



San Bernardino Community College District
Board Meeting Agenda
March 09, 2023
4:00 pm Pacific Time

Meeting Location: SBVC, B-100
701 S. Mt. Vernon Ave., San Bernardino, CA

Any writings related to open session agenda items and distributed to all or a majority of all Board members within 72 hours prior to a regular meeting, or within 24 hours prior to a special meeting, shall be made available for inspection by the public at SBCCD, Office of the Chancellor, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA, during regular business hours or on the District's website www.sbccd.edu

Pursuant to Board Policy 2350, 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. Comments must be limited to three (3) minutes per speaker and 20 minutes on the same, or a substantially similar subject, unless a majority of the Board votes to extend the time limit. 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 policy, members of the Board may not discuss or respond to 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.

- I. **CALL TO ORDER – PLEDGE OF ALLEGIANCE**
- II. **PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS**

Pursuant to Board Policy 2350, 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, prior to the Board taking action on the item. Comments must be limited to three (3) minutes per speaker and 20 minutes on the same, or a substantially similar subject, unless a majority of the Board votes to extend the time limit.

III. APPROVAL OF MINUTES

02/09/2023

IV. PRESENTATIONS/CELEBRATIONS

- A. Citizens Bond Oversight Committee Annual Report to the Community 2021-2022
- B. Student Experience Advocating in Washington D.C. During the 2023 ACCT Conference
- C. Applause Cards Recognition For Extending Extra Effort in Providing Quality Service and Valued Assistance

V. ACTION AGENDA

- A. Endorse Nomination of 2023 Classified Employee of the Year Award
- B. Delegate Authority, Establish Bid Hearing, and Approve Minimum Purchase Price for 8th Street Property
- C. Delegate Authority, Establish Bid Hearing, and Approve Minimum Purchase Price for Highland Avenue Property

VI. CONSENT AGENDA

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

- A. Instruction/Student Services
 - 1. Curriculum - CHC
- B. Human Resources
 - 1. Adjunct and Substitute Academic Employees
 - 2. Appointment of Temporary Academic Employees
 - 3. Granting Tenure
 - 4. Contracts for Tenure Track Academic Employees
 - 5. Non-Instructional Pay
 - 6. Payment of Stipends
 - 7. Appointment of District Employees
 - 8. Employee Promotions
 - 9. Employee Transfers
 - 10. Reclassification of Employees
 - 11. Placement of Classified Employees on the 39-Month Reemployment List
 - 12. Appointments of Interim Managers

13. Management Job Description and Update to the Management Salary Schedule
14. Retreat Rights for Management Employee
15. Doctoral Stipend for Management Employee

C. Business & Fiscal Services

1. Alcoholic Beverages at a Campus Event
2. Regular Meeting Dates Calendar
3. Award RFP #2023-03 and Contract to Pepsi Beverages Company of Riverside, CA
4. Conference Requests
5. Contracts at or Above \$109,300
6. District & College Expenses
7. Nonresident Tuition and Capital Outlay Fees
8. Resolution #2023-03-09-FS-01 Approving Transfers to the Reserve for Contingencies from Various Expenditure Classifications

D. Facilities

1. Award Bid #03-2223-04 and Contract to JA Urban Inc. of Monrovia, CA
2. Award Bid #SM 01-2122-05 and Contract to Controls Air Enterprises LLC of Anaheim, CA
3. Award Bid #SM 02-2223-01 and Contract to Prestige Paving Company of Corona, CA

VII. REPORTS

A. Board Committee Reports

1. Board Finance Committee (BFC)
2. Board Legislative Committee (BLC)

B. Regional and State Reports

1. Board of Governors
2. Women's Caucus
3. Joint Powers Authority

C. Chancellor's Report

1. Strategic Plan Goal-2 Update Spring 2023

CONSTITUENT GROUP REPORTS

Comments must be limited to three (3) minutes.

D. San Bernardino Valley College Academic Senate

E. San Bernardino Valley College Classified Senate

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

VIII. **INFORMATION ITEMS**

- A. Board Master Action Planning Calendar
- B. Board Policies for First Reading
- C. Budget Revenue & Expenditure Summary
- D. Construction Contracts Subject to UCCAP
- E. Contracts Below \$109,300
- F. General Fund Cash Flow Analysis
- G. MOUs between SBCCD and the CSEA
- H. MOUs between SBCCD and the CTA
 - I. Non-Bond Construction Change Orders
- J. Professional Expert Short-Term and Substitute Employees
- K. Purchase Order Report
- L. Quarterly Financial Status Report
- M. Quarterly Investment & Deposit Report
- N. Summary of Measure CC Construction Change Orders & Amendments
- O. Resignations
- P. Volunteers

IX. **ANNOUNCEMENT OF CLOSED SESSION ITEMS**

- A. Conference with Labor Negotiators
Government Code 54957.6
 - Agency Representatives: Diana Rodriguez and Kristina Hannon
CSEA, CTA, POA, Mgmt/Superv, and Confidential Employees

- B. Public Employee Discipline/Dismissal/Release/Non-Re-Employment
Government Code 54957 (1 case)
- C. Conference with Legal Counsel – Anticipated Litigation
Government Code 54956.9(d)(2) (2 cases)
- D. Conference with Legal Counsel – Existing Litigation
Government Code 54956.9(e)(3) or (d)(1)
(1 case)
- E. Public Employee Performance Evaluation
Government Code Section 54957(b)(1)
 - Title: Chancellor

X. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

XI. CONVENE CLOSED SESSION

XII. RECONVENE PUBLIC MEETING

XIII. REPORT OF ACTION IN CLOSED SESSION

XIV. ADJOURN

The next meeting of the Board: Strategy Session
March 23, 2023 at 4:00 PM
SBVC B100, 701 S. Mt. Vernon Ave., 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
- TESS Report to the Board
- SBVC Report to the Board



BOARD OF TRUSTEES

Meeting Minutes – February 9, 2023 (Submitted for Board Approval 3/9/23)

Location: SBCCD Boardroom, 550 E. Hospitality Ln., Suite 200, San Bernardino, CA
 Livestream: <https://sbccd.edu/about-sbccd/board-oftrustees/meetings.php>

MEMBERS PRESENT	ADMINISTRATORS PRESENT
Dr. Stephanie Houston, Chair Dr. Anne L. Viricel, Vice Chair Dr. Nathan Gonzales, Trustee Gloria Macías Harrison, Trustee John Longville, Trustee (arrived at 4:16pm) Paul Del Rosario, SBVC Student Trustee (advisory)	Diana Z. Rodriguez, Chancellor Jose F. Torres, Executive Vice Chancellor & SBVC Acting President Dr. Kevin Horan, CHC President Dr. Linda Fontanilla, SBVC President (interim) Kristina Hannon, VC Human Resources & Police Services Dr. Nohemy Ornelas, VC Educational & Student Support Services
MEMBERS ABSENT	ADMINISTRATORS ABSENT
Joseph R. Williams, Clerk Frank Reyes, Trustee Robert Alexander, CHC Student Trustee (advisory)	None

I. CALL TO ORDER – PLEDGE OF ALLEGIANCE

Chair Houston called the meeting to order at 4:00pm. Trustee Gonzales led the pledge of allegiance.

II. PUBLIC COMMENTS ON AGENDA AND NON-AGENDA ITEMS

- Tatiana Vasquez
- Jesse Lemieux

III. APPROVAL OF MINUTES

A. 2023-01-12

Trustee Gonzales moved approval of the 1/12/23 minutes. Trustee Harrison seconded the motion. Vote was taken by roll call.

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

IV. PRESENTATIONS/CELEBRATIONS

A. Applause Cards

The Board recognized employees who received applause cards.

V. ACTION AGENDA

A. Board Policies for Final Approval

Trustee Harrison moved to approve board policies for final approval. Trustee Viricel seconded the motion.

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

B. 2022-23 COVID-19 Emergency Conditions Allowance Recovery Plan Update

Trustee Viricel moved to approve the 2022-23 COVID-19 Emergency Conditions Allowance Recovery Plan Update. Trustee Harrison seconded the motion. Vote was taken by roll call.

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

C. Resolution #2023-02-09-FP-01 ratifying agreement of the acquisition of real property identified as seven lots on north Mount Vernon Ave. Colton, California.

Trustee Gonzales moved to approve Resolution #2023-02-09-FP-01 ratifying agreement of the acquisition of real property identified as seven lots on north Mount Vernon Ave. Colton, California. Trustee Longville seconded the motion. Vote was taken by roll call.

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

D. Resolution #2023-02-09-FP-02 ratifying agreement for the acquisition of real property identified as 613 and 633 South I St., San Bernardino, California

Trustee Harrison moved to approve Resolution #2023-02-09-FP-02 ratifying agreement for the acquisition of real property identified as 613 and 633 South I St., San Bernardino, California. Trustee Gonzales seconded the motion. Vote was taken by roll call.

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

VI. CONSENT AGENDA

A. Instruction/Student Services

1. SBVC - Curriculum

B. Human Resources

1. Adjunct and Substitute Academic Employees
2. Appointment of Temporary Academic Employees
3. Non-Instructional Pay
4. Consideration of Approval of Sabbatical Leaves for the 2023-2024 Academic Year
5. Payment of Stipends
6. Classified Job Description & Revision to Classified Salary Schedule
7. Appointment of District Employees
8. Employee Promotions
9. Revise Rates of Pay for Professional Expert and Short-Term Employees

C. Business & Fiscal Services

1. Contracts at or Above \$109,300
2. Guiding Principles for the FCC Auction Proceeds
3. Independent Audit of the District's Measure CC General Obligation Bond Program
4. Independent Audit of the District's Measure M General Obligation Bond Program
5. Independent Audit of the San Bernardino Community College District
6. Independent Audit of KVCR TV and FM
7. Prioritized Board Directives for Development of the 2023-24 Budget for Second Reading and Final Approval
8. Resolution #2023-02-09-FS-01 Approving Transfers to the Reserve for Contingencies from Various Expenditure Classifications
9. Revised Authorized Signature List for 2022-23
10. Revised Charge for the Board of Trustees Finance Committee
11. District & College Expenses
12. Individual Memberships
13. Surplus Property and Authorize Donation to San Bernardino City Unified School District

D. Facilities

1. Award Bid #03-2122-02 and Contract for District Office Boardroom Remodeling

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

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

- VII. REPORTS [brief 3-minute oral reports were provided, when available, and can be referenced online.](#)
[Written reports are include in the minutes.](#)
- A. Board Committee Reports
 1. Board Finance Committee (BFC) – [no report](#)
 2. Board Legislative Committee (BLC) – [brief report was provided](#)
 - B. Regional and State Reports
 1. Board of Governors – [no report](#)
 2. Women's Caucus – [brief report was provided](#)
 3. Joint Powers Authority – [brief report was provided](#)
 - C. Chancellor's Report – [brief report was provided](#)
 1. Strategic Plan Goal-1 Update Spring 2023
 - D. San Bernardino Valley College Academic Senate – [brief report and a written report was provided](#)
 - E. San Bernardino Valley College Classified Senate – [brief report was provided](#)
 - F. San Bernardino Valley College Associated Students – [brief report was provided](#)
 - G. Crafton Hills College Academic Senate – [brief report and a written report was provided](#)
 - H. Crafton Hills College Classified Senate – [no report](#)
 - I. Crafton Hills College Associated Students – [no report](#)
 - J. CSEA – [brief report was provided](#)
 - K. CTA – [no report](#)

- L. Police Officers Association – no report
- M. San Bernardino Valley College President – brief report was provided
- N. Crafton Hills College President – brief report was provided
- O. Executive Vice Chancellor – no report
- P. Vice Chancellor of Human Resources & Police Services – no report
- Q. Vice Chancellor of Educational and Student Support Services – no report

VIII. INFORMATION ITEMS

- A. Board Master Action Planning Calendar
- B. Budget Revenue & Expenditure Summary
- C. CCFS-320 Apportionment Attendance Report for FY 2023 Period 1
- D. Contracts Below \$109,300
- E. General Fund Cash Flow Analysis
- F. MOUs between SBCCD and the CSEA
- G. Nonresident Tuition and Capital Outlay Fees
- H. Professional Expert Short-Term and Substitute Employees
- I. Purchase Orders
- J. Summary of Measure CC Construction Change Orders & Amendments
- K. 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
 (1 case)
- C. Conference with Legal Counsel – Anticipated Litigation
 Government Code 54956.9(d)(2)
 (1 case)
- D. Conference with Legal Counsel – Existing Litigation
 Government Code 54956.9(e)(3) or (d)(1)
 (1 case) Workers Comp Claim #596484
- E. Public Employee Performance Evaluation
 Government Code Section 54957(b)(1)
 Title: Chancellor
- F. Conference with Real Property Negotiator
 Government Code Section 54956.8

X. PUBLIC COMMENTS ON CLOSED SESSION ITEMS

There were no public comments.

XI. CONVENE CLOSED SESSION

Chair Houston closed the public meeting and convened the board to closed session at 4:47pm.

XII. **RECONVENE PUBLIC MEETING**

Chair Houston reconvened the public meeting at 5:14pm.

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

- On February 9, 2023, the Board Unanimously, with Trustee Williams and Reyes absent, took action to approve the settlement of Workers Comp Claim #596484 with employee #9673.

XIV. **ADJOURNMENT**

Chair Houston adjourned the meeting at 5:15pm.

SBCCD Board Report

February 8, 2023

Submitted by

Meridyth McLaren



Our Role

The Academic Senate is the voice for the faculty on all matters related to curriculum and academic standards. The Academic Senate shall serve as the representation of faculty whenever consultation or interaction for making recommendations in the areas of curriculum and academic standards with the District or the college administration is necessary. Faculty have purview over any item related to the "The Ten Plus One," a detailed list of 10 items and a general "+1" which are outlined in Title 5.

