurity Grant Fund	SBVC	01/01/23	06/30/23	\$52.00	82.5	\$4,290.00	Computer Science Club - Student recruitment, mentoring, and competition training
<b>Aycock, Monique</b> Student Accessibility Services (Disabled Student Programs and Services) Categorical Fund	SBVC	01/09/23	06/30/23	\$63.00	422	\$26,586.00	Student Accessibility Services Adjunct Counselor
<b>Bernardo, Yecica</b> SSSP Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Bernardo, Yecica</b> SSSP Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Blecka, Lori</b> Math and Science General Fund	SBVC	10/01/22	12/31/22	\$52.00	50	\$2,600.00	Develop Resource Materials <i>Ratification: The Division Office requested resource materials for specific math courses but missed previous board dates.</i>
<b>Brown, Janeth</b> SSSP Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Brown, Janeth</b> SSSP Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Burckel, Georgia</b> Middle College Grant Fund	SBVC	01/03/23	05/26/23	\$63.00	400	\$25,200.00	Middle College Adjunct Counselor
<b>Chiem, Vinh</b> ACAD General Fund	SBVC	01/03/23	05/26/23	\$63.00	300	\$18,900.00	Valley Now Adjunct Counselor
<b>Chou, Jesse</b> Inland Empire Cybersecurity Grant Fund	SBVC	01/01/23	06/30/23	\$52.00	173.5	\$9,022.00	Computer Science Club - Student recruitment, mentoring, and competition training



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval December 9, 2022

[v.11.29.2022.p.2]8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Deam, Phylcia</b> BSI Categorical Fund	SBVC	01/04/23	05/25/23	\$59.00	422	\$24,898.00	Adjunct Counseling
<b>Deam, Phylcia</b> BSI Categorical Fund	SBVC	05/26/23	06/30/23	\$59.00	133	\$7,847.00	Adjunct Counseling
<b>Dennett, Loni</b> Student Accessibility Services (Disabled Student Programs and Services) Categorical Fund	SBVC	01/09/23	06/30/23	\$63.00	422	\$26,586.00	Student Accessibility Services Adjunct Counselor
<b>Evans-Perry, Virginia</b> Office of Instruction General Fund	SBVC	07/15/22	06/30/23	\$52.00	50	\$2,600.00	Department Chair for library <i>Amendment: Originally approved at the July 14, 2022 board meeting for 100 hours. The hours are now to be split with the new co-chair. Chair has decided to add a co-chair to the department to provide professional development opportunities.</i>
<b>Ferri-Milligan, Paula</b> Basic Skills Categorical Fund	SBVC	11/03/22	12/16/22	\$52.00	3	\$156.00	ESL Mailer <i>Ratification: We recently received approval from Basic Skills.</i>
<b>Fierro, Marie</b> Student Equity Categorical Fund	SBVC	01/17/23	06/30/23	\$61.00	400	\$24,400.00	Adjunct Counseling
<b>Garibay, Thalia</b> Middle College Grant Fund	SBVC	01/03/23	05/26/23	\$59.00	400	\$23,600.00	Middle College Adjunct Counselor
<b>Giles, Keenan</b> Office of Instruction General Fund	SBVC	01/17/23	05/23/23	\$52.00	126	\$6,552.00	Guided Pathways Faculty Lead
<b>Glover, Earline</b> SSSP Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval December 9, 2022

[v.11.29.2022.p.3][8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Glover, Earline</b> SSSP Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Hall, Courtney</b> SSSP Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Hall, Courtney</b> SSSP Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Hill, Monique</b> EOPS Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Hill, Monique</b> EOPS Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Hoang, Dung</b> Basic Skills Categorical Fund	SBVC	11/03/22	12/16/22	\$52.00	1	\$52.00	ESL Mailer <i>Ratification: We recently received approval from Basic Skills.</i>
<b>Lochard, Armone</b> SSSP Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Lochard, Armone</b> SSSP Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Lopez, Maria</b> Office of Instruction General Fund	SBVC	01/17/23	05/23/23	\$52.00	126	\$6,552.00	Non-Credit Faculty Lead
<b>Maestre, Joanne</b> Office of Instruction General Fund	SBVC	01/03/23	05/23/23	\$52.00	288	\$14,976.00	Tutoring Center Adjunct Faculty
<b>Maldonado, Lourdes</b> Office of Instruction General Fund	SBVC	07/01/22	12/16/22	\$57.00	422	\$24,054.00	STEM-MESA Counseling <i>Ratification: Due to an oversight, this submission was left out of the June Board.</i>
<b>Maldonado, Lourdes</b> Office of Instruction General Fund	SBVC	01/04/23	05/25/23	\$57.00	352	\$20,064.00	



## Non-Instructional Pay for Academic Employees

### Submitted for Board Approval December 9, 2022

[v.11.29.2022.p.4|8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Maldonado, Lourdes</b> Office of Instruction General Fund	SBVC	05/26/23	06/30/23	\$57.00	70	\$3,990.00	
<b>Marquis, Jeanne</b> SSSP Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Marquis, Jeanne</b> SSSP Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Martin, Desiree</b> SSSP Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Martin, Desiree</b> SSSP Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Metu, Reginald</b> Inland Empire Cybersecurity Grant Fund	SBVC	01/01/23	06/30/23	\$52.00	94	\$4,888.00	Computer Science Club - Student recruitment, mentoring, and competition training
<b>Michel, Fili</b> BSI Categorical Fund	SBVC	01/04/23	05/25/23	\$59.00	422	\$24,054.00	Adjunct Counseling
<b>Michel, Fili</b> BSI Categorical Fund	SBVC	05/26/23	06/30/23	\$59.00	133	\$7,581.00	Adjunct Counseling
<b>Mondragon, Heidi</b> BSI Categorical Fund	SBVC	01/04/23	05/25/23	\$59.00	422	\$24,898.00	Adjunct Counseling
<b>Mondragon, Heidi</b> BSI Categorical Fund	SBVC	05/26/23	06/30/23	\$59.00	133	\$7,847.00	Adjunct Counseling
<b>Notarangelo, Maria</b> Office of Instruction General Fund	SBVC	01/03/23	06/30/23	\$52.00	50	\$2,600.00	New Co-Chair for Library
<b>Perez, Alecia</b> STAR Program Categorical Fund	SBVC	01/17/23	06/30/23	\$61.00	400	\$24,400.00	Counseling/Advising
<b>Porras, Michael</b> Office of Instruction General Fund	SBVC	01/03/23	05/23/23	\$52.00	288	\$14,976.00	Tutoring Center Adjunct Faculty



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval December 9, 2022

[v.11.29.2022.p.5][8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Quezada, Reyes</b> STAR Program Categorical Fund	SBVC	01/17/23	06/30/23	\$65.00	400	\$26,000.00	Counseling/Advising
<b>Recinos, Jose</b> Student Development General Fund	SBVC	09/27/22	10/06/22	\$52.00	33	\$1,716.00	Spanish Translation <i>Ratification: Notified by Marketing Director 10/14/22 there was services provided for translation services by a faculty; there was no funding source at the time. A funding sources was provided on 10/31/22 at which time documents were submitted to VPI to process</i>
<b>Rodriguez, Andrea</b> BSI Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Rodriguez, Andrea</b> BSI Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Roza, Amanda</b> Strong Workforce Grant Fund	SBVC	10/11/22	06/30/23	\$52.00	422	\$21,944.00	Clinical Placement Coordinator <i>Ratification: Due to an oversight, this submission was left out of October board.</i>
<b>Sanzon Perez, Erick</b> EOPS Categorical Fund	SBVC	01/04/23	05/25/23	\$59.00	422	\$24,898.00	Adjunct Counseling
<b>Sanzon Perez, Erick</b> EOPS Categorical Fund	SBVC	05/26/23	06/30/23	\$59.00	133	\$7,847.00	Adjunct Counseling
<b>Smith, Tanya</b> Office of Instruction General Fund	SBVC	01/17/23	05/23/23	\$52.00	315	\$16,380.00	SI Faculty Lead
<b>Sogomonian, Nori</b> Basic Skills Categorical Fund	SBVC	11/03/22	12/16/22	\$52.00	1	\$52.00	ESL Mailer <i>Ratification: We recently received approval from Basic Skills.</i>



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval December 9, 2022

[v.11.29.2022.p.6|8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Solorio, Carlos</b> SSSP Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Solorio, Carlos</b> SSSP Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Taylor, Rutina</b> BSI Categorical Fund	SBVC	01/04/23	05/25/23	\$57.00	422	\$24,054.00	Adjunct Counseling
<b>Taylor, Rutina</b> BSI Categorical Fund	SBVC	05/26/23	06/30/23	\$57.00	133	\$7,581.00	Adjunct Counseling
<b>Teposte, Manuel</b> BSI Categorical Fund	SBVC	01/04/23	05/25/23	\$59.00	422	\$24,898.00	Adjunct Counseling
<b>Teposte, Manuel</b> BSI Categorical Fund	SBVC	05/26/23	06/30/23	\$59.00	133	\$7,847.00	Adjunct Counseling
<b>Urell, Mary</b> CalWORKs Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Urell, Mary</b> CalWORKs Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Valdez-Flynn, Veronica</b> SSSP Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Valdez-Flynn, Veronica</b> SSSP Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Villanueva, Romana</b> ACAD General Fund	SBVC	01/03/23	05/26/23	\$63.00	300	\$18,900.00	Valley Now Adjunct Counselor
<b>Vu, Tammy</b> SSSP Categorical Fund	SBVC	01/04/23	05/25/23	\$63.00	422	\$26,586.00	Adjunct Counseling
<b>Vu, Tammy</b> SSSP Categorical Fund	SBVC	05/26/23	06/30/23	\$63.00	133	\$8,379.00	Adjunct Counseling
<b>Arguelles, Rachel</b> Tutoring General Fund	CHC	01/16/23	05/24/23	\$52.00	110	\$5,720.00	Assistance & Support to Tutors & SI Leaders in STEM Center



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval December 9, 2022

[v.11.29.2022.p.7|8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Brossia, Karen</b> Contract Education-Categorical Fund	CHC	09/19/22	12/31/22	\$57.00	150	\$8,550.00	Dual Enrollment Contract Education <i>Ratification: Not able to meet the deadline to submit on time</i>
<b>Davila, Rosa</b> Tutoring General Fund	CHC	01/16/23	05/24/23	\$52.00	140	\$7,280.00	Assistance & Support to Tutors & SI Leaders in STEM Center
<b>Erb, Jacqueline</b> Student Equity and Achievement Program (SEAP)	CHC	12/12/22	12/23/22	\$57.00	30	\$1,710.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Erb, Jacqueline</b> Student Equity and Achievement Program (SEAP)	CHC	01/03/23	05/31/23	\$57.00	390	\$22,230.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>Fahima, Sadiq</b> Tutoring General Fund	CHC	01/16/23	05/24/23	\$52.00	140	\$7,280.00	Assistance & Support to Tutors & SI Leaders in STEM Center
<b>Ginther, Gary</b> Library General Fund	CHC	01/16/23	05/24/23	\$57.00	265	\$15,105.00	Adjunct Librarian
<b>Jalloh, Ahmed</b> Library General Fund	CHC	01/16/23	05/24/23	\$57.00	265	\$15,105.00	Adjunct Librarian
<b>Kaye, Adelina</b> Tutoring General Fund	CHC	01/16/23	05/24/23	\$52.00	140	\$7,280.00	Assistance & Support to Tutors & SI Leaders in STEM Center
<b>Mattson, Haly</b> Student Equity and Achievement Program (SEAP)	CHC	12/12/22	12/23/22	\$57.00	30	\$1,710.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling



## Non-Instructional Pay for Academic Employees

Submitted for Board Approval December 9, 2022

[v.11.29.2022.p.8|8]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
<b>Mattson, Haly</b> Student Equity and Achievement Program (SEAP)	CHC	01/03/23	05/31/23	\$57.00	390	\$22,230.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
<b>McCool, Karol</b> Library General Fund	CHC	01/16/23	05/24/23	\$63.00	265	\$16,695.00	Adjunct Librarian
<b>Montejano, Jordan</b> Tutoring General Fund	CHC	01/09/23	05/24/23	\$52.00	342	\$17,784.00	Assistance & Support to Tutors & SI Leaders Tutoring Center
<b>Moreno, Omar</b> Tutoring General Fund	CHC	01/16/23	05/24/23	\$52.00	110	\$5,720.00	Assistance & Support to Tutors & SI Leaders in STEM Center
<b>Pennington, Anne</b> Library General Fund	CHC	01/16/23	05/24/23	\$63.00	265	\$16,695.00	Adjunct Librarian
<b>Peyton, Allison</b> Library General Fund	CHC	01/16/23	05/24/23	\$57.00	265	\$15,105.00	Adjunct Librarian
<b>Barnett, Kellie</b> EEO/HR Fund	DSO	09/11/22	10/10/22	\$52.00	15	\$780.00	SBVC College President Recruitment/Interviews <i>Ratification: Employee submitted time sheet after 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: Dr. Scott Thayer, Interim President, SBVC  
Dr. Kevin Horan, President, CHC  
Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: December 9, 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 December 9, 2022

[v.11.16.2022.p.2]3]

### Faculty Chair – 07/15/22 – 06/30/23\*

Employee Name	Location Assignment	Department	Stipend
Evans-Perry, Virginia	SBVC	Library Co-Chair	\$3,000.00

*\*Amendment: Originally approved at the July 14, 2022 board meeting for \$ 6,000. The stipend will now to be split with the new co-chair. Chair has decided to add a co-chair to the department to provide professional development opportunities.*

### Faculty Chair – 01/03/23 – 06/30/23

Employee Name	Location Assignment	Department	Stipend
Notarangelo, Maria	SBVC	Library Co-Chair	\$3,000.00

### Other– 11/04/22-11/04/22\*

Employee Name	Location Assignment	Department	Stipend
Gomez, Nick	SBVC	Music	\$400.00
Syphengpheth, Kamphoune	SBVC	Art	\$400.00

*\*Ratification: Recently received approval to fund adjunct faculty for their participation and performance during a community outreach event.*

### Other– 11/11/22 - 12/09/22\*

Employee Name	Location Assignment	Department	Stipend
Winokur, Robert	SBVC	Theatre-Music	\$800.00

*\*Ratification: This musician was identified at a later time to perform in our Theatre Musical.*

### Other – Fall 2022\*

Employee Name	Location Assignment	Department	Stipend
Swanson, Justin	CHC	CTE	\$3,525.00

*\*Ratification: The work doesn't begin until late fall for the Association of College and University Educators Cohort.*

McConnell, Mark	CHC	Fine Arts	\$3,500.00
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*\*Amendment: Original submission of \$7,000 for faculty chair stipend was approved at June 2022 board meeting. Mark McConnell will be on sabbatical for spring 2023 and will not be paid his second payment of \$3,500.00, Renee Azenaro will be taking over as the chair for Fine Arts in his absence.*



## Payment of Stipends

Submitted for Board Approval December 9, 2022

[v.11.16.2022.p.3]3]

### Other – Spring 2023

Employee Name	Location Assignment	Department	Stipend
Azenaro, Renee	CHC	Fine Arts	\$3,500.00

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: December 9, 2022

SUBJECT: Consideration of Approval to Revise Titles and Rates of Pay for Professional Expert and Short-Term Hourly Employees

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Professional Expert and Short-Term Hourly Rates of Pay schedules effective January 1, 2023, as attached.

OVERVIEW

California state minimum wage will increase to \$15.50 per hour on January 1, 2023, for employers with 26 or more employees. To comply with the increase, the minimum rate for hourly and student worker employees will increase. Additionally, to support the Region 9 Mentorship program, a Region 9 Mentee semester stipend has been added to the Professional Expert rate of pay schedule.

ANALYSIS

The positions affected will by the increase in minimum wage are:

- |  |  |
|--|--|
| ▸ Caltrans Trainee   | ▸ Fire Agility Group Leader/Proctor                |
| ▸ Camera and Lighting Technician                           | ▸ FTVM Intern I                                    |
| ▸ Closed Caption Editor I                                  | ▸ Interpreting/Transliterating Level 0 (Mentoring) |
| ▸ Content Specialist (FNX and Marketing & Public Relations | ▸ Lifeguard  |
| ▸ Counseling Trainee                                       | ▸ Project Assistant I/II/III                       |
| ▸ EMT-1 Skills Laboratory Assistant                        | ▸ TV Closed Captioning                             |
|  | ▸ Workforce Development/PDC Trainer                |

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 December 9, 2022

Effective January 1, 2023

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	<del>\$14.00 to \$15.00</del> <u>\$15.50 to \$16.50</u>
Caltrans Program Work Crew Driver	\$22.00 to \$25.00
Camera & Lighting Technician	<del>\$15.00</del> <u>\$15.50</u> to \$20.00
Closed Caption Editor I	<del>\$15.00</del> <u>\$15.50</u>
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)	<del>\$15.00</del> <u>\$15.50</u> to \$40.00
Counseling Trainee	<del>\$15.00</del> <u>\$15.50</u>
Guardian Scholars and Dreams Liaison (Categorical)	\$45.00
Editor (KVCR, FNX, Pledge Drive)	\$18.00 to \$30.00
EMT-1 Skills Laboratory Assistant	<del>\$15.00</del> <u>\$15.50</u>
EMT(EMS)/Respiratory Care/Fire Tech PE/ASL Specialist	\$30.00
Fire Academy Instructor	\$45.00
Fire Agility Group Leader/Proctor	<del>\$15.00</del> <u>\$15.50</u>
Fire Operations Specialist	\$55.00
Foster Parenting Education	\$45.00
FTVM Intern I / II / III	<u>\$15.50</u> / \$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)	<u>\$15.50</u> 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 I (1-2 years of SBCCD experience)	\$55.00





## Rates of Pay for Professional Expert Employees

Submitted for Board Approval December 9, 2022

Effective January 1, 2023

PROFESSIONAL EXPERT ASSIGNMENT	HOURLY RATE
Nurse Practitioner II (3-5 years of SBCCD experience)	\$60.00
Nurse Practitioner III (6+ years of SBCCD experience)	\$65.00
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 (FNU & 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	<u>\$15.50</u> to \$16.00
Workforce Development/PDC Trainer	<u>\$15.00</u> <del>\$15.50</del> 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
<u>Region 9 Mentee</u>	<u>\$625.00</u>

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.





## Rates of Pay for Short-Term Hourly Employees

Submitted for Board Approval December 9, 2022

Effective January 1, 2023

SHORT-TERM ASSIGNMENT	HOURLY RATE
Lifeguard	<del>\$15.00</del> <u>\$15.50</u>
Life Drawing Model	\$25.00
Project Assistant I / II / III	<u>\$15.50</u> <del>\$15.00</del> / \$16.50 / \$18.50

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.

## 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: December 9, 2022

SUBJECT: Consideration of Approval of Management Job Description and Update to the Management Salary Schedule

### RECOMMENDATION

It is recommended that the Board of Trustees approve the Management job description and salary schedule as presented.

1. Job Description
  - Director, Development & Strategic Relations – KVCR
2. Revised Management Salary Schedule

### OVERVIEW

The 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 revised management salary schedule reflects these proposed positions.

### 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.





## Director, Development & Strategic Relations - KVCR

Management Range: 18

Pending Board Approval: 12/09/2022

P. 1 | 4

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

### SUMMARY DESCRIPTION

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Under the administrative direction of the Executive Director, this position assumes responsibility for the overall management and administration of fundraising, cultivation of sponsorship, underwriting and giving for the purposes of public television and radio production and programming. The Director is also responsible for increasing the visibility of KVCR, FNX and its foundation in corporate, business, and tribal relations.

Additional responsibilities include establishing effective working relationships with key District and College stakeholders, such as department heads, faculty, Media Academy directors and administrative staff to ensure a smooth process for cultivating corporate and strategic partnerships in the community.

### REPRESENTATIVE DUTIES

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*The following duties are typical for this classification.*

1. Manages the overall function of Fundraising for the organization, including developing, implementing and managing a comprehensive development plan focuses on expanding and enhancing existing relationships.
2. Designs, implements, and manages a comprehensive corporate outreach strategy to secure sponsorship and funding in line with the KVCR Station's strategic plan.
3. Identifies, cultivates, solicits and stewards corporations, corporate foundations and private foundations in collaboration with KVCR-related development functions.
4. Provides leadership for planning, budgeting, and the development of television and radio programs in consultation with all external partners for funding and coordinating the submission of proposals.
5. Creates and maintains systems for dissemination of information about external sponsorship and funding opportunities with corporate partners and other grants-related information.
6. Provides technical assistance in the planning, writing, program design, budget development, and evaluation of corporate relations.
7. Serves as a liaison in the interconnection of the SBCCD and the Media Academies at San Bernardino Valley College and Crafton Hills College with local community funding partners and the programming or productions jointly created.
8. Oversees, develops, write and coordinates grant proposals/applications and submittals on behalf of KVCR and the SBCCD Foundation; negotiates with funding agents and follows up on progress of grant activities.
9. Manages and coordinates the implementation, guidelines, and performance of any grants received for KVCR and the SBCCD Foundation.
10. Identifies and analyzes new fundraising opportunities; collaborates to solicit funds and in-kind gifts, and identifies and designs special events to support fundraising efforts.



## Director, Development & Strategic Relations - KVCR

Management Range: I 8

Pending Board Approval: 12/09/2022

P. 2|4

11. Identifies external sources of income to assist KVCR and the SBCCD Foundation in attaining its objective by identifying, cultivating and soliciting gifts from both individuals and public and private institutions, including but not limited to: the solicitation of donations; fundraising including planned giving, annual Pledge campaigns, capital campaigns, endowments; planned annuities, scholarships, corporate giving, grants, academic and campus program donations; and major event fundraisers.
12. Uses appropriate technology and data systems to manage and monitor corporate sponsors, gifting, donor data bases, and donations for planning and recognition purposes.
13. Provides leadership in the cultivation and nurturing of prospective donors and the development of donor recognition programs, and maintains up-to-date contact, donor, and potential donor information and data.
14. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
15. Provides leadership for the organization to ensure compliance with federal, state, and local laws and regulations.
16. Demonstrates a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical or learning disabilities.
17. Performs other related job duties as assigned

### **MINIMUM QUALIFICATIONS**

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

#### **Knowledge of:**

- Operational characteristics, services, and activities of a foundation, grant management program and fundraising.
- Principles and practices of business to business sales and client management.
- Development and Production of television and radio programs for both traditional and digital media.
- Excellent organizational, interpersonal and networking skills with large groups as well as with individuals are essential.
- Principles and practices of grant administration, including funding sources, administrative requirements, cost principles and state and federal regulations.
- Principles and practices of program development and administration.
- Principles and practices of financial management and public and non-profit administration. Principles and practices of budget planning, development and preparation, proposal development, assembly, submission and administration.
- Principles of supervision, training, and performance evaluation.
- Principles, methods, procedures and strategies of community relations, marketing, promotion, fundraising, Foundation, scholarship and alumni development.
- Planning and implementation of development programs using college and community resources.



## Director, Development & Strategic Relations - KVCR

Management Range: I 8

Pending Board Approval: 12/09/2022

P. 3|4

### **Ability to:**

- Plan, organize, and efficiently manage concurrent demands and meet deadlines. Lead teams, groups and meeting.
- Visualize operational and program implications, reason logically, draw valid conclusions, recommend alternative and take appropriate actions.
- Plan, organize and direct and coordinate the work of others.
- Develop, implement, interpret and apply a wide variety of governmental and department policies and procedures.
- Establish and maintain cooperative working relationships with funding agencies, auditors and community.
- Gather and analyze data and situations and make appropriate decisions.
- Prepare and present comprehensive, concise, clear oral and written reports.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- Demonstrate professionalism, fairness and honesty in all aspects of the performance of duties.
- Provide leadership based on ethics and principles as they relate to resource development and grant management functions and operations.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

### **Education and Experience Guidelines**

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

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

#### **Required Experience:**

- Five (5) years of recent full-time experience in fundraising, underwriting, business development, grants and resource development.
- Evidence of proven success in resource development.

#### **Preferred Experience:**

- Experience in an entertainment or educational setting or non-profit corporation.

## **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.*



## Director, Development & Strategic Relations - KVCR

Management Range: 18

Pending Board Approval: 12/09/2022

P. 4|4

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; frequent travel to various sites; 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.

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
1											
2											
3											
4											
5											
6	<ul style="list-style-type: none"> <li>Assistant Manager, Workforce Development</li> <li>Caltrans Work Crew Supervisor</li> <li>Tool Room Supervisor</li> </ul>	\$ 67,559	\$ 69,586	\$ 71,674	\$ 73,824	\$ 76,039	\$ 78,320	\$ 80,670	\$ 83,090	\$ 87,245	\$ 91,607
7		\$ 70,939	\$ 73,067	\$ 75,259	\$ 77,517	\$ 79,842	\$ 82,237	\$ 84,704	\$ 87,245	\$ 91,607	\$ 96,187
8	<ul style="list-style-type: none"> <li>Circulation Supervisor</li> <li>Custodial Supervisor</li> </ul>	\$ 74,484	\$ 76,719	\$ 79,021	\$ 81,392	\$ 83,834	\$ 86,349	\$ 88,939	\$ 91,607	\$ 96,187	\$ 100,996
9	<ul style="list-style-type: none"> <li>Printing &amp; Graphic Services</li> </ul>	\$ 78,209	\$ 80,555	\$ 82,972	\$ 85,461	\$ 88,025	\$ 90,666	\$ 93,386	\$ 96,188	\$ 100,997	\$ 106,047
10	<ul style="list-style-type: none"> <li>Aquatics Director</li> <li>Braille Program Manager</li> <li>College Corps Program Manager</li> <li>Emergency Manager</li> <li>Food Services Supervisor</li> <li>Maintenance &amp; Grounds Supervisor</li> <li>Manager, Workforce Development</li> </ul>	\$ 82,119	\$ 84,583	\$ 87,120	\$ 89,734	\$ 92,426	\$ 95,199	\$ 98,055	\$ 100,997	\$ 106,047	\$ 111,349
11	<ul style="list-style-type: none"> <li>Project Administrator, Career Education</li> </ul>	\$ 86,226	\$ 88,813	\$ 91,477	\$ 94,221	\$ 97,048	\$ 99,959	\$ 102,958	\$ 106,047	\$ 111,349	\$ 116,916
12	<ul style="list-style-type: none"> <li>Assistant Director of Resource Development</li> <li>Environmental Health &amp; Safety Administrator</li> </ul>	\$ 90,536	\$ 93,252	\$ 96,050	\$ 98,932	\$ 101,900	\$ 104,957	\$ 108,106	\$ 111,349	\$ 116,916	\$ 122,762
13	<ul style="list-style-type: none"> <li>Manager, Regional Employer Engagement</li> </ul>	\$ 95,064	\$ 97,916	\$ 100,853	\$ 103,879	\$ 106,995	\$ 110,205	\$ 113,511	\$ 116,916	\$ 122,762	\$ 128,900
14	<ul style="list-style-type: none"> <li>Director, Marketing &amp; Public Relations</li> <li>Manager, Production</li> <li>Business Systems Administrator</li> <li>Director, Child Development Center</li> <li>Director, Workforce Development</li> <li>Payroll Manager</li> <li>Police Sergeant</li> <li>Manager, CalWORKs &amp; Workforce Development</li> </ul>	\$ 99,817	\$ 102,812	\$ 105,896	\$ 109,073	\$ 112,345	\$ 115,715	\$ 119,186	\$ 122,762	\$ 128,900	\$ 135,345
15	<ul style="list-style-type: none"> <li>Accounting Services Manager</li> <li>Director, Adult Education Block Grant (AEBG)</li> <li>Police Lieutenant</li> </ul>	\$ 104,807	\$ 107,951	\$ 111,190	\$ 114,526	\$ 117,962	\$ 121,501	\$ 125,146	\$ 128,900	\$ 135,345	\$ 142,112
16	<ul style="list-style-type: none"> <li>Facilities Project Manager</li> </ul>	\$ 110,049	\$ 113,350	\$ 116,750	\$ 120,252	\$ 123,860	\$ 127,576	\$ 131,403	\$ 135,345	\$ 142,112	\$ 149,218

RANGE	POSITION	STEP										
		A	B	C	D	E	F	G	H	I	J	
17	•Associate Director of Bond Program Planning and Construction	\$ 115,550	\$ 119,016	\$ 122,586	\$ 126,264	\$ 130,052	\$ 133,954	\$ 137,973	\$ 142,112	\$ 149,218	\$ 156,679	
	•Associate Director of Energy, Sustainability & Safety Administration											
	• Associate Director, Fiscal Services											
	• Associate Director, Human Resources											
	• Campus Director of Marketing, Creative Services & Public Affairs											
	• Campus Project Manager - Measure CC											
	• Director, Alternative Text Production Center											
	• Director, of Audits and Analysis											
	• Director, Economic Development Corporate Training											
	• Director of Grants Development & Administration											
	• Director, Library and Learning Support Services											
	•Director, Police Academy											
	• Director, Television											
	• Director, Workforce Development DSN ICT											
• Manager, Programming – KVCR TV/FM												
• Local Business Outreach Administrator - Measure CC												
18	▪ Development Director	\$ 121,328	\$ 124,968	\$ 128,717	\$ 132,578	\$ 136,555	\$ 140,652	\$ 144,872	\$ 149,218	\$ 156,679	\$ 164,513	
	▪ Director of Athletics											
	▪ Director, Development & Strategic Relations - KVCR											
	▪ Director, Student Accessibility Services (SAS)											
	▪ Director, EOPS & CARE, SBVC											
	▪ Director of Operations											
	▪ Director, Outreach & Educational Partnerships											
	▪ Director, Admissions & Records											
	▪ Director, Financial Aid and Scholarships											
	▪ Director, STEM-MESA											
▪ Director, Technology Services												
19	▪ Associate Dean, Health Services and Director of Nursing	\$ 127,394	\$ 131,216	\$ 135,152	\$ 139,207	\$ 143,383	\$ 147,684	\$ 152,115	\$ 156,678	\$ 164,512	\$ 172,738	
	▪ Director, Corporate & Strategic Relations - KVCR											
	▪ Director, Development & Community Relations											
	▪ Director, Facilities, Maintenance & Operations											
	▪ Director of Institutional Advancement											
	▪ Director, KVCR Broadcast Media Systems											
	▪ Director, Student Life											
	▪ District, Director of Grants											

RANGE	POSITION	STEP									
		A	B	C	D	E	F	G	H	I	J
20	▪ Director, Administrative Application Systems	\$ 133,763	\$ 137,776	\$ 141,909	\$ 146,166	\$ 150,551	\$ 155,068	\$ 159,720	\$ 164,512	\$ 172,738	\$ 181,375
21	▪ Associate Dean, Student Support Services ▪ Business Manager ▪ Chief of Police ▪ Director, Facilities, Planning, Emergency Management & Construction ▪ Director, Fiscal Services ▪ District Director of Research, Planning & Institutional Effectiveness ▪ Director of Diversity, Equity, and Inclusion ▪ Director, Human Resources, and Labor Relations ▪ Executive Director, KVCR	\$ 140,452	\$ 144,666	\$ 149,006	\$ 153,476	\$ 158,080	\$ 162,822	\$ 167,707	\$ 172,738	\$ 181,375	\$ 190,444
22		\$ 147,474	\$ 151,898	\$ 156,455	\$ 161,149	\$ 165,983	\$ 170,963	\$ 176,092	\$ 181,375	\$ 190,444	\$ 199,966
23	▪ Dean, Student Services ▪ Dean of Academic Success, Grants and Learning Services (SBVC) ▪ Dean of Research, Planning, & Institutional Effectiveness ▪ Dean of Research, Planning, & Institutional Effectiveness with Grants Oversight ▪ Division Dean (Instructional) ▪ Division Dean (Non-Instructional)	\$ 154,850	\$ 159,495	\$ 164,280	\$ 169,208	\$ 174,284	\$ 179,513	\$ 184,898	\$ 190,445	\$ 199,967	\$ 209,965
24	▪ Senior District Director of Marketing, Public Relations & Legislative Affairs	\$ 162,591	\$ 167,469	\$ 172,493	\$ 177,668	\$ 182,998	\$ 188,488	\$ 194,143	\$ 199,967	\$ 209,965	\$ 220,463
25	▪ Chief Technology Officer ▪ Executive Director, Economic Development & Corporate Training ▪ Executive Director, Research Planning Institutional Effectiveness	\$ 170,721	\$ 175,843	\$ 181,118	\$ 186,552	\$ 192,149	\$ 197,913	\$ 203,850	\$ 209,965	\$ 220,463	\$ 231,486
26	▪ Vice President, Administrative Services ▪ Vice President, Instruction ▪ Vice President, Student Services	\$ 179,257	\$ 184,635	\$ 190,174	\$ 195,879	\$ 201,755	\$ 207,808	\$ 214,042	\$ 220,463	\$ 231,486	\$ 243,060

## 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: December 9, 2022

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

### RECOMMENDATION

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

1. Job Description Update
  - Coordinator, Student Success Services Program (SSSP) to Student Services Coordinator
  - Laboratory Assistant II – Allied Health
2. Revised Classified Salary Schedule

### OVERVIEW

The attached job description title change is necessary to accurately reflect position duties, responsibilities, and minimum qualifications. Additionally, the updated Classified Salary Schedule corrects a formula rounding error and replaces the prior version approved by the Board on July 14, 2022.

### 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.





**Student Services Coordinator,  
Student Success Services and  
Programs (SSSP)**  
Classified Range: 46

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

## **SUMMARY DESCRIPTION**

Coordinates a variety of student success services, initiatives and programs to fully implement core matriculation services on campus.

## **SUPERVISION RECEIVED AND EXERCISED**

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

## **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification*

1. Coordinates an array of student success services that provide a pathway to degree/certificate completion and retention which includes, but not limited to, coordinating new student orientation, assessment, outreach, coordinates retention of current and prospective students, and follows up with students who are on probation.
2. Coordinates student success services to prospective, new and continuing students in specialty fields, such as assessment, career and/or educational planning, registration, financial aid and scholarships, Extended Opportunities and Services (EOP&S), foster youth services, veterans, and/or other areas within student services.
3. Assists students in determining program eligibility and obtaining information required to develop student educational, financial and career plans.
4. Processes applications and forms according to established procedures; request transcripts, records and other information needed to determine status of applications and forms. Adhere to the requirements of FERPA as it applies to student records.
5. Analyzes student data and certify eligibility for program participation as required; interpret, apply and explain complex rules, regulations, requirements and restrictions.
6. Coordinates student and MIS data collection to assist students with scheduling participation in student success programs.
7. Facilitates and interprets assessment tests and assessment instruments; analyze alternative courses of action and assists students in developing appropriate plans.
8. Communicates with academic/career counselors, student service personnel, business leaders, social service agencies, community resources, educational institutions and others to coordinate outreach activities, workshops, and/or exchange information and refer students for further assistance.
9. Maintains current knowledge of a variety of complex regulations, requirements and policies related to assigned specialty area.
10. Prepares and maintain records, reports, lists and files related to assigned function.