Senate Actions and/or Updates Related to SBCCD Board of Trustees' Goals

Eliminate Barriers to Student Access and Success

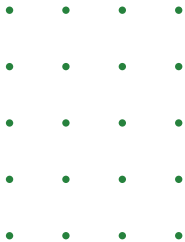
✈ Twenty-eight faculty participated in the second of a two-part USC Equity training in January. This workshop provided an opportunity for full-time and part-time faculty to explore and reflect on how interactions with students, faculty and staff impact our students' perceptions of themselves as capable and successful students. The workshop explored a range of practical strategies, simple and complex changes faculty can work towards making and what the next steps for faculty and the institution might be.

✈ The Senate Workgroup will soon finish their recommendations for course caps. One of the many factors that contributes to student success, according to research and the USC training, is personalized interactions and responses to students. This can not be achieved when class sizes or the number of appointments faculty are required to complete in a day are large.

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

✈ The recent focus on equity has resulted in valuable ideas about practices faculty can implement to better support disproportionately impacted students. Some of the ideas are simple and only require small changes; others are more involved and require larger changes in ideology and practices.

✈ At our last senate meeting it was asked that we readdress the process that is needed to allow students to have preferred names on class rosters. The administration was very responsive to and supportive of the importance of this topic for students.



SBCCD Board Report

February 8, 2023



This week marked the opening Ceremony of Black History Month. Although Black History is every month, February will be filled with multiple virtual and on campus events that reflect and celebrate this important part of our history. Faculty and staff at Crafton, in collaboration with Faculty and Staff at Valley and the District presented a riveting, personal, moving and motivational introduction to the theme (Resistance) and upcoming events.

Be a Leader and Partner in Addressing Regional Issues

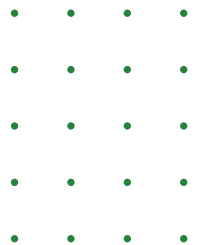
The new CalGETC transfer pattern is coming despite concerns raised or the impact on Community Colleges. As a Senate we need to be proactive in identifying the possible impact on our students and our disciplines as well as strategies to address these. At our Senate Plenary session at the beginning of the semester, one of our focus groups was an opportunity for faculty to have a discussion with counselors and the articulation officer about the potential impact(s) of this change for students, disciplines and our college.

Ensure Fiscal Accountability/Stability

The main area faculty support the Board's fiscal goals is through enrollment. Faculty contribute to this goal through our continual efforts to provide high quality, engaging and transformational interactions with students, both in the classroom and through the myriad of other services we provide. By doing this, faculty contribute to maintaining and often increasing students in the classroom. Although enrollment does not fall under the 10+1, faculty do bring a unique understanding of what students want and need when choosing a college and classes and are actively engaged in the discussion and planning of enrollment management.

Submitted by

Meridyth McLaren





SBVC Academic Senate Report

Welcome and Recognitions

Thank you to:

- Dr. Houston for her opening day welcome and words of vision, guidance, and encouragement.
- Chancellor Rodriguez for her visit to SBVC A.S. this past week to share some general updates and, more importantly, to let faculty know they are seen and heard.
- Dr. Thayer for his leadership during some challenging times. Chancellor Rodriguez highlighted his work and accomplishments during our opening-day presentation. Thank you Dr. Thayer for your service and support.
- The Board of Trustees and Chancellor Rodriguez for the opportunity to participate in the BOT Retreat and the conversation regarding reporting and communication between the BOT and the Academic Senate. The information gained is valuable and will be used as we continue to develop and improve our communication pathways and mechanisms.

We welcome Dr. Fontanilla to campus. The A.S. hosted a Meet and Greet session that allowed the Senate body to connect personally over sweet treats and lemonade. The faculty feedback was positive and the opportunity was welcomed. We look forward to working with Dr. Fontanilla over the next year as we continue forward progress on our recently completed plans.

Information to Inform Policy

- On February 1, 2023, the SBVC A.S. approved the establishment of an **AB928** Ad Hoc and Steering Committee to address the opportunities and challenges forthcoming with AB928. The Ad Hoc and Steering Committee membership is inclusive, diverse and representative of divisions across campus. The work will be focused on exploring the best options for SBVC to adapt its local GE pattern for students who do not plan to transfer. Details regarding the committee structure, scope of work and timeline can be found [here](#). [This FAQ](#) published by the ASCCC provides additional context. The board may see recommendations by the curriculum committee in future agendas.
- AP 2510: Participation in Local Decision Making was revised in February of 2022. The revision went through all the appropriate review and approval processes and ultimately better reflects our current governance structures. As the AP now stands, the role of the Academic Senate in the governance process is not reflected. There are plans in place bring forward some recommended language that will reference the role of Academic Senate and local governance process. SBVC A.S. Senate and Accreditation Committee established a timeline for the review and revision of our local Governance Handbook. This work is to ensure any reference added to AP 2510 will to a document that reflects our current processes.

Report Date
February
2023





SBVC Academic Senate Report

Actions and/or Updates Related to Goals

- **Eliminate Barriers to Student Access and Success**
 - Successful onboarding as a Teaching College with the CVC will open our online courses to students across all CCC campuses. This is also an opportunity to bring FTES to the campus. Additionally, our students will have one more tool for successfully transferring and completing their certificate or degree. Upon going live, we will have access to a dashboard to gather data about the number of students coming to us and going to other campuses. We will be able to track the courses students are looking for elsewhere or at our campus. This data can be used to inform scheduling and curriculum. The DE Committee looks forward to providing reports on this data in the future.
 - The English Department faculty have been engaged in a Community of Practice since 2019. The focus of the work changed according to current issues. The last few semesters have focused on providing a sustainable structure of continuous growth to support faculty. The department intends to support faculty working with our Black/African-American students. This is intentional work directly related to our Student Equity Plan and eliminating barriers to success. This type of work requires support in the form of time, space, and money. We appreciate the resources and support provided to date and look forward to continued support.
- **Be a Diverse, Equitable, Inclusive, and Anti-Racist Institution**
 - As a community, it is essential to recognize the experiences of our fellow members, especially when traumatic incidents impact them. Two tragic events in January greatly impacted the API community within the district and beyond. The district leadership responded with a message recognizing the shootings and the impact experienced by the community and expressed support and solidarity. Messages and recognitions such as these are vital to building a community of trust. Thank you to the district leadership for communicating and sending that message.
 - The faculty and staff of SBVC recognize the importance of identifying, supporting, and celebrating Black History Month. Black history and excellence should be recognized at all times. Still, Black History Month is a moment to consciously and intentionally spotlight the Black community's contributions to history, science, the arts, and more. SBVC will be hosting several events on campus and virtually in recognition of Black History Month. Several flyers have been included at the end of this document for reference.
- **Be a Leader and Partner in Addressing Regional Issues**
- **Ensure Fiscal Accountability/Stability**
 - Enrollment management is an essential part of ensuring fiscal accountability and sustainability. The faculty body is tuned in to the enrollment challenges we have and continue to face. While we are experiencing growth in enrollment, we know there is much more work to be done. The faculty body continues to offer their ideas and "boots on the ground" expertise in how to bring students to our doorstep and keep them. As enrollment is prioritized and plans are established to build our FTES, we ask that the role of faculty be kept at the forefront. It is not enough to get students to the doorstep of our campuses. We must provide a safe environment, present culturally responsive teaching, present content in a diverse and inclusive manner, humanize the student experience, and meet our students where they are. Faculty are engrossed in this work and ask that any future enrollment plans look beyond the marketing and are connected to the work already being done on our campus.

Report Date
February
2023



Noteworthy Accomplishments/Activities

The Purpose Series

Remember the community of practice work referenced earlier in this report? Well, there is more excellent work resulting from there. The English Department faculty have partnered with Professional Development to bring The Purpose Series to the faculty body. English faculty member Amy Mills and our Professional Development Coordinator, Rania Hamdy, lead this project.

The Purpose Series is a 3-part book discussion on "How To Navigate Life: The New Science of Finding Your Way in School, Career & Beyond" by Timothy Klein and Belle Liang. The first discussion was recently held, and the next two will be in February and March. Belonging is one of the key themes in the book, which is essential for all of us to create for our students and to experience ourselves. This book provides research-based methods for understanding and navigating life to discover how to live a purpose-driven life. Growth in these areas has the potential to transform our teaching and our student experiences. This work directly relates to the district's goals of eliminating barriers to student success and creating a diverse, equitable, and inclusive learning environment for our students.

Books were provided to participants at no charge, and participants were provided a personal welcome message by both authors. Tim's welcoming message can be viewed [here](#), and Belle's message can be viewed [here](#). If you would like a book of your own, please reach out to Rania Hamdy to see if copies are still available.

SBVC Academic Senate Report

Report Date
February
2023





BLACK HISTORY MONTH

SBCCD EVENTS & SCHEDULE


- | | |
|---|--|
| <p>01
FEB</p> <p>BLACK HISTORY MONTH
OPENING CEREMONY
CHC CCR 155 12:00 PM</p> | <p>16
FEB</p> <p>"CHISHOLM '72 -
UNBOUGHT & UNBOSSSED"
FILM DISCUSSION
ONLINE 3:00 PM</p> |
| <p>08
FEB</p> <p>UNTOLD STORIES OF
BLACK HISTORY IN
REDLANDS
ONLINE 12:00 PM</p> | <p>18
FEB</p> <p>NATURAL HAIR DAY
SBVC BUSINESS BUILDING
ROOM 100 12:00 PM</p> |
| <p>08
FEB</p> <p>PRINTED MATTER
SBVC GRESHAM ART GALLERY 12:16 PM</p> | <p>22
FEB</p> <p>"HAIR TALES"
SCREENING & DISCUSSION
SBVC BUSINESS BUILDING
ROOM 100 4:00 PM</p> |
| <p>08
FEB</p> <p>"THE LIGHT WE CARRY:
OVERCOMING IN UNCERTAIN
TIMES" BOOK DISCUSSION
ONLINE 2:00 PM</p> | <p>28
FEB</p> <p>BREAKING BREAD
A COMMUNITY GATHERING
SBVC BUSINESS BUILDING
ROOM 100 10:00 AM</p> |
| <p>15
FEB</p> <p>"HOW IT FEELS TO BE FREE"
FILM SCREENING
ONLINE 12:00 PM</p> | <p>28
FEB</p> <p>FASHION SHOW
SBVC BUSINESS BUILDING
ROOM 100 6:00 PM</p> |

Get online event information at

www.eventbrite.com/cc/black-history-month-2023-1550159

Black History *is* American History





Wadsworth Jarrell,
Revolutionary (Angela Davis), 1971

Posters, artworks
and materials addressing
historical events, war, women's
rights, voting rights, and civil rights
that speak to challenges we are
working through today.

Printed Matter

Gresham Gallery at San Bernardino Valley College

For more information contact: mabatalo@valleycollege.edu



ETS/ SBCCD Black Faculty & Staff Association
Presents

Natural Hair Day

Saturday February 18th, 2023

Location : Valley College Business Building Rm-100

Time : 12pm-4pm

Address : 701 S Mt. Vernon Street

San Bernardino, Ca 92410

Live Hair Stylists/ Barbers

Live Performances

Vendors

Guest Speaker

Music by: Dj: Demico

Hair/ Fashion Show

“MY HAIR IS A
REFLECTION OF
MY SOUL”



<http://bitly.ws/z7Ca>



GROWNMANEPRODUCTS.COM
We Demand Perfection

For more information email

Lawrence.hardy@sbcusd.k12.ca.us Phone (909) 473-2098



CITIZENS BOND OVERSIGHT COMMITTEE

San Bernardino Community College District
2021-2022 Report to the Community



2021 – 2022 MEMBER ROSTER



Betsy Starbuck, Chair
Representing a Tax
Payer Organization
Term Ending
June 30, 2024



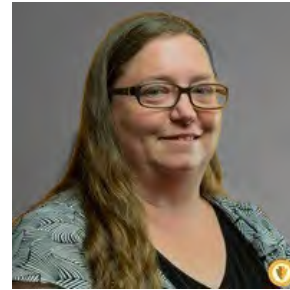
Don Averill, Vice Chairperson
Representing a Senior
Organization
Term Ending
June 30, 2023



Frankie Jimenez
Representing a
Business Organization
Term Ending
June 30, 2023



David Raley
Representing a Foundation,
Crafton Hills College
Term Ending
June 30, 2023



Evelyn Olive
Representing Students,
Crafton Hills College
Term Ending
June 30, 2024



Jim Mulvihill
Representing the
Community-at-Large
Term Ending
June 30, 2023



Kristin Washington
Representing the
Community-at-Large
Term Ending
June 30, 2023

EXECUTIVE SUMMARY

This report details highlights from the San Bernardino Community College District's (SBCCD) bond programs, the Citizens' Bond Oversight Committee (CBOC) member roster, CBOC meeting summaries and expenditures for the SBCCD Bond Program projects for the fiscal year ending on June 30, 2022 (FY 2021-2022). The Committee met five times during the fiscal year. The dates include: July 26, 2021; December 13, 2021; January 20, 2022; February 15, 2022; and March 15, 2022.

Consistent with the requirements of Proposition 39 ("School Facilities Local Vote Act of 2000"), SBCCD Citizens' Bond Oversight Committee was appointed to oversee two voter- approved general obligation bonds:

- Measure M – \$500 million bond passed in February 2008, and
- Measure CC – \$470 million bond passed in November 2018

The committee is required to inform the public about the District's expenditure of bond proceeds by presenting an annual report to the SBCCD Board of Trustees in public session. In fulfilling this duty, the committee met to review expenditure reports, hosted the annual organizational meeting, and approved the Annual Report to the Community.