**Student Services Coordinator,  
Student Success Services and  
Programs (SSSP)**  
**Classified Range: 46**

11. Develops forms, spreadsheets, databases, handbooks, manuals and other written materials to support student access and support services.
12. Collaborates with classified staff and student workers in other departments to provide referrals or assistance to students or prospective students with various processes and activities.
13. Coordinates and/or attends activities and events on or off campus as a representative of the college in relation to its student success initiatives.
14. Performs other duties related to the primary job duties.

## **MINIMUM QUALIFICATIONS**

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### **CORE COMPETENCIES:**

#### **Analyzing and Interpreting Data**

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

#### **Customer Focus**

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

#### **Reading Comprehension**

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

#### **Professional and Technical Expertise**

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

#### **Critical Thinking**

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



**Student Services Coordinator,  
Student Success Services and  
Programs (SSSP)**  
Classified Range: 46

### **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
- Experiments and finds novel uses for standard features and functions \*\*
- Adds, improves, modifies, or develops features and functionality\*\*

### **Team Work/Involving Others**

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

### **Writing**

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

### **Adaptability**

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

### **Innovation**

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

### **Listening**

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

### **Legal and Regulatory Navigation**

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



**Student Services Coordinator,  
Student Success Services and  
Programs (SSSP)  
Classified Range: 46**

**Professional Integrity and Ethics**

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

**Valuing Diversity**

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

*\*\*Lead, Advanced or Senior Level Positions*

**Education and Experience Guidelines:**

**Education/Training:**

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

**Required Experience:**

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

**Equivalency Provision:**

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

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a standard office setting with some travel as needed. Evening hours.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to moderate amounts of weight up to 25 pounds; to occasionally lift, carry, push, and/or pull heavier amounts of weight with or without assistance; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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



## Laboratory Assistant II – Allied Health

Classified Range: 42

Pending Board Approval: 12/09/22

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**

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

### **SUPERVISION RECEIVED AND EXERCISED**

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

### **REPRESENTATIVE DUTIES**

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*The following duties are typical for this classification.*

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



## Laboratory Assistant II – Allied Health

Classified Range: 42

Pending Board Approval: 12/09/22

P. 2|4

### **MINIMUM QUALIFICATIONS**

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

#### **CORE COMPETENCIES:**

##### **Critical Thinking**

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

##### **Fact Finding**

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

##### **Adaptability**

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

##### **Attention to Detail**

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

##### **Listening**

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

##### **Using Technology**

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

##### **Customer Focus**

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



## Laboratory Assistant II – Allied Health

Classified Range: 42

Pending Board Approval: 12/09/22

P. 3|4

- Works across organizational boundaries to meet customer needs \*\*

### Reading Comprehension

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

### Professional and Technical Expertise

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

### Self-Management

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

### Valuing Diversity

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

*\*\*Lead, Advanced or Senior Level Positions*

### Education and Experience Guidelines

#### Education/Training:

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

#### Experience:

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

#### ~~License or Certificate:~~

~~Valid Vocational Nurse (LVN) License.~~



## Laboratory Assistant II – Allied Health

Classified Range: 42

Pending Board Approval: 12/09/22

P. 4|4

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

A valid ~~Registered~~ Vocational Nurse License (LVN) is preferred.

### **Equivalency Provision:**

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

### **PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

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

**Environment:** Work is performed primarily in a classroom/laboratory setting; exposure to noise, smoke, fumes, heat, electrical energy, grease, oils; extensive handling of food.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a classroom/laboratory setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to frequently lift, carry, push, and/or pull light to heavy amounts of weight up to 50 pounds; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

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

**Classified Salary Schedule**  
**Pending Board Approval 12/09/2022**

RANGE	POSITION	STEP					
		A	B	C	D	E	F
18		\$ 16.37	\$ 17.19	\$ 18.04	\$ 18.96	\$ 19.88	\$ 20.48
19	▪ Bookstore Customer Service Assistant	\$ 16.79	\$ 17.63	\$ 18.49	\$ 19.44	\$ 20.40	\$ 21.01
20	▪ Food Service Worker I	\$ 17.19	\$ 18.05	\$ 18.96	\$ 19.89	\$ 20.90	\$ 21.53
21	▪ Child Development Assistant	\$ 17.63	\$ 18.49	\$ 19.44	\$ 20.40	\$ 21.40	\$ 22.04
22		\$ 18.05	\$ 18.96	\$ 19.89	\$ 20.90	\$ 21.96	\$ 22.62
23	▪ Courier	\$ 18.50	\$ 19.44	\$ 20.41	\$ 21.42	\$ 22.50	\$ 23.17
24		\$ 18.98	\$ 19.94	\$ 20.94	\$ 21.99	\$ 23.09	\$ 23.78
25	▪ Lead Food Service Worker *	\$ 19.45	\$ 20.43	\$ 21.46	\$ 22.52	\$ 23.67	\$ 24.38
26	▪ P.E. & Athletic Equipment Specialist ▪ Sport Information Specialist ▪ Tool Room Specialist	\$ 19.94	\$ 20.94	\$ 21.99	\$ 23.07	\$ 24.22	\$ 24.95
27	▪ Bookstore Assistant ▪ Custodian ▪ Library Media Clerk ▪ Mail Clerk	\$ 20.44	\$ 21.48	\$ 22.52	\$ 23.68	\$ 24.84	\$ 25.59
28	▪ Aquatic Center Pool Attendant	\$ 20.95	\$ 22.00	\$ 23.10	\$ 24.24	\$ 25.45	\$ 26.22
29	▪ Administrative Clerk ▪ CDC Food Service Specialist	\$ 21.50	\$ 22.56	\$ 23.69	\$ 24.86	\$ 26.12	\$ 26.91
30	▪ Grounds Caretaker ▪ Student Services Technician I	\$ 22.01	\$ 23.12	\$ 24.27	\$ 25.48	\$ 26.76	\$ 27.56
31	▪ Book Buyer ▪ Lead Custodian * ▪ Payroll Assistant ▪ Purchasing Technician	\$ 22.56	\$ 23.69	\$ 24.86	\$ 26.12	\$ 27.43	\$ 28.25
32		\$ 23.13	\$ 24.29	\$ 25.52	\$ 26.79	\$ 28.12	\$ 28.96
33	▪ Administrative Assistant I ▪ Admissions and Records Technician ▪ College Security Officer ▪ Printing Operations Specialist	\$ 23.71	\$ 24.86	\$ 26.15	\$ 27.44	\$ 28.80	\$ 29.66
34	▪ Account Technician ▪ Grant Technician ▪ Library Technical Assistant I ▪ Maintenance Worker ▪ Student Services Technician II ▪ Warehouse Technician	\$ 24.29	\$ 25.52	\$ 26.79	\$ 28.12	\$ 29.54	\$ 30.42
35	▪ Assistant Bookstore Manager ▪ Child Development Teacher ▪ Lead Grounds Caretaker *	\$ 24.89	\$ 26.16	\$ 27.45	\$ 28.81	\$ 30.25	\$ 31.15
36	▪ Development Assistant	\$ 25.54	\$ 26.80	\$ 28.15	\$ 29.56	\$ 31.03	\$ 31.96
37	▪ Administrative Assistant II ▪ Library Technical Assistant II *	\$ 26.17	\$ 27.47	\$ 28.83	\$ 30.27	\$ 31.79	\$ 32.75

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

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

**Classified Salary Schedule**  
**Pending Board Approval 12/09/2022**

RANGE	POSITION	STEP					
		A	B	C	D	E	F
38	<ul style="list-style-type: none"> <li>Admissions and Records Specialist</li> <li>Broadcast Operator**</li> <li>Technology Support Technician</li> <li>Evidence and Records Technician</li> <li>Financial Aid Technician</li> <li>Senior Student Service Technician *</li> </ul>	\$ 26.81	\$ 28.16	\$ 29.57	\$ 31.04	\$ 32.59	\$ 33.57
39	<ul style="list-style-type: none"> <li>Lab Assistant I - Aeronautics</li> <li>Lab Assistant I - Electricity/Electronics</li> <li>Lab Assistant I - Emergency Medical Services (EMS)</li> <li>Lead Child Development Teacher *</li> <li>Payroll Technician</li> <li>Senior Printing Operations Specialist *</li> </ul>	\$ 27.50	\$ 28.86	\$ 30.32	\$ 31.83	\$ 33.44	\$ 34.45
40	<ul style="list-style-type: none"> <li>Financial Aid Specialist</li> <li>Broadcast Technician</li> </ul>	\$ 28.18	\$ 29.60	\$ 31.06	\$ 32.61	\$ 34.25	\$ 35.28
41	<ul style="list-style-type: none"> <li>Administrative Assistant III</li> <li>Job Developer</li> <li>Purchasing Agent</li> <li>Student Activities Specialist</li> </ul>	\$ 28.88	\$ 30.32	\$ 31.84	\$ 33.44	\$ 35.09	\$ 36.14
42	<ul style="list-style-type: none"> <li>Academic Support Specialist</li> <li>Accountant</li> <li>Admissions and Record Coordinator *</li> <li>Admissions and Record Evaluator</li> <li>HVAC/R Technician</li> <li>Lab Assistant II - Allied Health</li> <li>Lab Assistant II - Art</li> <li>Lab Assistant II - Culinary Arts</li> <li>Lab Assistant II - Multimedia</li> <li>Maintenance Technician</li> <li>Producer, Radio</li> <li>Research Data Specialist</li> <li>Schedule/ Catalog Data Specialist</li> <li>Traffic Coordinator, TV</li> <li>Veterans Services Coordinator</li> </ul>	\$ 29.62	\$ 31.10	\$ 32.66	\$ 34.28	\$ 35.99	\$ 37.08
43	<ul style="list-style-type: none"> <li>Curriculum Coordinator</li> <li>Senior Payroll Technician*</li> </ul>	\$ 30.35	\$ 31.86	\$ 33.45	\$ 35.12	\$ 36.88	\$ 37.98
44	<ul style="list-style-type: none"> <li>Athletic Trainer</li> <li>Graphic Specialist</li> <li>Planetarium Production &amp; Presentation Coordinator</li> <li>Project Analyst</li> <li>Senior Producer, Radio**</li> <li>Telecommunications Engineer**</li> <li>User Liaison</li> </ul>	\$ 31.11	\$ 32.67	\$ 34.28	\$ 35.99	\$ 37.81	\$ 38.94

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

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**Classified Salary Schedule**  
**Pending Board Approval 12/09/2022**

RANGE	POSITION	STEP					
		A	B	C	D	E	F
45	<ul style="list-style-type: none"> <li>Administrative Coordinator *</li> <li>Development Coordinator</li> <li>EOPS Coordinator</li> <li>Financial Aid Coordinator *</li> <li>Institutional Advancement Coordinator</li> <li>Interpreting Services Specialist</li> </ul>	\$ 31.89	\$ 33.48	\$ 35.16	\$ 36.90	\$ 38.78	\$ 39.94
46	<ul style="list-style-type: none"> <li>Basic Needs Coordinator</li> <li>Coordinator, Outreach and Relations with Schools</li> <li><del>Coordinator, Student Success Services and Programs</del></li> <li>Distance Education Systems Administrator</li> <li>Environmental Health &amp; Safety Specialist</li> <li>Senior Accountant *</li> <li>Student Services Coordinator</li> </ul>	\$ 32.69	\$ 34.32	\$ 36.03	\$ 37.84	\$ 39.72	\$ 40.91
47	<ul style="list-style-type: none"> <li>Admissions &amp; Records Lead Evaluator *</li> <li>Lab Technician I - Biological Sciences</li> <li>Lab Technician I - Computer Information</li> <li>Lab Technician I - Geo-Science &amp; Anthropology</li> <li>Lab Technician I - Physics/Astronomy</li> <li>Lead Maintenance Technician *</li> </ul>	\$ 33.50	\$ 35.18	\$ 36.94	\$ 38.80	\$ 40.73	\$ 41.95
48	<ul style="list-style-type: none"> <li>Alternative Media and Assistive Technology Specialist</li> <li>Program/Content Coordinator, KVCR</li> </ul>	\$ 34.35	\$ 36.05	\$ 37.85	\$ 39.77	\$ 41.75	\$ 43.00
49		\$ 35.19	\$ 36.94	\$ 38.81	\$ 40.75	\$ 42.78	\$ 44.06
50	<ul style="list-style-type: none"> <li>Marketing &amp; Communications Coordinator - KVCR/FNX</li> <li>Laboratory Technician II - Anatomy &amp; Physiology</li> <li>Laboratory Technician II - Microbiology</li> <li>Producer/Director, TV</li> <li>Program Coordinator ATTC**</li> <li>RF/ Microwave Engineer, Radio**</li> <li>Senior Theatre Arts Technical Support Specialist *</li> <li>Technology Support Specialist</li> </ul>	\$ 36.07	\$ 37.86	\$ 39.78	\$ 41.76	\$ 43.85	\$ 45.16
51		\$ 36.96	\$ 38.82	\$ 40.77	\$ 42.81	\$ 44.95	\$ 46.29
52	<ul style="list-style-type: none"> <li>Laboratory Technician III - Chemistry</li> <li>Telecommunications Specialist</li> </ul>	\$ 37.88	\$ 39.80	\$ 41.80	\$ 43.87	\$ 46.06	\$ 47.45
53	<ul style="list-style-type: none"> <li>Contracts and Liability Specialist</li> <li>Data Analyst</li> </ul>	\$ 38.84	\$ 40.78	\$ 42.82	\$ 44.97	\$ 47.22	\$ 48.64
54	<ul style="list-style-type: none"> <li>Budget Analyst</li> <li>Instructional Technology Specialist</li> <li>Research Analyst</li> <li>Web Developer</li> </ul>	\$ 39.82	\$ 41.81	\$ 43.88	\$ 46.08	\$ 48.38	\$ 49.83
55		\$ 40.80	\$ 42.84	\$ 44.99	\$ 47.25	\$ 49.61	\$ 51.10
56		\$ 41.83	\$ 43.90	\$ 46.11	\$ 48.42	\$ 50.83	\$ 52.35

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

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

**Classified Salary Schedule**  
**Pending Board Approval 12/09/2022**

RANGE	POSITION	STEP					
		A	B	C	D	E	F
57	▪ Systems Analyst	\$ 42.87	\$ 45.01	\$ 47.27	\$ 49.63	\$ 52.12	\$ 53.69
58		\$ 43.95	\$ 46.15	\$ 48.46	\$ 50.86	\$ 53.39	\$ 55.00
59		\$ 45.05	\$ 47.29	\$ 49.65	\$ 52.14	\$ 54.75	\$ 56.39
60		\$ 46.17	\$ 48.47	\$ 50.88	\$ 53.45	\$ 56.12	\$ 57.80
61		\$ 47.31	\$ 49.70	\$ 52.17	\$ 54.78	\$ 57.52	\$ 59.24
62		\$ 48.51	\$ 50.94	\$ 53.48	\$ 56.14	\$ 58.96	\$ 60.72
63	▪ Senior Programmer/Analyst * ▪ Senior Research and Planning Analyst * ▪ Senior Technology Support Specialist * ▪ Senior Web Developer *	\$ 50.02	\$ 52.53	\$ 55.16	\$ 57.91	\$ 60.82	\$ 62.64
64		\$ 51.27	\$ 53.82	\$ 56.53	\$ 59.36	\$ 62.32	\$ 64.19
65		\$ 52.55	\$ 55.18	\$ 57.95	\$ 60.83	\$ 63.87	\$ 65.78
66		\$ 53.85	\$ 56.55	\$ 59.38	\$ 62.35	\$ 65.47	\$ 67.43

\* Lead, Advanced, or Senior Level Classification

\*\* Under Review

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

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: December 9, 2022

SUBJECT: Consideration of Approval to Adopt 2023-2024 Budget Calendar

### RECOMMENDATION

It is recommended that the Board of Trustees adopt the attached Budget Calendar.

### OVERVIEW

District Administrative Procedure 6200 requires that the Board adopt a budget calendar prior to February 1 each year.

### ANALYSIS

The attached Fiscal Year 2023-24 calendar identifies activities and sets dates for each step in the budget development process. The purpose of the document is to provide the timelines necessary to develop the District's annual budget and long-range forecast financial forecast.

This calendar has been reviewed at both the District Budget Advisory Committee and the Board Finance Committee at their November meetings.

### SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

### FINANCIAL IMPLICATIONS

This is an information item and does not have any direct financial implications.





## Fiscal Year 2023-2024 Budget Calendar

Submitted for Board Approval December 9, 2022

[v.11.18.2022.p.1|3]

Date	Task	Responsibility
November to December 2022	Draft budget calendar and draft budget directives to District Budget Advisory Committee and Board Finance Committee for review.	Fiscal Services District Budget Advisory Committee Board Finance Committee
December 2022	Budget calendar to Board of Trustees for adoption. <i>(AP 6200 Prior to February 1, the Board will adopt a budget calendar that identifies activities and sets dates for each step in the budget development process.)</i>	Fiscal Services Board of Trustees
December 2022 to January 2023	Budget directives submitted to the full Board for first read.  <i>(AP 6200: Prior to March 1, the Board will give direction for budget development to include:</i> <ol style="list-style-type: none"> <li><i>1. Reaffirmation or change in mission;</i></li> <li><i>2. Resource allocation (set level of Reserve for Contingency, Workers' Compensation Reserve, any special project reserve, etc.);</i></li> <li><i>3. Determination of the amount of resources estimated to be available for General Fund expenditure with potential increases or decreases during the budget preparation period;</i></li> <li><i>4. Preliminary establishment of budget allocations for the colleges, district office, and other sites.)</i></li> </ol>	Fiscal Services Board of Trustees
December 2022 to January 2023	DSO <sup>1</sup> responsibility center managers develop unrestricted general fund budgets, allowing for determination of shared costs.	Fiscal Services DSO Responsibility Center Managers
February 2023	Budget directives received from the Board of Trustees (prior to March 1), after second read and final approval.	Fiscal Services Board of Trustees

<sup>1</sup> DSO – District Support Operations



## Fiscal Year 2023-2024 Budget Calendar

Submitted for Board Approval December 9, 2022

[v.11.18.2022.p.2][3]

Date	Task	Responsibility
February 2023	District Budget Advisory Committee reviews DSO unrestricted general fund budget with feedback provided to Chancellor's Council and Cabinet.	Fiscal Services District Budget Advisory Committee Chancellors Council and Cabinet
February 2023	Projected funds and shared costs for fiscal year, and tentative distribution to campuses determined at Chancellor's Cabinet. <i>(AP 6200: Prior to March 1 information will be provided to Responsibility Center Managers that will include the status of current expenditures, state and county estimates of revenues, site "base budget" allocations, and targets for increases or decreases.)</i>	Fiscal Services Chancellor's Cabinet
March 2023	Campus unrestricted general fund development budgets due in Questica. <sup>2</sup>	College VPIs Responsibility Center Managers
April 2023	All remaining fund budgets due in Questica.	College VPIs Responsibility Center Managers
April to May 2023	District Budget Advisory Committee reviews Tentative Budget and provides feedback to Chancellor's Council and Cabinet.	Fiscal Services District Budget Advisory Committee Chancellor's Council and Cabinet
May 2023	Board is updated on status of budget process and receives Tentative Budget presentation (no formal action required). <i>(AP 6200: Preliminary Budget – a. No later than May of each year ...Fiscal Services will present the preliminary budget to the Board. No formal action is required.)</i>	Fiscal Services Board of Trustees

<sup>2</sup> Questica – SBCCD budget software.



## Fiscal Year 2023-2024 Budget Calendar

Submitted for Board Approval December 9, 2022

[v.11.18.2022.p.3]3]

Date	Task	Responsibility
June 2023	Board of Trustees reviews/adopts Tentative Budget.	Fiscal Services Board of Trustees
August 2023	Draft of Final Budget discussed at District Budget Advisory Committee meeting with feedback to Chancellor's Council and Cabinet. <i>(AP 6200: Final Budget – Prior to the state-prescribed date, the Board will adopt a final budget for SBCCD that reflects changes made to the Tentative Budget and provides the operational budget base for the District for the fiscal year.)</i>	Fiscal Services District Budget Advisory Committee Chancellor's Council and Cabinet
August 2023	Review of Tentative Budget and development of Final Budget. Changes made based on internal discussion, collegial recommendations, and changes in State financial picture.	Fiscal Services Chancellor's Council and Cabinet
August 2023	Board strategy session to review Final Budget.	Fiscal Services Board of Trustees
September 2023	Public Hearing and adoption of Final Budget by Board of Trustees. <i>(Budget and Accounting Manual: Public Hearing and Final Budget Adoption must be completed on or before September 15.)</i>	Fiscal Services Board of Trustees

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: December 9, 2022

SUBJECT: Consideration of Approval to Award RFQ/P 2023-02 and Contracts to Kitchell/CEM Inc. of Riverside CA and Safework Inc. of Riverside CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Request for Qualifications/Proposal (RFQ/P) 2023-02 | Project Management and Construction Management Services**, and contracts, to Kitchell/CEM Inc. of Riverside, CA and Safework Inc. of Riverside, CA. The total amount of each contract is not to exceed \$90,000.

OVERVIEW

Project management and construction management services are required by SBCCD for various non-bond projects, including but not limited to; student housing, land acquisition, scheduled maintenance, deferred maintenance, special repairs, system upgrades, refurbishments, new construction, and sustainability and energy projects.

ANALYSIS

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

Vendor	Ranking
Safework Inc. of Riverside, CA 1	1
Kitchell/CEM Inc. of Riverside, CA 2	2
Jtec HCM Inc. of Loma Linda, CA 3	3
Ledesma & Meyer Construction Co. Inc. of Rancho Cucamonga, CA 4	4
Jenkins/Gales & Martinez Inc. of Los Angeles, CA	5
P2S Inc. of Long Beach, CA	6

Through an analysis of the proposals and a committee-based evaluation process, Safework, Inc. and Kitchell/CEM, Inc. are the vendors that will best meet the needs of SBCCD.



### SBCCD GOALS

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

### FINANCIAL IMPLICATIONS

The cost of these contracts will be included in Fiscal Year 2023 and subsequent budgets.

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: December 9, 2022

SUBJECT: Consideration of Approval to Adopt Resolution #2022-12-09-FS01  
Approving Transfers to the Reserve for Contingencies from Various  
Expenditure Classifications

### RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2022-11-10-FS01 approving the transfer of funds to the reserve for contingencies from various expenditure classifications as indicated in the attached resolution.

### OVERVIEW

The 2022-23 Final Budget adopted by the Board of Trustees on September 8, 2022, represented SBCCD's best estimates for income and expenditures for the fiscal year. However, as the year progresses, additional income is sometimes received and must be distributed to appropriate accounts, expenditures change from projected levels, and increased costs may need to be covered. As provided in Title 5, §58307, and in accordance with SBCCD Administrative Procedure 6250, the Board of Trustees shall approve the transfer of funds, upon recommendation of the Chancellor, to or from the reserve for contingencies to or from any expenditure classification. Transfers of funds shall be done via the adoption of a resolution by a two-thirds majority vote.

### ANALYSIS

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

### SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

### FINANCIAL IMPLICATIONS

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



**RESOLUTION #2022-12-09-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.11.21.2022.p.1|2]

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

WHEREAS, on the 8<sup>th</sup> day of September, 2022, the San Bernardino Community College District (the District) adopted the 2022-23 Final Budget specifying the maximum amount which may be expended for each classification of expenditure; and

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

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

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

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

PASSED AND ADOPTED by the Board of Trustees on December 9, 2022, by the following majority vote:

AYES:

NOES:

ABSTENTIONS:

ABSENT:

STATE OF CALIFORNIA                     )  
COUNTY OF SAN BERNARDINO         )

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

WITNESSED my hand this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_ Secretary of the Board of Trustees

**RESOLUTION #2022-12-09-FS01 OF THE BOARD OF TRUSTEES OF THE  
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO  
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.11.21.2022.p.2[2]

**EXHIBIT A**

Fund 110/01			20,729,656	2022-23 Initial Fund Balance	
General Fund, Unrestricted			-	Net Change from Previously Approved Transfers	
			20,729,656	Fund Balance Before Transfer(s)	
Board Approved	Date of Transfer	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
12/9/2022	9/22/2022	016396	(5,000)	1000 Academic Salaries	To cover DSO expense for faculty stipends while working on the common application
12/9/2022	9/23/2022	016468	(17,000)	5000 Other Expenses	To fund Utah site visit districtwide travel team
12/9/2022	9/30/2022	016549	(85,000)	1000 Academic Salaries	To add money to DSO budget for Release Time
12/9/2022	10/28/2022	016747	(10,000)	5000 Other Expenses	To fund DSO budget for applicant reimbursement
			(117,000)	Total Approved at this Board Meeting	
			20,612,656	Fund Balance After Transfer(s)	

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: December 9, 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 12/09/2022

1 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
23339	<b>CCT Technologies DBA ComputerLand of Silicon Valley</b>	TESS/SBCCD	Amendment	\$153,834.00	
	Software licensing for Microsoft software Office 365; name change only			09/15/2022 through 09/14/2023	
23613	<b>Hill Partnership Inc, The DBA HPI Architecture</b>	Consultants	Facilities Planning/SBCCD	\$390,000.00	
	Consulting Services for Student Housing project at SBVC			10/4/2022 through 07/01/2023	
23711	<b>Interact Communications Inc.</b>	Bid	Marketing/SBCCD	\$489,530.00	
	RFP 2022-03 Integrated Marketing and Communication Plan and Student Enrollment Campaign			11/21/2022 Through 06/30/2023	
23695	<b>PBS - Public Broadcasting Service</b>	KVCR/KVCR	Services	\$140,640.00	
	Uplink Services for distribution of FNX channel television programs			07/01/2022 Through 06/30/2023	
23114	<b>Redlands USD</b>	Mathematics/SBVC	Amendment	\$888,512.00	
	Subgrantee agreement for AB104 California Adult Education Program (CAEP); Subgrantee to provide services of the grant objectives; this is to approve Amendment 01 to increase contract value by \$202,000			07/01/2022 Through 06/30/2023	

**Contracts and Agreements****Over \$99,100****Board Date 12/09/2022**

2 of 2

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
236085	<b>TSG Enterprises, Inc. DBA The Solis Group</b>	Facilities Planning/SBCCD	Bid/RFP/RFQ	\$806,513.00	No Added Cost
	RFP CC03-0002-1.11 - Administration of the Community Benefits Agreement; This is to approve Amendment 03 to correct term dates and contract value to reflect the terms approved by the board, to also increase the number of personnel to the agreement			09/10/2020 through 09/08/2023	

## 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: December 9, 2022

SUBJECT: Consideration of Approval of Conference Attendance

### RECOMMENDATION

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

### OVERVIEW

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

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

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

### ANALYSIS

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

### SBCCD GOALS

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

### FINANCIAL IMPLICATIONS

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





## Conference Attendance

Submitted for Board Approval December 9, 2022

[v.11.21.2022.p.1|1]

**Site:** SBVC

**Name:**

Brandy Nelson

**Total Estimated Cost Per**

**Person:** \$8,694

**Funding Source:** Strong  
Workforce Program

**Conference Name:** Gallup Global Strengths Coach

**Dates of Travel:** ~~9/19-23/2022~~ 12/5-9/2022

**Location:** Irvine, CA

**Purpose:** The attendee will gain knowledge in Strength Training which will enhance her work with our students.

**Amendment:** Previously approved in September; Ms. Nelson will be attending conference in December rather than September.

## 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: December 9, 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 December 9, 2022

[v.11.21.2022.p.1|3]

Site/Date/Cost	Event/Items Purchased/Funding Source
<b>Site:</b> SBVC  <b>Date of Event:</b> 11/16/22  <b>Total Estimated Cost:</b> \$2,000	<b>Event:</b> The Hair Tales Event  <b>Items Being Purchased:</b> Meals and refreshments  Black Faculty & Staff Association and First Year Experience are sponsoring this event to engage and connect with our Black/African-American students and provide them with an opportunity to discuss the complex history surrounding Black hair and the impact that this has had on our students. The event will provide a safe and welcoming space for our students to receive support from each other and our Black faculty and staff on campus. Anticipated attendance is 100 students and staff. Chaperones for this event include April Dale Carter and Keenan Giles.  <b>Funding Source:</b> Student Equity & Success and Outreach & Retention Categorical Funds  <b>Ratification:</b> Details and confirmations were not finalized in time prior to the board meeting.
<b>Site:</b> SBVC  <b>Date of Event:</b> 11/30/22  <b>Total Estimated Cost:</b> \$2,000	<b>Event:</b> Valley Bound Parent Informational Meeting  <b>Items Being Purchased:</b> Meals and refreshments  First Year Experience is sponsoring this event where parents and students will learn about the Valley Bound Program. Anticipated attendance is 300 students, community members, and staff. Sharaf Williams and Oscar Rodriguez will serve as chaperones.  <b>Funding Source:</b> Student Equity & Success Categorical Fund  <b>Ratification:</b> Details and confirmations were not finalized in time prior to the board meeting.
<b>Site:</b> SBVC  <b>Date of Event:</b> 12/02/22  <b>Total Estimated Cost:</b> \$3,000	<b>Event:</b> Ugly Xmas Dinner  <b>Items Being Purchased:</b> Contracts and supplies  First Year Experience and Outreach and Recruitment will be sponsoring a dinner for the community organizers that will be collecting toys for the Toy Giveaway event. Anticipated attendance is 150 students, staff and community members. Amanda Moody, Sharaf Williams, and Justine Plemons will serve as chaperones.  <b>Funding Source:</b> Student Equity & Success Categorical Fund  <b>Ratification:</b> Details and confirmations were not finalized in time prior to the board meeting.



## District & College Expenses

Submitted for Board Approval December 9, 2022

[v.11.21.2022.p.2|3]

Site/Date/Cost	Event/Items Purchased/Funding Source
<b>Site:</b> SBVC  <b>Date of Event:</b> 12/05/2022 - 12/09/2022  <b>Total Estimated Cost:</b> \$15,000	<b>Event:</b> Winterfest Week  <b>Items Being Purchased:</b> Supplies, giveaways, contracts, meals and refreshments  Sponsored by First Year Experience, Associated Student Government and Marketing, Winterfest Week will be held to support and retain students the week before finals. Winterfest week will include a Snow Day, Paint and Sip (Cocoa), and much more. Anticipated attendance is 300 students, staff and faculty. Paul Bratulin and Alejandra Aguilera will serve as chaperones.  <b>Funding Source:</b> Outreach & Retention Categorical Fund, Associated Student Body Fund, and Marketing General Fund  <b>Ratification:</b> Details and confirmations were not finalized in time prior to the board meeting.
<b>Site:</b> SBVC  <b>Date of Event:</b> 12/16/2022  <b>Total Estimated Cost:</b> \$3,500	<b>Event:</b> Wolverine Watch Party  <b>Items Being Purchased:</b> Rentals, meals, refreshments and entry fee  The Associated Student Government will be hosting a moving night exclusively for Associated Student Body discount sticker holders. Location will be in Rialto, CA at the Cinemark movie theater. Event is to give student a time to relax and enjoy a movie after Fall 2022 finals. Anticipated attendance is 150 students, faculty and staff. Raymond Carlos, Marie Maghuyop, and Maritza Portillo will serve as chaperones.  <b>Funding Source:</b> Associated Student Body Fund and Student Life Trust Fund
<b>Site:</b>  <b>Date of Event:</b> 12/17/2022  <b>Total Estimated Cost:</b> \$25,000	<b>Event:</b> San Bernardino County Community Toy Giveaway  <b>Items Being Purchased:</b> Contracts, giveaways and supplies  First Year Experience will provide support for local families in need during this holiday season. Anticipated participation is 120 staff and community members. Amanda Moody, Sharaf Williams, and Justine Plemons will serve as chaperones.  <b>Funding Source:</b> Student Equity & Success and Outreach & Retention Categorical Funds
<b>Site:</b> SBVC  <b>Date of Event:</b> 01/11/23 - 01/13/23  <b>Total Estimated Cost:</b> \$8,200	<b>Event:</b> Convocation Week (in-person and virtual)  <b>Items Being Purchased:</b> Meals and refreshments  Sponsored by Professional Development Office and the President's Office, this event is SBVC's Convocation week to kick off the Spring semester. Breakfast and luncheons will be hosted during the event. Anticipated attendance is approximately 200 faculty, staff, administrators, and trustees.  <b>Funding Source:</b> President's Office General Funds



## District & College Expenses

Submitted for Board Approval December 9, 2022

[v.11.21.2022.p.3|3]

Site/Date/Cost	Event/Items Purchased/Funding Source
<b>Site:</b> SBVC  <b>Date of Event:</b> 03/08/23  <b>Total Estimated Cost:</b> \$2,500	<b>Event:</b> Women's International Day  <b>Items Being Purchased:</b> Materials, refreshments, and promotional items  Student Equity and Success is sponsoring an event where students will participate in a workshop and gain resources to assist with success in their educational journey. They will engage with others to share their experiences at SBVC. Approximately 50 students, faculty and staff are expected to attend. Carmen Rodriguez and Elaine Akers will serve as chaperones.  <b>Funding Source:</b> Student Equity & Success Categorical Fund
<b>Site:</b> SBVC  <b>Date of Event:</b> 04/06/23  <b>Total Estimated Cost:</b> \$35,000	<b>Event:</b> Senior Day  <b>Items Being Purchased:</b> Supplies, meals and giveaways  Student Equity & Success and First Year Experience are sponsoring Senior Day to showcase Valley College's programs and services to local high school senior classes from 17 different campuses. Anticipated attendance is 500 staff and students. Chaperones include Sharaf Williams, Justine Plemons, and Amanda Moody.  <b>Funding Source:</b> Student Equity & Success Categorical Fund
<b>Site:</b> SBVC  <b>Date of Event:</b> 04/27/23  <b>Total Estimated Cost:</b> \$35,000	<b>Event:</b> Black Excellence  <b>Items Being Purchased:</b> Contracts, supplies, promotional items and meals.  Black Faculty and Staff Association, Student Equity, and First Year Experience are sponsoring Black Excellence which connects and engages African American high school students within the community and feeder high schools. Anticipated attendance is 500 staff and students. Chaperones include Sharaf Williams and Keynasia Buffong.  <b>Funding Source:</b> Student Equity & Success Categorical Fund
<b>Site:</b> SBVC  <b>Date of Event:</b> 08/09/2023-08/10/2023  <b>Total Estimated Cost:</b> \$35,000	<b>Event:</b> New Student Welcome Day (NSWD)  <b>Items Being Purchased:</b> Meals, contracts, promotional items and supplies  First Year Experience and Outreach & Recruitment department are sponsoring the annual NSWD in which staff and faculty have an opportunity to showcase various programs and departments at SBVC. 500 attendees will include students, staff and faculty members. Sharaf Williams, Amanda Moody, and Justine Plemons will serve as chaperones.  <b>Funding Source:</b> Student Equity & Success Categorical 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: Steven J. Sutorus, Business Manager

DATE: December 9, 2022

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

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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



Fixed Assets Surplus Report  
December 9, 2022

Asset #	Date Retired	Description	Initial Value	Current Value
32989	10/28/2022	Dell Latitude	\$1,162.50	\$0.00
32990	10/28/2022	Dell Latitude	\$1,162.50	\$0.00
32992	10/28/2022	Dell Latitude	\$1,162.50	\$0.00
32995	10/28/2022	Dell Latitude	\$1,162.50	\$0.00
32996	10/28/2022	Dell Latitude	\$1,162.50	\$0.00
32997	10/28/2022	Dell Latitude	\$1,162.50	\$0.00
37620	10/28/2022	OptiPlex 3240 AIO	\$1,564.73	\$0.00
37697	10/28/2022	Dell Latitude	\$1,253.97	\$0.00
37700	10/28/2022	Dell Latitude	\$1,253.97	\$0.00
37703	10/28/2022	Dell Latitude	\$1,253.97	\$0.00
37704	10/28/2022	Dell Latitude	\$1,253.97	\$0.00
37707	10/28/2022	Dell Latitude	\$1,253.97	\$0.00
37710	10/28/2022	Dell Latitude	\$1,253.97	\$0.00
37714	10/28/2022	Dell Latitude	\$1,253.97	\$0.00
37717	10/28/2022	Dell Latitude	\$1,253.97	\$0.00
37719	10/28/2022	Dell Latitude	\$1,253.97	\$0.00
37720	10/28/2022	Dell Latitude	\$1,253.97	\$0.00
37726	10/28/2022	Dell Latitude	\$1,253.97	\$0.00
37898	10/28/2022	OptiPlex 3240 AIO	\$947.33	\$0.00
37925	10/28/2022	OptiPlex 7440	\$1,068.17	\$0.00
41880	10/28/2022	OptiPlex 3240 AIO	\$1,465.58	\$0.00
42122	10/28/2022	OptiPlex 3240 AIO	\$1,257.31	\$0.00
2030091	11/1/2022	PICKUP	\$7,250.00	\$0.00

Non-Fixed Assets Surplus Report  
December 9, 2022

Description	Quantity
Dell Latitude E5570 Laptop	5 ea
Dell Optiplex 7450 Computer	8 ea
IBM Typewriter	1 ea
Dell P2210T Monitors	15 ea
Rally Speakers	2 ea
Dell Optiplex 3050 Computer	31 ea
Projector Screen	1 ea
Miscellaneous Boxes of Cables	2 ea
Box of Mice/Keyboards	2 ea
Jamex coinboxes	5 ea
Sony TV	1 ea
Dell Optiplex 3240 Computer	2 ea

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: December 9, 2022

SUBJECT: Consideration of Approval to Award Bid #03-2223-02 and Contract to Y4M Developing Inc. of Ontario, CA

### RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #03-2223-02 | Renovation at 550 E. Hospitality Lane, Suite 350**, and contract, to Y4M Developing Inc. of Ontario, CA in the amount of \$429,877.00

### OVERVIEW

This project includes construction services for the renovation of Suite 350 at 560 E. Hospitality Lane. The scope includes remodeling an existing building to accommodate new layouts. The buildout will require a new fire-rated corridor, carpet, electrical work, luxury vinyl tile flooring, paint, new and relocated doors, demolition, drywall, and framing.