Previous CBOC Reports to the Community <https://sbccd.edu/district-services/facilities-planning-construction/reports-to-the-community.php>. More information on the SBCCD Bond Program can be found by visiting <http://www.sbccd.edu/MeasureCC>.

STATEMENT OF COMPLIANCE

To the best of its ability, the Citizens Bond Oversight Committee believes that the San Bernardino Community College District is in compliance with the requirements of Article XIII A, Section 1(b)(3) of the California Constitution. Full text available at https://ballotpedia.org/Article_XIII_A,_California_Constitution.

5

CBOC MEETINGS

The committee met five times during the fiscal year.

\$36M

EXPENDITURES

The amount that has been spent on bond projects through FY 2021-2022.

SBCCD APPROVED BOND PROJECTS

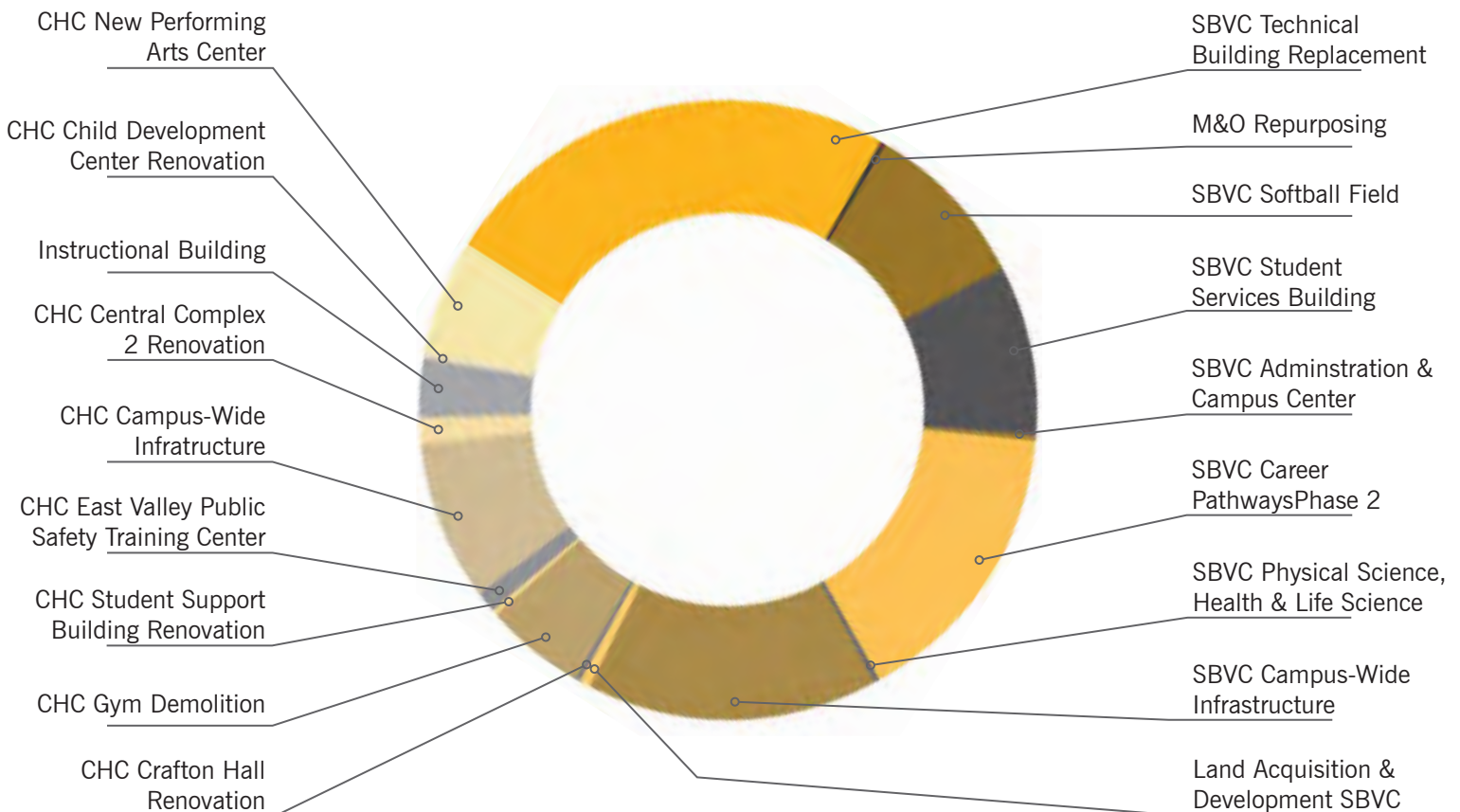
TOTAL PROJECT COSTS THROUGH FISCAL YEAR 2021-2022

ENDING JUNE 30, 2022

SBCCD Approved Bond Projects, Measure CC Crafton Hills College	
Crafton Hall Renovation	\$136,654.47
Gym Demolition	\$1,606,953.97
Student Support Building Renovation	\$261,898.54
East Valley Public Safety Training Center	\$1,301,748.16
Campus-Wide Infrastructure	\$4,931,225.97
Central Complex 2 Renovation	\$800,273.33
Instructional Building	\$802,471.06
Child Development Center Renovation	\$498,241.08
New Performing Arts Center	\$3,501,553.36

SBCCD Approved Bond Projects, Measure CC San Bernardino Valley College	
Technical Building Replacement	\$6,736,716.79
M&O Repurposing	\$35,008.17
Softball Field	\$2,457,419.33
Student Services Building	\$2,419,764.68
Administration & Campus Center	\$108,837.36
Career Pathways Phase 2	\$4,231,204.88
Physical Science, Health & Life Science	\$66,923.12
Campus-Wide Infrastructure SBVC	\$4,169,932.95
Land Acquisition & Development SBVC	\$202,753.09

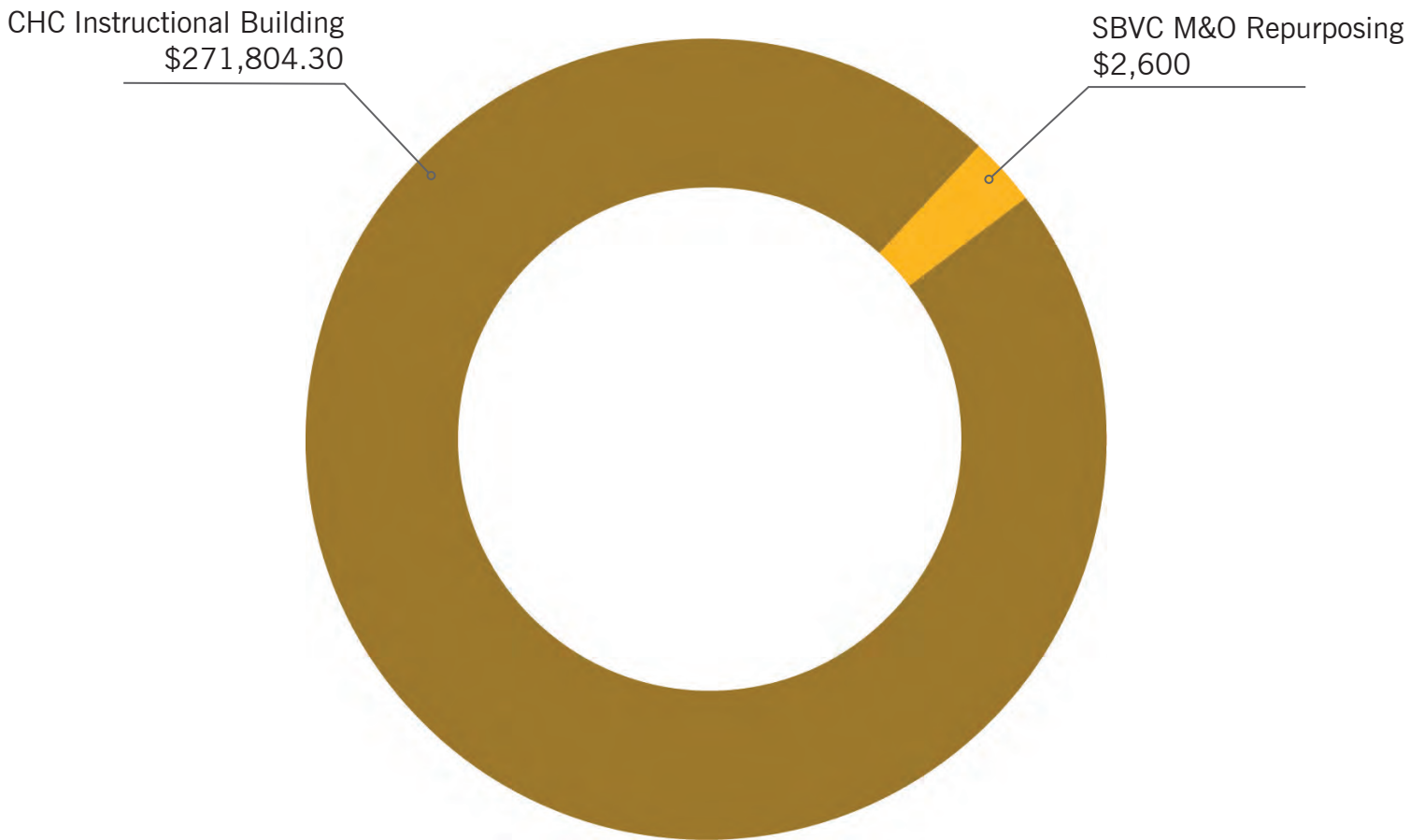
Total Project Cost Through June 30, 2022 \$34,269,580.31



\$274,404.30

SBCCD APPROVED BOND PROJECTS, MEASURE M

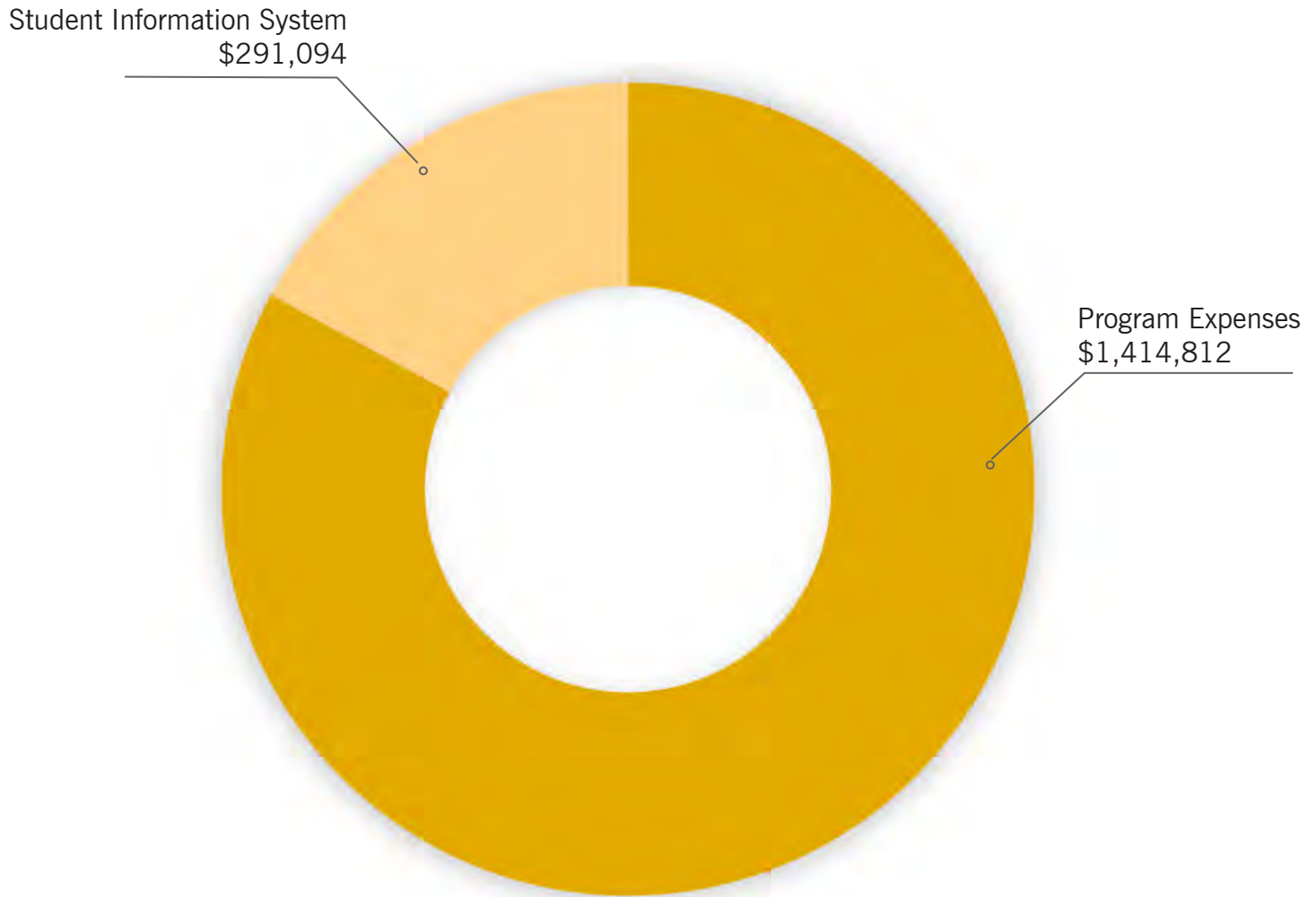
Total project cost through June 30, 2022.



\$1,705,906

SBCCD DISTRICT WIDE EXPENDITURES

Total expenditures through June 30, 2022.



\$36,249,890.61M

EXPENDITURES

The total amount that has been spent on bond projects through FY 2021-2022.

CBOC MEETING SUMMARIES

The CBOC met five times in fiscal year 2021-22. Including July 26, 2021; December 13, 2021; January 20, 2022; February 15, 2022; and March 15, 2022 to discuss various bond program activities and review the internal audit report. The following will provide summaries of the meetings. To view the full meeting agendas, information and minutes, please visit the website at: [https://sbccd.edu/meetings-and-agendas/archives.php?type=Citizens%20Bond%20Oversight%20Committee%20\(CBOC\)](https://sbccd.edu/meetings-and-agendas/archives.php?type=Citizens%20Bond%20Oversight%20Committee%20(CBOC))

Monday, July 26, 2021 – Zoom Virtual Meeting Platform

In the annual re-organizational meeting, the CBOC held elections for the positions of Chairperson and Vice Chairperson. Members Starbuck and Averill were re-elected to their positions on the committee.

Members also heard updates from the Program Management team on the SBCCD Bond Program. The meeting concluded with a bond expenditures report.

Find the meeting materials here: <https://sbccd.edu/meetings-and-agendas/cboc/2021/07-26/index.php>.



Monday, December 13, 2021 – Zoom Virtual Meeting Platform

Members received news that the District received two awards from the US-Green Building Council for Sustainability in Innovation for the Performing Arts Center at CHC and the SBVC Technical Building.

The meeting also included an expenditures reports and approval of the 2020-2021 Report to the Community.

Find the meeting materials here: <https://sbccd.edu/meetings-and-agendas/cboc/2021/12-13/index.php>.

Thursday, January 20, 2022 – Zoom Virtual Meeting Platform

The committee met to approve AB 361 Resolution to hold virtual meetings.

Find the meeting materials here: <https://sbccd.edu/meetings-and-agendas/cboc/2022/01-20/index.php>.

Tuesday, February 15, 2022 – Zoom Virtual Meeting Platform

The committee approved AB 361 Resolution to hold virtual meetings. The meeting concluded with a review of the 2020-2021 Measure M and Measure CC Audit Report.

Find the meeting materials here: <https://sbccd.edu/meetings-and-agendas/cboc/2022/02-15/index.php>.



Tuesday, March 15, 2022 – SBCCD Board Extension Room

The committee was provided with campus project updates for:

San Bernardino Valley College

- Technical Building Replacement
- Student Services Building
- Career Pathways 2
- Softball Field
- Infrastructure Projects
- Future 2023-2026 Projects



Crafton Hills College

- Performing Arts Center
- Public Safety Training Center
- Central Complex 2 Renovation
- Child Development Center Renovation
- Infrastructure Projects
- Future 2023-2026 Projects



Membership Opportunities

Interested individuals seeking to serve as a member of the CBOC may complete an application which will be held until a vacancy occurs. Completed applications should be sent via email at cboc@sbccd.edu or via regular mail to SBCCD District Support Services, ATTN: Ynez Canela, 550 E. Hospitality Lane, Suite 200 San Bernardino, CA 92408. If you have questions, please call 909-388-6910.

See the following link for the application: <http://www.sbccd.org/~media/Files/SBCCD/District/Facilities%20Planning/CBOC/2021-01%20San%20Bernardino%20CCD%20-%20CBOC%20Application%20Form3.pdf>.

THANK YOU, LOCAL VOTERS!

Your **MEASURE CC** Tax Dollars At Work

SAN BERNARDINO  COMMUNITY COLLEGE DISTRICT

 CRAFTON HILLS
COLLEGE

 San Bernardino
Valley College

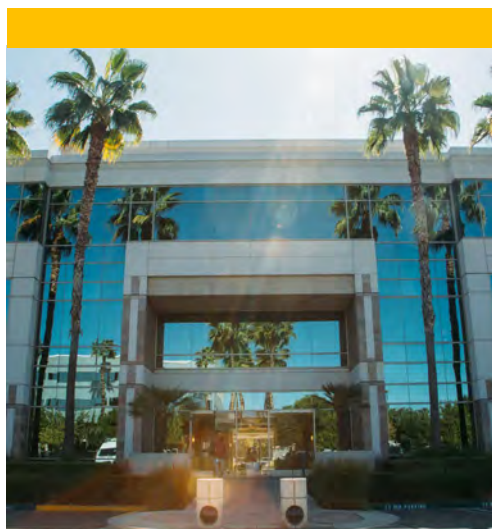




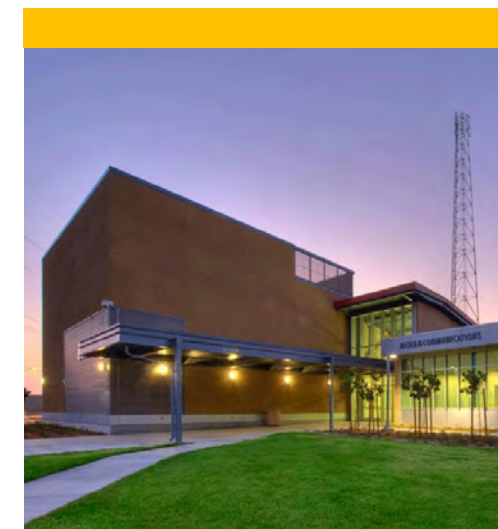
SAN BERNARDINO
COMMUNITY COLLEGE
DISTRICT

MARCH 2023

Board of Trustee Meeting



SBCCD.EDU



Student Advocacy in Washington D.C.

SBCCCD Advocacy in Washington D.C.



Students leaders, Board Trustee Reyes, and members of the Chancellors Cabinet met with various legislators in D.C. The group advocated to streamline the CalFresh application process and increase federal funding for HSIs and facility improvements.

SBCCCD Advocacy in Washington D.C.



Students leaders, Board Trustee Reyes, and members of the Chancellors Cabinet met with HACU. The group learned about paid student internship opportunities with Federal agencies.



Upcoming

What's Next:

Hispanic Association of Colleges & Universities Capital Forum

Capitol Forum - April 18-19, 2023

Meeting Requests (Pending)

- Congressman Jay Obernolte
- Federal agencies



What's Next:

CalFresh Roundtable

Combating College Student Hunger Roundtable

Friday, April 21, 2023

SAVE THE DATE



SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

COMBATING COLLEGE STUDENT HUNGER

An Inland Empire Policy Roundtable



In the Inland Empire and across California, too many college students experience food insecurity, preventing them from achieving their higher education and career training goals.

This roundtable will focus on CalFresh and explore local, state, and federal policy solutions to combat college student hunger.

Friday, April 21, 2023
9:30 a.m. Check-In & Networking
10:00 a.m. Program Begins
12:00 p.m. Program Concludes

By invitation only.
Location to be announced.

Contact:
SBCCD Associate Vice Chancellor and CSAC Commissioner
Angel Rodriguez, M.Ed.
arodriguez@sbccd.edu
(909) 388-6904

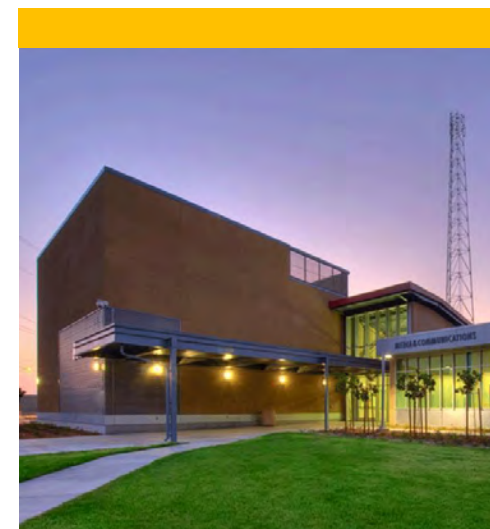
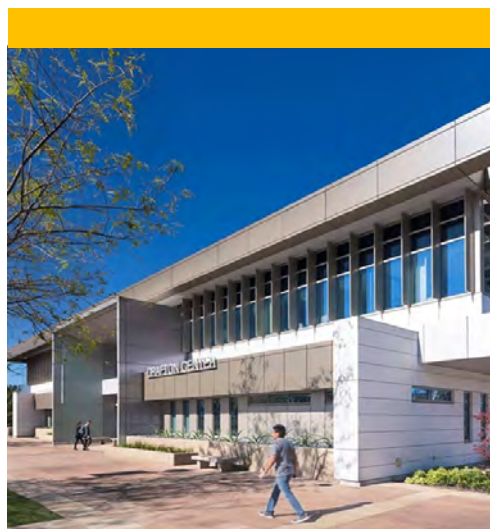
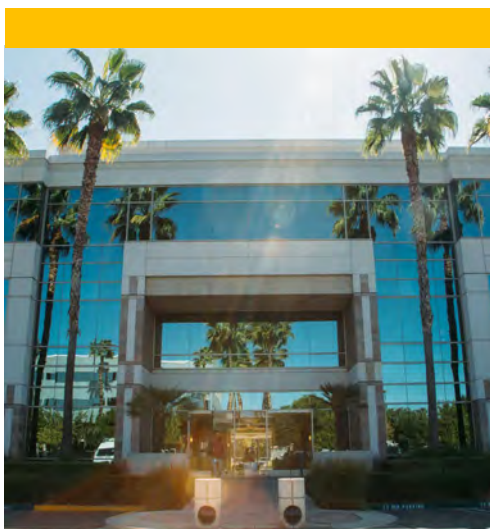
2.23.2023



SAN BERNARDINO
COMMUNITY COLLEGE
DISTRICT

JANUARY 2023

Thank you!



SBCCD.EDU



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: March 9, 2023
 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 March 9, 2023

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Matthew	Adams	Physics	Thank you so much Matt for your awesomeness in helping find a solution to the Physic 100-65/66 course for Spring 2023 situation.	Sam Truong
Crafton Hills College	Alexa	Aslanian	Student Accessibility Services	Alexa is very knowledgeable about the SAS Program and is a very kind person to all SAS students.	Frances Southerland-Amsden
Crafton Hills College	Reynaldo	Bell	Respiratory Care	Thank you for giving up your Saturday to attend the Greek Naming Ceremony. It meant the world to the family to have faculty attend the ceremony.	Michelle Riggs
Crafton Hills College	ZsaQuita	Bender	Respiratory Care	Thank you for giving up your Saturday to attend the Greek Naming Ceremony. It meant the world to the family to have program staff attend the ceremony.	Michelle Riggs
Crafton Hills College	Willie	Blackmon	Student Services	Willie spoke at our opening day event for Black History Month. He shared his own history and the uniquely powerful mental health needs of Black Americans, and recognizing and supporting both the positive and negative aspects therein. Thank you for kickstarting our celebrations!	CHC campus/BHM team
Crafton Hills College	Willie	Blackmon	Outreach and Educational Partnerships	Thank you Willie for providing excellent information about the services that our new Outreach and Educational Partnerships department provides to our students during a recent Staff Support Resource Group meeting. It was very informative and much appreciated.	Cyndie St Jean

APPLAUSE CARDS

Submitted for Information March 9, 2023

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Kelly	Boebinger	Chemistry	Thank you so much for working with me on the 2-year Base Schedule. I appreciate you!	Sam Truong
Crafton Hills College	Deborah	Castro	Printing Services	Thank you for supporting me in my time of need. You came in clutch! Appreciate your help.	Ynez D. Canela
Crafton Hills College	Suzanne	Delahanty	Student Accessibility Services (SAS)	Thank you Suzanne for providing excellent information about the services that you provide to our students during a recent Staff Support Resource Group meeting. It was very informative and very much appreciated.	Cyndie St Jean
Crafton Hills College	Alexis	Ford	Student Success	Alexis spoke at our Black History Month opening celebration. She shared her strong commitment to improving equity on campus for Black students. With her alumni status, she gracefully shared her positive experiences but also the need for improvements to the Black experience at CHC. Thank you!	CHC campus/BHM team
Crafton Hills College	Moises	Gonzalez	custodial	Thank you for saving me, even if it was just from myself.	Rosemarie M. Hansen
Crafton Hills College	Mioses	Gonzalez	custodial	Thank you for saving me, even if it was just from myself.	Rosemaire M. Hansen

APPLAUSE CARDS

Submitted for Information March 9, 2023

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Kashaunda	Harris	Professional Development	Kashaunda led us in our opening day event for Black History Month. She spoke about honoring ancestors through ceremony. She shared the importance of recognizing the contributions of Black Americans and being not just Black history but American history. Thank you for kickstarting our celebrations!	Campus/BHM Team
Crafton Hills College	Marty	Milligan	Student Accessibility Services -SAS	Always kind words to everyone and is a great supervisor. Starts every meeting with a THANK YOU to his staff. Thank you for everything, Marty.	Frances Southerland-Amsden
Crafton Hills College	Joshua	Orosco	custodial	Thank you for saving me, even if it was just from myself.	Rosemaire M. Hansen
Crafton Hills College	Vonda	O'Shaughnessy	Student Accessibility Services -SAS	Vonda shows each student kindness and compassion. She is very caring and a joy to work with.	Frances Southerland-Amsden
Crafton Hills College	Shohreh	Rahbarnia	Chemistry	Thank you so much for working with me on the 2-year Base Schedule. I appreciate you!	Sam Truong
Crafton Hills College	Kim	Salt	Chemistry	Thank you so much for working with me on the 2-year Base Schedule. I appreciate you!	Sam Truong
Crafton Hills College	Thomas	Serrano	Respiratory Care	Thank you for giving up your Saturday to attend the Greek Naming Ceremony. It meant the world to the family to have faculty attend the ceremony.	Michelle Riggs