### ANALYSIS

A Notice Inviting Bids was publicly advertised on October 08, 2022, and seven bids were received on October 31, 2022, through PlanetBids. The lowest three responsive bids are below.

<b>Vendor</b>	<b>Total Bid</b>
Y4M Developing Inc. of Ontario, CA	\$ 429,877.00
Upright Construction Corporation of Irvine, CA	\$ 453,857.00
Urban Professional Builders of Pasadena, CA	\$ 484,000.00

An analysis of the bids received indicates that Y4M Developing Inc., of Ontario, CA is the lowest responsive bidder.

### SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

### FINANCIAL IMPLICATIONS

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



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: December 9, 2022

SUBJECT: Consideration of Approval to Award RFP CC02-3631.03 and Design-Build Agreement to Tilden-Coil Constructors, Inc. of Riverside, CA

### RECOMMENDATION

It is recommended that the Board of Trustees award Request for Proposal (RFP) CC02-3631.03 and design-build agreement to Tilden-Coil Constructors, Inc. of Riverside, CA for the design and construction of the Crafton Hills College (CHC) Instructional Building project, in an amount not to exceed \$40,648,641.00.

### OVERVIEW

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

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

### ANALYSIS

SBCCD issued a design-build RFP on August 25, 2022, which closed on October 7, 2022. Four proposals were received and evaluated by the selection committee. The evaluation criteria included price, technical expertise, design excellence, sustainable design, pre-construction approach, life cycle costs, safety, local business participation, and an interview. The two top-ranked firms were interviewed on November 1, 2022.

A point-based evaluation of the proposals and the interviews indicate Tilden-Coil Constructors, Inc. to be the design-build entity that would best fit the needs of SBCCD for this project. In accordance with the requirements of the Education Code 81703, the contractor's price proposal, its overall combined rating on the RFP, and the ranking in relation to all other responsive bidders and their respective price proposals for the contract award, has been included.



<b>Firm</b>	<b>Score</b>	<b>Total Price</b>	<b>Rank</b>
Tilden-Coil Constructors, Inc. of Riverside, CA	889	\$40,648,641	1
Swinerton Builders of Santa Ana, CA	885	\$42,299,471	2
W.E. O'Neil Construction of Rancho Cucamonga, CA	796	\$45,046,481	3
Erickson-Hall Construction Company of Escondido, CA	787	\$42,160,343	4

Tilden-Coil Constructors, Inc. is a local firm and included 77% of local consultants and subcontractors in their bid. The vendor will also adhere to the 50% local hire, per the Community Benefits Agreement.

#### SBCCD GOALS

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

#### FINANCIAL IMPLICATIONS

The cost of this project will be included in 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: December 9, 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 is 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 the best value.



Each proposal is assessed by a committee comprised of representatives from the Facilities Department, campus staff, the 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.



## Master Services Agreements & Task Orders for Bond Construction

Submitted for Ratification December 9, 2022

[v.11.21.2022.p.1|1]

Firm	Pool Approval	Task Order Amount	Site	Project	Task Order	Date Executed	Date Ratified
*MTGL, Inc. Riverside, CA	Geotechnical 12/12/2019	\$2,070.00	SBVC	Student Services Building	CC01-3606.02 Geotechnical Services	11/01/2022	12/9/2022

\*Issued as a supplement to an existing Task Order.

## 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: December 9, 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 | 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

### SBCCD GOALS

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

### FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.



## Committees of the Board

Subject to the Brown Act

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



## LOIS CARSON CAMPUS CENTER

Policymakers praised Carson's public service at the event, including Assembly Majority Leader Eloise Gomez Reyes, San Bernardino County Supervisor Joe Baca, Jr., San Bernardino City Councilmember Damon Alexander, and Senator Rosilcie Ochoa Bogh's district representative Michael Glauser.

*...cont. page 5*



## CHANCELLOR'S REPORT

12.09.2022



## HAPPY HOLIDAYS

This holiday season, I am thankful for those who light the way for the next generation of students. I enjoyed seeing many of you at last week's holiday gatherings. If you couldn't make it, I hope you found other ways to celebrate the season with your SBCCD friends and colleagues. I am humbled and immensely grateful for your support and kindness to our students. I wish you a season illuminated with joy and love. On behalf of the SBCCD family, I wish you a happy and safe holiday season!

## SBCCD OFFICE AT PAROLE DEPARTMENT

SBCCD's EDCT and the California Department of Corrections and Rehabilitation (CDCR) hosted a ribbon-cutting ceremony celebrating services provided by SBCCD at the San Bernardino Parole Department's building. This will assist those supervised under state parole with access to EDCT's Caltrans transitional work crew program.



# "I CELEBRATE YOU"

- Chancellor Diana Z. Rodriguez



## CELEBRATING FACULTY & STAFF

### Continuing to build a strong team culture.

Transforming the Del Rosa property into a winter tailgate party, SBCCD held its annual Chancellor's Holiday Party & Employee Service Awards Recognition on December 1<sup>st</sup>.

This year's festive tailgate themed celebration brought faculty and staff together for an afternoon of delicious food, a competitive cornhole tournament, and the honoring of nearly 100 employees for their 5, 10, 15, 20, 25, 30, 35, 40, & 50 years of service for 2022.

### 2022 Years of Service

Daniel Algattas	SBVC	5 years
Renee Azenaro	CHC	5 years
Bryce Cacho	SBVC	5 years
Devryee Carrillo	DSO	5 years
Thomas Cole	DSO	5 years
Christopher Crew	DSO	5 years
Gerard De Leon	DSO	5 years
Cheryl Dibartolo	CHC	5 years
Laura Estrada	SBVC	5 years
Katherine Fonseca	SBVC	5 years

Melanie Gonzales	DSO	5 years
Tiffany Guevara	DSO	5 years
Kristina Hannon	DSO	5 years
Joe Ho	DSO	5 years
Alvin Jackson	DSO	5 years
Nicole Jimenez	SBVC	5 years
Sabrina Jimenez	CHC	5 years
Roxane Joyce	DSO	5 years
Ruben Leyva	SBVC	5 years
Arliss Malone	DSO	5 years
Anna Mendez	CHC	5 years
William Norris	SBVC	5 years
Uvaldo Sifuentes	SBVC	5 years
Wyvon Smith	DSO	5 years
Christina Sweeting	CHC	5 years
Bethany Tasaka	SBVC	5 years
Scott Thayer	SBVC	5 years
Karen Thomas	DSO	5 years
J Manuel Villegas	CHC	5 years
Breanna Andrews	CHC	10 years
Melita Caldwell-Betties	SBVC	10 years
Albert Camacho	SBVC	10 years
Melinda Fogle	SBVC	10 years
Kevin Grishow	SBVC	10 years

Anita Hernandez	SBVC	10 years
Alma Lopez	SBVC	10 years
Daniele Smith Morton	SBVC	10 years
Timothy Vasquez	DSO	10 years
Gina Yap-Gonzalez	DSO	10 years
Margarita Aguirre	DSO	15 years
Jose Luis Alvarez	SBVC	15 years
Minerva Carrillo	CHC	15 years
Rance Freeman	SBVC	15 years
Laura Gowen	SBVC	15 years
Patrice Hollis	SBVC	15 years
Patricia Jones	SBVC	15 years
Moustafa Kanawati	SBVC	15 years
Stephanie Lewis	SBVC	15 years
Sheri Lillard	SBVC	15 years
Vivian Marquez	SBVC	15 years
Anquanetta May	CHC	15 years
Emily McNichols	SBVC	15 years
Karen Peterson	CHC	15 years
Romana Pokorny Pires	SBVC	15 years
Rebecca Pompa	CHC	15 years
Deanne Rabon	SBVC	15 years
David Rosales	SBVC	15 years
Steven Rush	CHC	15 years
Jessica Sotelo	SBVC	15 years
Michael Torrez	SBVC	15 years
Catalina Transporte	SBVC	15 years
Mark Wall	SBVC	15 years
Ruby Zuniga	CHC	15 years
Maha Al-Husseini	SBVC	20 years
Michael Assumma	SBVC	20 years
Reynaldo Bell	CHC	20 years
Jose Cabrales	CHC	20 years
Audrey Annette Davis-Brackins	SBVC	20 years
Noemi Elizalde	DSO	20 years
Kristin Flores	CHC	20 years
Debra Gallagher	SBVC	20 years
Moises Gonzalez	CHC	20 years
Gloria Kracher	SBVC	20 years
Mark Mcconnell	CHC	20 years
Meridyth McLaren	CHC	20 years
Reginald Metu	SBVC	20 years
Jerry Ohigashi	SBVC	20 years
Rebecca Orta	CHC	20 years
Michael Slusser	SBVC	20 years
Stacy Sysawang	CHC	20 years
Leticia Vargas	SBVC	20 years
Kathryn Adams	SBVC	25 years
Dawn Adler	SBVC	25 years
Sharen Chavira	SBVC	25 years
Tina Gimple	CHC	25 years
Stacy Meyer	SBVC	25 years
Marty Milligan	CHC	25 years
David Rubio	SBVC	25 years
Maria Trujillo	SBVC	40 years
Dyann Walter	DSO	50 years





## LOIS CARSON CAMPUS CENTER *cont. from page 1*

- Lois Carson, a 1965 San Bernardino Valley College alumna and part of CSUSB's first graduating class, was the first person of color elected to the SBCCD Board of Trustees, where she served 24 years.
- Carson established the Lois J. Carson Scholarship to support SBVC students and served as executive director of Community Action Partnership of Riverside County for 30 years.
- SBCCD Chancellor Diana Rodriguez said that the "SBCCD Board of Trustees recognized the debt we owed her for her lifetime of selfless service to our students and community."
- Carson passed away in 2021, and the Lois Carson Campus Center at San Bernardino Valley College recognizes her life and legacy.

## Remembering Lois Carson (1913 – 2021)



In 1973, Lois Carson was the first person of color to be elected to the San Bernardino Community College District, where she served for 24 years, including seven on the national board of the Association of Community College Trustees, which once selected her top trustee in the United States. She is one of the longest-serving trustees to date.

Carson advocated for childcare, transfer centers, the Extended Opportunity Program and Services initiative, and welfare reform during her trusteeship. She was a member of the Accrediting Commission for Community and Junior

Colleges (ACCJC) and a philanthropic supporter of student scholarships as a board member emeritus of the San Bernardino Valley College Foundation.

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

Carson was inducted into the SBVC Hall of Fame in 1997 to recognize her public service in the Inland Empire. She passed away on July 14, 2021, just days after celebrating her 90th birthday.

## SBCCD OFFICE AT PAROLE DEPARTMENT

*...cont. from page 1*

The San Bernardino Parole Department's partnership with EDCT will provide a rapid response to gaining employment to those just released from prison. In addition, EDCT receives referrals to the Caltrans program, provides job readiness training, and assists with providing customized training in industry-demanding jobs such as construction, warehouse logistics, arborist training, and more.

For nearly a decade, CDCR and EDCT have been collaborating to provide transitional work for those released from prison. Having EDCT work from the parole department's building has been a goal for both institutions.

During the ribbon cutting, highlights included the impacted recidivism rate of participants working in the program. Leadership from SBCCD and CDCR emphasised the joint efforts are an important commitment to the community of San Bernardino. KVCR TV/FM was on hand to capture testimonials of the positive impact that the program has on participants.

This successful collaboration demonstrates positive outcomes when partners come together and jointly make strides to provide job security, economic stability, and a safer community.

Representatives in attendance included SBCCD's Vice Chancellor Dr. Nohemy Ornelas, Associate Vice Chancellor Angel Rodriguez, Interim Executive Director Deanna Krehbiel, the EDCT Justice Involved Team, CDCR's San Bernardino District Administrator Ronald Warner, San Gabriel Valley District Administrator Tiffany Johnson, Parole Agent III Sheila Green-Beck, and the San Bernardino Parole Units.

## 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: December 9, 2022

SUBJECT: Strategic Plan Goal-4 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-4 (Ensure Fiscal Accountability/Sustainability).

### ANALYSIS

In continued efforts to ensure fiscal accountability/sustainability, SBCCD initiated targeted efforts to expand its grant opportunities resulting in \$3.5M in new awards, continued to support efforts to provide free textbooks and course materials to more than 13K of its students, networked with local and state government officials to highlight its impact on students and the community, approved scheduled maintenance projects and created new scholarship opportunities to lower the cost of obtaining an education.

### INSTITUTIONAL VALUES

4. Ensure Fiscal Accountability/Sustainability

### FINANCIAL IMPLICATIONS

There are no financial implications.





# MONTHLY STATUS UPDATE

2022-2023

## GOAL

# 4

## Ensure Fiscal Accountability/Sustainability

### UPDATES

- ✓ SBCCD has provided no cost daily meals and snacks to more than 2,000 students in need.
- ✓ SBCCD began construction on the state-of-the-art Applied Technology, Performing Arts Center and Public Safety Training buildings.
- ✓ SBCCD raised \$22K in scholarships for students to complete internships in Film, TV and Radio.
- ✓ SBCCD established the Forrest & Valorie Greek Endowment fund for students enrolled in Respiratory Therapy, Fire Technology and Child Development programs.
- ✓ Through the Books+ program, SBCCD provided 13,301 students with at least one textbook, and the required course materials, for free.
- ✓ SBCCD met with three (3) candidates for Assembly and one (1) candidate for Senate to discuss its mission, regional value, and legislative priorities.
- ✓ SBCCD received a \$15K grant from Kaiser Permanente to support its Psychiatric Technology Program.

## SBCCD's Commitment to Accountability & Sustainability



- 1 \$3.5M grant funding received from partners.
- 2 Completed 32 Dream Act Application workshops for students.
- 3 Approved 25 scheduled maintenance projects totaling \$11.7M.
- 4 Completed 30 financial management workshops for students.
- 5 Implemented state-of-the-art technology in 3 new construction projects.
- 6 Assessed growth opportunities in programs and space utilization for KVCR, EDCT & IMA.

### Outcome achieved:

SBCCD distributed more than \$300K in scholarships to students. This number exceeds its 2022-2023 target of \$200K.



## 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: December 9, 2022

SUBJECT: Board Master Planning Action Calendar

### RECOMMENDATION

This item is for information only.

### OVERVIEW

The Board Master Planning Action Calendar is a schedule of items for board discussion or action. Board items are subject to change and board meeting dates and times are posted on the district website 72-hours prior to the meeting date <https://sbccd.edu/meetings-and-agendas/index.php>

### ANALYSIS

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

### SBCCD GOALS

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

### FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.



## Board Master Planning Action Calendar (as of 12/1/22)

Monthly	B&FS	<ul style="list-style-type: none"> <li>- Alcohol at Events</li> <li>- Budget Report w/memo</li> <li>- Cash Flow Analysis</li> <li>- Contracts Below Bid Limit</li> </ul>	<ul style="list-style-type: none"> <li>- Conferences Over \$5K or Outside US</li> <li>- Fund Balance Transfer Resolution</li> <li>- KVCN Report to the Board</li> <li>- Purchase Order Report</li> </ul>	<ul style="list-style-type: none"> <li>- Ratification of Interfund Transfers Contracts Above Bid Limit</li> <li>- Signature List Changes</li> <li>- Surplus Property</li> </ul>
	FPC	<ul style="list-style-type: none"> <li>- Bond Construction COs/Amendments</li> <li>- CBOC Appointees</li> </ul>	<ul style="list-style-type: none"> <li>- Informal Bid Award (UCCAP)</li> <li>- Non-Bond Construction COs/Amendments</li> </ul>	<ul style="list-style-type: none"> <li>- RFQ/RFP/Bid &amp; Contract Award</li> <li>- Small Scale Construction Contract Award</li> </ul>
	HR	<ul style="list-style-type: none"> <li>- <b>Closed Session Items (Separate Agenda)</b></li> <li>- 39-Month Reemployment</li> <li>- Adjunct/Substitute Academic</li> <li>- CSEA/CTA Agreements</li> <li>- CSEA/CTA/POA MOUs</li> <li>- Employee Anniversary Celebrations</li> </ul>	<ul style="list-style-type: none"> <li>- Job Descriptions</li> <li>- New Hires- Permanent/Interim</li> <li>- Non-Instructional Pay</li> <li>- Professional Expert, Short-Term, Subs</li> <li>- Promotions</li> <li>- Reclassifications</li> <li>- Resignations &amp; Retirements</li> </ul>	<ul style="list-style-type: none"> <li>- Salary Advancement-Academic</li> <li>- Step Increase</li> <li>- Stipends</li> <li>- Transfers</li> <li>- Tuition Reimbursement</li> <li>- Temporary Academic Employees</li> <li>- Volunteers</li> </ul>
	OOC, VCSSS, & PRES	<ul style="list-style-type: none"> <li>- Applause Report</li> <li>- Anniversary Celebrations</li> <li>- Board Committee Reports</li> <li>- Board Master Planning Action Calendar</li> </ul>	<ul style="list-style-type: none"> <li>- Board Policies &amp; Procedures</li> <li>- Chancellor's Report</li> <li>- Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>- Goals 1-4 rotated ea. month (formerly KPIs)</li> <li>- Individual Memberships</li> <li>- Minutes</li> </ul>

JANUARY	FEBRUARY	MARCH
<ul style="list-style-type: none"> <li>• Adopt Budget Calendar (by 2/1)</li> <li>• Budget Directives 1<sup>st</sup> Reading</li> <li>• National Community College Month Resolution (by 2/1)</li> <li>• Sabbaticals Granted</li> <li>• Goals 1-4 Mid-Year Progress Report</li> </ul>	<ul style="list-style-type: none"> <li>• Budget Directives 2<sup>nd</sup> Reading/Approval (by 3/1)</li> <li>• Nonresident Tuition Fee (by 3/1)</li> <li>• Quarterly Investment Report</li> <li>• Non-Resident Tuition Fee Worksheet (by 3/1)</li> <li>• CCCCC ECA requirement (due by 2/28/23): Emergency Conditions Recovery Plan mid-year update due to local Board of Trustees and Chancellor's Office</li> <li>• Apportionment Attendance Report P1</li> </ul>	<ul style="list-style-type: none"> <li>• P&amp;Ps (required 1<sup>st</sup> read) 2100 (every two years on even election years), 2725 with resolution</li> <li>• CBOC Annual Report (by 3/31)</li> <li>• Selection of Auditor (by 5/15)</li> <li>• Grant Tenure/Tenure Contracts</li> <li>• Classified Employee of the Year Endorsement (by 3/15)</li> <li>• Quarterly Certified Financial Status Report for Second Quarter (311Q by 3/15)</li> <li>• Sabbatical Completion Report from last spring and fall (by first semester after return)</li> <li>• Financial Statements and Audit Report for Auxiliary Organizations (by 4/1)</li> </ul>
APRIL	MAY	JUNE
<ul style="list-style-type: none"> <li>• 4/10 Alternate Summer Work Schedule for Management &amp; Confidential Employees</li> <li>• Board Orientation Handbook Updates</li> <li>• 2023 District Technology Strategic Plan (last plan 2020-2023)</li> <li>• Student Trustee Privileges (by 5/15)</li> <li>• Constitutional Advance (optional)</li> </ul>	<ul style="list-style-type: none"> <li>• P&amp;P (required 1<sup>st</sup> read) 6320, 4235 (every three years. Last approved 5/13/21)</li> <li>• Apportionment Attendance and FTES Calculation Report (CCFS 320 by 5/20) P2</li> <li>• Interfund Transfer Resolution</li> <li>• Quarterly Investment Report</li> <li>• 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</li> <li>• Preliminary Budget &amp; Presentation (strategy session 4<sup>th</sup> Thursday)</li> <li>• EEO Multiple Method Certification (by 6/1)</li> <li>• Outgoing Student Trustee Recognition</li> <li>• Board Meeting Dates for Next FY</li> <li>• 2027 ACCJC Institutional Self-Evaluation Report (by 8/1 every seven years. Last report 2020)</li> </ul>	<ul style="list-style-type: none"> <li>• Authorized Signature List</li> <li>• Bank Accounts</li> <li>• Quarterly Certified Financial Status Report for Third Quarter (311Q due by 6/15)</li> <li>• Tentative Budget (by 7/1)</li> <li>• PARS Transactions Related to Tentative Budget</li> <li>• Prop 30 EPA Expenditures Resolution</li> <li>• Meals, Refreshments, Open POs for Next FY</li> <li>• Order of Election and the Specifications of the Election Order (every 2 years on even numbered years)</li> <li>• New Student Trustee Orientation (information)</li> <li>• New Student Trustee Oath of Office</li> <li>• Goals 1-4 End of Year Executive Summary</li> <li>• Five-Year Construction Plan</li> </ul>

## Board Master Planning Action Calendar (as of 12/1/22)

Monthly	B&FS	<ul style="list-style-type: none"> <li>- Alcohol at Events</li> <li>- Budget Report w/memo</li> <li>- Cash Flow Analysis</li> <li>- Contracts Below Bid Limit</li> </ul>	<ul style="list-style-type: none"> <li>- Conferences Over \$5K or Outside US</li> <li>- Fund Balance Transfer Resolution</li> <li>- KVCR Report to the Board</li> <li>- Purchase Order Report</li> </ul>	<ul style="list-style-type: none"> <li>- Ratification of Interfund Transfers Contracts Above Bid Limit</li> <li>- Signature List Changes</li> <li>- Surplus Property</li> </ul>
	FPC	<ul style="list-style-type: none"> <li>- Bond Construction COs/Amendments</li> <li>- CBOC Appointees</li> </ul>	<ul style="list-style-type: none"> <li>- Informal Bid Award (UCCAP)</li> <li>- Non-Bond Construction COs/Amendments</li> </ul>	<ul style="list-style-type: none"> <li>- RFQ/RFP/Bid &amp; Contract Award</li> <li>- Small Scale Construction Contract Award</li> </ul>
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	OOO, VCSSS, & PRES	<ul style="list-style-type: none"> <li>- Applause Report</li> <li>- Anniversary Celebrations</li> <li>- Board Committee Reports</li> <li>- Board Master Planning Action Calendar</li> </ul>	<ul style="list-style-type: none"> <li>- Board Policies &amp; Procedures</li> <li>- Chancellor's Report</li> <li>- Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>- Goals 1-4 rotated ea. month (formerly KPIs)</li> <li>- Individual Memberships</li> <li>- Minutes</li> </ul>

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> <li>• P&amp;Ps (required) 6320</li> <li>• Transfer of Appropriations Resolution</li> </ul>	<ul style="list-style-type: none"> <li>• P&amp;Ps (required) 2745, 2435, 1100, 1200</li> <li>• Quarterly Certified Financial Status Report (by 8/15)</li> <li>• Apportionment Attendance and FTES Calculation Report (CCFS 320 by 8/15) P3</li> <li>• Quarterly Investment Report</li> <li>• Prop 30 EPA Expenditure Accounting (if figures change dramatically based on ReCalc)</li> <li>• Final Budget Presentation (strategy session 4<sup>th</sup> Thursday)</li> <li>• Reaffirm or revise Evaluation of the Chancellor process (with P&amp;P from Board Retreat)</li> <li>• Reaffirm or revise Board Self Evaluation process (with P&amp;P from Board Retreat)</li> <li>• Reaffirm or revise Mission, Vision, Values, Goals/Strategic Priorities with P&amp;Ps (with P&amp;P from Board Retreat)</li> <li>• Approval of Goals/Key Results (from Board Retreat)</li> <li>• 2024 ACCJC Midterm Report 1st Reading/Approval (by 10/1. Last report 2020)</li> <li>• 2027 ACCJC Institutional Self-Evaluation Report 1st Reading/Approval (by 10/1. Last report 2020)</li> </ul>	<ul style="list-style-type: none"> <li>• 50% Law, Application for Exemption (CCFS-350A by 9/15) due from Districts</li> <li>• Prior year (PY) Final Enrollment Fee Revenue Due (CCFS-323 by 9/15)</li> <li>• Public Hearing and Final Budget Approval (by 9/15)</li> <li>• 2024 ACCJC Midterm Report final approval (by 10/1. Last report 2020)</li> <li>• 2027 ACCJC Institutional Self-Evaluation Report final approval (by 10/1. Last report 2020)</li> <li>• Grant Sabbaticals (notice required to employees by October 1).</li> </ul>

## Board Master Planning Action Calendar (as of 12/1/22)

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	OOO, VCSSS, & PRES	<ul style="list-style-type: none"> <li>- Applause Report</li> <li>- Anniversary Celebrations</li> <li>- Board Committee Reports</li> <li>- Board Master Planning Action Calendar</li> </ul>	<ul style="list-style-type: none"> <li>- Board Policies &amp; Procedures</li> <li>- Chancellor's Report</li> <li>- Curriculum</li> </ul>	<ul style="list-style-type: none"> <li>- Goals 1-4 rotated ea. month (formerly KPIs)</li> <li>- Individual Memberships</li> <li>- Minutes</li> </ul>

OCTOBER	NOVEMBER	DECEMBER (2 <sup>nd</sup> Fridays)
<ul style="list-style-type: none"> <li>• Campus Advisory Committees</li> <li>• Initial Proposals to Reopen Negotiations with CSEA/CTA</li> <li>• Annual Security Report (information item)</li> <li>• P&amp;P Review List (information item)</li> <li>• Sabbatical Completion Report from last spring and fall (by first semester after return)</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Closed Session – Notice of Intent to Non-Renew</b></li> <li>• Quarterly Certified Financial Status Report for First Quarter (311Q by 11/15)</li> <li>• Quarterly Investment Report</li> <li>• Property tax &amp; ERAF Revenue for estimated current year (CY) and actual prior year (PY) (CCFS-329 by 11/15) used for First Principal and Recalculation</li> <li>• P&amp;P 2350 Speakers and 2725 Bd Compensation<sup>1st</sup> Reading (2022 only)</li> <li>• Full-Time Faculty Obligation Report (110/FFO due by 11/30)</li> </ul>	<p><b>ANNUAL MEETING</b> 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.</p> <p>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.</p> <ul style="list-style-type: none"> <li>• New Trustee Oath of Office</li> <li>• Nomination and approval of SBCCD Executive Board</li> <li>• Certification of Election of Board Chair and Clerk</li> <li>• Board Member Assignment to the County Committee on School District Organization</li> <li>• Board Member Assignment to the SBRETC/JPA</li> </ul> <p><b>BUSINESS MEETING</b></p> <ul style="list-style-type: none"> <li>• Board Member Assignment to Standing BOT Committees. (Note for information: BEC serves as Ethics committee and self-evaluation/chancellor evaluation committees)</li> <li>• Approve Ex Officio Members of the IFF Board</li> <li>• Reaffirm FCC Auction Guiding Principles</li> <li>• Audit Reports: District, CBOC, KVCR (by 12/31)</li> <li>• New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected)</li> <li>• Apportionment Attendance and FTES Calculation Report (CCFS 320 by 1/15) P1</li> <li>• Enrollment Fee Revenue for estimated current year (CCFS-323 by 1/15) used for First Principal</li> <li>• CCCCO ECA requirement (due by 12/31/22): 2021-22 Audit Report due to the Chancellor's Office</li> </ul>

## 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, Human Resources & Police Services

PREPARED BY: Jose F. Torres, Executive Vice Chancellor

DATE: December 9, 2022

SUBJECT: Board Policies for First Reading

### RECOMMENDATION

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

### OVERVIEW

AP 2410 | <https://sbccd.edu/ap2410>

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 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 and 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, which 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 November 14, 2022, the Policies & Procedures Advisory Committee voted to forward the following items to Chancellor's Council and the Board of Trustees for first reading. Changes are redlined in the attached policies and procedures.

BP 2350	Speakers
AP 2712	Conflict of Interest Code
BP AP 3225	Institutional Effectiveness
BP AP 7700	Whistleblower Protection



### SBCCD GOALS

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

### FINANCIAL IMPLICATIONS

This is an information item and does not have any direct financial implications.

**P&P 2350 SPEAKERS****Reason for Changes**

Requested by the Chancellor on behalf of the BOT to revise the timeframe for speakers addressing the Board.

*(For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)*

<b>Review Level:</b> 2   Minor Edit (Non 10+1)	<b>Review Level Approved by PPAC:</b> 10/10/2022	<b>Constituent Review:</b> Due 10/31/2022	<b>PPAC Info Item:</b> 11/14/2022
<b>BOT 1<sup>st</sup> Reading:</b> 12/9/2022	<b>BOT 2<sup>nd</sup> Reading &amp; Approval:</b> 1/12/2023		

**BP 2350 SPEAKERS**  
 With Changes Redlined

*(Replaces current SBCCD BP 2140)*

Persons may speak to the Board of Trustees either on an agenda item or on other matters of interest to the public that are within the subject matter jurisdiction of the Board.

Oral presentations relating to a matter on the agenda, including those on the consent agenda, shall be heard before a vote is called.

Persons wishing to speak to matters not on the agenda shall do so at the time designated at the meeting for public comment.

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

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

Any member of the public who wishes to address the Board on any matter on the agenda of a regular Board meeting or on the notice for a special Board meeting is limited to ~~five~~3 minutes per person and 20 \_ minutes per agenda topic unless the time limit is extended by a majority vote of the Board.

The Board acknowledges that the Brown Act, Government Code Section 54954.3, requires that every agenda for regular meetings, but not every notice for special meetings, shall provide an opportunity for members of the public to directly address the Board on items of interest to the public that are not on the agenda.

A member of the public who wishes to address the Board on an item not on the agenda, but related to the business of the District, is limited to ~~five~~3 minutes unless a majority of the Board votes to extend the time limit. The total time for members of the public to speak on the same or a substantially similar subject shall be limited to ~~twenty~~20 minutes unless a majority of the Board votes to

**P&P 2350 SPEAKERS****BP 2350 SPEAKERS****With Changes Redlined**

extend the time limit. Each speaker coming before the Board is limited to one presentation per specific agenda item before the Board and to one presentation per meeting on non-agenda matters.

Members of the public desiring to address the Board shall complete and submit a Public Comment card.

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

**References:**

Education Code Section 72121.5; Government Code Sections 54950 et seq.

**AP 2350 SPEAKERS****No AP****END OF RECOMMENDATION**

## CHAPTER LEAD RECOMMENDATION

## BP 2712 Conflict of Interest Code

## Reason for Changes

**Other Request** – California Fair Political Practices Commission request to clarify/correct a position disclosure category and correct a clerical error on one of position titles. Note, this item was recently reviewed to update DSPS to SAS. These changes are being treated as a new request.

(For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

**Review Level:**  
1 | Info Only

**Review Level Approved by PPAC:**  
11/14/2022

**BOT 1<sup>st</sup> Read:**  
12/9/2022

**BOT 2<sup>nd</sup> Read:**  
1/12/2023

BP 2712 Conflict of Interest Code  
No BP

AP 2712 Conflict of Interest Code  
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
Executive Vice Chancellor	1, 2
General Counsel	1, 2
Business Manager	1, 2
Director, Facilities Planning, Emergency Management & Construction	<del>1, 2</del>
Associate Deans	2
Associate Director of Energy, Sustainability & Safety Administration	2
Campus Project Manager	2
Chief Technology Officer	2
College President, CHC	2
College President, SBVC	2

## CHAPTER LEAD RECOMMENDATION

**BP 2712 Conflict of Interest Code****AP 2712 Conflict of Interest Code****With Changes Redlined**

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, SAS	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
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

## CHAPTER LEAD RECOMMENDATION

**BP 2712 Conflict of Interest Code****AP 2712 Conflict of Interest Code****With Changes Redlined****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.

**END OF RECOMMENDATION**

P&P 3225 INSTITUTIONAL EFFECTIVENESS

**Reason for Changes**  
Legal Update 38– The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.

*(For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)*

<b>Review Level:</b> 1   Info Only	<b>Review Level Approved by PPAC:</b> 11/14/2022	<b>BOT 1<sup>st</sup> Read:</b> 12/09/2022	<b>BOT 2<sup>nd</sup> Read:</b> 01/12/2023
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BP 3225 INSTITUTIONAL EFFECTIVENESS  
With Changes Redlined

~~(NEW POLICY)~~

The Board is committed to developing goals that measure the ongoing condition of the District's operational environment. The Board regularly assesses the District's institutional effectiveness through goals that address (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; (4) diversity, equity and inclusion; and ~~(4)~~(5) programmatic compliance with state and federal guidelines.