APPLAUSE CARDS

Submitted for Information March 9, 2023

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
Crafton Hills College	Erika	Sherman	Basic Needs	Thank you Erika for providing excellent information about the services that Basic Needs provides to our students during a recent Staff Support Resource Group meeting. It was very informative and very much appreciated.	Cyndie St Jean
Crafton Hills College	Floyd	Simpson	Admissions & Records	A frustrated and frazzled having difficulty registering for classes needed help and Floyd provided unconditional amounts of patience. The student repeatedly thanked Floyd for his assistance. It was awesome to witness!	Ali Raventos
Crafton Hills College	Juana	Sousa	Financial Aid	Quick response to a unique processing request, despite being out of office.	grateful student
DSO	Lidya	Alamsyah	Accounting	Thank you so so much Lidya for your patience and taking the time to meet with me to guide me through understanding Oracle! You're a gem!	Marie Maghuyop, SBVC Student Activities Specialist
DSO	Jorge	Andrade Cortes	Accounting Services	Thank you Jorge for providing training regarding expense reports at our December meeting of the Staff Support Resource Group. It was very informative and much appreciated.	Cyndie St. Jean

APPLAUSE CARDS

Submitted for Information March 9, 2023

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
DSO	Aysia	Brown	Equity Director	Aysia spoke at our opening day event for Black History Month. She shared powerful sentiments about the rich, deeply rooted connections Black Americans have to this nation and the many ways they have created and contributed to countless aspects of American culture and history. Thank you!	CHC campus/BHM team
DSO	Virginia	Diggle	Business Services	Thank you Virginia for providing excellent information about purchase requisitions to help streamline the process and answer questions during a recent Staff Support Resource Group meeting. It was very informative and much appreciated.	Cyndie St. Jean
DSO	Noemi	Elizalde	District Fiscal Services	Noemi has been helpful since she has been working with Questica. I appreciate her willingness to help and to do it quickly!!	Tina Marie Gimple
DSO	Juan	Nevares	TESS	Thank you for your support during the CBOC meeting. Your help ensured a seamless meeting. Appreciate your help!	Ynez D. Canela
DSO	Roger	Robles	TESS	Thank you for always accommodating my requests. Your support is very much appreciated!	Ynez D. Canela
DSO	Jose	Torres	FAM	Thank you for facilitating the Measure CC Team Building. It was a great event, and appreciate the hard work you put into making it a success.	District Facilities Team
San Bernardino Valley College	Alexander	Cabrera	Marketing	Thank you for a wonderful Social Media 101 presentation for our clubs!	Marie Maghuyop, Student Life

APPLAUSE CARDS

Submitted for Information March 9, 2023

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Michelle	Crofer	Student Accessibility Services	Excellent guide on applying for program.	Julie Jones
San Bernardino Valley College	Christie	Gabriel-Millette	Research, Planning, & Institutional Effectiveness	As senior research analyst, Christie has proactively taken a lead role in much of our ongoing state and federal reporting (i.e., IPEDS, AB705, HEERF annual reports). She's also been invaluable in the on-boarding of our two new research analysts and in her committee memberships.	Joanna Oxendine
San Bernardino Valley College	Jamie	Herrera	Counseling	Thank you for all of your leadership with SET	Heidi Mondragon
San Bernardino Valley College	Mary	Lawler	Kinesiology	Very experienced and caring teacher.	Matthew Santos
San Bernardino Valley College	Dr. Craig	Luke	Counseling	Very understanding and helpful towards my needs. Listened to what I needed to be done and gave me various options to what could benefit me.	Vanessa Quintero Duenes
San Bernardino Valley College	Dr. Craig	Luke	Counseling	Very attentive and made me feel comfortable in speaking with him as well as offering input for my education plan! I was also able to take a jolly rancher which is always nice!	Andrea Martinez
San Bernardino Valley College	Dr. Craig	Luke	Counseling	He helped with some information about financial aid, and also told me about the workshops. He had a lot of patience with me and explained everything for me.	Ximena Medina-Ugalde

APPLAUSE CARDS

Submitted for Information March 9, 2023

SITE	NAME		DEPARTMENT	RECOGNITION	RECOGNIZED BY
San Bernardino Valley College	Dr. Craig	Luke	Counseling	Perfect service in which I was able to successfully register for my classes and any questions I had was answered with as much of his knowledge. Great job!	Tito Luis Rivera
San Bernardino Valley College	Dr. Craig	Luke	Counseling	Thank you, for guiding me and answering my doubts, and constantly providing me with resources to help me succeed in my classes.	Aileen Cruz-Anastacio
San Bernardino Valley College	Thomas	Robles	Marketing	Thank you for a wonderful Social Media 101 presentation for our clubs!	Marie Maghuyop, Student Life
San Bernardino Valley College	Tahirah Ty	Simpson M.S. E.D. , PPS	Counseling Department./Dept. Co-Chair Counselor/Associate Professor/A.S.C.C.C Black Caucus Co Chair	I can give so much thanks to every employee at the campus of San Bernardino Valley College, however I really appreciated the patience, etc.Tahirah was interested in helping me, which touches my heart in these times. She was very personable, and I felt a type of edification that motivated myself!	Valerie Belen Rodriguez

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Jose F. Torres, Executive Vice Chancellor
 Kristina Hannon, Vice Chancellor, HR & Police Services
 Dr. Nohemy Ornelas, Vice Chancellor, Educational & Student Support Services

DATE: March 9, 2023

SUBJECT: Endorse Nomination of 2023 Classified Employee of the Year Award

RECOMMENDATION

It is recommended that the Board of Trustees endorse the nomination of 2023 Classified Employee of the Year Dyann Walter, TESS.

OVERVIEW

The Classified Employee of the Year Awards honor community college classified employees who demonstrate the highest level of commitment to the Vision for Success and equitable student outcomes. Nominations are made by members of their college/district community and endorsed by their local Board of Trustees. Award recipients are selected by representatives of the CCC Board of Governors, Consultation Council, and the Chancellor's Office. The Classified Employee of the Year Award is supported through a grant from the Foundation for California Community Colleges. Each recipient receives a \$500 cash award and a commemorative plaque.

ANALYSIS

The Classified Employee of the Year Award was established through a resolution at the May 2008 Board of Governors meeting. The Award has been given out annually since May 2009, to honor community college classified employees who demonstrate the highest level of commitment to high standards of job performance and serving the institution's diverse student population. Nominees reveal outstanding leadership performance beyond the local institution through active participation and service in local, state, and/or national activities.



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: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 9, 2023

SUBJECT: Consideration of Approval to Delegate Authority, Establish Bid Hearing, and Approve Minimum Purchase Price for 8th Street Property

RECOMMENDATION

It is recommended that the Board of Trustees approve the following for sale of surplus property located at 441 W. 8th Street, San Bernardino, CA ("Property"):

1. Delegation of authority to, and the appointment of, Jose F. Torres, Executive Vice Chancellor, or his designee, to conduct a public bid auction for the sale of the Property;
2. Establishment of a bid hearing date of April 6, 2023; and
3. Approval of a minimum purchase price for the Property of no less than the fair market appraised value of the Property, or as otherwise determined by Board the after hearing staff's recommendation.

OVERVIEW

Under the California Education Code, SBCCD is required to follow certain processes before it can sell real property. The following table outlines the steps necessary for a sale.

Process	Action Taken	Status
Approve a resolution declaring property surplus and intent to sell.	The Board adopted Resolution #2023-01-12-FP-01 to sell surplus property commonly known as "8 th Street" consisting of an approximately 9,000 square foot building located on approximately 0.72 acres of real property at 441 W. 8th Street, San Bernardino, CA.	✓
Offer the property to public agencies and nonprofits.	Notices were sent in December to public agencies and nonprofits as required by law under the guidance of legal counsel.	✓
Conduct a public bid auction.	Approval of today's Board item will facilitate this stage of the process.	Pending



Process	Action Taken	Status
Board approval of successful bid.	<p>The highest bid submitted that conforms to the specified terms must be accepted unless the Board rejects all the bids. In the event that there are no written or oral bids that conform to the specified terms, the District may entertain counteroffers, if any, and choose among them or reject all.</p> <p>If all are bids are rejected, the District can choose to redo the bid auction process or seek a waiver from the Board of Governors allowing the District to issue a Request for Proposal (RFP) to directly negotiate a sale. The process of obtaining a waiver can be supported by demonstrating the bid auction process was not successful in selling the property.</p>	Anticipated for the May Board meeting.

ANALYSIS

Education Code Section 81370 provides that the Governing Board shall seek, obtain, open, examine and declare all bids received for the purchase of the Property. Staff recommends that this function be delegated to Jose F. Torres, Executive Vice Chancellor, or his designee, and that the public auction occur on April 6, 2023. The results from said public auction will be presented to the Board of Trustees at its next regularly scheduled Board meeting.

Additionally, Resolution #2023-01-12-FP-01 indicated that the minimum purchase price for the Property would be no less than the fair market appraised value of the Property, or as otherwise determined by the Board prior to the bid hearing. Staff recommends that the Property be sold at a minimum purchase price of no less than the fair market appraised value of the Property, or as otherwise determined by the Board, in open session, after hearing staff's recommendation related to the purchase price.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Any proceeds from the sale of the property known as 8th Street will be deposited into the Capital Improvement Fund.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 9, 2023

SUBJECT: Consideration of Approval to Delegate Authority, Establish Bid Hearing, and Approve Minimum Purchase Price for Highland Avenue Property

RECOMMENDATION

It is recommended that the Board of Trustees approve the following for the property located at 1888 E. Highland Avenue, San Bernardino, CA ("Property"):

1. Delegation of authority to, and the appointment of, Jose F. Torres, Executive Vice Chancellor, or his designee, to conduct a public bid auction for the sale of the Property;
2. Establishment of a bid hearing date of April 6, 2023; and
3. Approval of a minimum purchase price for the Property of no less than the fair market appraised value of the Property, or as otherwise determined by Board the after hearing staff's recommendation.

OVERVIEW

Under the California Education Code, SBCCD is required to follow certain processes before it can sell real property. The following table outlines the steps necessary for a sale.

Process	Action Taken	Status
Approve a resolution declaring property surplus and intent to sell.	The Board adopted Resolution #2023-01-12-FP-02 to sell surplus property commonly known as "Highland Avenue." This Property consists of an approximately 23,760 square foot, single story, freestanding office building located on approximately 2.11 acres of real property at 1888 E. Highland Avenue, San Bernardino, CA.	✓
Offer the property to public agencies and nonprofits.	Notices were sent in December to public agencies and nonprofits as required by law under the guidance of legal counsel	✓
Conduct a public bid auction.	Approval of today's Board item will facilitate this stage of the process.	Pending



Process	Action Taken	Status
Board approval of successful bid.	<p>The highest bid submitted that conforms to the specified terms must be accepted unless the Board rejects all the bids. In the event that there are no written or oral bids that conform to the specified terms, the District may entertain counteroffers, if any, and choose among them or reject all.</p> <p>If all are bids are rejected, the District can choose to redo the bid auction process or seek a waiver from the Board of Governors allowing the District to issue a Request for Proposal (RFP) to directly negotiate a sale. The process of obtaining a waiver can be supported by demonstrating the bid auction process was not successful in selling the property.</p>	Anticipated for the May Board meeting.

ANALYSIS

Education Code Section 81370 provides that the Governing Board shall seek, obtain, open, examine and declare all bids received for the purchase of the Property. Staff recommends that this function be delegated to Jose F. Torres, Executive Vice Chancellor, or his designee, and that the public auction occur on April 6, 2023. The results from said public auction will be presented to the Board of Trustees at its next regularly scheduled Board meeting.

Additionally, Resolution #2023-01-12-FP-02 indicated that the minimum purchase price for the Property would be no less than the fair market appraised value of the Property, or as otherwise determined by the Board prior to the bid hearing. Staff recommends that the Property be sold at a minimum purchase price of no less than the fair market appraised value of the Property, or as otherwise determined by the Board, in open session, after hearing staff's recommendation related to the purchase price.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Any proceeds from the sale of the property known as Highland Avenue will revert to the Bond Measure M Fund.

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: March 09, 2023
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
March 09, 2023

MODIFY COURSE

COURSE ID	COURSE TITLE
ASL 101	American Sign Language I

Catalog Description: Introduction to American Sign Language as used by the Deaf community in the United States. Study of a basic vocabulary of approximately 400 signs, typical ASL sentence structures and social conventions involved in ASL. Discussion of the history of Deaf education and the Deaf community up to the end of the nineteenth century. NOTE: This course may require attendance to deaf community events.

***Departmental Recommendation:** Eligibility for ENGL 101. Concurrent enrollment in ASL 115
Rationale: Six-year revision
Equate: Currently equated with ASL 109 at SBVC
Effective: Fall 2023
Student Learning Outcomes: Revised

MODIFY COURSE

COURSE ID	COURSE TITLE
ASL 102	American Sign Language II

Catalog Description: Continuing introduction to American Sign Language as used by the Deaf community in the United States. Study of a more advanced vocabulary of approximately 400 additional signs, ASL sentence structures and social conventions involved in ASL. Discussion of Deaf Culture, norms, and values within diverse members of the Deaf community. NOTE: This course may require attendance to Deaf community events.

Rationale: Six-year revision
***Prerequisite:** ASL 101
***Departmental Recommendation:** Successful completion of ENGL 101. Concurrent or previous enrollment in ASL 115
Equate: Currently equated with ASL 110 at SBVC
Effective: Fall 2023 Revised
Student Learning Outcomes:

MODIFY COURSE

COURSE ID	COURSE TITLE
ASL 103	American Sign Language III

Schedule Description: Intermediate study of American Sign Language as used by the Deaf community in the United States. Study of increasingly more advanced vocabulary, complex sentence structures and conversational skills, as well as in-depth analysis of cultural topics. Attendance to Deaf Community events may be required.