The Chancellor shall ensure that the specified institutional effectiveness goals are established and shall inform the Board about the status of goal setting, implementation, and assessment of the District's institutional effectiveness.

**References:**

Education Code Sections 78210 et seq., and 84754.6;  
ACCJC Accreditation Standard I.B.5 - 9

AP 3225 INSTITUTIONAL EFFECTIVENESS  
With Changes Redlined

~~(NEW PROCEDURE)~~

As specified in BP 3225, each college in the District is required to collaboratively develop, adopt, and publicly post measurable goals that addresses all of the following: (1) accreditation status; (2) fiscal viability; (3) student performance and outcomes; (4) diversity, equity, and inclusion; and ~~(5)~~(4) programmatic compliance with state and federal guidelines. The goals should be challenging and quantifiable, address achievement gaps for underrepresented populations, and align the educational attainment of California's adult population to the workforce and economic needs of the state.

**References:**

Education Code Sections 78210 et seq. and 84754.6;  
ACCJC Accreditation Standards I.B.5 – 9

## CHAPTER LEAD RECOMMENDATION

## P&amp;P 7700 Whistleblower Protection

## Reason for Changes

**Legal Update 38** – The Service updated this procedure to remove contact information for the State Personnel Board. Also contains formatting change to remove bolding.

(For more info on SBCCD's process for Board Policies and Administrative Procedures, visit <https://sbccd.edu/ap2410>.)

## Review Level:

1 | Info Only

## Review Level Approved by PPAC:

11/14/2022

BOT 1<sup>st</sup> Read:

12/9/2022

BOT 2<sup>nd</sup> Read:

1/12/2023

## BP 7700 Whistleblower Protection

No Changes Recommended (FYI Only)

The Chancellor shall establish administrative procedures regarding the reporting and investigation of suspected unlawful activities by District employees, and the protection from retaliation of those who make such reports in good faith and/or assist in the investigation of such reports. For the purposes of this policy and any implementing procedures, "unlawful activity" refers to any activity—intentional or negligent—that violates state or federal law, local ordinances, or board policy.

The procedures shall provide that individuals are encouraged to report suspected incidents of unlawful activities without fear of retaliation, that such reports are investigated thoroughly and promptly, remedies are applied for any unlawful practices and protections are provided to those employees who, in good faith, report these activities and/or assist the District in its investigation.

Furthermore, District employees shall not:

1. retaliate against an employee or applicant for employment who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order;
2. retaliate against an employee or applicant for employment because the employee or applicant is a family member of a person who has made a protected disclosure, assisted in an investigation, or refused to obey an illegal order: or
3. directly or indirectly use or attempt to use the official authority or influence of his/her position for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the District. The District will not tolerate retaliation, and will take whatever reasonable action *whatever action* may be needed to prevent and correct activities that violate this policy, including discipline of those who violate it up to and including termination.

## References:

Education Code Sections 87160-87164;

Labor Code Section 1102.5;

Government Code Section 53296.;

Private Attorney General Act of 2004 (Labor Code Section 2698);

Affordable Care Act (29 U.S. Code 218C)

## AP 7700 Whistleblower Protection

With Changes Redlined

Individuals are encouraged to report suspected incidents of unlawful activities by District employees in the performance of their duties. Reports will be investigated promptly and appropriate remedies applied. Employees who, in good faith, reported such activities and/or assist the District in the investigation will be protected from retaliation.

## CHAPTER LEAD RECOMMENDATION

## P&amp;P 7700 Whistleblower Protection

 AP 7700 Whistleblower Protection  
 With Changes Redlined

This procedure sets out the processes for responding to and investigating reports of unlawful activities, as defined in BP 7700 titled Whistleblower Protection, and addressing complaints of retaliation for making such reports.

### Filing a Report of Suspected Unlawful Activities

Any person may report allegations of suspected unlawful activities. Knowledge or suspicion of such unlawful activities may originate from academic personnel, staff, or administrators carrying out their assigned duties, internal or external auditors, law enforcement, regulatory agencies, customers, vendors, students, or other third parties.

Anonymous reports will be investigated to the extent possible. However, employees are strongly encouraged not to report anonymously because doing so impedes the District's ability to thoroughly investigate the claim and take appropriate remedial measures. As set forth fully below, retaliation against individuals who report suspected unlawful activities will not be tolerated.

Normally, a report by a District employee of allegations of a suspected unlawful activity should be made to the reporting employee's immediate supervisor or other appropriate administrator or supervisor within the operating unit. However, if the report involves or implicates the direct supervisor or others in the operating unit, the report may be made to any another District official whom the reporting employee believes to have either responsibility over the affected area or the authority to review the alleged unlawful activity on behalf of the District. When the alleged unlawful activities involve a College President, the report should be made directly to the Chancellor.

When the alleged unlawful activities involve the Chancellor, the report should be made directly to the President of the Board of Trustees. When the alleged unlawful activity involves the Board of Trustees or one of its members, the report should be made to the Chancellor who will confer with the President of the Board of Trustees and/or legal counsel on how to proceed. Additionally, allegations of suspected unlawful activity may be reported through the District compliance hotline by following instructions listed on the District website. The Lighthouse compliance hotline is the most common and preferred method of submitting allegations of suspected unlawful activities.

Allegations of suspected unlawful activities should be made in writing so as to assure a clear understanding of the issues raised, but may be made orally. Such reports should be factual and contain as much specific information as possible. The receiving supervisor or administrator should elicit as much information as is reasonably possible. If the report is made orally, the receiving supervisor or administrator shall reduce it to writing and make a reasonable attempt to get the reporter to confirm by his/her signature that it is accurate and complete.

Once the receiving supervisor or administrator has received and/or prepared a written report of the alleged unlawful activity, he/she must immediately forward to the College President where the alleged activity has occurred or to the Chancellor if the activity involves the District office or is District-wide. However, if this process would require submitting the report to an employee implicated in the report, the receiving supervisor or administrator should follow the reporting options outlined, above. The high-level administrator or trustee who receives the written report pursuant to this paragraph is responsible for ensuring that a prompt and complete investigation is made by an individual with the competence and objectivity to ~~conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.~~ conduct the investigation, and that the assistance of counsel and/or an outside investigator is secured if deemed necessary.

In the course of investigating allegations of unlawful conduct, all individuals who are contacted and/or interviewed shall be advised of the District's no-retaliation policy. Each individual shall be:

- a. warned that retaliation against the reporter(s) and/or others participating in the investigation will subject the employee to discipline up to and including termination; and
- b. advised that if he/she experiences retaliation for cooperating in the investigation, then it must be reported immediately.

In the event that an investigation into alleged unlawful activity determines that the allegations are accurate, prompt and appropriate corrective action shall be taken.

## CHAPTER LEAD RECOMMENDATION

## P&amp;P 7700 Whistleblower Protection

 AP 7700 Whistleblower Protection  
 With Changes Redlined
**Protection from Retaliation**

When a person makes a good-faith report of suspected unlawful activities to an appropriate authority, the report is known as a protected disclosure. District employees and applicants for employment who make a protected disclosure are protected from retaliation. A district employee or applicant whose family member makes a protected disclosure is also protected from retaliation.

Any employee who believes he/she has been (1) subjected to or affected by retaliatory conduct for reporting suspected unlawful activity, or (2) for refusing to engage in activity that would result in a violation of law, should report such conduct to the appropriate supervisory personnel (if such supervisory personnel is not the source of or otherwise involved in the retaliatory conduct). Any supervisory employee who receives such a report, or who otherwise is aware of retaliatory conduct, is required to advise their College President, the Chancellor, or the Chancellor's designee. If the allegations of retaliation, or the underlying allegations of unlawful conduct involve the College President or Chancellor, the supervisor shall report to the highest level administrator and/or trustee who is not implicated in the reports of unlawful activity and retaliation.

All allegations of retaliation shall be investigated promptly and with discretion, and all information obtained will be handled on a "need to know" basis. At the conclusion of an investigation, as appropriate, remedial and/or disciplinary action will be taken where the allegations are verified and/or otherwise substantiated.

**Whistleblower Contact Information**

Employees who have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees should contact the State Chancellor's Office or the District's Board of Trustees. Employees can contact the State Personnel Board with complaints of retaliation resulting from whistleblower activities. ~~The State Personnel Board hotline is (916) 653-1403.~~

**Other Remedies and Appropriate Agencies**

In addition to the internal complaint process set forth above, any employee who has information concerning allegedly unlawful conduct may contact the appropriate government agency.

**References:**

Education Code Sections 87160-87164;  
 Government Code Section 53296;  
 Labor Code Section 1102.5;  
 Private Attorney General Act of 2004 (Labor Code Section 2698);  
 Affordable Care Act (29 U.S.C. 218C)

**END OF RECOMMENDATION**

## 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: December 9, 2022

SUBJECT: 1st Read - Reorganization of District Support Services and Student Services

### RECOMMENDATION

It is recommended that the Board of Trustees review the Proposed District Support Services (DSO) and Student Support Services Reorganization.

### OVERVIEW

A reorganization is called for when there are changes in the operational needs and functions of an organization. This Proposed Plan for Restructure & Reorganization is based on present and future needs of SBCCD as a whole, and includes built-in succession planning, alignment of work, and a vision of future requirements for each department. This proposal includes restructuring of departments to eliminate duplication of work, increase efficiencies, and develop internal controls.

There are personnel implications attached to the reorganization of work including reclassifications, demotions, layoffs and restructuring of management duties.

### ANALYSIS

The proposed changes will align with prior structures in the district and most multi-college districts. This will result in an approximate break-even cost for the District. Benefits to be realized from this approach include:

- The opportunity for existing staff to apply for any new positions.
- The elimination of multiple management positions.
- Continued centralization, leadership, and consistency for the on-boarding of new employees.
- Continued centralization, leadership, and consistency in the interpretation of bargaining agreements, board policies, administrative procedures, laws and regulations.
- A continued succession plan for multiple areas throughout the district including Human Resources, Business and Fiscal Services, Student Support Services, and Institutional Research and Planning.



In order to maintain transparency and continue open communication with the colleges, the proposed reorganization plan has been shared with the Chancellor's Council, Academic Senate, CSEA, Crafton Council, and SBVC SS Managers.

Job descriptions have been reviewed to ensure they meet internal and external alignment of duties and provide clear expectation of duties. Additional job descriptions are currently in review.

### 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 reorganization will be a break-even and therefore does not have any financial implications.





## Proposed Plan for RESTRUCTURE & REORGANIZATION

### 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.



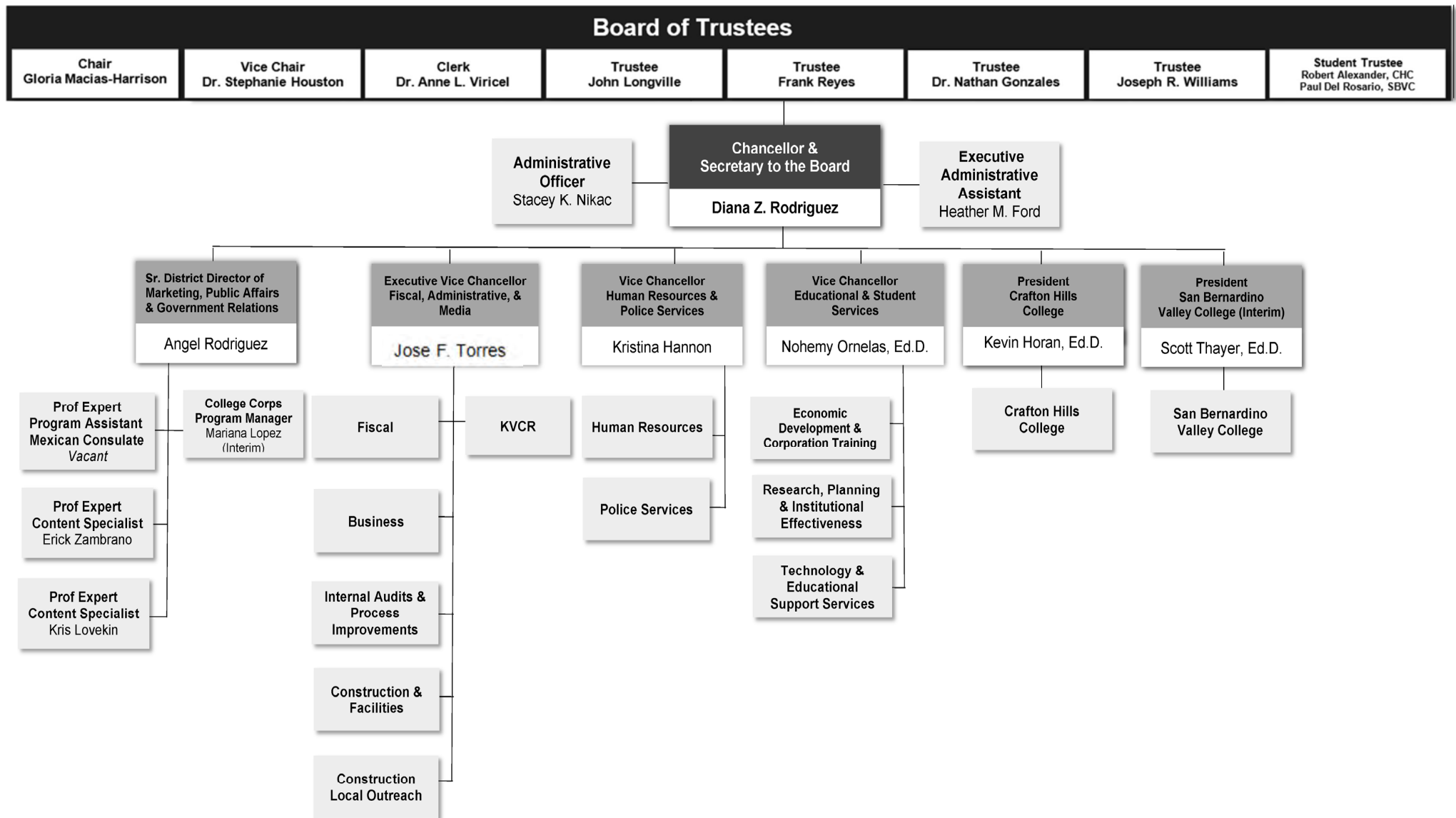
### SBCCD | Vision

Inspiring possibilities for bright futures  
and a prosperous community



Proposed Plan for  
RESTRUCTURE & REORGANIZATION

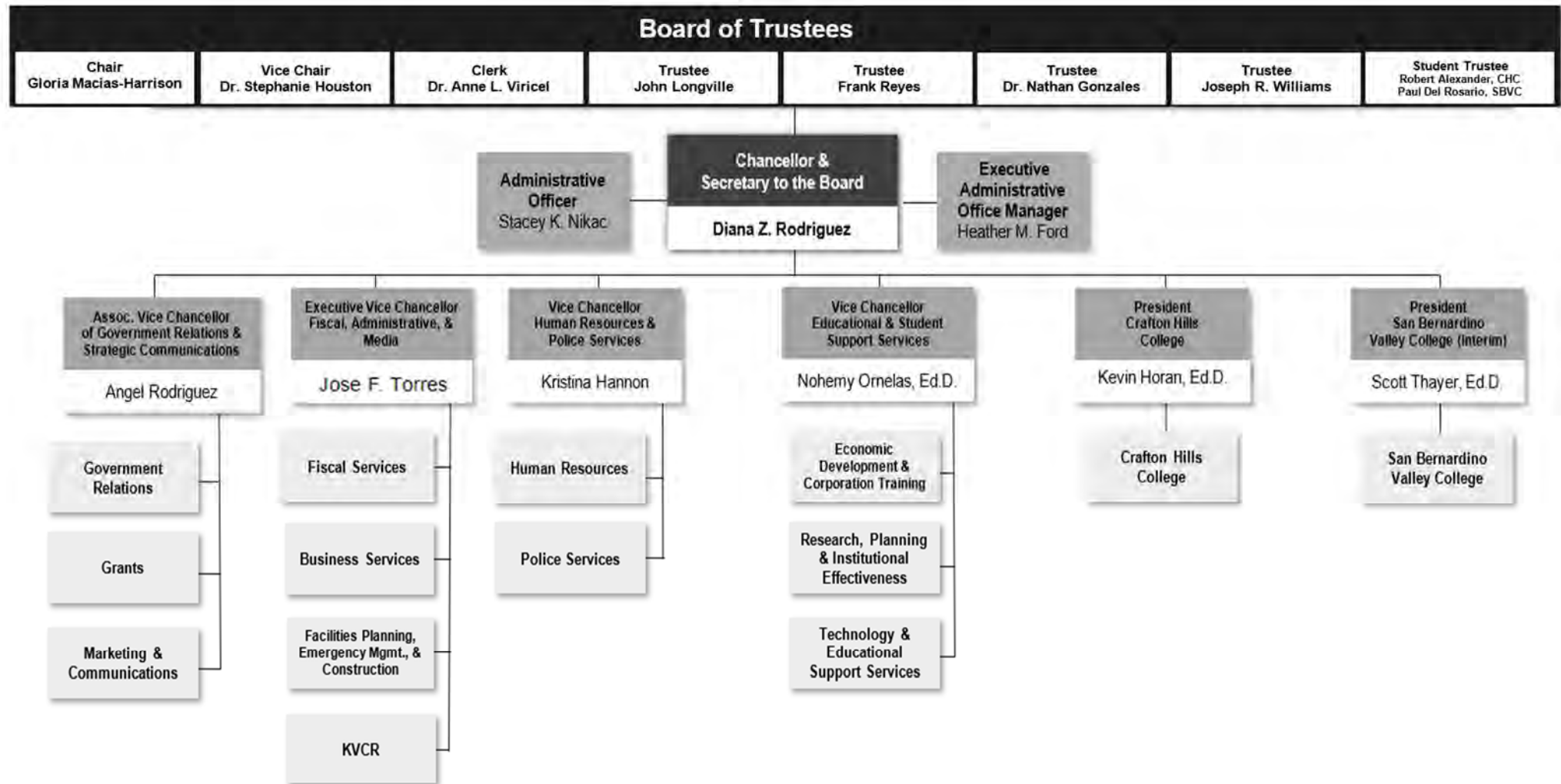
## OFFICE OF THE CHANCELLOR | CURRENT





Proposed Plan for  
RESTRUCTURE & REORGANIZATION

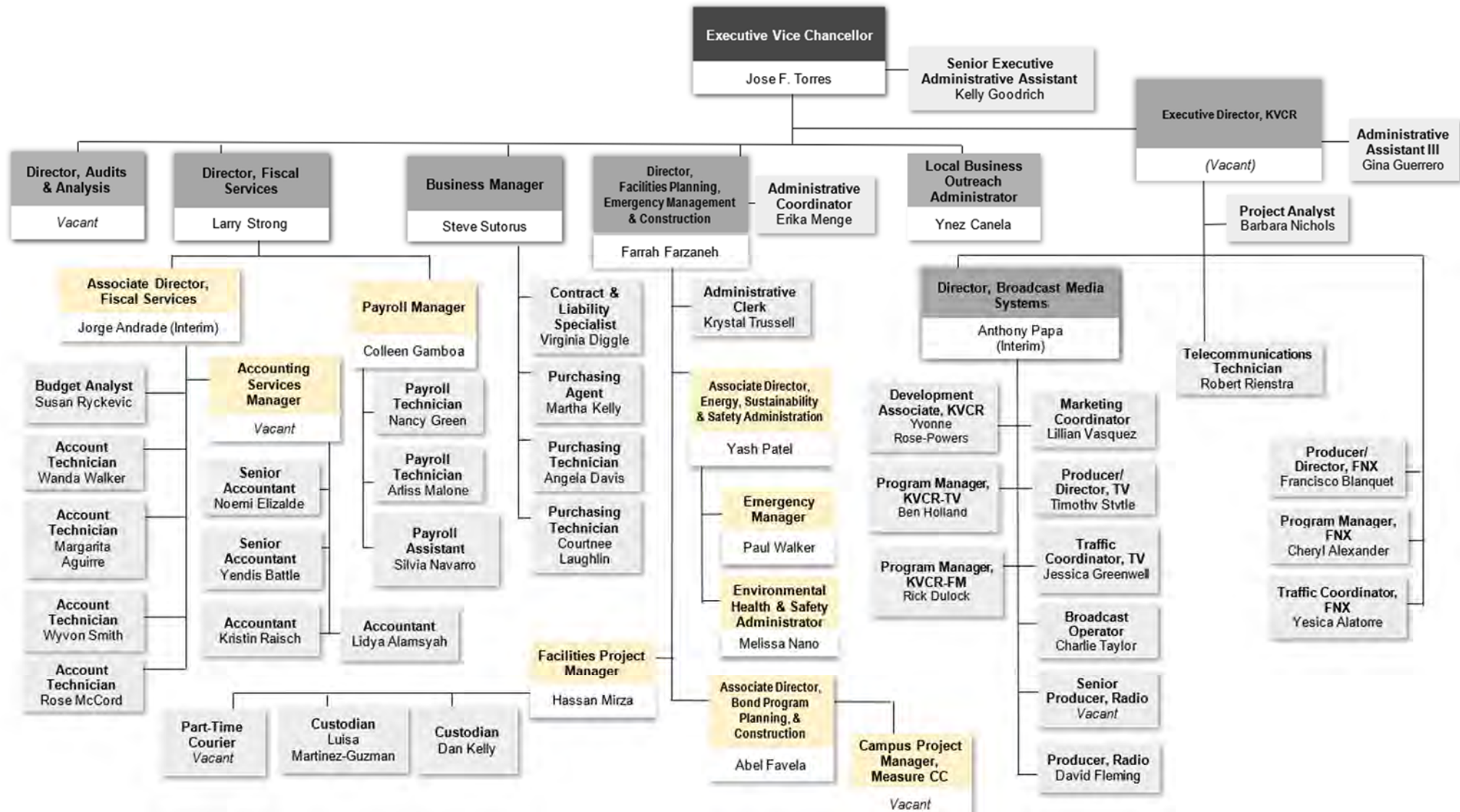
## OFFICE OF THE CHANCELLOR | PROPOSED





Proposed Plan for  
RESTRUCTURE & REORGANIZATION

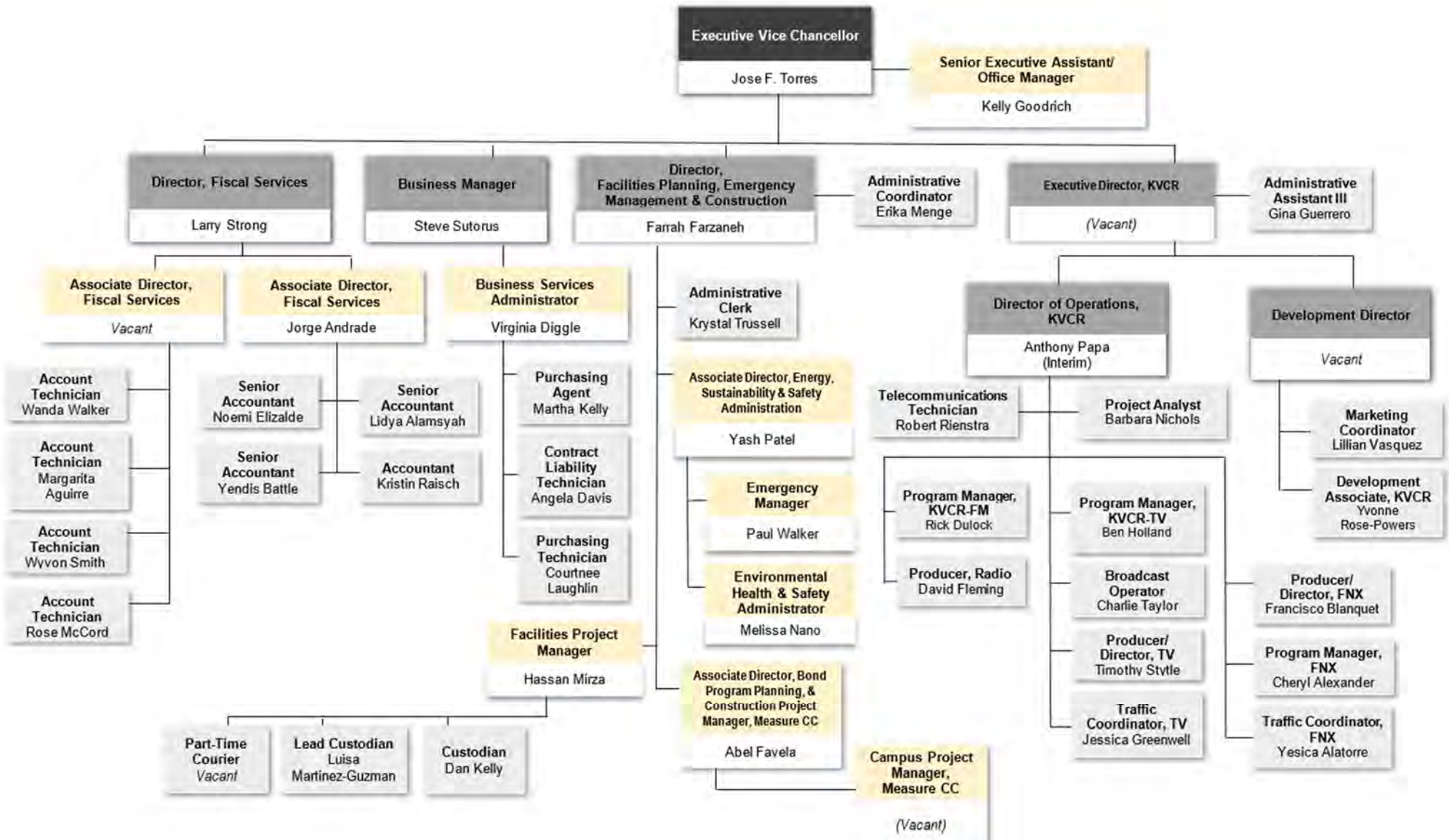
## FISCAL, ADMINISTRATIVE & MEDIA | CURRENT





Proposed Plan for  
RESTRUCTURE & REORGANIZATION

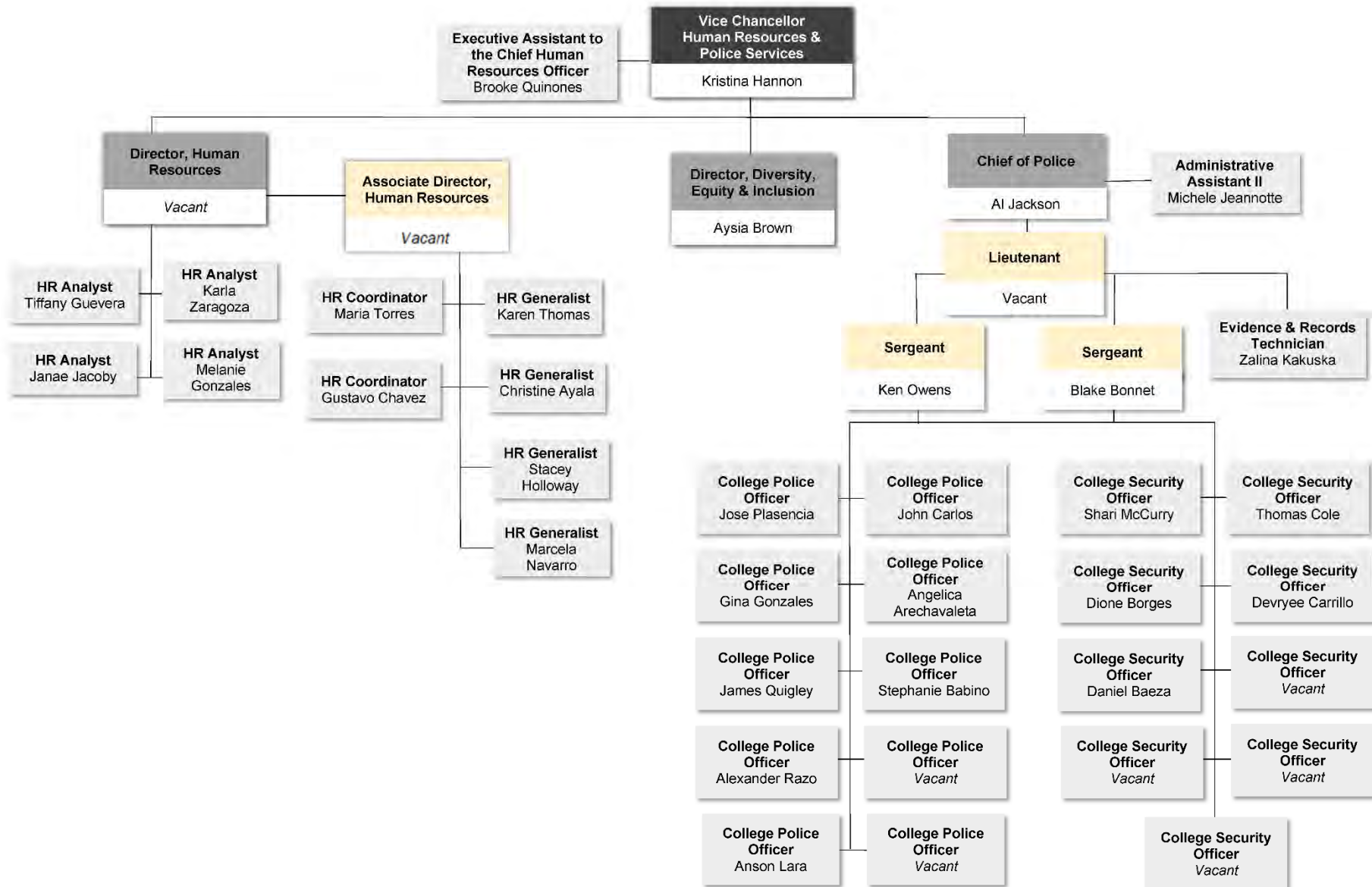
## FISCAL, ADMINISTRATIVE & MEDIA | PROPOSED





Proposed Plan for  
RESTRUCTURE & REORGANIZATION

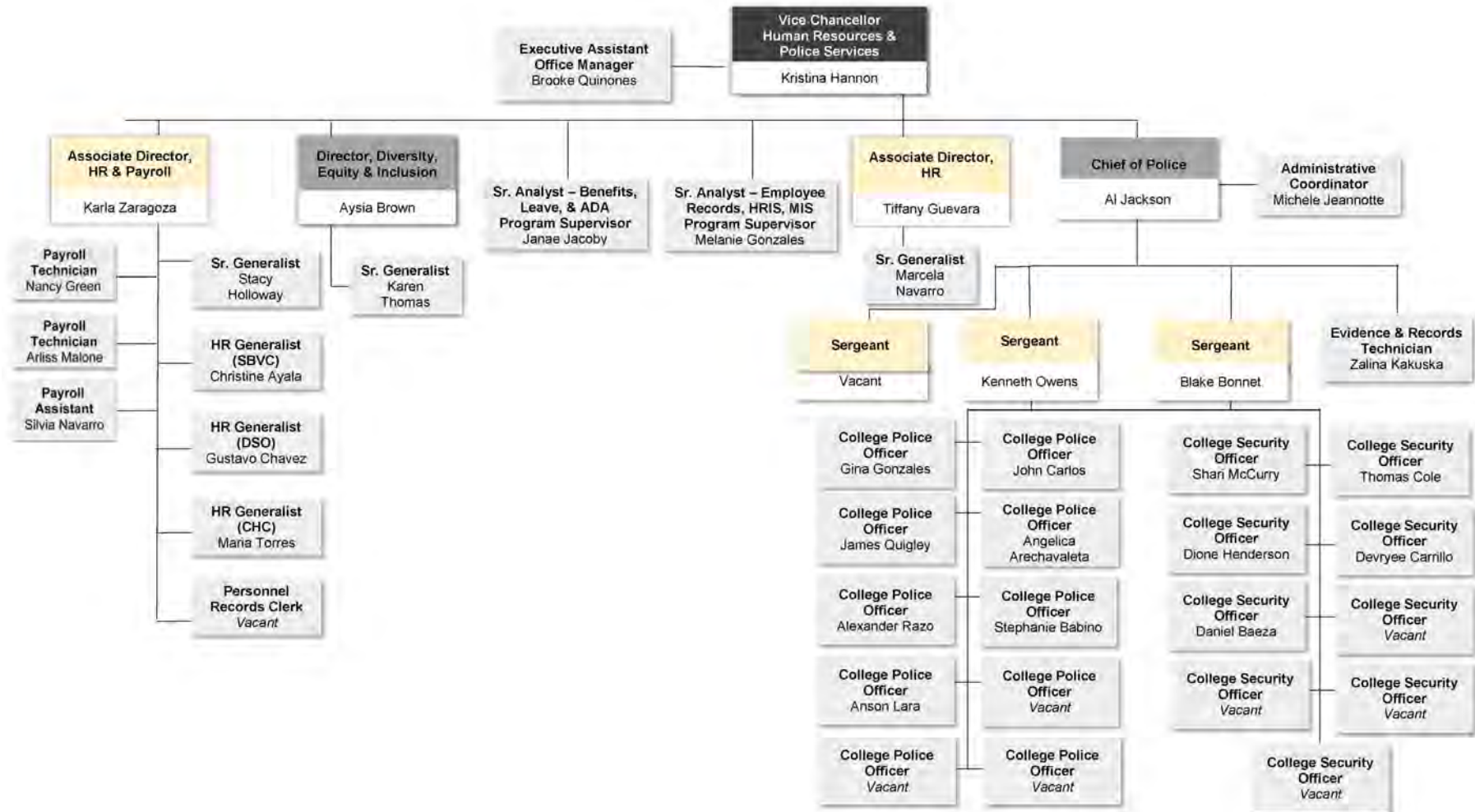
## HUMAN RESOURCES & POLICE SERVICES | CURRENT





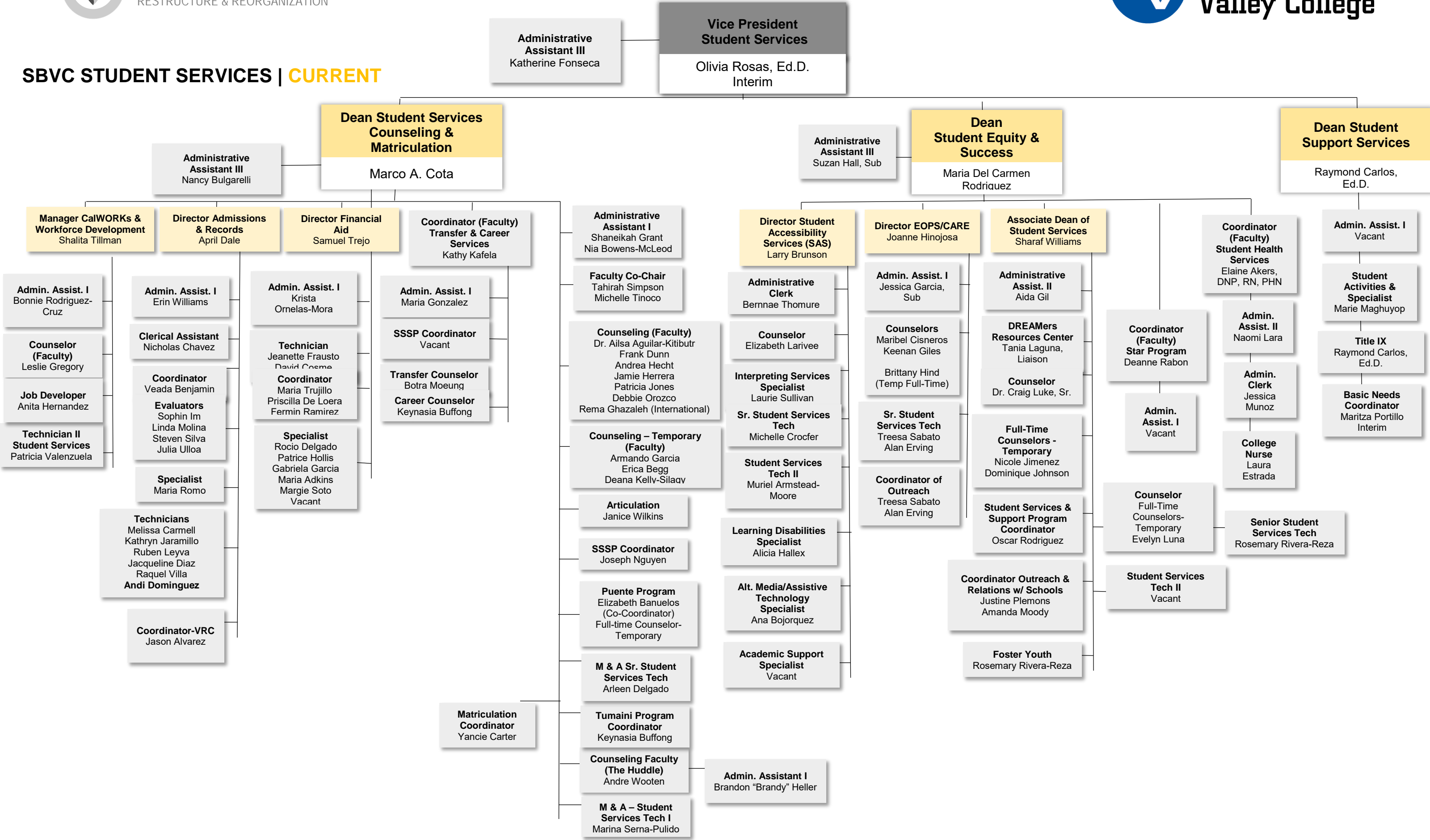
Proposed Plan for  
RESTRUCTURE & REORGANIZATION