Rationale: Six-year revision
Equate: Currently equated with ASL 111 at SBVC
***Prerequisite:** ASL 102
Departmental Recommendation: Successful completion of ENGL 101. Concurrent or previous enrollment in ASL 115 Fall 2023
Effective:

*Prerequisite: ASL 102

Departmental
*Recommendation: Successful completion of ENGL 101. Concurrent or previous enrollment in ASL 115
Effective: Fall 2023
Student Learning Outcome: Revised

MODIFY COURSE	
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COURSE ID	COURSE TITLE
ASL 104	American Sign Language IV

Schedule

Description: Continued Intermediate study of American Sign Language as used by the Deaf community in the United States. Study of increasingly more advanced vocabulary and grammar structures and application of skills in both formal and informal contexts. Attendance to Deaf Community events may be required.

Rationale:

*Prerequisite: ASL 103

*Departmental Recommendation

Successful Completion of ENGL 101. Concurrent or previous enrollment in ASL 200 or ASL 205. Completion of ASL 115

Equate: Currently equated with ASL 112

Effective: Fall 2023

Student Learning Outcome: Revised

MODIFY COURSE	
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COURSE ID	COURSE TITLE
ASL 105	American Sign Language V

Rationale: Six-year revision.

*Prerequisite: ASL 104

*Departmental Recommendation

Eligibility for ENGL 101

Equate: Not currently equated with SBVC

Effective: Fall 2023

Student Learning Outcome: No Change

MODIFY COURSE	
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COURSE ID	COURSE TITLE
ASL 115	The American Deaf Experience: Introduction to Deaf Studies

Schedule Description: Introduction to American Deaf Culture and the Deaf community as a linguistic and cultural minority in the United States. Multidisciplinary examination of aspects of Deaf Culture including history, traditions, values, language, art, education, family and social and political interactions. Attendance to Deaf Community events may be required.

Rationale:

*Departmental Recommendation: Six-year revision.

*Departmental Recommendation

ENGL 101 or eligibility for ENGL 101 as determined through the CHC assessment process

Equate: Not currently equated with SBVC

Effective: Fall 2023

Student Learning Outcome: Revised

MODIFY COURSE

COURSE ID	COURSE TITLE
ASL 200	Introduction to Interpreting for the Deaf

Schedule Description:

Introduction to the field of sign language interpreting. Focus is on language analysis and idiomatic development, as well as principles and practices involved in interpreting for a diverse d/Deaf population. Educational, medical, free-lance, and relay interpreting settings are discussed. Includes instruction on national testing standards, preparation for certification, and an emphasis on the professional code of ethics. Primary language of instruction is ASL and activities take place in both ASL and English.

Rationale:

Six-year revision.
ASL 102

Prerequisite:**Departmental Recommendation**

Concurrent enrollment in ASL 104, Successful completion of ASL 115

Equate:

Not currently equated with SBVC

Effective:

Fall 2023

Student Learning Outcome:

No Change

MODIFY COURSE

COURSE ID	COURSE TITLE
HEALTH 265	Nutrition for Fitness and Performance

Student Learning Outcome:

Revised

Effective:

Fall 2024

Rationale:

Faculty wanted to adjust the percentages of tests, Six-year revision

Equate:

Not Currently Equated with SBVC

MODIFY COURSE

COURSE ID	COURSE TITLE
KIN/S 179ABCD	Team Sports I, II, III, IV

Student Learning Outcome:

No Change

Effective:

Fall 2024

Rationale:

Six-year revision

Equate:

Not currently equated with SBVC

MODIFY COURSE

COURSE ID	COURSE TITLE
RADIOL 100	Introduction to Radiologic Technology

Student Learning Outcome: No Change

Effective: Fall 2024
 Rational: Six-year revision
 *Prerequisites: Acceptance in the Radiologic Technology program
 *Corequisites: RADIOL 103, 104, 105, 106, 107, 110 and 115
 Equate: Not currently equated with SBVC

MODIFY COURSE	
COURSE ID	COURSE TITLE
RADIOL 103	Radiographic Positioning

Student Learning Outcome: No Change
 Effective: Fall 2024
 Rational: Six-year revision
 *Prerequisite: Acceptance in the Radiologic Technology program
 *Corequisite: RADIOL 100, 104, 105, 106, 107, 110, and 115
 Equate: Not currently equated with SBVC

MODIFY COURSE	
COURSE ID	COURSE TITLE
RADIOL 104	Radiographic Physics

Student Learning Outcome: No Change
 Effective: Fall 2024
 Rational: Six-year revision
 *Prerequisite: Acceptance in the Radiologic Technology program
 *Corequisite: RADIOL 100, 103, 105, 106, 107, 110, and 115
 Equate: Not currently equated with SBVC

MODIFY COURSE	
COURSE ID	COURSE TITLE
RADIOL 105	Radiographic Anatomy and Physiology

Student Learning Outcome: No Change
 Effective: Fall 2024
 Rational: Six-year revision
 *Prerequisite: Acceptance in the Radiologic Technology program
 *Corequisite: RADIOL 100, 103, 105, 106, 107, 110, and 115
 Equate: Not currently equated with SBVC

MODIFY COURSE	
COURSE ID	COURSE TITLE
RADIOL 106	Radiographic Positioning Lab I

Student Learning Outcome: No Change
 Effective: Fall 2024
 Rational: Six-year revision

*Prerequisite: Acceptance in the Radiologic Technology program
 *Corequisite: RADIOL 100, 103, 105, 106, 107, 110, and 115
 Equate: Not currently equated with SBVC

MODIFY COURSE	
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COURSE ID	COURSE TITLE
MATH 102	College Algebra for STEM

Course Title: College Algebra for STEM
Catalog Description: A college-level course in algebra for majors in science, technology, engineering, and mathematics (STEM). Study of logarithms sequences, series, and Binomial Theorem, graphing conic sections, inverse functions, operations with radicals, systems of quadratic equations, and solving systems of three or more linear equations in three or more variables by matrices, and determinants: introduction to graphing rational functions, and the theory of equations. MATH 102 and MATH 160, maximum UC credit one course.
Schedule Description: Continued intermediate study of American Sign Language as used by the Deaf community in the United States. Attendance to Deaf Community events may be required.
Student Learning Outcome: No Change
***Equate:** Currently equated with MATH 102 at SBVC
Requisites MATH 095 or Eligibility for MATH 102 as determined through the Crafton Hills College assessment process.
Effective: Fall 2023
Rationale: Six-year revision

MODIFY COURSE	
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COURSE ID	COURSE TITLE
MATH 110	Introduction to Statistics

Course Title: Introduction to Statistics
Catalog Description: Examines statistical methods including exploratory data analysis, sampling, estimation, hypothesis testing, correlation, regression, and probability, using computer-based statistical software.
Schedule Description: This course will introduce statistical investigation. A statistical investigation begins with a research question. Then the investigation proceeds with the following steps:- Produce data: Determine what to measure then collect the data- Explore the data: Analyze and summarize the data (also called exploratory data analysis), - Use probability to understand how samples vary- Draw a conclusion about the population. In this course, we detail and apply these sequences steps. Your learning will be supported by technology to produce, interpret, and draw conclusion from data.
Unit: 4.0
Min Lecture Hours: 56.0-63.0
Min Lab Hours: 24.0-27.0
Requisites and Math 095 or eligibility for MATH 110 as determined through the Crafton Hills

Requisite Analysis: College assessment process.

Student Learning Revised

Outcome: Effective: Fall 2024
Equate: Not currently equated with SBVC

Min Lecture Hours 3.50
Lecture Contact Hours: 56.00-63.00
Min Lab/Field Units: .50
Min Lab/Field Contact Hours: 24.00-27.00

MODIFY COURSE

COURSE ID	COURSE TITLE
MATH 110H	Introduction to Statistics - Honors

Course Title: **Introduction to Statistics- Honors**

Catalog Description: Examines statistical methods including exploratory data analysis, sampling, estimation, hypothesis testing, correlation, regression, and probability, using computer-based statistical software. This course includes content and experience for students wishing to earn honors credit.

Schedule Description: This course will introduce statistical investigation. A statistical investigation begins with a research question. Then the investigation proceeds with the following steps: Produce data: Determine what to measure then collect the data. Explore the data: Analyze and summarize the data (also called exploratory data analysis). Use probability to understand how samples vary. Draw a conclusion about the population. This course includes content and experience for students wishing to earn honors credit.

Rationale: Six-year revision.

Equate: Not currently equated with SBVC

Effective: Fall 2024

Student Learning Outcome: Revised

Min Lecture Hours: 3.50
Lecture Contact Hours: 56.00 – 63.00
Min Lab/Field Units: .5
Min Lab/Field Contact Hours: 24.00 - 27.00
Lab Field: Yes

Requisites: Acceptance into the College Honors Institute and MATH 095 or eligibility for MATH 110 as determined through the Crafton Hills College assessment process.

MODIFY COURSE

COURSE ID	COURSE TITLE
PHIL 109	Philosophy of Religion

Catalog Description:	This course critically examines religion and religious belief from a philosophical perspective. Central topics include the nature of God, arguments for theism and atheism, faith and reason, the problem of evil, religious pluralism and the afterlife.
Schedule Description:	This course critically examines religion and religious belief from a philosophical perspective. Central topics include the nature of God, arguments for theism and atheism, faith and reason, the problem of evil, religious pluralism and the afterlife.
*Prerequisite:	ENGL-010or eligibility for ENGL 101 as determined by the Crafton Hills College assessment process
Student Learning Outcomes:	Revised
Rationale:	Six-year revision
Equate:	Currently equated with SBVC
Effective:	Fall 2023

MODIFY COURSE

COURSE ID	COURSE TITLE
RADIOL 216	Mammography

Rationale:	Six-year revision.
*Prerequisite:	Acceptance into the Radiologic Technology Program
Equate:	Not currently equated with SBVC
Effective:	Fall 2023
Student Learning Outcome:	No Revision

MODIFY COURSE

COURSE ID	COURSE TITLE
RESP 235	Physiologic Basis of Respiratory Disease II

Rationale: Six-year revision.
Equate: Not currently equated with SBVC
Effective: Fall 2023

Student Learning Outcome: Revised

***Prerequisite:** Acceptance into Respirator Care Program
Corequisite: RESP 234, 236, 237 and 238

MODIFY COURSE

COURSE ID	COURSE TITLE
RADIOL 107	Basic Radiologic Medical Techniques

Rationale: Six-year revision.
***Prerequisite:** Acceptance into the Radiologic Technology program
***Corequisite:** RADIOL 100, 103, 104, 105, 106, 110, 115
Equate: Not currently equated with SBVC
Effective: Fall 2023
Student Learning Outcome: No Revision

NEW COURSE

COURSE ID	COURSE TITLE
RESP 401	Quality Improvement in Health Care

Discipline:	Respiratory Technologies
Department:	Allied Health Services
Course ID:	RESP 401
Course Title:	Quality Improvement in Health Care
Units:	3.0
Lecture Hours:	48-54
Prerequisite:	Associate degree from an accredited respiratory therapy program and acceptance in the BSRC Program.
Requisite Skills:	Having knowledge of airway management, mechanical ventilation, pathophysiology, and patient assessment.
Catalog Description:	An evaluation of the current approaches used in assessing risk and improving health care quality improvement. Focus of learning placed on experiential learning, current regulations of quality improvement and conceptual understanding.
Schedule Description:	Evaluation of the current approaches used in accessing risk and improving health care Quality through the practice of continuous quality improvement.
Student Learning Outcome:	New
Equate:	Not currently equated with SBVC
Rationale:	The Crafton Hills College Respiratory Care Program must comply with the standards of Committee on Accreditation for Respiratory Care as well as standards specified by the Respiratory Care Board of California for accreditation in order to be accredited. This course is one in a series of courses leading to a Bachelor Degree in Respiratory Care and will help in advance the student in employment as a Respiratory Therapist.
Effective:	Spring 2024

NEW COURSE

NEW COURSE	
COURSE ID	COURSE TITLE
RESP 402	Advanced Cardiopulmonary Respiratory Care

Discipline:	Respiratory Technologies
Department:	Allied Health Services
Course ID:	RESP 402
Course Title:	Advanced Cardiopulmonary Respiratory Care
Units:	3.0
Lecture Hours:	48-54
Prerequisite:	Associate degree from an accredited respiratory therapy program and acceptance in to the BSRC program.
Requisite:	Have knowledge of airway management, mechanical ventilation, pathophysiology, and patient assessment.
Corequisite:	RESP 403
Catalog Description:	Provide an analytical framework through which students will expand their knowledge of respiratory diseases, diagnostic procedures, and symptom management. Includes detailed assessment of cardiopulmonary and neurorespiratory diseases, performance if diagnostic testing, medical interventions, and analysis of treatment benefits.
Schedule Description:	Provides an analytical framework through which students will expand their knowledge of respiratory diseases, diagnostic procedures, and symptom management.
Student Learning Outcome:	New
Equate:	Not currently equates with SBVC
Rationale:	The Crafton Hills College Respiratory Care Program must comply with the standards of Committee on Accreditation for Respiratory Care as well as standards specified by the Respiratory Care Board of California for accreditation in order to be accredited. This course is one in a series of courses leading to a Bachelor Degree in Respiratory Care and will help in advance the student in employment as a Respiratory Therapist.
Effective:	Spring 2024

NEW COURSE

NEW COURSE	
COURSE ID	COURSE TITLE
RESP 403	Sleep Medicine and Respiratory Care

Discipline:	Respiratory Technologies
Department:	Allied Health Services
Course ID:	RESP 403
Course Title:	Sleep Medicine and Respiratory Care
Units:	3.0
Lecture Hours:	48-54
Prerequisite:	Associate degree from an accredited respiratory therapy program and acceptance into the BSRC program
Requisite:	Having knowledge of airway management, mechanical ventilation, pathophysiology, and patient assessment.
Catalog Description:	This course discusses the history and overview of sleep medicine and the role of polysomnography technician. Introduction to the physiology of sleep and indications, contraindications, purposes and hazards of polysomnographic care modalities. Students will gain knowledge related to the normal development of sleep patterns, sleep disorders and how to score sleep disorders and respiratory patterns, as well as treatment, and outcome management of sleep-disorder breathing.
Schedule Description:	This course discusses the history and overview of sleep medicine and the role of the polysomnography technician.
Student Learning Outcome:	New
Equate:	Not currently equated with SBVC

Rationale: The Crafton Hills College Respiratory Care Program must comply with the standards of Committee on Accreditation for Respiratory Care as well as standards specified by the Respiratory Care Board of California for accreditation in order to be accredited. This course is one in a series of courses leading to a Bachelor Degree in Respiratory Care and will help in advance the student in employment as a Respiratory Therapist.