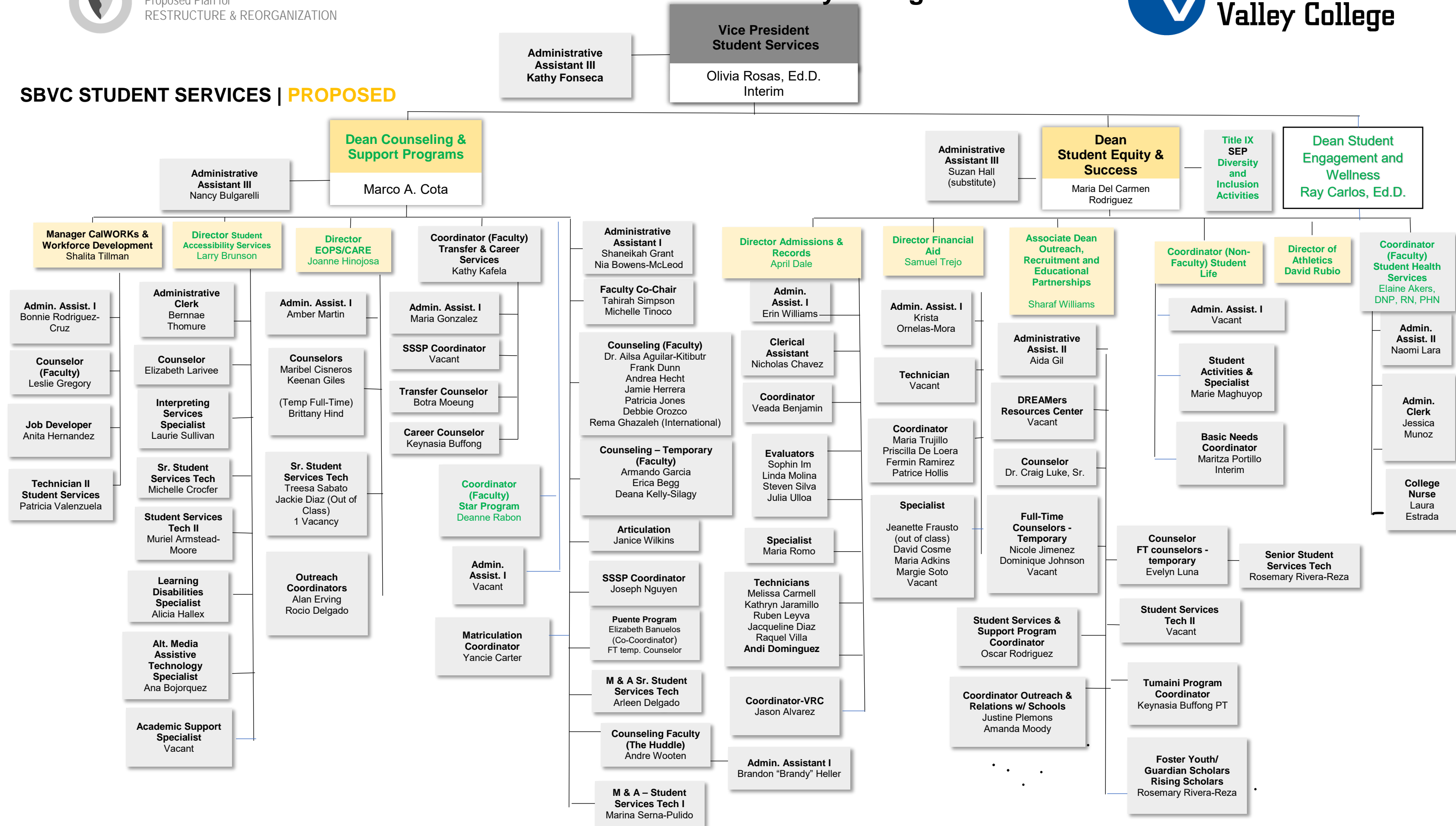
## HUMAN RESOURCES & POLICE SERVICES | PROPOSED



# San Bernardino Valley College

## SBVC STUDENT SERVICES | CURRENT



**SBVC STUDENT SERVICES | PROPOSED**

## 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: December 9, 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 November 15, 2022. As of that date, SBCCD was 37.8% through the fiscal year and had spent and/or encumbered approximately 34.3% 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 11/15/22

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37.8% of Fiscal Year Elapsed

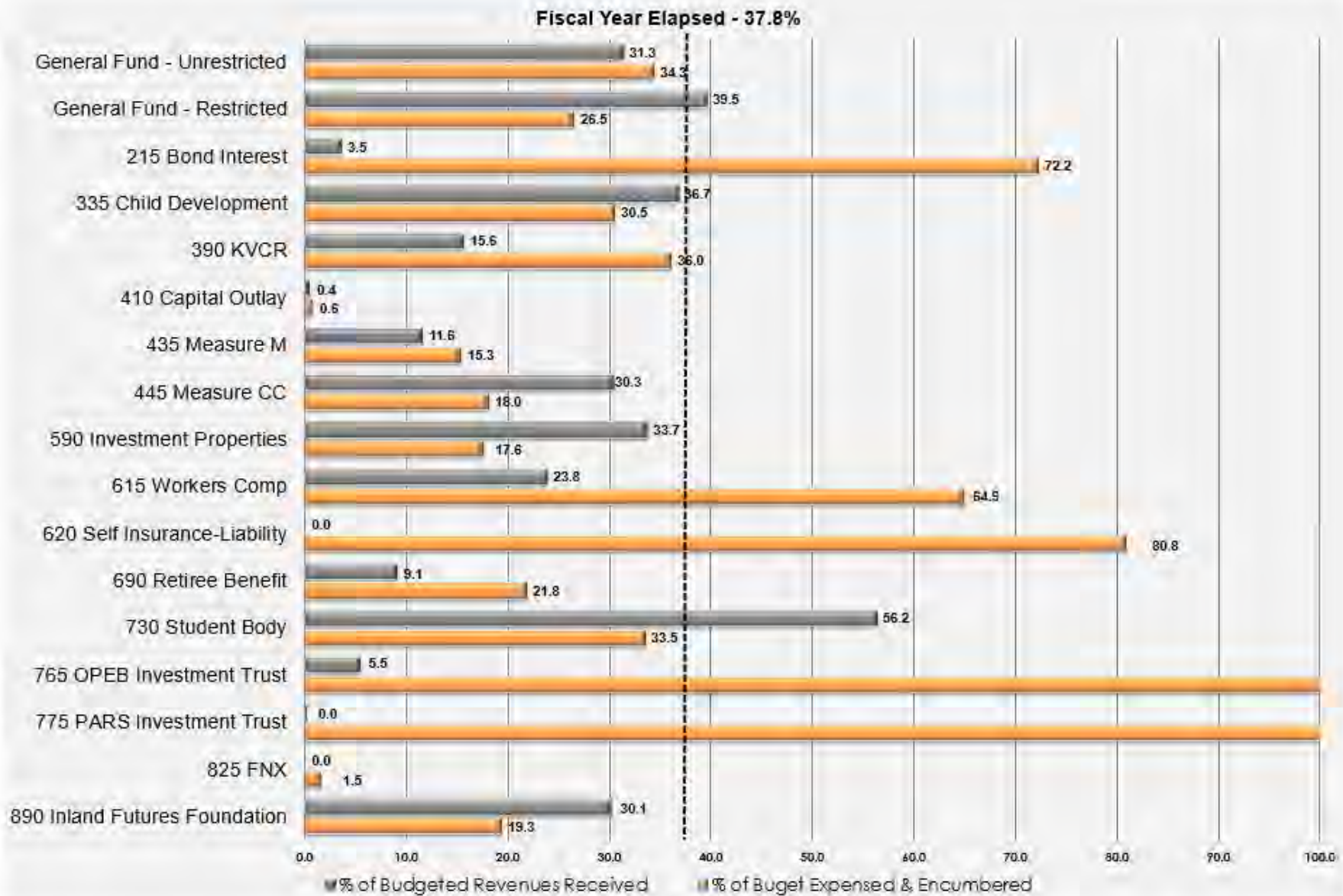
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD		Budget	Expensed/ Encumbered YTD		
110 General Fund - Unrestricted	131,574,068	41,157,298	31.3%	130,030,618	44,621,954	34.3%	
125 General Fund - Restricted	135,862,766	53,632,945	39.5%	135,862,766	35,983,974	26.5%	Expenditures are consistent with the needs of the fund given the current climate.
215 Bond Interest & Redemption	58,000,000	2,052,146	3.5%	58,000,000	41,878,857	72.2%	Taxes are determined and collected by the County for bond measures.
335 Child Development	4,042,630	1,482,910	36.7%	4,042,630	1,231,847	30.5%	
390 KVCR	7,935,109	1,239,171	15.6%	7,616,160	2,743,426	36.0%	Most state and federal grant revenues are received on the reimbursement basis causing a delay in the receipt of revenues. Donations and pledges are transferred to this fund at year end.
410 Capital Outlay	34,270,251	130,660	0.4%	33,767,726	217,820	0.6%	Projects under this fund are in the initial stages and significant expenses have not been incurred. Funding is on the reimbursement basis and is consistent with incurred expenses.
435 Measure M	23,500	2,717	11.6%	7,256,170	1,113,347	15.3%	Interest revenues are lower than expected due to an underperforming market
445 Measure CC	2,000,000	606,755	30.3%	264,997,668	47,831,842	18.0%	Expense budgets are expected to extend over several years.
590 Investment Properties	3,547,299	1,193,890	33.7%	3,088,855	543,231	17.6%	Revenue and expenditure activity posted one month in arrears. Posting in progress for October activity.
615 Workers Compensation	2,030,000	483,204	23.8%	2,870,000	1,862,229	64.9%	Revenues are transferred a month in arrears. Posting in progress for October activity. Purchase Order created for Insurance premiums for the entire fiscal year.
620 Self Insurance-Liability	800,000	800,238	100.0%	1,145,000	925,166	80.8%	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	40,548	9.1%	447,326	97,456	21.8%	Revenues are transferred a month in arrears. Posting in progress for October activity. Interest revenues are lower than expected due to an underperforming market
730 Student Body Center Fee	261,349	146,986	56.2%	261,349	87,668	33.5%	Most revenues have been received as registration for Spring 2023 has started.
765 OPEB Trust	1,000,000	54,514	5.5%	82,000	583,149	711.2%	The first quarter resulted in an investment loss due to the underperforming market.
775 PARS Trust	4,250,000	1,781	0.0%	3,100,000	4,299,480	138.7%	The first quarter resulted in an investment loss due to the underperforming market.
825 FNX	-	509	0.0%	199,417	304,292	152.6%	Budget and activity partially moved to the KVCR fund.
890 Inland Futures Foundation	1,119,730	336,701	30.1%	1,119,730	216,433	19.3%	Expenses related to pledge and donation transfers out are posted at the end of the fiscal year.
<b>Total (All Funds)</b>	<b>387,164,028</b>	<b>103,362,974</b>	<b>26.7%</b>	<b>653,887,415</b>	<b>184,548,171</b>	<b>28.2%</b>	



## Budget Revenue & Expenditure Summary

Year to Date 11/15/22

[v.11.21.2022.p.2][2]



## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: December 9, 2022

SUBJECT: Contracts Below \$99,100

### RECOMMENDATION

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

### OVERVIEW

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

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

### ANALYSIS

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

### SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

### FINANCIAL IMPLICATIONS

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



## Contracts Under \$99,100

Board 12/09/2022

1 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23694	4 Imprint	Production of Logo Items	Grants/SBVC	\$7,471.88		
23678	Also Energy, Inc.	Maintenance Agreement	Maintenance/CHC	\$1,500.00		
23629	Amudipe, William Jr.	Performer	First Year/SBVC	\$600.00		
23658	Asti, John A	Performer	Theater Arts/SBVC	\$800.00		
23684	Avalon Transportation LLC	Bus Rental	Athletics/SBVC	\$1,917.63		
23615	Axon Enterprises, Inc.	Maintenance Agreement	District Police/SBCCD	\$500.00		
23685	Bear Valley USD	Concurrent Enrollment	Academic Success/SBVC	No Cost		
23664	Best Western Plus - Colton	Rental	KVCR/KVCR	\$230.00		
23667	Blodgett Baylosis Environmental Planning	Consultants	Facilities Planning/SBCCD	\$7,450.00		
23688	Bloomerang, LLC	Software/Online Services	Foundation/CHC	\$7,784.86		
23609	Brickley Construction Company Inc dba Brickley Environmental	Services	Maintenance/SBVC	\$21,890.00		

## Contracts Under \$99,100

Board 12/09/2022

2 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
20337	Butte Glenn CCD	Income - Amendment	EDCT/SBCCD		\$306,023.00	
23618	Butterfli House, The	Space Rental	First Year/SBCCD	\$250.00		
23689	CanvasChamp.com	Production of Awards	Chancellor/SBCCD	\$309.40		
23690	Carreras Tours LLC	Bus Rental	First Year/SBVC	\$1,075.25		
23681	Carson, Chuck	Program Acquisition	KVCR/KVCR	No Cost		
23630	Carville, Robin dba STATco	Software/Online Services	Technical Training/SBVC	\$1,800.00		
23631	CCT Technologies DBA ComputerLand of Silicon Valley	Software/Online Services	Campus Tech/SBVC	\$4,600.00		
23654	Chabot-Las Positas CCD	Income - Grant	Child Development /CHC		\$714.00	
23632	Chavez, Gloria dba Ballet Folklorico Cultural	Performer	Arts & Lectures/SBVC	\$500.00		
22399	College Central Network, Inc. DBA CCN Financial Services	Amendment	Calworks/SBVC	\$4,961.25		Language
23634	Community Action Partnership of San Bernardino County	MOU	Student Life/ SBVC	No Cost		

## Contracts Under \$99,100

Board 12/09/2022

3 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23687	Community College League of CA	Software/Online Services	TESS/SBCCD	\$4,486.00		
23628	Cox, Ken dba Ken Cox Photography	Services	Veterans Center/SBVC	\$850.00		
23665	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/SBVC	\$975.49		
23616	Crown Promotions Group Inc.	Production of Logo Items	Student Equity/SBVC	\$2,402.83		
23668	Crown Promotions Group Inc.	Production of Logo Items	First Year/SBVC	\$17,301.25		
23673	Cynosure New Media, Inc.	Software/Online Services	Counseling/SBVC	\$7,450.00		
23612	DCS Print Shop LLC	Production of Team Uniforms	Athletics/SBVC	\$555.71		
23691	Design Source USA, Inc.	Production of Logo Items	EOP&S/CHC	\$538.55		
23676	Eide Bailly LLP	Professional Services	Fiscal Administrative Media/SBCCD	\$700.00		
23692	Embroidery In Motion	Production of Logo Items	Student Life/SBVC	\$387.90		
23693	EMCOR Service Mesa Energy	Building Improvement	Maintenance/SBVC	\$8,100.00		

## Contracts Under \$99,100

Board 12/09/2022

4 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23620	Exclusive Auto	On Demand Repairs Agreement	Maintenance/CHC	\$3,000.00		
23420	Fairview Ford	Amendment	Facilities Planning/SBCCD	\$4,000.00		\$900.00
23627	Fashionable Scrubs	Production of Uniforms	First Year/SBVC	\$1,027.94		
23635	File Keepers, LLC	Software/Online Services	Counseling/SBVC	\$4,199.00		
23347	Firehawk Protection EMS	Amendment	Athletics/SBVC	\$3,375.00		(\$620.00)
23663	Fontana Aquatics Club	Income - Facilities Use	Pool/CHC		\$700.00	
23683	Foto-Kem Industries Inc.	Services	RTVF/SBVC	\$1,687.50		
23699	G/M Business Interiors	Equipment Installation	Maintenance/SBVC	\$9,452.73		
23619	Gatesair, Inc.	Repairs	KVCR/KVCR	\$4,457.25		
23621	Gatesair, Inc.	Repairs	KVCR/KVCR	\$1,809.56		
23677	Gerber, Guy dba Redlands Door & Window Company	Repairs	Maintenance/CHC	\$610.00		

## Contracts Under \$99,100

Board 12/09/2022

5 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23610	Grier, Anthony	PO as Contract	Administrative Services/SBVC	\$1,000.00		
23542	Guerrero, Steven	Amendment	Outreach/CHC	\$875.00		\$575.00
23266	H & L Charter Co, Inc.	Amendment	Athletics/SBVC	\$2,147.00		(\$1,847.00)
23661	H & L Charter Co, Inc.	Bus Rental	Calworks/SBVC	\$1,166.53		
23659	H & L Charter Co, Inc.	Bus Rental	First Year/SBVC	\$938.60		
23456	H & L Charter Co, Inc.	Rescinded/Cancelled	Athletics/SBVC	\$1,337.16		
23672	Iconographics Design and Print	Production of Logo Items	First Year/SBVC	\$5,603.00		
23707	iContracts, Inc formerly PolicyStat, LLC	Software/Online Services	Chancellor/ SBCCD	\$3,669.00		
23595	IE Gourmet Food Trucks	Catering	Student Life/ CHC	\$1,544.87		
23611	Inland Empire Labor Institute	Income - Training Agreement	EDCT/SBCCD		\$72,000.00	
23708	Inland Empire Media Group Inc. dba Inland Empire Magazine	Advertising	Chancellor/ SBCCD	\$1,595.00		

## Contracts Under \$99,100

Board 12/09/2022

6 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23622	Instructure Inc.	Services	TESS/SBCCD	\$14,800.00		
23682	Intermex Inc	Bus Rental	Athletics/SBVC	\$1,950.00		
23636	Internews	Income - Grant	KVCR/KVCR		\$2,000.00	
23637	James, Pamela	Speaker	Student Services/SBVC	\$250.00		
23670	Knorr Systems, Inc.	Repairs	Pool/CHC	\$8,000.00		
23704	Kone, Inc.	Repairs	Maintenance/ SBVC	\$17,535.22		
23679	Kunstmatrix Technologies	Software/Online Services	Humanities/ SBVC	\$756.00		
23638	Lee, Woo Jin Chris	Performer	Veterans/SBVC	\$1,500.00		
23709	Leighton Consulting, Inc.	Consultants	Facilities Planning/SBCCD	\$7,900.00		
23702	Leighton Consulting, Inc.	Consultants	Facilities Planning/SBCCD	\$5,000.00		
23657	Look Cinemas II LLC	Rental	FTVMA/SBVC	\$899.00		

## Contracts Under \$99,100

Board 12/09/2022

7 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23639	Luque, Lilian	On Demand Services	KVCR/KVCR	\$3,000.00		
23213	McKown, Courtney dba Coco McKown Photography	Services	Marketing/CHC	\$4,500.00		
23666	Mitchell Chanzena DBA Shad's New Cali Catering LLC	Catering	First Year/SBVC	\$2,000.00		
23705	Mitchell One	Software/Online Services	Automotive/SBVC	\$476.45		
21912	Modern Campus Use Inc.	Amendment	TESS/SBCCD	\$60,000.00		\$48,000.00
22931	Monday.com	Software/Online Services	Marketing/SBVC	\$1,000.00		
23671	Montgomery Hardware Co	Installation Services	Maintenance/ CHC	\$30,000.00		
23640	Naumann Hobbs Material Handling Inc.	On Demand Repairs Agreement	Maintenance/ CHC	\$3,000.00		
23625	New Age Gaming	Services	Marketing/SBVC	\$375.00		
23686	Options for Youth - San Bernardino	Concurrent Enrollment	Academic Success/SBVC	No Cost		
23675	Original Mowbray's Tree Service Inc., The	Services	Maintenance/CHC	\$55,000.00		

## Contracts Under \$99,100

Board 12/09/2022

8 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23641	Pike, Ursula	Speaker	Student Life/CHC	\$500.00		
23703	Prime Promos LLC	Production of Logo Items	Technical Training/SBVC	\$4,000.00		
23642	Pristine Uniforms LLC	Production of Uniforms	District Police/SBCCD	\$2,000.00		
23656	Ram Plumbing Heating & Air	Repairs	Maintenance/SBVC	\$5,800.00		
23706	Real Journey Academies, Inc.	Concurrent Enrollment	Academic Success/SBVC	No Cost		
23650	Redlands USD	Dual Enrollment	Student Services/CHC	No Cost		
23660	Redlands USD	Subgrantee	Mathematics/SBVC	\$40,000.00		
23662	Respondus Inc.	Software/Online Services	TESS/SBCCD	No Cost		
23633	ROC Software Systems, Inc.	Software/Online Services	TESS/SBCCD	\$2,147.00		
23257	Santa Claus, Inc. of Greater San Bernardino	Participation Agreement	Calworks/SBVC	No Cost		
23696	Scarano, Robert	Performer	Theater Arts/SBVC	\$800.00		

## Contracts Under \$99,100

Board 12/09/2022

9 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23651	SDSTATURE	Repairs	Facilities Planning/ SBCCD	\$10,000.00		
23626	Shannon Diversified Inc.	On Demand Services	Maintenance/ SBVC	\$6,830.00		
23674	Shred-It	Services	Financial Aid/SBVC	\$5,000.00		
23614	Signature Print LLC	Production of Logo Items	Outreach/CHC	\$643.81		
23700	Snipes Engineering, Inc. dba Snipes-Dye Associates	Consultants	Facilities Planning/SBCCD	\$30,000.00		
23022	SofterWare Inc.	Amendment	Foundation/SBVC	\$2,015.85		\$146.52
23065	Strategic Energy Innovations (SEI)	Amendment	Facilities Planning/SBCCD	\$3,450.00		\$3,450.00
23624	Three Peaks Corp.	Installation Services	Maintenance/ CHC	\$19,440.00		
23669	Three Peaks Corp.	Installation Services	Maintenance/ CHC	\$5,000.00		
23623	Three Peaks Corp.	UCCAP	Maintenance/ CHC	\$88,724.00		
22908	TJL Direct	Amendment	KVCR/KVCR	No Cost		Language

## Contracts Under \$99,100

Board 12/09/2022

10 of 10

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23701	Tomorrow's Talent LLC	Services	Instruction/ SBVC	\$98,500.00		
23652	U.S. Department of Health & Human Services	Indirect Cost Rate	Fiscal Services/SBCCD	No Cost		
23617	United States Olympic Committee	Income - Facilities Use	Pool/CHC		\$1,500.00	
23655	Vaughn, Brad	Performer	Theater Arts/ SBVC	\$800.00		
23697	Williams, Elijah dba Ad Partum Creative LLC	Services	First Year/SBVC	\$589.93		
23653	Yosemite CCD	Income - Grant	Child Development/ SBVC		\$34,500.00	
23680	Yucaipa, City of	Off-Campus Work Study	Resource Development/ CHC	No Cost		
23710	Yucaipa, City of	Income Facilities Use	CHC/Pool		\$1,400,000.00	

Total Number of Contract 107

\$705,065.40    \$1,817,437.00

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: December 9, 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

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, decreased \$3,653,497 to \$76,696,923 from the previous estimate of \$80,350,420. The primary driver of this decrease is the recognition of prior year apportionment accruals during the month of October not previously included in the projection.

### 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 November 15, 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	75,134	75,035	67,973	56,903	71,569	66,954	61,739	64,559	64,859		
Receipts														
Federal			64	-32	8	47	10,486	92	29	923	6,712	102		18,431
State	12,095	1,758	13,081	25,219	2,458	1,400	8,930	7,763	16,891	11,008	9,612	40,976		151,192
Local	945	2,061	7,277	3,007	6,480	7,433	10,723	1,562	838	6,821	5,373	826		53,347
Interfund Transfer & Sale of Assets	952	956	1,461	634	940	1,152	1,141	1,325	2,634	660	108	127		12,090
Accounts Receivable/Accruals	-698	-433	2,358	428	491	6,578	223	771	624	147	1,423	-352		11,559
Total Receipts	13,293	4,343	24,242	29,256	10,377	16,611	31,503	11,514	21,016	19,560	23,228	41,678		246,620
Disbursements														
Academic Salaries	13	2,509	4,522	5,053	5,260	5,339	5,260	4,485	5,064	5,161	5,131	8,686		56,483
Classified Salaries	4,108	2,839	3,049	1,934	3,317	3,708	3,360	3,145	3,821	3,570	3,733	5,800		42,385
Benefits	1,654	2,276	635	2,823	2,715	3,291	2,794	1,885	3,366	3,267	3,300	5,071		33,078
Supplies & Materials	197	81		189	284	520	294	205	335	274	400	1,134		3,913
Other Operating Exp	1,696	2,874	2,536	425	3,449	9,770	3,966	4,334	8,533	3,928	7,040	12,379		60,930
Capital Outlay	262	-25	-93	187	197	354	400	1,135	582	1,052	1,532	2,303		7,887
Other Outgo	1,015	37	1,607	4,836	1,024	4,371	899	1,019	4,392	452	1,874	2,211		23,736
Longterm Post-Employment Benefits	-6	-1	-7	1	25	-2	5		-10	1	-8	5		3
Accounts Payable/Accruals	2,909	983	3,683	13,907	1,170	327	-139	-80	148	-967	-74	-7,749		14,119
Total Disbursements	11,847	11,573	15,933	29,355	17,440	27,680	16,838	16,129	26,232	16,739	22,928	29,840		242,533
Increase / (Decrease) in Cash Balance	1,445	-7,231	8,309	-99	-7,062	-11,069	14,665	-4,614	-5,216	2,821	300	11,838		
Estimated Ending Cash Balance	74,056	66,825	75,134	75,035	67,973	56,903	71,569	66,954	61,739	64,559	64,859	76,697		

## 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: December 9, 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**

**November 15, 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").

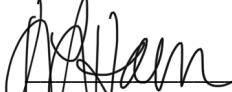
In accordance with Article 16: **PERSONNEL**, specifically subsection 16.3.3: Reclassification, the District notified the Association in writing of its decision to initiate a reclassification for a bargaining unit member in the Accounting department at the District. Accordingly, both Parties agree to, as part of the reclassification, the following effects:

Lidya Alamsyah, Accountant, Range 42 Step F, 8 hours/260-day work year, will be reclassified to the classification of Senior Accountant, Range 46 Step E, 8 hours/260-day work year, effective January 1, 2023. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and Association.

It is further understood that this agreement is unique and shall not set precedence for further requests or situations and shall in no way be constructed as a waiver, expressed or implied, of the Association's rights to negotiate on any and all matters within the scope of representation set forth in the Educational Employment Relations Act.


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

For the District

  
 Kristina Hannon, SBCCD

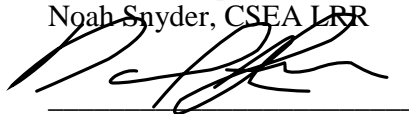
Vice-Chancellor, Human Resources  
 and Police Services

For CSEA


  
 Cassandra Thomas, President CSEA #291



Noah Snyder, CSEA LRR



David Stevenson, Team Member

  
 Ernest Guillen, Team Member

*Yendis Battle*  
Yendis Battle, Team Member

*Brandice Mello*  
Brandice Mello, Team Member

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

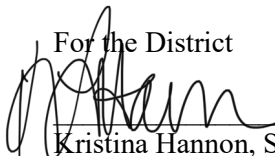
**November 15, 2022**


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

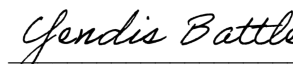
The Parties agree to approve the interim Out-of-Class assignment for Abe Fulgham III, Grounds Caretaker, to Assistant Manager, Workforce Development, DIST, under the following stipulations:

1. The length of the assignment will be from January 1, 2023, through February 10, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on January 10, 2022, as an Assistant Manager, Workforce Development.
2. The Employee will be compensated from the Management Salary Schedule at Range 6, Step A. The identification of the salary range and step in this MOU is for reference only and not subject to negotiation between the District and CSEA.
3. The Parties agree that the Employee while performing the Out-of-Class assignment, remains a unit member and may benefit from any and all rights and representation afforded them through affiliation with CSEA.
4. The Parties agree that the Employee will not take part in any classified employee evaluations or employee discipline proceedings during the assignment as Assistant Manager, Workforce Development, or be evaluated during this Out-of-Class service.
5. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as Grounds Caretaker.
6. The Parties agree that during the Out-of-Class assignment, the Employee's seniority as Grounds Caretaker will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.
7. This Memorandum of Understanding constitutes the full and complete agreement regarding the Management assignment of Abe Fulgham.

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

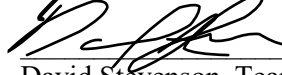
For the District  
  
 Kristina Hannon, SBCCD  
 Vice-Chancellor, Human Resources &  
 Police Services

For CSEA  
  
 Cassandra Thomas, President CSEA #291

  
 Yendis Battle, Team Member



Ernest Guillen, Team Member



David Stevenson, Team Member



Brandice Mello, Team Member



Noah Snyder, CSEA LRR

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

**November 15, 2022**

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

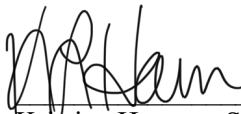
The Parties agree to approve the interim Out-of-Class assignment for Manuel Rosales Jr., Technology Support Specialist, to the Senior Technology Support Specialist, DIST, under the following stipulations:

1. The length of the assignment will be December 28, 2022, through April 30, 2023, or until a decision is made by the Employee or management to end the assignment. The Employee began working Out-of-Class on June 27, 2022, as the Senior Technology Support Specialist.
2. The Employee will be compensated at Range 63, Step A. The identification of the salary range and step in this MOU is for reference only, and not subject to negotiation between the District and CSEA. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except for those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as a Technology Support Specialist.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Technology Support Specialist will continue to accrue, and the Out-of-Class assignment will not be construed in any manner as a break in service.

This Memorandum of Understanding constitutes the full and complete Agreement regarding the out-of-class assignment of Manuel Rosales Jr.

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

For the District



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

For CSEA




Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member



Yendis Battle, Team Member




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David Stevenson, Team Member

*Brandice Mello*

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Brandice Mello, Team Member



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Noah Snyder, CSEA LRR

## SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: December 9, 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 75.00% 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 December 9, 2022

[v.11.28.2022.p.1|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Bryson, Ashley</b> CHC Career Education & Human Development	Program Assistant	01/01/23	06/30/23	\$25.00
<b>Nair, Brittany A</b> CHC Career Education & Human Development	Program Assistant	01/01/23	06/30/23	\$45.00
<b>Rodriguez, Heather</b> CHC Career Education & Human Development	Program Assistant	01/01/23	06/30/23	\$35.00
<b>Cisneros, Cory</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Corbett, Shawn</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>DeBoer, Frank</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Harold, Ryan</b> CHC Fire Technology	Fire Operations Specialist	01/01/23	06/30/23	\$55.00
<b>Benfield, David</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Benfield, Donald</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Cisneros, Cory</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Commander, John</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Corbett, Shawn</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>DeBoer, Frank</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Janssen, Joshua</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Kearney, Matthew</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Kelsheimer, Jeffrey</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Ketcherside, David</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Konrad, Josef</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00



## Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 9, 2022

[v.11.28.2022.p.2|22]

### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Lagace, Paul</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Martinez, Richard</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Noreen, Eric</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Nunez, Crispin</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Page, Tony</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Raney, Bret</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Roberts, Cheryl</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Solometo, Richard</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Solometo, Richard</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Timboe, Robert</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Tovar II, Rafael</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Valdez, Travis</b> CHC Fire Technology	State Fire Training Instructor	07/01/22	12/31/22	\$55.00
<b>Valdez, Travis</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Valdez, Trevor</b> CHC Fire Technology	State Fire Training Instructor	01/01/23	06/30/23	\$55.00
<b>Stafford, Katherine</b> CHC Health & Wellness Center	Nurse Practitioner II	10/27/22	12/31/22	\$60.00
<b>Cook, Bruce</b> CHC Kinesiology	Program Assistant	01/03/23	06/30/23	\$30.00
<b>Hefington, Jessica</b> CHC Kinesiology	Program Assistant	01/03/23	06/30/23	\$30.00
<b>Saldana, Eric</b> CHC Kinesiology	Program Assistant	01/03/23	06/30/23	\$30.00
<b>Acosta, Justin</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.3|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Beamer, Michael</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Beltz, Naomi L</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Burch, Christopher A.</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Cardenas, Christopher</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Clements, Charles</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Commander, John</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Davis, Austin</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Davis, Savannah</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Dye III, William</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Flores, Kevin</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Gonering, Keely E</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Gonering, Kyle</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Grindle, Gail</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.4|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Harkness, Hannah N</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Landazuri, Rene</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Lopez, Laura</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Miller, Mathew</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Moledor, Kevin</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Molloy, David</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Moore, Jason W</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Moore, Steven</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Rodriguez, Crystal</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Saenz, Heather</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Schuster, Jordan</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Seek, Gabriel</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Smith, Austin J</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.5|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Thronson III, Glen L</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Tucker, Dustin L</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Valadez, Courtney</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Valencia, Dennis</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Vasquez, Henry</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Vega, Matthew</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Yamamoto, Yoshi</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Aguilar Jr, Edward J</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Aldama, Stephen</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Ballester, Michael P</b> CHC Public Safety and Emergency Services	Lab Instructor/Primary Instructor/EMS Specialist	01/01/23	06/30/23	\$20.00/ \$25.00/ \$30.00
<b>Nguyen, Phong</b> CHC Public Safety and Emergency Services	Medical Director	01/01/23	06/30/23	\$3,500/ Semester
<b>Seheult, Roger</b> CHC Respiratory Care Program	Medical Director	07/01/22	12/31/22	\$3,000/ Semester
<b>Westholder, Joshua</b> CHC Respiratory Care Program	Respiratory Care Clinical	07/01/22	12/31/22	\$57.13
<b>Everett, Alexander</b> CHC Respiratory Care Program	Respiratory Care Clinical	01/04/23	06/30/23	\$57.13
<b>McDowell, Jesus</b> CHC Respiratory Care Program	Respiratory Care Clinical	01/04/23	06/30/23	\$57.13



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.6|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>McDonnell, Jeannine D.</b> CHC Tutoring Center	Tutor I	10/26/22	12/31/22	\$16.00
<b>Tesfay, Yohanna</b> DIST Economic Development & Corporate Training	Program Assistant	01/02/23	06/30/23	\$20.00
<b>Brooks Henson, Sophia</b> DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/02/23	06/30/23	\$75.00
<b>Hedges, Mark L</b> DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/02/23	06/30/23	\$80.00
<b>Hickok, Christopher</b> DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/02/23	06/30/23	\$65.00
<b>Hillard, Roger A</b> DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/02/23	06/30/23	\$80.00
<b>Hunter, Glenn W</b> DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/02/23	06/30/23	\$60.00
<b>Napoli, William</b> DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/02/23	06/30/23	\$85.00
<b>Ortiz, Frank</b> DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/02/23	06/30/23	\$75.00
<b>Radney, Charles Z</b> DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/02/23	06/30/23	\$55.00
<b>Rounds, Michael</b> DIST Economic Development & Corporate Training	Workforce Development/PDC Trainer	01/02/23	06/30/23	\$85.00
<b>Aponte, Xavier</b> DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	01/02/23	11/21/22	\$25.00
<b>Martinez, Justin A</b> DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	01/02/23	06/30/23	\$23.00
<b>Medina, David</b> DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	01/02/23	06/30/23	\$23.50



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.7|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Neal, Sean</b> DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	01/02/23	06/30/23	\$23.50
<b>Soto, Paul</b> DIST Economic Development & Corporate Training	Transitional Work Crew Trainer	01/02/23	06/30/23	\$23.50
<b>Garcia, Dawn</b> DIST Human Resources	Program Assistant	10/17/22	12/31/22	\$25.00
<b>Gheorghiu, Dorothea</b> SBVC Academic Success & Learning Services	Tutor I	01/01/23	06/30/23	\$16.00
<b>Haddad, Johnny</b> SBVC Academic Success & Learning Services	Tutor I	01/01/23	06/30/23	\$16.00
<b>Angell, Kelsey C</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Bagheri, Mahdi</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Bruey, Andrew W</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Cervantes, Juana M</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Curiel, Yuriko Y</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Dailo, Ginny I</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Daneshvar, Parisa</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Davis, Jessica C</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Diego, Jennely</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.8|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Hannalla, Peter</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Humphrey, Ruth A</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Hunt, Ezra</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Ibanez, Shakira</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Reyes, Angel</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Rojas, Salvador</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Ruiz, Xavier J</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Santana, Alex G</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Sekhon, Prabhjot</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Tapia Jr-Urbieta, Eduardo</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Teano, Marivic G</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Truitt, Jessica</b> SBVC Academic Success & Learning Services	Tutor II	01/01/23	06/30/23	\$17.00
<b>Cabaluna, Shawn M</b> SBVC Academic Success & Learning Services	Tutor III	01/01/23	06/30/23	\$19.00



# Professional Expert, Short-Term & Substitute Employees

## Presented for Information on December 9, 2022

[v.11.28.2022.p.9|22]

### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Eyler, John</b> SBVC Academic Success & Learning Services	Tutor III	01/01/23	06/30/23	\$19.00
<b>Kasouha, Samar</b> SBVC Academic Success & Learning Services	Tutor III	01/01/23	06/30/23	\$19.00
<b>Kim, Hun Suk</b> SBVC Academic Success & Learning Services	Tutor III	01/01/23	06/30/23	\$19.00
<b>Montanez, Thomas</b> SBVC Academic Success & Learning Services	Tutor III	01/01/23	06/30/23	\$19.00
<b>Patino, Mauricio</b> SBVC Academic Success & Learning Services	Tutor III	01/01/23	06/30/23	\$19.00
<b>Pham, Chung Thuy</b> SBVC Academic Success & Learning Services	Tutor III	01/01/23	06/30/23	\$19.00
<b>Rosales, Daniel</b> SBVC Academic Success & Learning Services	Tutor III	01/01/23	06/30/23	\$19.00
<b>Steiner, Rebecca</b> SBVC Academic Success & Learning Services	Tutor III	01/01/23	06/30/23	\$19.00
<b>Kasouha, Samar</b> SBVC Arts & Humanities	Program Assistant	11/11/22	12/09/22	\$49.00
<b>Bautista, Patrick</b> SBVC English Department	Tutor III	01/01/23	06/30/23	\$19.00
<b>Coopridier, Rosemary</b> SBVC English Department	Tutor III	01/01/23	06/30/23	\$19.00
<b>Ellis, Pamela</b> SBVC English Department	Tutor III	01/01/23	06/30/23	\$19.00
<b>Garcia, Karina</b> SBVC English Department	Tutor III	01/01/23	06/30/23	\$19.00
<b>Greene, Sharona</b> SBVC English Department	Tutor III	01/01/23	06/30/23	\$19.00
<b>Henry, Lisa</b> SBVC English Department	Tutor III	01/01/23	06/30/23	\$19.00
<b>Hernandez Jr., Ruben</b> SBVC English Department	Tutor III	01/01/23	06/30/23	\$19.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.10|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Honnold, Joseph</b> SBVC English Department	Tutor III	01/01/23	06/30/23	\$19.00
<b>Rivera, Yvette Rose</b> SBVC English Department	Tutor III	01/01/23	06/30/23	\$19.00
<b>Strong, Patrick</b> SBVC English Department	Tutor III	01/01/23	06/30/23	\$19.00
<b>Thi, Lien Thi Ngoc</b> SBVC English Department	Tutor III	01/01/23	06/30/23	\$19.00
<b>Clouser, Alise</b> SBVC First Year Experience	Program Assistant	11/01/22	12/30/22	\$45.00
<b>Clouser, Alise</b> SBVC First Year Experience	Program Assistant	01/17/23	05/25/23	\$45.00
<b>Huang, Michael</b> SBVC First Year Experience	Program Assistant	01/17/23	05/25/23	\$20.00
<b>Jauregui-Gomez, Melissa M</b> SBVC First Year Experience	Program Assistant	10/19/22	12/31/22	\$20.00
<b>Jauregui-Gomez, Melissa M</b> SBVC First Year Experience	Program Assistant	01/17/23	05/25/23	\$20.00
<b>Jones, Frederick</b> SBVC First Year Experience	Program Assistant	01/04/23	05/31/23	\$30.00
<b>Love, Travis J</b> SBVC First Year Experience	Program Assistant	01/17/23	05/25/23	\$20.00
<b>Mejia, Robert</b> SBVC First Year Experience	Program Assistant	01/17/23	05/25/23	\$20.00
<b>Valencia, Jennifer</b> SBVC First Year Experience	Program Assistant	01/17/23	05/25/23	\$20.00
<b>Bolivar, Luis Fernando</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00
<b>Bradley, Vernon</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00
<b>Cooper, Wanda</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00
<b>Crain, Daniel</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00
<b>Hosea, Keith</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00
<b>Lane, Wandalyn</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00
<b>Martinez, Rosalinda</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.11|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Ortega, Whitney</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00
<b>Razo, Jorge</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00
<b>Razo, Maria</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00
<b>Thornton, Eric D</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00
<b>Wallace-Ellis, Trinity</b> SBVC Foster & Kinship Care Education	Foster Parenting Education	01/01/23	06/30/23	\$45.00
<b>Burton, Lee F</b> SBVC FTVM, Arts & Humanities	Content Specialist	01/03/23	06/30/23	\$35.00
<b>Prater Jr, Stephen M</b> SBVC FTVM, Arts & Humanities	Content Specialist	01/03/23	03/31/23	\$25.00
<b>Van Luven, Nicholas R</b> SBVC FTVM, Arts & Humanities	Content Specialist	01/03/23	03/31/23	\$25.00
<b>Bermundez, Oscar J</b> SBVC FTVM, Arts & Humanities	FTVM Intern I	01/11/23	05/30/23	\$15.50
<b>Rodriguez, II. Daniel R</b> SBVC FTVM, Arts & Humanities	FTVM Intern I	01/11/23	05/30/23	\$15.50
<b>George-Babb, Colin I</b> SBVC FTVM, Arts & Humanities	FTVM Intern II	01/03/23	06/30/23	\$16.00
<b>Morales, Samantha R</b> SBVC FTVM, Arts & Humanities	FTVM Intern II	01/03/23	06/30/23	\$16.00
<b>Clara, Marlene</b> SBVC FTVM, Arts & Humanities	FTVM Intern III	01/03/23	05/30/23	\$17.00
<b>Navarro, Briana A</b> SBVC FTVM, Arts & Humanities	FTVM Intern III	01/11/23	06/30/23	\$17.00
<b>Spencer, Matthew T</b> SBVC FTVM, Arts & Humanities	FTVM Intern III	01/11/23	06/30/23	\$17.00
<b>Maldonado, Sarai</b> SBVC FTVM, Arts & Humanities	Program Assistant	01/10/23	05/30/23	\$45.00
<b>Sandoval, Jr. Manuel Emillio</b> SBVC FTVM, Arts & Humanities	Social Media Specialist	01/03/23	05/30/23	\$21.00
<b>Delgado, Brittani</b> SBVC Human Services	Training Specialist	01/02/23	06/30/23	\$19.00
<b>Mendoza, Ruben</b> SBVC Human Services	Training Specialist	01/02/23	06/30/23	\$19.00
<b>Ortiz Ocegueda, Gilberto</b> SBVC Marketing & Public Relations	3D Animator	01/01/23	06/30/23	\$30.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.12|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Aguilera, Alejandra</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$40.00
<b>Bacon, Cristina B</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$35.00
<b>Camacho, Joshua</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$25.00
<b>Covaci, Sergiu</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$25.00
<b>Donguk, Kim</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$35.00
<b>Garcia, Catherine E</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$30.00
<b>Graham, David J</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$20.00
<b>Munoz, Jose</b> SBVC Marketing & Public Relations	Content Specialist	11/16/22	12/31/22	\$30.00
<b>Munoz, Jose</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$30.00
<b>Pishchanetskiy, Anna</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$35.00
<b>Robles, Thomas C</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$30.00
<b>White, Jacy</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$40.00
<b>Zuev, Alexander</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$16.00
<b>Zuev, Vladislav</b> SBVC Marketing & Public Relations	Content Specialist	01/01/23	06/30/23	\$16.00
<b>Aladin, Vladimir</b> SBVC Marketing & Public Relations	Program Assistant	01/01/23	06/30/23	\$20.00
<b>Rodriguez, Andrew</b> SBVC Marketing & Public Relations	Program Assistant	01/01/23	06/30/23	\$49.00
<b>Rotell, Valecia M</b> SBVC Marketing & Public Relations	Program Assistant	01/01/23	06/30/23	\$40.00
<b>Tarasyuk, Svetlana N</b> SBVC Marketing & Public Relations	Program Assistant	01/01/23	06/30/23	\$20.00
<b>Cabrera, Alexander</b> SBVC Marketing & Public Relations	Social Media Specialist	01/01/23	06/30/23	\$25.00
<b>Edwards-Matanga, Julie</b> SBVC Music, Theatre, Dance	Program Assistant	01/09/23	05/31/23	\$45.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.13|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Reynoso, Mark A</b> SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	01/01/23	06/30/23	\$50.00
<b>Boatwright, Horace J</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Bracciodyeta, Paul W</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Carbo, Anthony R</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Carlos, Christopher J</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Castillo, Jr. Armando B</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Chencharick, John D</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Doll, Jennifer M</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Enciso, Anthony J</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Fiedler, Anthony S</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Garcia, Ronald T</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Gonzalez Jr, Armando</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Green, Kenneth J</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.14|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Guerra, Lisa R</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Higgins, Mary Jean</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Holsapple, Jeffrey A</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Houser, Dennis A</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Hyde, Robert C</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Jones, Greg</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Klug, Jeffrey R</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Kocab, Scott J</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Lewis, Rosalind W</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Martinez, Ramiro</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Patterson-Eversole, Sherry</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Perea, Joseph G</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Rios, Miguel A</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.15|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Robles, Francisco J</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Sean, Ramos</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Stanzione, Charles J</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Stewart III, John W</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Sutcliffe, Andrew</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Tabor, Sean M</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Tollefson, Dennis H</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Torres, Xavier</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Vasquez, Michael A</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Vega, Heather M</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Wolfe, Aron M</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Wolfe, Brian M</b> SBVC Police Academies/Criminal Justice	PS Facilitator/Evaluator or Police Tactical Officer/RTO	01/01/23	06/30/23	\$35.00/ \$50.00
<b>Gutierrez Jr, Rafael</b> SBVC STAR Program/TRIO	Program Assistant	01/04/23	06/30/23	\$20.00
<b>De Leon, Nicholas</b> SBVC STAR Program/TRIO	Tutor III	01/17/23	06/30/23	\$19.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.16|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Brambila, Aldo</b> SBVC STEM-MESA	Tutor I	01/09/23	06/30/23	\$16.00
<b>Contreras, Mariana</b> SBVC STEM-MESA	Tutor I	01/09/23	06/30/23	\$16.00
<b>Echols, Kaya M</b> SBVC STEM-MESA	Tutor I	01/09/23	06/30/23	\$16.00
<b>Godoy, Alexis N</b> SBVC STEM-MESA	Tutor I	01/09/23	06/30/23	\$16.00
<b>Gomez, Saira</b> SBVC STEM-MESA	Tutor I	01/09/23	06/30/23	\$16.00
<b>Horton, Savannah</b> SBVC STEM-MESA	Tutor I	01/09/23	06/30/23	\$16.00
<b>Kipkorir, Amelia M</b> SBVC STEM-MESA	Tutor I	01/09/23	06/30/23	\$16.00
<b>Mandolang, Edward R</b> SBVC STEM-MESA	Tutor I	01/09/23	06/30/23	\$16.00
<b>Nguyen, Anna</b> SBVC STEM-MESA	Tutor I	01/09/23	06/30/23	\$16.00
<b>Ortiz, Myra V</b> SBVC STEM-MESA	Tutor I	01/09/23	06/30/23	\$16.00
<b>Ramirez, Drew</b> SBVC STEM-MESA	Tutor I	01/09/23	06/30/23	\$16.00
<b>Alamillo, Danielle M</b> SBVC STEM-MESA	Tutor II	01/11/23	06/30/23	\$17.00
<b>Becerra, Denise</b> SBVC STEM-MESA	Tutor II	01/11/23	06/30/23	\$17.00
<b>Figueroa, Agustin F</b> SBVC STEM-MESA	Tutor II	01/11/23	06/30/23	\$17.00
<b>Guzman, Alexis J</b> SBVC STEM-MESA	Tutor II	01/11/23	06/30/23	\$17.00
<b>Machado, Ines</b> SBVC STEM-MESA	Tutor II	01/11/23	06/30/23	\$17.00
<b>Ramirez, Abigail</b> SBVC STEM-MESA	Tutor II	01/11/23	06/30/23	\$17.00
<b>Santoyo, Eva A</b> SBVC STEM-MESA	Tutor II	01/11/23	06/30/23	\$17.00
<b>Seraj, Aryah A</b> SBVC STEM-MESA	Tutor II	01/11/23	06/30/23	\$17.00
<b>Shad, Nicole M</b> SBVC STEM-MESA	Tutor II	01/11/23	06/30/23	\$17.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.17|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Wulc, Garret P</b> SBVC STEM-MESA	Tutor II	01/11/23	06/30/23	\$17.00
<b>Ziprick, Huan N</b> SBVC STEM-MESA	Tutor II	01/11/23	06/30/23	\$17.00
<b>Cisneros, Richard</b> SBVC STEM-MESA	Tutor III	01/09/23	06/30/23	\$19.00
<b>Gonzalez Reyes, Antonio</b> SBVC STEM-MESA	Tutor III	01/09/23	06/30/23	\$19.00
<b>Gonzalez, Jaime</b> SBVC STEM-MESA	Tutor III	01/09/23	06/30/23	\$19.00
<b>Lent, Gregory</b> SBVC STEM-MESA	Tutor III	01/09/23	06/30/23	\$19.00
<b>Rodriguez, Salvador</b> SBVC STEM-MESA	Tutor III	01/09/23	06/30/23	\$19.00
<b>Santillan, Diana</b> SBVC STEM-MESA	Tutor III	01/09/23	06/30/23	\$19.00
<b>Vega, Janet</b> SBVC STEM-MESA	Tutor III	01/09/23	06/30/23	\$19.00
<b>Velazquez, Luis</b> SBVC STEM-MESA	Tutor III	01/09/23	06/30/23	\$19.00
<b>Garcia Licea, Perla G</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level I	01/03/23	06/30/23	\$30.00
<b>Scroggins, Kaya D</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level I	01/03/23	06/30/23	\$28.00
<b>Zigler, Zachery D</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level I	01/03/23	06/30/23	\$28.00
<b>Colquette, Renee A</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level II	01/03/23	06/30/23	\$34.00
<b>Ellen, Marlon</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level II	01/03/23	06/30/23	\$34.00
<b>Gillis, Alex</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level II	01/03/23	06/30/23	\$34.00
<b>Hughes, Brianna L</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level II	01/03/23	06/30/23	\$34.00
<b>Raby, Joshua J</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level II	01/03/23	06/30/23	\$34.00
<b>Robles, Adrianna D</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level II	11/14/22	12/23/22	\$32.00
<b>Robles, Adrianna D</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level II	01/03/23	06/30/23	\$32.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.18|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Shumate, Allison R</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level II	01/03/23	06/30/23	\$32.00
<b>Carrera, Angelia V</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level III	01/03/23	06/30/23	\$36.00
<b>Picker, Krista</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level III	01/03/23	06/30/23	\$37.00
<b>Ramirez, Rocio</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level III	01/03/23	06/30/23	\$38.00
<b>Cable, Melissa</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level IV	01/03/23	06/30/23	\$42.00
<b>Nunez, Roberto</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level IV	01/03/23	06/30/23	\$41.00
<b>Santos, Norma</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level IV	01/03/23	06/30/23	\$42.00
<b>Alvarez, Brittany D</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level V	01/03/23	06/30/23	\$45.00
<b>Guevara, Evan</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level V	01/03/23	06/30/23	\$45.00
<b>Solorzano, Catherine</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level V	01/03/23	06/30/23	\$45.00
<b>Trevino, Catherine</b> SBVC Student Accessibility Services	Interpreting/Transliterating Level V	01/03/23	06/30/23	\$45.00
<b>Baxter, Fawn</b> SBVC Student Health Services	Counseling Trainee	01/03/23	06/30/23	\$15.50
<b>Baiden Sokoya, Ekua A</b> SBVC Student Health Services	Nurse Practitioner III	11/11/22	12/31/22	\$65.00
<b>Baiden Sokoya, Ekua A</b> SBVC Student Health Services	Nurse Practitioner III	01/03/23	06/30/23	\$65.00
<b>Chitry, Vanessa</b> SBVC Student Health Services	Post Masters Counseling Associate II	01/03/23	06/30/23	\$30.00
<b>Loera, Andrew</b> SBVC Student Health Services	Post Masters Counseling Associate III	12/12/22	12/30/22	\$35.00
<b>Loera, Andrew</b> SBVC Student Health Services	Post Masters Counseling Associate III	01/03/23	06/30/23	\$35.00
<b>Todd, Denise E</b> SBVC Student Health Services	Post Masters Counseling Associate III	01/03/23	06/30/23	\$35.00
<b>Buchanan, Patrick</b> SBVC Valley Now!	Program Assistant	01/02/23	06/30/23	\$25.00
<b>Miller, Kimberly S</b> SBVC Valley Now!	Program Assistant	01/02/23	06/30/23	\$35.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.19|22]

#### Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Morales, Brenda</b> SBVC Valley Now!	Program Assistant	01/02/23	06/30/23	\$25.00
<b>Penuelas, Landon J</b> SBVC Valley Now!	Program Assistant	09/28/22	12/30/22	\$25.00
<b>Pollard, Ian</b> SBVC Valley Now!	Program Assistant	01/02/23	06/30/23	\$25.00
<b>Rodriguez, Stephanie</b> SBVC Valley Now!	Program Assistant	01/02/23	06/30/23	\$25.00
<b>Tenorio, John F</b> SBVC Valley Now!	Program Assistant	01/02/23	06/30/23	\$25.00

#### Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Balmer, Jordan</b> CHC Aquatics	Lifeguard	01/03/23	06/30/23	\$15.50
<b>Blair, Rhobin</b> CHC Aquatics	Lifeguard	01/03/23	06/30/23	\$15.50
<b>Lott, John Michael</b> CHC Aquatics	Lifeguard	01/03/23	06/30/23	\$15.50
<b>Sheble, Addison</b> CHC Aquatics	Lifeguard	01/03/23	06/30/23	\$15.50
<b>Gamboa, Ruby</b> CHC Aquatics	Project Assistant II	01/03/23	06/30/23	\$16.50
<b>Hamilton, Brendon</b> CHC Aquatics	Project Assistant II	01/03/23	06/30/23	\$16.50
<b>Holguin, Dominique</b> CHC Aquatics	Project Assistant II	01/03/23	06/30/23	\$16.50
<b>Jacquet, Peter</b> CHC Aquatics	Project Assistant II	01/03/23	06/30/23	\$16.50
<b>Michelson, Leonard</b> CHC Aquatics	Project Assistant II	01/03/23	06/30/23	\$16.50
<b>Salinas, Jareth</b> CHC Aquatics	Project Assistant II	01/03/23	06/30/23	\$16.50
<b>Cruz, Kenia</b> SBVC Art	Life Drawing Model	01/17/23	05/24/23	\$25.00
<b>Ibitoye, Opeyemi</b> SBVC Counseling	Project Assistant I	07/01/22	07/10/22	\$15.00



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.20|22]

#### Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
<b>Cruz, Arlene</b> SBVC Counseling	Project Assistant III	11/01/22	12/30/22	\$18.50
<b>Quintero, Alejandra</b> SBVC Counseling	Project Assistant III	01/04/23	06/30/23	\$18.50
<b>Gutierrez, Valeria</b> SBVC Dreamers Resource Center	Project Assistant II	01/17/23	06/30/23	\$17.50
<b>Farkas, Naomi</b> SBVC Office of Student Life	Project Assistant II	01/01/23	06/30/23	\$16.50
<b>Gonzalez, Gladys</b> SBVC Office of Student Life	Project Assistant II	01/01/23	06/30/23	\$16.50
<b>Christopher, Alicia M</b> SBVC Research & Planning	Project Assistant III	01/01/23	06/30/23	\$18.50
<b>Byrd Cross, Matilda A</b> SBVC STAR Program/TRIO	Project Assistant III	01/17/23	06/30/23	\$18.50

#### Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Shalhoub, Irene</b> CHC CDC <i>EXT: Sick/Vacation Coverage</i>	Child Development Teacher	08/10/22	10/07/22	\$24.89
<b>Shalhoub, Irene</b> CHC CDC <i>EXT: Sick/Vacation Coverage</i>	Child Development Teacher	10/10/22	12/08/22	\$24.89
<b>Cole, Blake</b> CHC Custodial <i>EXT: Vacancy</i>	Custodian	10/17/22	12/17/22	\$20.44
<b>Nunez, Isabella</b> CHC Custodial <i>EXT: Vacancy</i>	Custodian	10/17/22	12/17/22	\$20.44
<b>Gomez, Henry</b> CHC Facilities, Maintenance, & Operations <i>New: Vacancy</i>	HVAC/R Technician	10/27/22	12/12/22	\$29.62
<b>Segovia, Endelicia</b> CHC Library <i>NEW: Vacancy</i>	Library Media Clerk	10/10/22	12/10/22	\$20.44



## Professional Expert, Short-Term & Substitute Employees

### Presented for Information on December 9, 2022

[v.11.28.2022.p.21|22]

#### Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Beverson, Jessica</b> CHC Research & Planning <i>EXT: Vacancy</i>	Research Analyst	11/15/22	01/13/23	\$39.82
<b>Bender, ZsaQuita</b> CHC Respiratory Care <i>EXT: Vacancy</i>	Administrative Assistant I	11/01/22	12/31/22	\$23.71
<b>Gutowsky, Melanie</b> CHC Student Accessibility Services <i>New: LOA</i>	Student Services Tech II	10/25/22	12/22/22	\$24.29
<b>Zavala, Juan</b> DIST EDCT <i>EXT: Vacancy</i>	Grant Technician	10/31/22	12/30/22	\$24.29
<b>Larry, Nathaniel</b> DIST Facilities, Planning & Construction <i>NEW: Sick/Vacation coverage</i>	Custodian	10/13/22	12/13/22	\$20.44
<b>Houlihan, Sean</b> DIST KVCR <i>EXT: Vacancy</i>	Sr. Web Developer	11/29/22	01/28/23	\$50.02
<b>Garrett, Lydia</b> DIST TESS <i>NEW: Vacancy</i>	Telecommunications Specialist	11/07/22	01/05/22	\$37.88
<b>Anderson, Ebony</b> SBVC Admissions and Records <i>EXT: OOC assignment</i>	A&R Technician	11/17/22	01/14/23	\$23.71
<b>Vargas, Desiree</b> SBVC CBO <i>NEW: Vacancy</i>	Account Technician	10/31/22	12/31/22	\$24.29
<b>Martinez, Lazarao, Gabriel</b> SBVC Instruction <i>EXT: Vacancy</i>	Research Analyst	11/07/22	11/10/22	\$39.82
<b>Murillo- Peters, Dena</b> SBVC Office of the President <i>EXT: LOA</i> <i>Amendment: Correcting service dates and rate of pay from original submission to November Board.</i>	Administrative Assistant II	10/01/22	12/31/22	\$36.14
<b>Hall, Suzan</b> SBVC Student Services <i>Ext: Leave Coverage</i>	Administrative Assistant III	11/29/22	12/22/22	\$35.09



## Professional Expert, Short-Term & Substitute Employees

Presented for Information on December 9, 2022

[v.11.28.2022.p.22|22]

### Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
<b>Huynh, Jeffrey H.</b> SBVC Technology Services <i>Ext: Other</i>	Technology Support Specialist	11/01/22	01/01/23	\$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: December 9, 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 10/17/2022 – 11/13/22 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  
December 9, 2022

PO#	Supplier Name	Amount
2302487	FILMTOOLS INC	245.13
2302492	STAPLES BUSINESS ADVANTAGE	41.46
2302498	DELL COMPUTER COMPANY	1,162.76
2302499	CARLOS, RAYMOND	400.00
2302512	DTSC ACCOUNTING SECTION	7.50
2302518	CALIFORNIA COMMUNITY COLLEGE FASTPITCH COACHES ASSOC	210.00
2302519	FEDERAL EXPRESS	300.00
2302520	STAPLES BUSINESS ADVANTAGE	338.60
2302521	STAPLES BUSINESS ADVANTAGE	235.88
2302523	THOMAS SCIENTIFIC LLC	6,420.25
2302525	CALIFORNIA ASSOC FOR POSTSECONDARY EDUCATION AND DISABILITY	1,945.00
2302526	HENRY SCHEIN INC	23,361.71
2302532	COMMUNITY COLLEGE LEAGUE OF CALIFORNIA	200.00
2302540	STAPLES BUSINESS ADVANTAGE	160.55
2302544	STAPLES BUSINESS ADVANTAGE	340.32
2302545	NATIONAL LEAGUE FOR NURSING ACCREDITING COMMISSION NLNAC	1,530.00
2302547	NCH CORPORATION DBA CHEMSEARCH FE	5,000.00
2302548	SAN BERNARDINO CCD	2,478.25
2302552	STAPLES BUSINESS ADVANTAGE	51.40
2302554	SAN BERNARDINO CCD	205.75
2302556	SAN BERNARDINO CCD	4,500.00
2302559	VERSA PRODUCTS INC	418.69
2302561	CDW LLC	1,773.91
2302563	STATER BROS MARKETS	980.00
2302565	SAN BERNARDINO CCD	2,560.00
2302568	SAN BERNARDINO CCD	342.29
2302569	SAN BERNARDINO CCD	149.00
2302576	ANDA INC	2,500.00
2302577	WILCOX SUPPLY INC	10,256.32
2302579	STAPLES BUSINESS ADVANTAGE	338.59
2302588	SAN BERNARDINO, COUNTY OF	250.00
2302590	ACADEMIC SENATE FOR CALIFORNIA COMMUNITY COLLEGES, THE	550.00
2302596	HECHT, ANDREA	119.99
2302598	DELL COMPUTER COMPANY	98,209.79
2302599	SHAMROCK FOODS COMPANY	98,000.00
2302600	GOLF CARS OF RIVERSIDE	15,273.56
2302601	CALIFORNIA TOOL & WELDING SUPPLY LLC	104.52
2302603	PASCO SCIENTIFIC	3,975.98
2302604	HIGH POINT SCIENTIFIC	7,291.31
2302605	MIDWEST LIBRARY SERVICE	38,000.00
2302609	WARD, AMANDA	1,500.00
2302613	SOUTHWESTERN COMMUNITY COLLEGE DISTRICT	300.00
2302616	STAPLES BUSINESS ADVANTAGE	123.36
2302617	ULINE INC	672.69
2302619	PHARMEDIX	3,000.00

Purchase Order Report  
December 9, 2022

PO#	Supplier Name	Amount
2302622	A&T EUROPE S.P.A.	1,975.00
2302623	CALIFORNIA TOOL & WELDING SUPPLY LLC	1,426.61
2302626	GENUINE AUTO PARTS	678.81
2302628	STAPLES BUSINESS ADVANTAGE	696.92
2302631	FRANK BACON MACHINERY SALES CO	81,385.73
2302634	ULINE INC	1,643.56
2302637	ULINE INC	434.67
2302638	ULINE INC	133.64
2302639	STAPLES BUSINESS ADVANTAGE	29.06
2302640	CONSOLIDATED ELECTRICAL DISTRIBUTORS INC	1,412.34
2302641	ULINE INC	721.59
2302642	FISHER SCIENCE EDUCATION	122.92
2302643	ULINE INC	200.00
2302646	DISH FACTORY INC, THE	8,874.79
2302647	INVERIS TRAINING SOLUTIONS INC	2,101.13
2302649	RODRIGUEZ, DIANA	200.00
2302651	COMMUNITY COLLEGE FACILITIES COALITION	1,520.00
2302653	TRYGSTAD SCHWAB & TRYGSTAD CLIENT TRUST ACCOUNT	31,666.67
2302654	FOLLETT CORPORATION	366.35
2302658	STAPLES BUSINESS ADVANTAGE	120.84
2302659	CALIFORNIA, STATE OF	3,150.00
2302661	TEACHSTONE TRAINING LLC	879.78
2302662	INTERNATIONAL ASSOC OF CAMPUS LAW ENFORCEMENT	350.00
2302664	RUIZ-MARTINEZ, NELVA	757.50
2302671	ALEXANDER, ROBERT P	201.25
2302672	MUSIC THEATRE INTERNATIONAL	62.23
2302673	IRWIN INTERNATIONAL INC DBA AIRCRAFT SPRUCE & SPECIALTY	658.97
2302674	IRWIN INTERNATIONAL INC DBA AIRCRAFT SPRUCE & SPECIALTY	2,460.83
2302687	GROWING INLAND ACHIEVEMENT INC	99.00
2302688	NATIONAL ASSOCIATION OF STUDENT PERSONNEL ADMINISTRATORS INC	991.00
2302689	STAPLES BUSINESS ADVANTAGE	68.50
2302690	HEALTH SERVICES ASSOCIATION CALIFORNIA COMMUNITY COLLEGES	150.00
2302691	NATIONWIDE TRAILERS LLC	2,640.21
2302694	CHEF RUBBER LLC	11,519.32
2302702	MICROSOFT CORPORATION	807.96
2302703	DELL COMPUTER COMPANY	31,557.82
2302704	SAN BERNARDINO CCD	8,800.00
2302712	STAPLES BUSINESS ADVANTAGE	196.29
2302713	GREENWOOD ENTERPRISES LLC	3,881.96
2302716	GENUINE AUTO PARTS	352.93
2302728	AMERICAN STUDENT GOVERNMENT ASSOCIATION LLC	297.00
2302729	WALKER, PAUL	294.57
2302730	LINCOLN ELECTRIC COMPANY, THE	542.34
2302731	SAN BERNARDINO CCD	300.91
2302732	CONSULAB EDUCATECH INC	19,427.49

Purchase Order Report  
December 9, 2022

PO#	Supplier Name	Amount
2302736	HUBERT COMPANY LLC	3,500.00
2302737	STAPLES BUSINESS ADVANTAGE	87.26
2302742	SAN BERNARDINO CCD	372.95
2302743	SAN BERNARDINO CCD	2,970.00
2302744	CDW LLC	970.77
2302746	STAPLES BUSINESS ADVANTAGE	124.00
2302747	STAPLES BUSINESS ADVANTAGE	48.80
2302748	STAPLES BUSINESS ADVANTAGE	984.25
2302749	STAPLES BUSINESS ADVANTAGE	69.57
2302751	CONSTRUCTION MANAGEMENT ASSOCIATION OF AMERICA	852.50
2302754	SAN BERNARDINO CCD	597.20
2302755	SAN BERNARDINO CCD	447.90
2302761	CALIFORNIA COUNCIL FOR ADULT EDUCATION	1,200.00
2302763	STAPLES BUSINESS ADVANTAGE	376.05
2302764	STAPLES BUSINESS ADVANTAGE	290.43
2302765	STAPLES BUSINESS ADVANTAGE	126.54
2302766	WAYNE'S ENGINE REBUILDING INC	414.58
2302770	ADORAMA INC	3,616.39
2302777	STAPLES BUSINESS ADVANTAGE	1,315.13
2302778	VERNIER SOFTWARE & TECHNOLOGY	227.35
2302779	UNITED STATES PLASTIC CORP	584.72
2302780	DELTA BIOLOGICALS	155.59
2302781	FLINN SCIENTIFIC INC	551.23
2302783	FOLLETT CORPORATION	5,000.00
2302784	LINCOLN ELECTRIC COMPANY, THE	65,999.28
2302786	HOWIES ATHLETIC TAPE	1,193.16
2302787	STAPLES BUSINESS ADVANTAGE	289.45
2302790	UNITED STATES PLASTIC CORP	130.71
2302791	T.S. ENTERPRISE ASSOCIATES INC	1,761.07
2302792	VWR INTERNATIONAL LLC	2,754.80
2302794	ULINE INC	313.40
2302795	SCHOOL SPECIALTY LLC	203.92
2302796	GROSSMONT CUYAMACA CCD	435.00
2302797	CDW LLC	48,683.84
2302798	GALLS LLC	1,408.35
2302799	GALLS LLC	5,103.15
2302800	KEEBLER, JOEL	886.58
2302801	SAN BERNARDINO CCD	27,433.12
2302810	GATESAIR INC	4,457.25
2302812	STAPLES BUSINESS ADVANTAGE	771.86
2302817	MEDLINE INDUSTRIES INC	183.71
2302828	GLOWFORGE INC	6,777.48
2302829	FERGUSON ENTERPRISES INC	6,451.16
2302831	POCKET NURSE ENTERPRISES INC	474.74
2302834	ROC SOFTWARE SYSTEMS INC	2,147.00

Purchase Order Report  
December 9, 2022

PO#	Supplier Name	Amount
2302839	SAN BERNARDINO, COUNTY OF	108.75
2302840	CDW LLC	6,170.92
2302843	ELSEVIER INC	2,172.00
2302846	SAN BERNARDINO CCD	3,113.20
2302847	LASER PHOTONICS CORPORATION	98,989.93
2302848	SAN BERNARDINO CCD	481.41
2302850	SILVERSTONE SYSTEMS LLC DBA DAKTIC	19,427.49
2302851	R.E. MICHEL COMPANY	7,932.35
2302854	STAPLES BUSINESS ADVANTAGE	157.02
2302856	STAPLES BUSINESS ADVANTAGE	229.43
2302857	STAPLES BUSINESS ADVANTAGE	914.25
2302858	STAPLES BUSINESS ADVANTAGE	83.18
2302859	HINOJOSA, JOANNE	250.00
2302862	VERSA PRODUCTS INC	1,900.95
2302864	KNOCK IT OFF & FORGIVE	4,893.75
2302865	CAROLINA BIOLOGICAL SUPPLY CO	181.02
2302866	STAPLES BUSINESS ADVANTAGE	64.64
2302868	INLAND EMPIRE UNITED WAY	1,551.00
2302869	STAPLES BUSINESS ADVANTAGE	162.47
2302871	JD SQUARED INC	12,153.70
2302883	STAPLES BUSINESS ADVANTAGE	124.18
2302890	SAN BERNARDINO CCD	499.38
2302891	SAN BERNARDINO CCD	129.68
2302892	SAN BERNARDINO CCD	129.68
2302893	AARDVARK CLAY & SUPPLIES INC	1,214.07
2302894	STAPLES BUSINESS ADVANTAGE	192.29
2302895	CALIFORNIA ORGANIZATION OF ASSOCIATE DEGREE NURSING	150.00
2302896	COUNCIL OF CHIEF LIBRARIANS	150.00
2302897	VWR INTERNATIONAL LLC	120.50
2302899	WALTER'S AUTO SALES AND SERVICE INC	89,390.05
2302902	REDLANDS UNIFIED SCHOOL DISTRICT	40,000.00
2302903	CDW LLC	8,867.73
2302904	BRIGHTCARD INC DBA INSTANTCARD	250.00
2302905	AIRGAS USA LLC	27,293.28
2302906	BETENBENDER MFG INC	63,660.50
2302907	BOOT BARN	2,500.00
2302908	FISHER SCIENCE EDUCATION	239.16
2302915	STAPLES BUSINESS ADVANTAGE	548.89

## 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: December 9, 2022  
SUBJECT: Quarterly Financial Status Report

RECOMMENDATION

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

OVERVIEW

Each community college district is required to report its financial and budgetary conditions to the Chancellor's Office quarterly on the CCFS-311Q form. The attached report reflects SBCCD's ability to operate within its fiscal means, with the use of short-term borrowing to meet its cash flow requirements.