Effective: Spring 2024

NEW COURSE	
COURSE ID	COURSE TITLE
RESP 404	Advanced Respiratory Case Management

Discipline: Respiratory Technologies
 Department: Allied Health Services
 Course ID: RESP 404
 Course Title: Advanced Respiratory Case Management
 Units: 3.0
 Lecture Hours: 48-54
 Prerequisite: Associate degree from an accredited respiratory therapy program and acceptance into the BSRC program
 Requisite: Having knowledge of airway management, mechanical ventilation, pathophysiology, and patient assessment.
 Catalog Description: Applied case management to Respiratory Care highlighting facilitation, integration, coordination and transition of patients through the continuum of care. Students effectively apply strategies for collaboration between the case manager, the client, the payer and appropriate service personnel, in order to optimize the outcome while maintaining client privacy and confidentiality, health, and safety through advocacy and adherence to ethical, legal, accreditation, certification and regular standards or guidelines.
 Schedule Description: Applied case management in Respiratory Care highlighting facilitation, integration, coordination and transition of patients through the continuum of care
 Student Learning Outcome: New
 Equate: Not currently equated with SBVC

Rationale: The Crafton Hills College Respiratory Care Program must comply with the standards of Committee on Accreditation for Respiratory Care as well as standards specified by the Respiratory Care Board of California for accreditation in order to be accredited. This course is one in a series of courses leading to a Bachelor Degree in Respiratory Care and will help in advance the student in employment as a Respiratory Therapist.

Effective: Spring 2024

NEW COURSE	
COURSE ID	COURSE TITLE
RESP 405	Pulmonary Specialties I

Discipline: Respiratory Technologies
 Department: Allied Health Services
 Course ID: RESP 405
 Course Title: Pulmonary Specialties I
 Units: 3.0
 Lecture Hours: 48-54
 Prerequisite: Associate degree from an accredited respiratory therapy program and acceptance into the BSRC program

Catalog Description:	An in-depth instruction on specialty respiratory services. Emphasis will be placed on patient education through pulmonary rehabilitation and diagnostic testing through pulmonary function testing, exercise testing, and CLIA requirements for blood gas laboratory maintenance and quality control.
Schedule Description:	An in-depth instruction on specialty respiratory services
Student Learning Outcome:	New
Equate:	Not currently equated with SBVC
Rationale:	The Crafton Hills College Respiratory Care Program must comply with the standards of Committee on Accreditation for Respiratory Care as well as standards specified by the Respiratory Care Board of California for accreditation in order to be accredited. This course is one in a series of courses leading to a Bachelor Degree in Respiratory Care and will help in advance the student in employment as a Respiratory Therapist.
Effective:	Spring 2024

NEW COURSE	
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COURSE ID	COURSE TITLE
RESP 406	Pulmonary Specialties II

Discipline:	Respiratory Technologies
Department:	Allied Health Services
Course ID:	RESP 406
Course Title:	Pulmonary Specialties II
Units:	3.0
Lecture Hours:	48-54
Prerequisite:	Associate degree from an accredited respiratory therapy program and acceptance into the BSRC program
Catalog Description:	A continued in-depth instruction on specialty respiratory services. Emphasis will be placed on diagnostic testing and specialty treatments using lung ultrasound, inhaled nitric oxide therapy, Heliox therapy, and ECMO
Schedule Description:	A continued in-depth instruction on specialty respiratory services.
Student Learning Outcome:	New
Equate:	Not currently equated with SBVC
Rationale:	The Crafton Hills College Respiratory Care Program must comply with the standards of Committee on Accreditation for Respiratory Care as well as standards specified by the Respiratory Care Board of California for accreditation in order to be accredited. This course is one in a series of courses leading to a Bachelor Degree in Respiratory Care and will help in advance the student in employment as a Respiratory Therapist.
Effective:	Spring 2024

NEW COURSE	
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COURSE ID	COURSE TITLE
RESP 407	Health Care Research Design and Methodology

Discipline:	Respiratory Technologies
Department:	Allied Health Services
Course ID:	RESP 407
Course Title:	Health Care Research Design and Methodology
Units:	3.0
Lecture Hours:	48-54
Prerequisite:	Associate degree from an accredited respiratory therapy program and acceptance into the BSRC program

Catalog Description:	Analysis of research design and methodology in health care and health sciences. Emphasis will include research evaluation and interpretation of results, design methodology, the planning and approval process, data collection and analysis, and communication and presentation of results.
Schedule Description:	Analysis of research design and methodology in health care and health sciences.
Student Learning Outcome:	New
Equate:	Not currently equated with SBVC
Rationale:	The Crafton Hills College Respiratory Care Program must comply with the standards of Committee on Accreditation for Respiratory Care as well as standards specified by the Respiratory Care Board of California for accreditation in order to be accredited. This course is one in a series of courses leading to a Bachelor Degree in Respiratory Care and will help in advance the student in employment as a Respiratory Therapist.
Effective:	Spring 2024

NEW COURSE	
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COURSE ID	COURSE TITLE
RESP 408	Advanced Neonatal and Pediatric Respiratory Care

Discipline:	Respiratory Technologies
Department:	Allied Health Services
Course ID:	RESP 408
Course Title:	Advanced Neonatal and Pediatric Respiratory Care
Units:	3.0
Lecture Hours:	48-54
Prerequisite:	Associate degree from an accredited respiratory therapy program and acceptance into the BSRC program

Catalog Description:	Advanced concepts of neonatal and pediatric respiratory care, Emphasis placed on neonatal and pediatric pathophysiology and on specific therapeutic needs of neonates and children. Students will demonstrate competence in assessment skills, formulation of treatment plans, and application of specific respiratory care modalities for neonatal and pediatric patients.
Schedule Description:	Advanced theory in neonatal care
Student Learning Outcome:	New
Equate:	Not currently equated with SBVC
Rationale:	The Crafton Hills College Respiratory Care Program must comply with the standards of Committee on Accreditation for Respiratory Care as well as standards specified by the Respiratory Care Board of California for accreditation in order to be accredited. This course is one in a series of courses leading to a Bachelor Degree in Respiratory Care and will help in advance the student in employment as a Respiratory Therapist.
Effective:	Spring 2024

NEW COURSE	
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COURSE ID	COURSE TITLE
RESP 409	Leadership and Management in Health Care

Discipline:	Respiratory Technologies
Department:	Allied Health Services
Course ID:	RESP 409
Course Title:	Leadership and Management in Health Care
Units:	3.0
Lecture Hours:	48-54
Prerequisite:	Associate degree from an accredited respiratory therapy program and acceptance into the BSRC program

Catalog Description: Leadership and management theories in effective practices in the healthcare setting. Organizational structure of current healthcare models are discussed. Emphasis is placed on development of skills in leadership, communication, time management, problem solving, motivation and other critical competencies. Specific attention is focused in the role of leadership along with specific functions and operations, in a Respiratory Care Department. Using these skills, students will identify and apply strategic models to analyze problems, formulate solutions, and make sound decisions.

Schedule Description: Study of the leadership and management principles applied in the healthcare setting.

Student Learning Outcome: New

Equate: Not currently equated with SBVC

Rationale: The Crafton Hills College Respiratory Care Program must comply with the standards of Committee on Accreditation for Respiratory Care as well as standards specified by the Respiratory Care Board of California for accreditation in order to be accredited. This course is one in a series of courses leading to a Bachelor Degree in Respiratory Care and will help in advance the student in employment as a Respiratory Therapist.

Effective: Spring 2024

NEW COURSE

COURSE ID	COURSE TITLE
RESP 410	Respiratory Capstone Project

Discipline: Respiratory Technologies

Department: Allied Health Services

Course ID: RESP 410

Course Title: Respiratory Capstone Project

Units: 4.0

Lecture Hours: 64-72

Prerequisite: RESP 301, 302, 303, 401, 402, 403, 405, 406, 407, 408, and 409.

Catalog Description: Capstone course in Respiratory Care focused in areas of advanced cardiopulmonary respiratory care, leadership and management, case management, research, education, or other special area of interest. Student will identify and complete a project applying knowledge and skills learned in the program. Projects will be developed in collaboration with faculty and community members and are aligned with student area of interest.

Schedule Description: Capstone course in Respiratory Care focused in areas of advanced cardiopulmonary respiratory care, leadership and management, case management, research, education, or other special area of interest.

Student Learning Outcome: New

Equate: Not currently equated with SBVC

Rationale: The Crafton Hills College Respiratory Care Program must comply with the standards of Committee on Accreditation for Respiratory Care as well as standards specified by the Respiratory Care Board of California for accreditation in order to be accredited. This course is one in a series of courses leading to a Bachelor Degree in Respiratory Care and will help in advance the student in employment as a Respiratory Therapist.

Effective: Spring 2024

NEW PROGRAM

Respiratory Care Crafton – Bachelor of Science Degree

- Lead and manage complex systems across Respiratory Care and allied health fields
- Work collaboratively with other leaders and managers to gather, analyze, and interpret data and implement positive changes within across health care fields
- Demonstrate understanding of, and be able to critically think through, processes involved in generating positive patient outcomes across complex health care systems

UPPER-LEVEL MAJOR GENERAL EDUCATION		9.0
RESP 301	Medical Ethics and Patient Advocacy	3.0
RESP 302	Multicultural Human Relations in Health Care	3.0
RESP 303	Principles of Health Education	3.0
CORE PROGRAM MAJOR UNITS		31.0
RESP 401	Quality Improvement in Health Care	3.0
RESP 402	Advanced Cardiopulmonary Respiratory Care	3.0
RESP 403	Sleep Medicine and Respiratory Care	3.0
RESP 404	Advanced Respiratory Case Management	3.0
RESP 405	Pulmonary Specialties I	3.0
RESP 406	Pulmonary Specialties II	3.0
RESP 407	Health Care Research Design and Methodology	3.0
RESP 408	Advanced Neonatal and Pediatric Respiratory Care	3.0
RESP 409	Leadership and Management in Health Care	3.0
RESP 410	Respiratory Care Capstone Project	4.0
<u>TOTAL</u>		<u>40.0</u>

Rationale: The Bachelor of Science in Respiratory Care will prepare individuals to fill existing and emerging needs in the Healthcare System that require handling complex systems and uncertain environments. Additionally, the American Association for Respiratory Care, the California Society for Respiratory Care, the Commission on Accreditation for Respiratory Care, and the Respiratory Crae, and the Respiratory Care Board of California support the advancement of the entry level degree for respiratory care licensure being elevated to a minimum of a Bachelor’s Degree in Respiratory Care. To accomplish this, colleges must begin to transform from Associate level programs to Bachelor level programs. The goal for this entry level requirement is the year 2030. Moreover, graduates will be qualified for leadership positions throughout the field of Respiratory Care. Special emphasis will be placed on using processes and tools to deal with complex problem solving, advanced skills, advanced theories, organizational structures, and leadership principles.

Effective: Spring 2024

PROGRAM MODIFICATIONS

ASSOCIATE IN ARTS IN COMMUNICATION STUDIES FOR TRANSFER 2.0

The Associate in Arts-Transfer (AA-T) degree in Communication Studies at Crafton Hills College is designed to meet the needs of students transferring to a California State University.

Required Core Courses		6.0
COMMST 100	Elements of Public Speaking	3.0
or		
COMMST 100H	Elements of Public Speaking – Honors	3.0
COMMST 111	Interpersonal Communication	3.0
or		
COMMST 111H	Interpersonal Communication – Honors	3.0

Required List A Courses- Students must complete at least nine units from the following courses 9.0

COMMST 120	Oral Interpretation of Literature	3.0
COMMST 125	Critical Thinking Through Argumentation and Debate	3.0
or		
COMMST 125H	Critical Thinking Through Argumentation and Debate - Honors	3.0
COMMST 135	Mass Communication in Society	3.0
or		
JOUR 135	Mass Communication in Society	3.0
COMMST 140	Small Group Communication	3.0
COMMST 174	Communication in a Diverse World	3.0

Required List B Courses – Students must complete at least three additional units from the following courses:

Any LIST A course not already used.