ANALYSIS

The report includes budget-to-actual results for the first quarter, ended September 30, 2022.

- Revenues exceed expenses by \$3.6 million.
- With 25% of the year expired, actual revenues and expenses were 19.8% and 17.3% of budget, respectively.
- These quarterly results are in line with the past two years.

Questions regarding this report may be addressed to the Fiscal Services Department.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this board item.

Quarterly Financial Status Report, CCFS-311Q  
ENTER OR EDIT CURRENT DATA

2022-2023 Q1 Closed For Edits.

CHANGE THE PERIOD ▼

Fiscal Year: 2022-2023

Quarter Ended: (Q1) Sep 30, 2022

District: (980) SAN BERNARDINO

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Projected Actuals as of June 30 (Col. 4)
I. Unrestricted General Fund Revenue, Expenditure and Fund Balance: <span style="float: right;">Closed for edits after Nov 16, 2022</span>					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	129,524,067	129,524,068	26,066,071	129,524,068
A.2	Other Financing Sources (Object 8900)	2,050,000	2,050,000	38,478	2,050,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	131,574,067	131,574,068	26,104,549	131,574,068
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	129,101,597	129,101,597	21,704,150	129,101,597
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	812,021	812,021	791,632	812,021
B.3	Total Unrestricted Expenditures (B.1 + B.2)	129,913,618	129,913,618	22,495,782	129,913,618
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,660,449	1,660,450	3,608,767	1,660,450
D.	Fund Balance, Beginning	24,942,451	24,942,451	24,942,451	24,942,451
D.1	Prior Year Adjustments + (-)	-5,699,546	-5,699,546	-5,699,546	-5,699,546
D.2	Adjusted Fund Balance, Beginning (D + D.1)	19,242,905	19,242,905	19,242,905	19,242,905
E.	Fund Balance, Ending (C. + D.2)	20,903,354	20,903,355	22,851,672	20,903,355
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	16.1%	16.1%	101.6%	16.1%
SAVE EDITS >>					

## II. Annualized Attendance FTES: This data is being captured in CCFS-320 and is no longer required here.

G.1	Annualized FTES (excluding apprentice and non-resident)				
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## III. Total General Fund Cash Balance (Unrestricted and Restricted)

H.1	Cash, excluding borrowed funds	75,376,555
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	75,376,555

## IV. Has the district settled any employee contracts during this quarter? For first quarter reporting, has the district settled any employee contracts during the fourth quarter of the prior fiscal year or during the first quarter of the current year?

☒ Yes ☐ No

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify)	Management		Academic		Classified	
	Permanent	Temporary	Permanent	Temporary	Permanent	Temporary
YYYY-YY	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1: 2022-23			5%		5%	
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

\* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS &gt;&gt;

## c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

Operations and District Reserves. Object codes include 11xx, 12xx, 21xx and 22xx.

1919 Characters Remaining

## d. Did any contracts settled in this time period cover part-time, temporary faculty?

☒ Yes ☐ No

## d.1 Does the contract include minimum standards for the terms of reemployment preference and evaluation for part-time, temporary faculty in order to remain eligible to receive Student Equity and Achievement Program funds\*?

☒ Yes ☐ No

\*As a condition for receiving Student Equity and Achievement Program funds, negotiations between districts and the exclusive representative for part-time, temporary faculty must include minimum standards for the terms of reemployment preference and evaluation as outlined in Education Code section 87482.3. Education Code section 78222(d)(2) links the negotiation requirement to the receipt of funds for the Student Equity and Achievement Program.

## d.2 Does the collective bargaining agreement achieve parity between compensation for full-time and part-time, temporary faculty?

☐ Yes ☒ No

## V. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

☐ Yes ☒ No

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

2000 Characters Remaining

VI. Does the district have significant fiscal problems that must be addressed?

This year?

☐ Yes

☒ No

Next year?

☐ Yes

☒ No

Describe the problem(s) and action(s) to be taken. If the district is projecting deficit spending (a negative value for section I.C above) or an ending unrestricted general fund balance less than 10% of annual expenditures (section I.F.1 above), please identify the primary factors contributing to deficit spending and/or describe the district's reserve balance management strategy. Provide additional information as needed to [CCFS311admin@cccco.edu](mailto:CCFS311admin@cccco.edu).

2000 Characters Remaining

« « EXIT WITHOUT SAVING

SAVE EDITS » »

California Community Colleges, Chancellor's Office  
Fiscal Services Unit  
1102 Q Street, Suite 4550  
Sacramento, California 95811

Send questions to:  
[ccfs311admin@cccco.edu](mailto:ccfs311admin@cccco.edu)

# CALIFORNIA COMMUNITY COLLEGES CHANCELLOR'S OFFICE

## Quarterly Financial Status Report, CCFS-311Q VIEW QUARTERLY DATA

CHANGE THE PERIOD ▾

Fiscal Year: 2022-2023

District: (980) SAN BERNARDINO

Quarter Ended: (Q1) Sep 30, 2022

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2019-20	Actual 2020-21	Actual 2021-22	Projected 2022-23
Unrestricted General Fund Revenue, Expenditure and Fund Balance:					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	115,159,864	115,276,544	116,750,705	129,524,068
A.2	Other Financing Sources (Object 8900)	2,062,456	535,873	14,192	2,050,000
A.3	Total Unrestricted Revenue (A.1 + A.2)	117,222,320	115,812,417	116,764,897	131,574,068
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	115,632,742	101,686,878	112,594,986	129,101,597
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	1,700,353	4,829,603	4,120,770	812,021
B.3	Total Unrestricted Expenditures (B.1 + B.2)	117,333,095	106,516,481	116,715,756	129,913,618
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-110,775	9,295,936	49,141	1,660,450
D.	Fund Balance, Beginning	24,059,101	26,310,990	24,893,310	24,942,451
D.1	Prior Year Adjustments + (-)	2,362,664	-10,713,616	-5,699,546	-5,699,546
D.2	Adjusted Fund Balance, Beginning (D + D.1)	26,421,765	15,597,374	19,193,764	19,242,905
E.	Fund Balance, Ending (C. + D.2)	26,310,990	24,893,310	19,242,905	20,903,355
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	22.4%	23.4%	16.5%	16.1%

**II. Annualized Attendance FTES:**

	Actual 2019-20	Actual 2020-21	Actual 2021-22	Projected 2022-23
G.1 Annualized FTES (excluding apprentice and non-resident)	15,474.00	13,568.87	12,292.93	N/A

**III. Total General Fund Cash Balance (Unrestricted and Restricted)**

	As of the specified quarter ended for each fiscal year			
	2019-20	2020-21	2021-22	2022-23
H.1 Cash, excluding borrowed funds		29,800,516	56,856,236	75,376,555
H.2 Cash, borrowed funds only		0	0	0
H.3 Total Cash (H.1+ H.2)	75,376,555	29,800,516	56,856,236	75,376,555

**IV. Unrestricted General Fund Revenue, Expenditure and Fund Balance:**

Line	Description	Adopted Budget (Col. 1)	Annual Current Budget (Col. 2)	Year-to-Date Actuals (Col. 3)	Percentage (Col. 3/Col. 2)
<b>I. Revenues:</b>					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	129,524,067	129,524,068	26,066,071	20.1%
I.2	Other Financing Sources (Object 8900)	2,050,000	2,050,000	38,478	1.9%
I.3	<b>Total Unrestricted Revenue (I.1 + I.2)</b>	131,574,067	131,574,068	26,104,549	19.8%
<b>J. Expenditures:</b>					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	129,101,597	129,101,597	21,704,150	16.8%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	812,021	812,021	791,632	97.5%
J.3	<b>Total Unrestricted Expenditures (J.1 + J.2)</b>	129,913,618	129,913,618	22,495,782	17.3%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	1,660,449	1,660,450	3,608,767	
L.	Adjusted Fund Balance, Beginning	19,242,905	19,242,905	19,242,905	
L.1	<b>Fund Balance, Ending (C. + L.2)</b>	20,903,354	20,903,355	22,851,672	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.1%	16.1%		

**V. Has the district settled any employee contracts during this quarter?**

YES

If yes, complete the following: (If multi-year settlement, provide information for all years covered.)

Contract Period Settled (Specify) YYYY-YY	Management		Academic		Classified	
	Permanent		Temporary			
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
a. SALARIES:						
Year 1: 2022-23			5%		5%	
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

\* As specified in Collective Bargaining Agreement or other Employment Contract

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

Operations and District Reserves. Object codes include 11xx, 12xx, 21xx and 22xx.

d. Did any contracts settled in this time period cover part-time, temporary faculty?

YES

d.1

Does the contract include minimum standards for the terms of reemployment preference and evaluation for part-time, temporary faculty in order to remain eligible to receive Student Equity and Achievement Program funds\*?

YES

*\*As a condition for receiving Student Equity and Achievement Program funds, negotiations between districts and the exclusive representative for part-time, temporary faculty must include minimum standards for the terms of reemployment preference and evaluation as outlined in Education Code section 87482.3. Education Code section 78222(d)(2) links the negotiation requirement to the receipt of funds for the Student Equity and Achievement Program.*

d.2

Does the collective bargaining agreement achieve parity between compensation for full-time and part-time, temporary faculty?

NO

VI. Did the district have significant events for the quarter (include incurrence of long-term debt, settlement of audit findings or legal suits, significant differences in budgeted revenues or expenditures, borrowing of funds (TRANS), issuance of COPs, etc.)?

NO

If yes, list events and their financial ramifications. (Enter explanation below, include additional pages if needed.)

VII. Does the district have significant fiscal problems that must be addressed?

This year?

NO

Next year?

NO

If yes, what are the problems and what actions will be taken? (Enter explanation below, include additional pages if needed.)

## 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: December 9, 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 December 9, 2022

[v.11.17.2022.p.2]2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
<b>Berry, Raeveen</b> Women's Equipment Specialist	SBVC Athletics	8 months	11/04/22
<b>Thomas, Karen</b> Human Resources Generalist	DSO Human Resources	5.5	11/13/22
<b>Yap-Gonzalez, Gina</b> College Police Officer	DSO Police	9	11/09/22

## 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: December 9, 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 December 9, 2022

[v.11.16.2022.p.2]2]

	Location Assignment	Department	From	To
<b>Anagnostopoulos, Dean</b>	DSO	KVCR	12/10/2022	12/31/22
<b>Moreno, Joe</b>	DSO	KVCR	12/10/2022	01/31/23

*\*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

LET'S GO! ¡ADELANTE!

December 2022

## Ann Martgan Receives Distinguished Alumni Award from CCLC

*"Community colleges provide alternative pathways for students of all socio-economic backgrounds."*



Photo: Ann Martgan (center), CCLC Distinguished Alumni of the year.

The Community College League of California (CCLC) recognized Crafton Hills College Alumna Ann Martgan as a recipient of the 2022 California Community College Distinguished Alumni Award on November 18 at their Annual Convention.

Since 1964, CCLC has recognized individuals whose attendance at a California Community College helped them achieve their educational and professional goals and serve their communities. Martgan was selected based on her accomplishments in the EMS field and her community service.

In her comments during the awards ceremony, Martgan shared how her 18 year career began in a classroom at Crafton Hills College where she entered with uncertainties about her ability to balance her education with a newborn while her husband was deployed.

She spoke of how the hope she had to create a better future for herself, and her family was the driving force that led her to become the first in her family to receive a degree.

Martgan stated, "Community colleges provide alternative pathways for students of all socio-economic backgrounds who might otherwise not be able to establish themselves in the workforce and provide for their families."

After completing the EMT program at Crafton, Martgan's career has included positions as an emergency medical technician, professional expert, paramedic, patient care attendant, flight paramedic, EMS coordinator, EMS operations manager, and a professor. Martgan is currently the EMS operations manager for the San Manuel Band of Mission Indians and a professor for the CHC paramedic program.

There to celebrate with Martgan were San Bernardino Community College District Board of Trustees Vice Chair Dr. Stephanie Houston, Trustee Dr. Nathan Gonzales, Chancellor Diana Rodriguez, Vice Chancellor Jose Torres, SBVC Interim President Dr. Scott Thayer, CHC President Dr. Kevin Horan, Dean of Career Education and Human Development Dan Word, Paramedic Program Director Amanda Ward, and Director of Institutional Advancement Michelle Riggs.

## CHC Remembers Cliff Cabanilla

The Crafton Hills College community recently lost one of its faculty pioneers, Cliff Cabanilla, who initiated Crafton's dramatic arts program when the College opened in 1972.

At that time, the College had no facilities for performances, so Cabanilla had to find suitable space off campus to develop into a working theatre. An abandoned building in downtown Redlands that had housed an A&P supermarket became the home for the fledgling program. Cabanilla and student volunteers converted the space into a 250-seat theatre with a thrust stage. Cabanilla built up the Theatre Arts program by holding classes and performances off campus until the Performing Arts Center was built in 1978.

During his tenure, Crafton's Theatre Arts program trained thousands of students in theatre crafts, provided the CHC community with top-notch entertainment, and garnered recognition from theatre arts college academic organizations.

The success of this program is a result of Cabanilla's charisma, fertile imagination, and hard work. Under Cabanilla's inspiring leadership, Theatre Arts thrived at Crafton and remains a vibrant legacy of this inspirational and visionary professor.

In addition to his work at Crafton, Cabanilla also founded the Redlands Theatre Festival at Prospect Park in Redlands, which is still in operation and is managed by his two daughters, Shannon and Candice.



Photo: Cliff Cabanilla.

## Foster-Care Students Get Life Skills Guidance Through I-City

*Participating students navigated through the simulation and learned about money management, housing, transportation and supporting a family.*



Photo: Joeshay Walker.

On November 5, the Crafton Hills College EOPS/Guardian Scholars Program hosted the San Bernardino County Children and Family Services Independent City or I-City. I-City is an annual event that the County of San Bernardino Independent Living Program holds for 16-18-year-old foster

youth to prepare them for independent living.

I-City is a fun, interactive and informative event. Foster youths are placed in a simulated city where they practice money management and test their decision-making skills as they experience various scenarios that they will confront when they turn 18, leave foster care and begin living independently.

Participants circulate through different I-City workshops where they learn about health, government, childcare, banking, transportation, housing and utilities, shopping at a grocery store, the courts, fines and collection, entertainment, educational opportunities, and careers. Community partners provide these workshops and promote their services to expose foster youth to the different resources in their communities. Participating students navigated through the simulation and learned about money management,

housing, transportation and supporting a family.

Delmy Spencer, vice president of student services, and Ivan Peña, dean of student services, delivered welcoming remarks to the students, community partners and foster care parents.

Two former CHC Guardian Scholars students participated in the event: CHC Alumnus JoeShay Walker, who currently works for the County of San Bernardino Independent Living Program, served as the emcee for the event. Walker graduated from UCI in 2017 with a degree in Political Science and is continuing her studies to become a clinical psychologist. Alumna Angelica Barrera represented the Renaissance Scholars Program at CSUSB, where she is currently pursuing a degree in Nutrition with an anticipated graduation date of May 2024.

## RUSD Roadrunner Road Trip

Rialto Unified School District had over 100 students from four high schools (Eisenhower, Rialto, Carter and Milor) attend the very first Roadrunner Road Trip on Nov 4. This was all thanks to Trustee Williams and the Career Coaches from each school. During this trip, the students learned about various student services as well as programs such as EOPS, Radiology, Respiratory and the STEM Center. Students were offered an optional campus tour during lunch including a visit to the Public Safety & Allied Health building.



*Photo: Rialto Unified School District high school students visit CHC.*

## CHC Theatre Department Takes the Show on the Road

Over the past few months, theatre professor Paul Jacques has been visiting high school theatre programs in our region including Banning, Redlands High, Redlands East Valley, and Yucaipa High. During his time with the students, Jacques taught stage combat, a specialized art form for simulated fighting on stage. Using the acronym BEDPAN for Balance, Eye contact, Distance, Prep, Action, and Nice Reaction, Jacques gives future Roadrunners a glimpse into the opportunities available at Crafton Hills College.



*Photo: Paul Jacques with theatre students at YHS.*

## CHC Student Senate Hosts Club Rush

On October 26, over 150 CHC students met representatives from a dozen campus clubs, competed for prizes, and enjoyed tasty items from the food trucks at Club Rush.

Attendees tested their knowledge of Halloween Trivia and showed their creativity in the costume contest while enjoying music by DJ CINEMA.



*Photo: CHC Veterans Club at Club Rush.*

## CHC Student Brianna Moran Shares Her Story at GIA Conference

*As the student speaker at her graduation and this conference, Moran continues to share her educational journey.*



Photo: Brianna Moran.

Brianna Moran, a 2022 graduate of Redlands Adult School and current Crafton Hills College Honors student, was the opening speaker at the Growing Inland Achievement (GIA) Conference on October 23. Moran shared the experiences she had in overcoming difficult challenges

and spoke very highly about Crafton Hills College in front of nearly 250 attendees.

At seventeen, Moran left high school without graduating. A decade later, a postcard from Redlands Adult School helped change the course of her life.

Dealing with weight, health, and alcohol problems, Moran decided she was tired of making poor life choices and set a goal of earning her GED.

Moran shared that she found the passion she had for education through her experience at Redlands Adult School. The guidance counselor there encouraged her to dual enroll as a high school and college student simultaneously. She set and reached her goal of finishing high school by her 27th birthday.

Moran currently works a full-time job as a staffing director, continues to strive to be a 4.0 full-time student at Crafton, and hopes to transfer to UCLA in the fall of 2024 as a psychology major. Her goal is to become a clinical psychologist. As the student speaker at her graduation and this conference, Moran continues to share her educational journey as an adult re-entry student.

## CHC Volunteers Partnered with Redlands Family Service Association in Food Drive

On November 12, about fifty Crafton Hills College students and employees volunteered to sort 22,000 pounds of donated food for distribution by Redlands Family Services, which conducts an annual food drive for Redlands families in need.

Their participation was a Three Peaks Challenge event, designed as opportunities for CHC students to engage, learn, and advance. These events include physical stamina activities such as mountain hikes and service engagement opportunities, such as helping the Redlands Family Service Association.



Photo: Crafton students and employees at Redlands Family Service Association.

## CHC Hosts Annual Waa't Event

*The Crafton Hills area of Yucaipa is known as Waa't in the Serrano Indian Language, which, according to tribal elders, means juniper or where the juniper trees grow.*



Photo: Fourth and fifth grade students at Waa't event.

This year marks the seventeenth year of CHC's hosting the annual Waa't celebration, teaching 4th and 5th grade students about native culture and heritage of the San Bernardino East Valley.

San Manuel Band of Mission Indians Tribal

Citizen and State Assembly member James Ramos and Agua Caliente Tribal Member Eli Andreas introduced a traditional hummingbird song to students.

We were also honored to have Morongo Tribal Member and Serrano Elder Ernest

Siva there to teach Yucaipa school children Serrano songs. Students had an opportunity to make cordage, participate in basket weaving, and learn some native Serrano words and phrases.

This event is held November 9 and 10, a reminder us of how fortunate we are to have personal storytellers who can share their cultures' rich histories during Native American Heritage Month.

The Crafton Hills area of Yucaipa is known as Waa't in the Serrano Indian Language, which, according to tribal elders, means juniper or where the juniper trees grow.

"For the past fifteen years, I have worked with Crafton Hills College to host the Waa't event. We welcomed fourth and fifth graders today from the local school districts to come to the college and witness songs, language, and culture of the surrounding Native American communities. Let's continue to celebrate all month for Native American Heritage Month and into the future!" said Ramos.

## Classified Senate Hosts Chili Cookoff

The CHC Classified Senate hosted a Halloween chili cookoff fundraiser on October 31. Seven volunteers brought chili and desserts for the contest that was judged by the 35 employees who purchased tickets to attend. Contributions totaling \$220.81 will help to support the Classified Senate activities this year.

Kevin Palkki's chili received the most votes overall. However, as Senate President, Kevin declined his prize and gift cards were awarded to the following: 1st Place: Diana Vaichis, 2nd Place: Rebecca Abeyta, and 3rd Place: Van Muse.



Photo: Veronica Lehman, Ruby Zuniga, and Gabriela Garcia.

## USC and DSA Visit CHC for Presentation & Tour of LEED Certified Projects



Photo: Attendees pose for picture before campus tour.

On November 15, Crafton Hills College hosted a presentation and campus tour for USC students studying construction management, architecture and design, state leaders in green building, and architects working on current projects within the district. The tour was focused on showcasing working examples of state-of-the-art sustainable facilities at the college.

Introductions and opening remarks were provided by CHC President, Dr. Kevin Horan. "As students of architecture and students studying design, my piece of advice to you is to pay attention to the details." Dr. Horan offered his experience and lessons learned when a design is not executed as anticipated.

Ida Clair, State Architect for the Division

of the State Architect (DSA) addressed the group with an update on how state efforts are moving construction in the right direction when it comes to design. Clair spoke about the increased emphasis on sustainability in the new code cycle, requiring new buildings to have electric vehicle charging stations, solar photovoltaic, battery storage systems, and more. The DSA provides design and construction oversight for K-12 schools, community colleges, and various other state-owned and state-leased facilities to ensure that they comply with all structural, accessibility, and fire and life safety codes.

Ben Stapleton, Executive Director of the U.S. Green Building Council Los Angeles Chapter (USGBC-LA) expressed the mission of his organization is to transform

southern California into a more sustainable region for all. The USGBC-LA is a non-profit organization representing green building and sustainability professionals in and around the Greater Los Angeles region and he offered the students the opportunity to join his organization.

San Bernardino Community College District representatives Farrah Farzaneh and Yash Patel presented an overview of upcoming projects, the district's sustainability journey to date, and the energy analytics dashboard. Jeremy Judd, Operations Manager for Kitchell and Larry Cook, Facility Director at Crafton Hills College commented on the campus-wide sustainability efforts and the importance of operational sustainability focused on reducing unnecessary expenses and waste in construction. Cook also emphasized the need to critically analyze design intent early to ensure successful implementation. Cook noted that Crafton has reduced energy usage even though the square footage has increased significantly.

Attendees broke into two groups for a site walk with one group guided by Cook and the second by Martin Howell, Global Energy & Sustainability Skill Leader at ARUP. The groups visited the Crafton Center, Central Plant, Public Safety & Allied Health building, the Kinesiology, Health Education & Aquatics complex, and the solar farm.

## YHS Preview Day

Over 250 seniors from Yucaipa High School swarmed the campus on Oct 28 for our first ever YHS meets CHC Preview Day. The students had the opportunity to learn about what Crafton has to offer. They toured the campus, learned about financial aid options, the EMS programs and met with current students. It wasn't all workshops though. Ryker the Roadrunner was also in attendance to hand out t-shirts and dance with the YHS seniors.



Photo: Yucaipa high school students visit Crafton Hills College.

## Girl Scouts Learn about Careers in Public Safety

*Young ladies came from as far as Barstow to experience the programs CHC offers and the career opportunities that come with those courses as part of their Classroom-to-Career program.*



Photo: Ryker poses next to Cal Fire's helicopter at CHC.

Crafton Hills College collaborated with community partners to provide an outreach event for the Girl Scouts of the San Geronio Council.

On November 16, young ladies came

from as far as Barstow to experience the Public Safety and Allied Health programs CHC offers and the career opportunities that come with those courses as part of their Classroom-to-Career program. The event is intended to spark interest in

higher education and showcase career and technical opportunities where women are often under-represented. Scouts learned about public safety and allied health programs and the educational requirements and job opportunities in these professions.

This annual event was coordinated by CHC alumna and Adjunct Professor Ann Martgan, who serves as the EMS Operations Manager for the San Manuel Band of Mission Indians, along with CHC's Paramedic Program Director Amanda Ward.

Community partners, including the Redlands Fire Department, American Medical Response, San Manuel Band of Mission Indians, and CAL FIRE San Bernardino/Inyo/Mono Unit were on site with fire engines, ambulances, and even a medic helicopter that provided an opportunity for the Scouts to experience hands-on demonstrations.

## CHC Outreach Welcomes Local Counselors

On October 21, Crafton Hills College welcomed high school and adult school counselors from the area for a Counselor's breakfast. The event provided these counselors with the opportunity to learn more about Crafton Hills College, including student support services, transfer programs, Crafton Hills alumni experiences, and College Corp service opportunities for full-time students.

A total of twelve counselors attended, representing Citrus Valley High School, Beaumont High School, Oak View High School, Green Valley High School, Redlands High School, Redlands eAcademy and Redlands Independent Student Education (RISE).



Photo: Local Counselors at CHC Counselor Outreach.

## Crafton Hills College Celebrates Veterans

The Crafton Hills College Veterans Resource Center honored veterans and their dependents from November 7 through November 15.

On November 7, the Cal Vet office held a workshop about benefits that Cal Vet offers our California veterans, including VA home loans, the process for having disabilities rated with the VA, DMV options and Fish and Wildlife licenses.

On Veterans Day, November 11, student veterans represented Crafton Hills College at the annual Redlands Veterans Day parade.

And finally, on November 15, the CHC Veterans Resource Center and the Student Veterans of America (SVA) chapter hosted a BBQ lunch for student veterans that featured giveaways, music, and games.



Photo: CHC Veterans Resource Center staff and students.

Campus community members were encouraged to stop by and visit with our CHC student veterans and thank them for their service.

## Dia de los Muertos Altar Display



Photo: Isidro Zepeda and Franklin Florez pose next to altar.

On October 31, CHC student Franklin Florez and English professor Isidro Zepeda set up a Dia de los Muertos altar display in the Crafton Center lobby. The display was a collaboration between the College's multicultural club, art department, multimedia program, Latino Faculty Staff,

Administrators' Association, and Zepeda's Chicano literature class. Both futuristic and traditional altars were featured. Zepeda explained that the two different altars "show the union of nature and technology and how together we can create something beautiful that doesn't destroy our planet."

"Depending on how this information is passed down, it takes different interpretations, but the way that I was taught by family is that the altar is a mirror of the spirit," Zepeda stated. "So, when we are looking at the altar, we are looking at our spirit. And it's filled with energies, with colors, it's vibrant, it's energetic, it's alive and at the same time, we pay homage to our ancestors who have crossed on into the spiritual form."

"It's a mirror reminding us to connect back to their essence, to the planet, to the earth, to the energy, to the elements, to the water that nourishes us and gives us life. That's what the altar represents."

"It's been modernized and evangelized, so it takes a lot of different other components. We include those elements," Zepeda continued, "the altars displayed are a reminder to honor and keep traditions but also to create a space for the future."



Photo: Blue and Ryker.

## CHC Partners with Metrolink for Mascot Video

Metrolink, Southern California's commuter rail system, invited Crafton Hills College, with mascot Ryker the Roadrunner, to participate in its "Back to School" campaign. Southern California higher education institutions and their respective mascots set forth to Union Station in downtown Los Angeles for a day of photo shoots and filming on November 15. Attendees included University of La Verne, UC Riverside, Pitzer College, CSU Northridge, California State Polytechnic University Pomona, and San Bernardino Valley College.

The mascots made full use of a closed off train platform and a coach reserved for the shoot. Attending the shoot were three CHC Student Senate officers: Internal Affairs Director Enggie Ocampo, Senator at Large Dalia Coleman, and Senator at

Large Jairo Nhel De Vera.

Metrolink operates Arrow, the Redlands passenger rail service with five stations along the nine-mile route between downtown San Bernardino and downtown Redlands. The new service started on Monday, October 24. This Metrolink expansion allows students from all over the Inland Empire to commute to CHC with ease as there are over twenty trips per day to the Redlands Stations. OmniTrans public transportation takes care of any last-mile rail service needs with multiple routes directly to CHC. The College is committed to improving access to education and values partnerships with Metrolink and OmniTrans to help students with public transportation.

## 2022 Native American Heritage Month Celebrations at Crafton

November is Native American Heritage Month, a time to celebrate rich and diverse Native cultures, traditions, and histories and to acknowledge the important contributions of Native people. The 2022 Native American Heritage Month theme is "Revitalizing Indigenous Connections," which reflects on how the living bonds of history and culture must be continually honored, maintained, and renewed with each generation. Crafton Hills College celebrated all month long with various events centered around the culture and history of California's First Cultures. The events for 2022 all began with a land acknowledgement, which is a formal statement that a public event is being held on land that was originally inhabited by Indigenous peoples.

The celebrations included a documentary screening of "Why We Serve," a short film presented by the Smithsonian National Museum of the American Indian that documents Native Americans' history of military service. Providing a voice to veterans chastised for their commitment to



**NATIVE  
AMERICAN  
HERITAGE  
MONTH**

the U.S. by those in their community who believed that Native Americans should not serve a country that overran their homelands, suppressed their cultures, and confined them to reservations. The reasons why these Native Americans vets served were complex, and yet this discourse is necessary to understand what an integral part Native Americans have played in the military.

Native American author Ursula Pike was

also a part of the celebration, sharing her experiences, inspirations, and truths as a writer and member of the Karuk Tribe.

Also, a San Manuel Fire Department Documentary highlighted the history of the department and their efforts to provide the most basic emergency services. The Celebrations will close with the documentary Screening of "RUMBLE: The Indians Who Rocked the World" on November 29.

# Economic Development & Corporate Training

Board of Trustees Report



## IEDRC ISMs Host Strong Workforce Event at Garner Holt

IEDRC's Strong Workforce Industry Sector managers hosted the Inland Empire Career Education Advisory meeting at Garner Holt Education Through Imagination in Redlands. Employers from a variety of industries were invited to share the skills and traits they are looking for in employees with educators by Avi Nair, Industry Sector Manager (ISM) ICT/Digital Media, and Alan Braggins, acting Industry Sector Manager of Advanced Manufacturing and Automation, (both EDCT Interim Directors of Workforce Development) along with Lisa Kiplinger-Kennedy, Barstow College's Industry Sector Manager Business and Entrepreneurship.

The event included the opportunity for educators to join in invigorating conversations with experts representing the region's priority industry sectors to discover the latest



"It's such a privilege to have an organization such as this in our own backyard." Deanna Krehbiel, EDCT Interim Executive Director

trends, demands, training practices, desired skills, and proficiencies. Education through

Imagination is a team of educators and industry professionals dedicated to producing world-class educational environments, programs, products, and resources to provide faculty and students with a strong foundation in creativity, innovation, technology, and entrepreneurship to keep pace with our nation's need to create students who are college and career ready in the areas of science, technology, engineering, arts, and math. In addition to a tour of the Garner Holt Productions facility, educators were able to hear first-hand from Industry partners the skills needed to be implemented into curricula for future employment and career success.



Garner Holt Productions, Inc. is the world's leading manufacturer of theme park animatronics.

"We believe students and faculty inspired through this educational approach are poised to change the world for good." Alan Braggins

# Economic Development & Corporate Training

## Probation Enrichment Program



## Tesla Hires EDCT Participant

Jose Sosa completed the 4-Forklift and OSHA 10 Training on September 17, 2022, he then worked diligently with EDCT staff to prepare his resume to apply for employment in the logistics industry. EDCT provided a lead that Tesla was hiring in San Bernardino and Jose immediately applied with his newly revised resume. Tesla interviewed Jose and invited him to an orientation. He received an offer of employment to start on November 5, 2022.

Jose contacted EDCT to share his success story, including an email from Tesla stating that he "GOT THE JOB." He expressed his gratitude for obtaining employment and is sharing information about EDCT's training to help others in need of sustainable employment. He is thankful for the opportunity to train at no cost to him and is looking forward to a bright future with Tesla.



Jose Sosa started a new position at Tesla after training and resume building through EDCT.

## **MFG Month - Manufacturers' Council of the Inland Empire presents *The Mystery of Manufacturing Revealed* attended by EDCT staff**

The Manufacturers' Council of the Inland Empire presented *The Mystery of Manufacturing Revealed* at the Ontario Doubletree on October 28th. The event offered educators an opportunity to meet manufacturers and learn about the transferrable skills that will prepare students for a rewarding career in manufacturing.

Programming for the event included:

- Mingling between educators and manufacturers
- Hearing directly from manufacturers about 'a day in the life' of the industry and what statistics show
- Success stories shared
- How MCIE and LAUNCH can assist in helping educators and manufacturers connect
- Opportunities to use interactive training equipment and maybe a robot!

# Economic Development & Corporate Training



## Mowbray's Upskills Employees

### EDCT Partners with Mowbray's to Provide Supervising Skills Training

Economic Development and Corporate Training (EDCT) collaborated with The Original Mowbray's Tree Service to host an in-person supervisory and management skills training at SBCCD's Professional Development Center. Forty-five leads, supervisors, and managers from Mowbray's received supervisory skill training. Trainees learned how to report and document incidents and take disciplinary actions. This training incorporates the company's shared goals and mission to provide customers and partners with safe, efficient, and environmentally friendly solutions to vegetation management. Employees also learned equipment safety operations, on-site procedures, and how to enhance employee performance.

"This training will help me become a better leader."  
Omar Perez

The training provided several benefits to the participants. Michael Richards said he is "learning how to manage employees a little better."

The Employment Training Panel (ETP) program supports supervisory skill training to enhance company performance and increase employee retention. Incumbent worker training programs are valuable to companies and their employers.



The Original Mowbray's Tree Service Employees Receive Supervisory and Management Skills Training



# KVCR Monthly Update

December 2022

## Around SBCCD

**KVCR provides streaming services during the Lois Cason Building Dedication event at Valley College.** Using new mobile and streaming technology purchased during the 2020 station modernization, KVCR production staff live-streamed the speeches and signage reveal for those who couldn't attend this monumental event in person.

**Crafton Hills College Center for Digital Media students work on class projects for KVCR.** As part of KVCR's ongoing partnership with the CHC Center for Digital Media, students are given directions and goals from KVCR staff on how finished graphic assets are used in advertising campaigns. KVCR team members provide professional feedback, vote on top selections, and implement final choices in the form of email campaigns and digital banner advertisements.

**San Bernardino Valley College Theater student speaks on KVCR Radio.** Radio staff interviewed SBVC Theater student Ashley Eddy for LifeStyles on KVCR. Ashley will be playing the role of Audrey in the upcoming musical performance of *Little Shop of Horrors*, the story of a flower shop assistant who discovers an unusual plant with a carnivorous appetite. Ashley talked about her background, role preparation, and what to expect at the performance. To listen to the conversation, [click here](#).

## Around the Community

**KVCR connects with local kids.** KVCR's Midday News radio staff presented to 4th graders at Palm Avenue Elementary School's Career Day in San Bernardino. Students learned what it's like to be a radio producer and work in public radio and television. In addition, KVCR and the Valley College Institute of Media Arts program hosted students from Moreno Valley's Sunnymead Middle School for an in-station tour as part of their Advancement Via Individual Determination Program (AVID).

## Latest Announcements

**In partnership with SBCCD leadership, the SBVC Institute for Media Arts, and the CHC Center for Digital Media, KVCR hosts members of Inland Action.** KVCR was honored to showcase the Postproduction/Student Lab Area, Radio Studio, and TV Studio during the recent meeting of these local area influencers. Guests enjoyed a networking breakfast in the KVCR lobby, received a short presentation, including student-created content, and went on a tour of the studios.

**KVCR & FNX staff wish everyone a happy and safe holiday season!**



## Experience KVCR

**KVCR - 24.1 - OVER THE AIR**  
Cable: Frontier FiOS, Spectrum, AT&T U-verse  
Satellite: DirecTV, Dish TV  
Live Streaming: [kvcr.org](http://kvcr.org), PBS App, and mobile  
VOD: PBS Passport

**RADIO - 91.9FM**  
[kvcrnews.org](http://kvcrnews.org), and the KVCR mobile app, NPR One Mobile App and on "Alexa" and "Google" smart speakers

Check out the [KVCR Community Calendar](#) for all the latest happenings in the Inland Empire.

**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 Monthly Update

December 2022

## Balance Sheet As of 10/31/22

	KVCR	FNX
<b>Assets</b>		
Cash in County Treasury	2,085,066	60,795
Accounts Receivable	11,295	448
Estimated Revenues Receivable*	47,500	-
Pledges Receivable	-	-
Interfund Receivables	1,229,998	-
Prepaid Expenses	133,071	186,648
Other Assets	33,534	-
<b>Total Assets</b>	<b>3,540,464</b>	<b>247,891</b>
<b>Liabilities</b>		
Accounts Payable	(17,895)	(3,127)
Interfund Payable	4,031,071	3,181
Temporary Loans^	-	1,157,014
Deferred Income	691,706	-
Health and Welfare	27,157	5,686
State Unemployment Insurance	-	-
Workers Compensation	-	-
Other Miscellaneous Liabilities	7,244	1,224
<b>Total Liabilities</b>	<b>4,739,283</b>	<b>1,163,978</b>
<b>Fund Balance (October 22)</b>	<b>(1,198,819)</b>	<b>(916,087)</b>

^ FNX temporary loans from FY20 and FY21 due to end of grant.

\* Estimated per bank statements as of October 31, 2022

## Estimated Revenues & Expenditures For 4 Months Ended 10/31/2022

	KVCR	FNX
<b>Revenues</b>		
Contributions and Grants	422,674	20
Underwriting	14,585	-
Contributions, Gifts	20,000	-
Rentals and Leases	99,487	-
Estimated Revenues*	47,500	-
Interest Revenue	9,194	448
<b>Total Revenues</b>	<b>613,440</b>	<b>468</b>
<b>Expenditures</b>		
Classified Salaries	534,344	70,846
Employee Benefits	239,393	38,414
Books and Supplies	9,108	-
Services and Operating Expenditures	1,048,171	28,088
Capital Outlay	1,102	-
Interfund Transfers Out-SBCCD	33,752	-
<b>Total Expenditures</b>	<b>1,865,870</b>	<b>137,348</b>
<b>Revenues Less Expenditures</b>	<b>(1,252,430)</b>	<b>(136,880)</b>

\* Estimated per bank statements as of October 31, 2022.

# PRESIDENT'S BOARD OF TRUSTEES REPORT

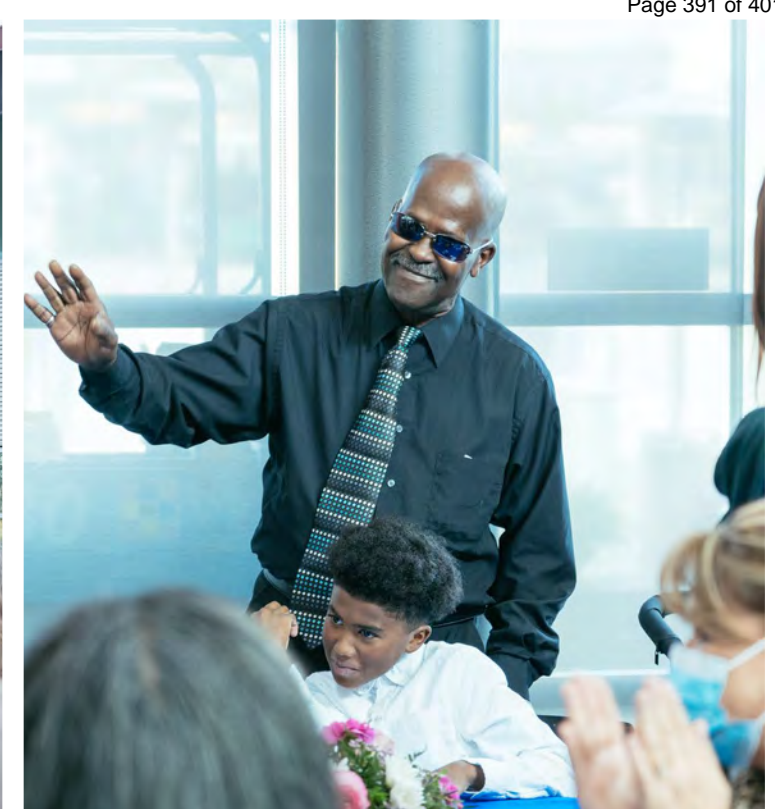
The President's Monthly Report to the Board of Trustees, Campus & Community



San Bernardino  
Valley College

December 2022

# SBVC CELEBRATES THE LIFE AND LEGACY OF LOIS CARSON AT BUILDING DEDICATION



It was a full house on Nov. 4, when San Bernardino Valley College dedicated the Lois Carson Campus Center.

The building was renamed in honor of Lois Carson, the first person of color elected to the San Bernardino Community College District Board of Trustees and its longest-serving member to date. An SBVC alumna from the Class of 1965, she spent decades mentoring Inland Empire students, and was passionate about ensuring everyone had access to a quality education.

The building dedication ceremony was attended by family, friends, mentees, local dignitaries, and others looking to celebrate Carson. SBVC Interim President Dr. Scott W. Thayer welcomed the crowd and introduced several speakers, including San Bernardino Community College District Chancellor Diana Z. Rodriguez, who called Carson "truly a community giant, a giant in our community, and more than that, she was truly an angel among us, with all of the good she did for people and all the good she held in her heart."

Carson died on July 14, 2021, just shy of her 90th birthday. The Board of Trustees voted unanimously to rename SBVC's Campus Center in her honor, after recognizing "the debt owed to her for the lifetime of selfless service to our students and to our community," Rodriguez said.

Several people who were close to Carson, including relatives and mentees, were interviewed for a video that played during the ceremony, and they spoke about her life and legacy. This was followed by remarks from her granddaughter Taylor Williams, who thanked the crowd for showing up and said it showed how much her grandmother's "influence spread in our community and how much she meant to the whole community."

Carson's work "is not done," Williams continued, and her "influence in our lives is still alive and thriving."

In addition to being a teacher, Carson was also deputy director of San Bernardino County Community Action Partnership and later executive director of Community Action Partnership of Riverside County. She served on the SBVC Foundation Board and created SBVC's Lois J. Carson Scholarship, and was honored in 2008 as the Woman of the Year in California's 62nd Assembly District.

# HIGHLIGHTS

## SBVC STUDENT GOVERNMENT LEADERS VISIT D.C. FOR NATIONAL SUMMIT



Leaders from San Bernardino Valley College's Associated Student Government (ASG) had a trip to Washington, D.C., they'll never forget, filled with workshops, seminars, and a surprise connection between the National Museum of African American History and Culture and SBVC. They traveled to D.C. for the American Student Government Association National Student Government Summit, held Oct. 5-9. At the conference, they met other students from across the United States, as well as some from Egypt, and attended workshops, presentations, and roundtables.

"I learned that student voices need to be heard and the only way that's going to happen is if we actually question, survey, and talk with our students," Student Senator Allison Molina said. Vice President of Student Senate Byron Stafford was impressed by the "astounding speakers" who gave presentations, and said he requested copies of their PowerPoints "because there was some hard-hitting information that I would like to convey to the students."

They also had time for sightseeing, and while touring the National Museum of African American History and Culture, Marie Maghuyop, student activities specialist, noticed in the Visual Art exhibit a poster from the 1987 premiere of Beauty Shop held at SBVC. The comedy was written, directed, and produced by Shelly Garrett, "who was disappointed with the lack of roles for African American actors in Hollywood, so he decided to write his own plays," Student Senator Alexis Alcantar said. Beauty Shop became "a national phenomenon," she added. "It is very humbling to be part of this college and makes me proud to be a student at SBVC."

## SBVC REPRESENTATIVES ATTEND EDUCATION SUMMIT IN GHANA



San Bernardino Valley College Interim President Dr. Scott W. Thayer recently led a delegation to Ghana for a professional experience of a lifetime.

The team attended the All African Diaspora Education Summit at the University of Cape Coast, where they spent several days learning about ways educators can better support Black students and exploring important historical sites. The conference, held Sept. 19 through 24, attracted hundreds of attendees from around the world.

This was a first-time opportunity for SBVC, and during lectures and breakout sessions, participants were able to learn more about the governance of community colleges; supporting Black students, faculty, and staff; creating clear policies on diversity and hiring; being visible to student clubs and cultivating opportunities for learning; and how to address anti-Blackness.

SBVC counselor Tahirah Simpson, who is also co-chair of the Academic Senate for California Community Colleges Black Caucus, proposed that members of the SBVC community attend the conference, knowing it would be a "profound professional development opportunity."

While still in Ghana, the SBVC delegation discussed how to implement what they learned when back on campus, and "how can we change how we do business to best serve students," Simpson said. There was commonality as well, with the team wanting to create programs focused on highlighting the work of students, especially those who are Black, and doing the work to fully execute new ideas.

"You have to maintain an open mind and be willing to change things," Simpson said. "That was my biggest takeaway."

## SBVC RELAUNCHES B.R.O.T.H.E.R.S. PROGRAM



B.R.O.T.H.E.R.S. is back at San Bernardino Valley College. Founded in 2015 as an all-male FYE cohort, B.R.O.T.H.E.R.S. (which stands for Brothers Reaching Out To Help EVERYONE Reach Success) is a student action group that strives

to improve the college experience and academic success of Black male students at SBVC. Resources include entrepreneurial workshops and learning more about financial literacy and mental health awareness.

After going through some restructuring, B.R.O.T.H.E.R.S. is relaunching, and "the goal is for it to exist as more than a club, but as a community within the college community, where our members can interact and fellowship amongst themselves, while developing the skills to experience success in the college setting, excel in areas of social and professional health/well-being, and make meaningful connections as it relates to working towards attainment of their objectives while at SBVC," Keenan Giles, EOPS/CARE counselor, said.

It was important to Giles that B.R.O.T.H.E.R.S. relaunch "for the simple fact that the narrative of the Black male student has not changed," he said. "We remain the lowest-performing demographic across the board statistically, which has effectively gotten worse throughout the past pandemic period. With an increased pool of resources, intentional institutional support, and the forced pivot we have all had to go through, the timing is perfect to reinvigorate the momentum and make attempts at effecting change."

While B.R.O.T.H.E.R.S. is specifically intended for Black male students, "that does not mean exclusively," Giles said. "Statistics show that when efforts are made to address the needs of those most in need, everyone benefits." Any SBVC students interested in joining are asked to contact Giles, Dr. Robert Brown, or EOPS Outreach Specialist Alan Erving.

# SNAPSHOTS



## SBVC'S STUDENT CALIFORNIA TEACHERS ASSOCIATION DONATES THOUSANDS OF SUPPLIES TO LOCAL SCHOOL

For ten years, the members of the SBVC Student California Teachers Association (SCTA) have coordinated a school supply drive on campus. As members of the club and future educators, they are learning of the need to support local teachers who put thousands of their dollars into their classrooms. SCTA Advisor and History Professor, Ed Gomez, said they received thousands of donations this year. As they do every year, SCTA drops off the donations to a local school of their choosing. SCTA has no plans to slow down as they're currently planning their annual "New Clothing Item Drive" that also supports children from local schools. This drive will run from November 26 to December 10.

## SBVC PARTNERS WITH AMAZON TO EXPAND EDUCATIONAL OPPORTUNITIES FOR EMPLOYEES



San Bernardino Valley College has officially partnered with Amazon to expand educational opportunities for the company's employees.

This partnership, called Amazon's Career Choice program, will allow eligible Amazon employees to expand or improve their technical skills or pursue associate's degrees and certificates through San Bernardino Valley College's

on-campus or online programs, while receiving pre-paid tuition benefits to cover the cost of tuition, books and fees. SBVC has joined hundreds of institutions around the world in offering its many degree and certificate programs directly to Amazon employees, many of whom are residents of the San Bernardino Community College District.

"This is a valuable opportunity for Amazon employees to pursue or continue their educational goals," said SBVC interim president Dr. Scott W. Thayer. "SBVC is the best starting point in our community for any student who wants to learn a new skill or earn college credit. We are proud to collaborate with Amazon to make the life-changing career programs we offer more accessible to everyone in our community."

"Amazon is a proud supporter of the SBVC Foundation, especially through this new partnership," said David Ambroz, Amazon's Head of External Affairs & Community Engagement. "Career Choice ensures that our employees can get financial support to advance their skills and careers, lifting up both Amazon's employees and the SBVC community. We know that access to a quality education is key for success in today's world, and we're happy to do our part in ensuring that our employees in San Bernardino can continue to make a difference and receive a college education."

San Bernardino Valley College is committed to providing a high-quality education to learners in the community, preparing students to transfer to four-year universities or enter the workforce. For over 96 years, SBVC has offered degrees and certificates in the liberal arts, science and technology, business, and the humanities. Students can choose from a variety of degrees and certificates that cover many popular, in-demand professions, including pharmacy technology, culinary arts and aeronautics.

## GRESHAM ART GALLERY HOSTS FIRST EVER SOUND BATH ON CAMPUS



Art Department Chair Mandi Batalo has studied how environments affect creative thinking for years. Her personal journey involved yoga and she observed that after meditating or after a yoga class, she experienced her best creative thinking. "With interest in mindfulness on campus, it seemed like the right time to bring a sound bath to campus," said Batalo. A meditative experience where people are bathed in sound, sound bathing has increased in popularity in the last year. The gong sound bath at the Gresham Art Gallery brought people from campus and the district together.

The gong sound bath was facilitated by Patty Wildasinn, author of *Yogable: A Gentle Approach to Yoga for Special Population*. The session included gentle movements and sound vibration. Such sound vibration can work on the nervous and glandular systems to help release blocks in the body such as worry and stress.

With requests for more sound baths, Batalo hopes the Gresham Art Gallery can become a center for art, mindfulness and community. Batalo plans for more events at the gallery that center on mindfulness and art, including a Mindfulness and Photography workshop. "We want to use the gallery as a community setting," said Batalo, "so others can view the art, learn from the art, heal with the art, engage in dialogue with the art and each other and come together as a community."

# From the lens of (In)Visibility puts the focus on SBVC's FilAm students



Historically seen as an "invisible minority," Filipino/a/x (FilAm) students at San Bernardino Valley College made their voices heard during a recent exhibition on campus, sharing pictures and written narratives about their lives.

"From The Lens of In(Visibility): A Photovoice Inquiry Into How Community Colleges Can

Advance Filipino/a/x American Student Resilience" was on display at SBVC October 27-31. The exhibit was hosted by the San Bernardino Community College Asian Pacific Islander Association (APIA), San Bernardino Community College District Office, and SBVC's Arts and Humanities Department and curated by English Prof. Rangel Zarate. Nine students, many of them from SBVC, participated in the project.



A photovoice exhibition is "a gallery-style display showcasing the lived experiences of minoritized communities through photos and narratives, all while working towards some sort of policy or systemic change for that community," Zarate said. The photos and narratives were collected digitally, and Zarate then printed them on foam boards so they could be displayed on easels.

Participants shared a range of snapshots, showing their daily activities as well as major life moments. "I could describe all of the photos as representative of the students' needs on campus, illustrations of their successes and struggles as FilAms in college during a pandemic and how family, friends, racial trauma, racial identity, and navigating this space all contribute to their resilience," Zarate said. "Part of photovoice is using it as a participatory action research method so the students as co-curators have agency to choose which photos and narratives they wanted displayed at the exhibition as well as who they wanted to invite to the exhibition."

Local dignitaries attended the opening night event, and shared their gratitude for the project, "praising it for its intentionality and its honest reflection on what it means to be a FilAm community college student during a pandemic," Zarate said.

For the students who participated, especially those who live in the Inland Empire, it was "a labor of love," Zarate said. "The exhibition is part of an initiative to visualize and bring to the public consciousness how FilAm students are navigating educational and personal spaces in the midst of the pandemic. The work we have done together for the past three months could not have been possible without their narrative and guidance and we are also proud that we were able to share this work in October during Filipino American History Month."

To view the project's photos, please visit <https://zarar300.wixsite.com/from-the-lens-of--in>

# EVENTS

## **NURSING PINNING CEREMONY**

**FRIDAY DECEMBER 16, 2022 | 4:00PM**

**LOCATION:** Auditorium

## **WINTER BREAK**

**DECEMBER 24, 2022 - JANUARY 2, 2023**

## **WINTER WONDERLAND / DAY OF SERVICE**

**SATURDAY DECEMBER 17, 2022 | 11:00AM-4:00PM**

**LOCATION:** SBVC

[valleycollege.edu/dayofservice](http://valleycollege.edu/dayofservice)



# STAFF SPOTLIGHT

Growing up in Anaheim, "just a hop, skip, and jump away from Angel Stadium," Bill Norris could usually be found on the baseball or soccer field, or watching a game on television with his dad.

"I was a sports kid," Norris said, and that continued through high school. During his senior year, Norris for the first time didn't make the baseball team, but he found a new role, playing music between innings and reporting game statistics. He made a name for himself, and Anaheim's daily afternoon newspaper came out and wrote a story about him.

From there, Norris' focus shifted toward sports journalism, and he became a newspaper stringer in 1990 while attending Fullerton College. His responsibilities grew after he took a part-time job and began gathering scores, which led to him writing captions and headlines, and it wasn't long before he was laying out the sports section of the newspaper.

This launched Norris' career in journalism, which saw him writing about sports in The Orange County

**“ Growing up in Anaheim, “just a hop, skip, and jump away from Angel Stadium,” Bill Norris could usually be found on the baseball or soccer field, or watching a game with his dad. ”**

Register, Inland Valley Daily Bulletin, and The Press-Enterprise. He was one of the many reporters who lost their jobs during the Great Recession, and he had to pivot, writing freelance articles about the Ontario Reign and becoming communications and media relations director for the Ontario Fury. His wife Gina, also a journalist, enrolled at San Bernardino Valley College not long after, and Norris started thinking about following her.

"I wasn't sure I wanted to go back," he said, adding that he was afraid he'd be "older than the teachers." Norris took the plunge and enrolled, and through CalWORKs, received assistance, including gas cards, book vouchers, and educational counseling. His counselor found that some of his credits from Fullerton College could transfer, and in 2017, one year after his wife graduated from SBVC, Norris earned his associate's degree in English.

That wasn't the end of Norris' SBVC story. In February 2017, he applied for the sports information specialist position, and received a job offer three weeks before graduation. He's been in the role ever since, and is a "jack of everything". Norris takes photos, records statistics, creates graphics, writes press releases, updates the SBVC Athletics website with rosters and team pictures, posts to social media, and more. "I'm having fun and I love my job," he said.

Norris earned his bachelor's degree in English from Cal State San Bernardino in 2020, and when he meets student-athletes, he encourages them to finish school and "not take this time for granted." He knows firsthand how fulfilling it is to stick with something and reap the rewards. "I'm doing what I love," Norris said. "If you'd have told me when I was at Fullerton that I'd become a sports information specialist, I would have been ecstatic."

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT  
TECHNOLOGY AND EDUCATIONAL SUPPORT SERVICE

# TECH NEWS

"Tech News" is a quarterly newsletter that provides updates and information on various projects the Technology and Education Support Services departments are developing. If there are questions or you would like additional information please contact us. Thank you for taking the time to review our newsletter and we look forward to hearing from you.

- Luke Bixler, Chief Technology Officer

MERRY  
*Christmas*

AND HAPPY NEW YEAR



## ONLINE EDUCATION INITIATIVE

SBVC is going through the process to become a teaching college in the OEI exchange. As part of this effort, the OEI folks are requiring a certain connector to be put in place to facilitate the exchange of course/section information between SBCCD and the OEI. This connector is the Ellucian Ethos connector and TESS has been working on this adapter and have pretty much finished the work to set it up for the OEI to use. There are some outstanding items on data health that the OEI needs to address with the colleges as well as some technical issues they need to resolve with Ellucian.

- Administrative Applications



## Extron Global Viewer Enterprise

Over the last year and a half, CTS upgraded over 100 general classrooms with new Extron touch panel control systems. These systems provide faculty with state of the art classroom technology to best aid them in their instruction. The CTS department is aiming to bring Extron's Global Viewer Enterprise to SBVC to provide us with a tool to best serve our faculty and students in the classroom. GVE is a resource that allows the CTS staff to remotely assist instructors with classroom AV issues remotely. The system also provides valuable metrics and information to inform us on the best ways to manage and maintain the classroom technology. Currently we are in the early stages of this project but as the plan develops, we will be sending out updates.

- SBVC Technology Services

## Common application project

TESS is working with both colleges to implement a new process where students only have to apply at one college but be able to register for classes at either college as long as they meet the pre-requisites for those classes. This will be accomplished by adding a default academic program of the other college when a student's application is imported. Also there is work being done to make this change to all existing students with active academic programs. Other considerations like MIS have been taken into account and the necessary customizations have taken place to allow MIS reporting to still take place accurately.

- Administrative Applications



## Secure Wireless Rollout

The secure wireless SSIDs have been rolled out campus wide. We are in the process of bug testing and reconfiguring the captive portal for guest/student wifi connections. The current wide open wireless platform has served a general purpose, but it does not require device registration or provide any kind of sufficient information for connected clients. Additionally, student and guest users will be connected to a captive portal page that will allow the login of students or the registration of guest users. They will be connected to an internet only network and the registration of user and device will be captured.

- CHC Technology Services



## Oracle

The ACH (Automatic Clearing House) project is in the final stages of testing. We will complete end-to-end testing and implement in PROD by the end of December.

We are also currently in the middle of our testing phase for Oracle's 22D upgrade. As always any changes that will impact our users will be sent out the Thursday before being installed into PROD.

Lastly we have sent out our first annual audit of Oracle users. Anyone that has an Oracle user reporting to them in the system should have received the report. If you did not receive the report please email me at ytram@sbccd.edu.

- Business Services



## HelpDesk

You can call them at:  
(909)384-HELP  
Or  
(909)384-4357

On site dialing extension:  
xHELP (x4357)

Submit a ticket through:  
[support.sbccd.org](https://support.sbccd.org)  
[support.valleycollege.org](https://support.valleycollege.org)  
[support.craftonhills.org](https://support.craftonhills.org)

## Canvas Zoom

The CCCTechCenter has made it mandatory that we move our Zoom account into a sub-account that would allow for better management of SBCCD's zoom instance. This is also going to impact Canvas so the Distance Education team is working with the tech center to migrate our current Zoom LTI to a new Zoom LTI which is compatible with the sub-account. Users should not see any changes to how they use zoom currently in Canvas and this migration will take place first in our test instance of Canvas and then we will make the change in production once it is ready.

- Administrative Applications



## PS217 Hybrid Lab

In collaboration with the Science Division and the new Architecture Faculty Nicole Lambrou, CTS is working to convert the PS217 Architecture computer lab to a Hybrid half PC - half Mac environment. Macs tend to be the favored choice in the architecture industry for smaller design-oriented offices, the hope is to introduce students to software that runs either differently or exclusively on a Mac. The aim is to provide students with the tools and resources to be successful in the industry. CTS will be working diligently to complete this project by the start of Spring semester.

- SBVC Technology Services

## Security Improvements

TESS continues its transition to the cloud-hosted Single Sign-On (SSO) solution to reduce downtime and improve security for district application logins. In the coming weeks, more applications, including but not limited to Adobe, Canvas, and Oracle will be authenticating against this solution. Our goal is to limit the impact on the SBCCD community during this transition.

Operating System upgrades are taking place to improve security and offer new features for managing District servers.

- District Technology Services



## Classroom/Computer Refresh

As part of the annual refresh process, we have a number of classrooms and computer labs that are slated to be replaced.

Purchases are planned and the classrooms are scheduled to be replaced during non-instructional windows as possible.

- CHC Technology Services



## Laptop Carts for Physics Department

The CTS staff are making headway in completing two new laptop carts for the Physics Department. Program review funded 60 laptops and 2 carts to aid in the learning process for the physics department. The laptops carts will provide computer capabilities to classrooms Physical Science 204 and 216. The CTS staff are creating a customized configuration for the laptops to provide physics students with the software and resources they need to succeed. Our goal is to complete this project by the start of Spring semester.

- SBVC Technology Services

## Printshop

In August Print Shop staff worked on the layout and print of 300 SBVC Foster and Kinship Care Education Summer/Fall Schedule Books. In September they worked on 1,050, 2022/2023 SBVC Catalog. These books were 364 pages and Perfect Bound. During this quarter 300 SBCCD Strategic Plan Progress Reports were printed.

In the months of July through September 2022 we printed 723 Quick copy job orders (black and white copier) 1,037,505 impressions, 258 color copier print job orders 128,297 impressions, 7 Oki Envelope Printer job orders 8,250 impressions and 54 wide format orders 695 total posters.

The national paper shortage also continues but is mostly affecting envelope orders. We are continuing to work with our paper vendors to get these orders in as soon as possible.

These past few months have been challenging for our department due to staff shortages. Dennis Winters, Senior Printing Operations Specialist, retired on June 30, 2022. Kevin Sutton, Senior Printing Operations Specialist, passed on September 2, 2022.

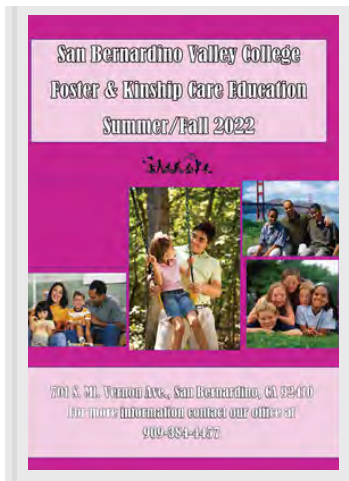
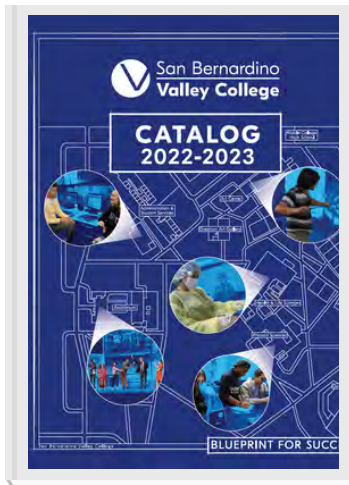
- Printshop

## Alternate Text Production Center

The ATPC grant serves the needs of students with print disabilities throughout the California Community College system by providing electronic and braille textbooks at no cost. We currently house over 36,000 textbooks that are available to all 155 colleges and serve approximately 10,000 requests per year. This year we are seeing a drop in these numbers due to the Covid-19 pandemic.

This fiscal year we have processed 4878 new accessible electronic textbooks requests for students across the state. Of these books, 123 were transcribed into braille. We have continued to participate in the Accessibility Standards Workgroup (ASWG) in conjunction with the California Community College Chancellor's Office to develop a statewide accessibility standard.

- Alternate Text Production Center



## Conferece Room Upgrades

We are in the process of upgrading 9 of the campus conference rooms. This is a two phase project.

The first phase, is now completed. Phase two of the project is underway and involves the installation of cameras and microphones into each of the spaces to facilitate hybrid meetings.

- CHC Technology Services



## Multi-Factor Authentication

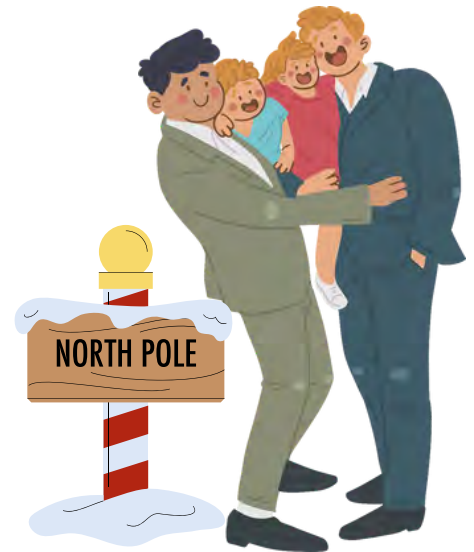
TESS is exploring a variety of security initiatives to improve the current environment while providing benefits and ease of use to the district community. Multi-Factor Authentication (MFA) is currently an option for Office 365 and offers an extra layer of security. MFA is being explored for VPN and SSO for secure applications.

- District Technology Services

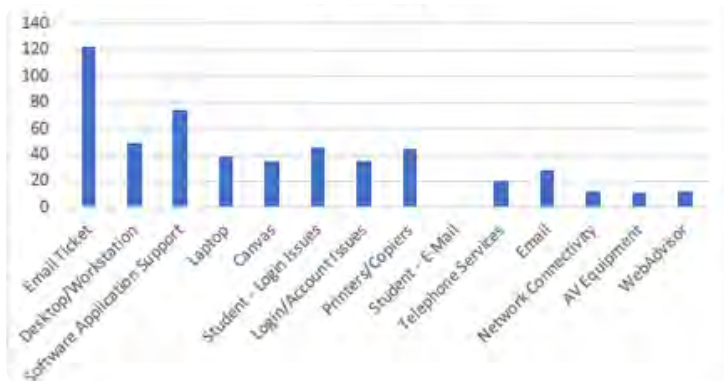
## Account Validation

In collaboration with HR, TESS is working on disabling accounts no longer in use to clean up and maintain a current list of valid users. This initiative focuses on security, account management, and license management.

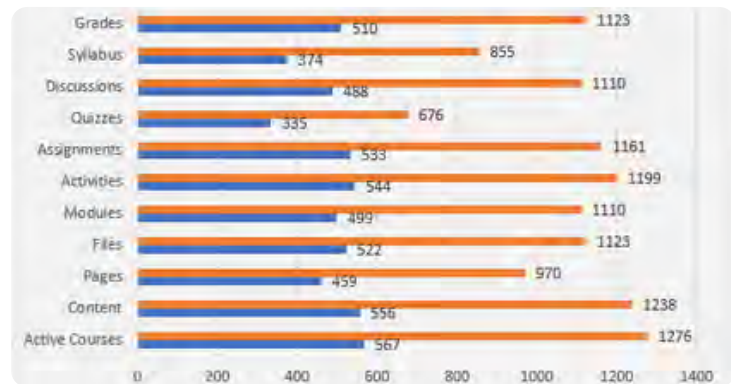
- District Technology Services



## Help Desk!



Help Desk Tickets



Canvas Activity

The left chart shows the type of Help Desk tickets that are received by volume. Over the past 30 days the Service Desk received 534 tickets excluding project requests. The right chart shows the activity on Canvas. There has been a steady increase in the overall usage of Canvas by both colleges.