ENGL 120	Fundamentals of News Writing – Same as JOUR 120	3.0
ENGL 102	Intermediate Composition and Critical Thinking	4.0
or		
ENGL 102H	Intermediate Composition and Critical Thinking – Honors	4.0
or		
ENGL 152	Intermediate Composition and Literature	4.0
Or		
ENGL 152H	Intermediate Composition and Literature – Honors	4.0
ANTHRO 102	Cultural Anthropology	3.0
Or		
ANTHRO 102H	Cultural Anthropology – Honors	3.0
PSYCH 100	General Psychology	3.0
or		
PSYCH 100H	General Psychology – Honors	3.0
SOC 100	Introduction to Sociology	3.0
or		
SOC 100H	Introduction to Sociology – Honors	3.0

Total: 18.0

Rationale: New AA-T requirements from the state
Effective: Fall 2023

PROGRAM MODIFICATIONS

3D MODELING FOR MODELING, GAME ART AND VISUAL EFFECTS CERTIFICATE

Rationale: Replace 3D Animation with 3D Modeling
Effective: Fall 2024

PROGRAM MODIFICATIONS

ASSOCIATE OF ARTS DEGREE PSYCHOLOGY IN COMMUNICATION STUDIES FOR TRANSFER 2.0

To prepare students for transfer to four-year undergraduate institutions offering bachelor degrees in fields such as psychology, social work, and related fields. 2. To prepare students for work in fields related to the major, such as group home counseling, probation work, etc. 3. To prepare students for volunteer opportunities with organizations concerned with suicide prevention, domestic violence, poverty, etc.

MATH 110H	Introduction to Probability and Statistics – Honors	4.0
Required Courses		21.0
PSYCH 100	General Psychology	3.0
PSYCH 100H	General Psychology – Honors	3.0
MATH 110	Introduction to Probability and Statistics	4.0
PSYCH 120	Statistics for the Social and Behavioral Sciences	4.0
PSYCH 111	Developmental Psychology: Lifespan	3.0
BIOL 100	General Biology	4.0
Elective Courses: Select 2 courses from the following:		12.0
PSYCH 102	Personal and Social Adjustment	3.0
PSYCH 103	Theories of Personality	3.0
PSYCH 110	Abnormal Psychology	3.0
PSYCH 118	Human Sexual Behavior	3.0
		Total: 37.0

Rationale: Changes in courses, PSYCH 201 Research Methods Deleted
Effective: Fall 2023

DISTRIBUTED EDUCATION

Course ID:	ANAT 101	Hybrid and 100% Online
Course Title:	Essentials of Human Anatomy and Physiology	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

Course ID:	ASL 101	Hybrid and 100% Online
Course Title:	American Sign Language I	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

Course ID:	ASL 102	Hybrid and 100% Online
Course Title:	American Sign Language II	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

Course ID:	ASL 103	Hybrid and 100% Online
Course Title:	American Sign Language III	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

Course ID:	ASL 104	Hybrid and 100% Online
Course Title:	American Sign Language IV	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

Course ID:	ASL 105	Hybrid and 100% Online
Course Title:	American Sign Language V	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

Course ID:	ASL 115	Hybrid and 100% Online
Course Title:	The American Deaf Experience: Introduction to Deaf Studies	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

Course ID:	ASL 200	Hybrid and 100% Online
Course Title:	Introduction to Interpreting the Deaf	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

Curriculum Meeting 01/23/23, 02/13/23
 *Denotes no changes , informational only

Course ID:	ASL 205	100% Online
Course Title:	Fingerspelling	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

Course ID:	HEALTH 110	Hybrid and 100% Online
Course Title:	Exercise and Nutrition for Healthy Aging	
Rationale:	Increase DE Offerings	
Effective:	Fall 2024	

Course ID:	HEALTH 265	Hybrid and 100% Online
Course Title:	Nutrition for Fitness and Performance	
Rationale:	Increase DE Offerings	
Effective:	Fall 2024	

Curriculum Meeting 01/23/23, 02/13/23
 *Denotes no changes , informational only

Course ID:	MATH 110	Hybrid and 100% Online
Course Title:	Introduction to Statistics	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

Course ID:	MATH 110H	Hybrid and 100% Online
Course Title:	Introduction to Statistics - Honors	
Rationale:	Increase DE Offerings	
Effective:	Fall 2023	

Course ID:	PHIL 109	Hybrid and 100% Online
Course Title:	Philosophy of Religion	
Rationale:	Increase DE Offerings	
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. Kevin Horan, President, CHC
Dr. Linda Fontanilla, Interim President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: March 9, 2023

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 March 9, 2023

[v.2.15.2023.p.2]2]

2022 – 2023 Academic Year

Employee Name	Location Assignment	Course Subject	Discipline per Minimum Qualifications
Campos, Alonzo	SBVC	Ethnic Studies	Ethnic Studies
Jaco, Herberth Alex	CHC	Counseling	Counseling
Mulder, Kylie	CHC	Counseling	Counseling
Sheble, Noelle	CHC	Licensed Vocational Nursing	Licensed Vocational Nursing

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: March 9, 2023

SUBJECT: Consideration of Approval to Appoint Temporary Academic Employees

RECOMMENDATION

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

OVERVIEW

The employees on the attached list are submitted for approval.

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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





Appointment of Temporary Academic Employees

Submitted for Board Approval March 9, 2023

[v.2.15.2023.p.1|1]

Employee Name Location Assignment & Department	From	To	Range & Step	Fund	Live Scan Clearance
Sandoval, Dennis Assistant Professor, Ethinc Studies SBVC Social Science	01/11/23	05/24/23	G1	General Fund	06/15/21

Ratification: Received from department after previous Board item deadline.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Linda Fontanilla, Interim President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: March 9, 2023

SUBJECT: Consideration of Approval to Grant Tenure

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure for the academic employees on the attached list.

OVERVIEW

The campus Tenure Review Committees are recommending approval of tenure to faculty members per the attached list.

ANALYSIS

Each academic employee has received four fully satisfactory evaluations per Article 16, Evaluation Procedure, Section F. 7. of the CTA Agreement.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There is no financial implication with this board item.





Approval to Grant Tenure

Submitted for Board Approval March 9, 2023

[v.2.15.2023.p.2]2]

Employee Name	Site	Division
Chou, Jessy	SBVC	Math, Business and Computer Sciences
Croy, Jeremy	SBVC	Social Sciences
Graham, Danielle	SBVC	Social Sciences
Hassanzadah, Ali	SBVC	Math, Business and Computer Sciences
Larivee, Elizabeth	SBVC	Student Services
Sacdalan, Alvin	SBVC	Math, Business and Computer Sciences
Bond, Lauren	CHC	Letters, Arts and Mathematics
Clements, Kristen	CHC	Career Education and Human Development
De Los Reyes, Chloe	CHC	Letters, Arts and Mathematics
Grounds, John	CHC	Career Education and Human Development
Hayes, Ashley	CHC	Letters, Arts and Mathematics
Jacques, Paul	CHC	Letters, Arts and Mathematics
Juan, Shirley	CHC	Letters, Arts and Mathematics
Reichert, Nicholas	CHC	Letters, Arts and Mathematics
Robles, Joshua	CHC	Letters, Arts and Mathematics
Zepeda, Isidro	CHC	Letters, Arts and Mathematics

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Linda Fontanilla, Interim President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: March 9, 2023

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

RECOMMENDATION

It is recommended that the Board of Trustees approve tenure track contracts for academic employees as indicated on the attached.

OVERVIEW

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

ANALYSIS

The employees on the attached list have been recommended by their division chair/manager to enter into one-year and two-year contracts.

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.





Contracts for Tenure Track Academic Employees

Submitted for Board Approval March 9, 2023

[v.2.15.2023.p.2|3]

Second Year Probationary Status

The following first-year contract employees have been recommended to receive second year probationary status (1st to 2nd):

Employee Name	Site	Division
Addington, Samuel	SBVC	Math, Business & Computer Science
Arnold, Anita	SBVC	Science
Bouzidi, Djemoui	SBVC	Science
Damgen, Carol	SBVC	Arts & Humanities
Garcia, Jaime	SBVC	Arts & Humanities
Lambrou, Nicole	SBVC	Science
Mills, Amy	SBVC	Arts & Humanities
Mayo, Anna	SBVC	Arts & Humanities
Parker, Garry	SBVC	Applied Technology
Rascon, Mary	SBVC	Science
Smalls, Hayley	SBVC	Science
Wang, Wei-Chung	SBVC	Social Science
Guevara, Andrew	CHC	Letters, Arts and Mathematics
Robertson, Jillian	CHC	Letters, Arts and Mathematics
Ruiz, Sandra	CHC	Social, Information and Natural Sciences

Two-Year Probationary Contract for Years Three & Four

The following second-year contract employees have been recommended to enter into a two-year probationary contract for years three and four (2nd to 4th).

Employee Name	Site	Division
Anderson, Leif	SBVC	Science
Berry, Thomas	SBVC	Arts & Humanities
Foscolos, Espree	SBVC	Science
Ghazzaleh, Rema	SBVC	Student Services
Gomez, Fernando	SBVC	Science
Jackson, Michelle	SBVC	Science
Kappattil, Reshmi	SBVC	Science



Contracts for Tenure Track Academic Employees

Submitted for Board Approval March 9, 2023

[v.2.15.2023.p.3|3]

Two-Year Probationary Contract for Years Three & Four

The following second-year contract employees have been recommended to enter into a two-year probationary contract for years three and four (2nd to 4th).

Employee Name	Site	Division
Lechuga, Thomas	SBVC	Science
Shea, Edward	SBVC	Arts & Humanities
Vogel, Angela	SBVC	Science
Zarate, Rangel	SBVC	Arts & Humanities
Beechko, Alex	CHC	Social, Information and Natural Sciences
Ferrari, Edward	CHC	Letters, Arts and Mathematics
Gend, Peter	CHC	Social, Information and Natural Sciences
Lopez, Natalie	CHC	Letters, Arts and Mathematics
Toyooka-Smith, Yuki	CHC	Letters, Arts and Mathematics
Zein, Butch	CHC	Social, Information and Natural Sciences

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. Kevin Horan, President, CHC
Dr. Linda Fontanilla, Interim President, SBVC

DATE: March 9, 2023

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 March 9, 2023

[v.2.15.2023.p.1|6]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Batalo, Manuela Pathways to Success - Title V Grant Fund	SBVC	03/10/23	06/30/23	\$52.00	120	\$6,240.00	Pathways to Success Faculty Lead
Begg, Erica Basic Skills Categorical Fund	SBVC	12/13/22	06/30/23	\$52.00	144	\$7,488.00	Basic Skills Project <i>Ratification: Budget approvals were not made available prior to initial board date.</i>
Castro, Anthony Instruction Office General Fund	SBVC	01/01/23	06/30/23	\$52.00	80	\$4,160.00	Scheduling Tool Updates <i>Ratification: It was determined a scheduling tool would need to be updated. The request for the scheduling tool updates wasn't made until after previous board deadlines.</i>
Garcia, Armando Basic Skills Categorical Fund	SBVC	12/13/22	06/30/23	\$52.00	144	\$7,488.00	Basic Skills Project <i>Ratification: Budget approvals were not made available prior to initial board date.</i>
Hecht, Andrea Basic Skills Categorical Fund	SBVC	12/13/22	06/30/23	\$52.00	144	\$7,488.00	Basic Skills Project <i>Ratification: Budget approvals were not made available prior to initial board date.</i>
Herrera, Jamie Basic Skills Categorical Fund	SBVC	12/13/22	06/30/23	\$52.00	144	\$7,488.00	Basic Skills Project <i>Ratification: Budget approvals were not made available prior to initial board date.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 9, 2023

[v.2.15.2023.p.2]6]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Laguna, Tania EOPS Categorical Fund	SBVC	11/14/22	06/30/23	\$63.00	844	\$53,172.00	EOPS Counselor <i>Amendment: Board approved November 10, 2022, this item is being amended to reflect the increase in hours from 422 to 844 and not to exceed amount from \$26,586 to \$53,172.00.</i>
Lee, Dirkson Basic Skills/Categorical Fund	SBVC	01/17/23	06/30/23	\$52.00	160	\$8,320.00	Spring 23 Writing Center Line of Sight Embedded Tutors <i>Ratification: Submission oversight on the division.</i>
Lee, Dirkson Basic Skills/Categorical Fund	SBVC	01/17/23	06/30/23	\$52.00	176	\$9,152.00	Spring 23 Line of Sight of Expansion of Writing Center Hours. <i>Ratification: Submission oversight on the division.</i>
Mondragon, Heidi Basic Skills Categorical Fund	SBVC	12/13/22	06/30/23	\$52.00	144	\$7,488.00	Basic Skills Project <i>Ratification: Budget approvals were not made available prior to initial board date.</i>
Orozco, Debbie Basic Skills Categorical Fund	SBVC	12/13/22	06/30/23	\$52.00	144	\$7,488.00	Basic Skills Project <i>Ratification: Budget approvals were not made available prior to initial board date.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 9, 2023

[v.2.15.2023.p.3]6]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Robles, Maritza Strong Workforce Grant Fund	SBVC	08/01/22	06/30/23	\$59.00	422	\$24,898.00	Nursing Department Counselor <i>Amendment: Originally approved at the July 2022 board date at \$57.00 pay rate. New pay rate should have been increased to \$59.00/hr. due to stepping, starting 8/1/2022.</i>
Andrews, Breanna Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Arguelles, Rachel Office of Instruction General Fund	CHC	02/10/23	05/24/23	\$52.00	6	\$312.00	AB705 Workshops <i>Ratification: Workshops hours were approved on 2/1/23.</i>
Barrie, Trinette Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Cannon, Judy Honors General Fund	CHC	07/01/23	06/30/24	\$52.00	920	\$47,840.00	Faculty Lead, Honors
Clements, Kristen Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Commander, John Office of Instruction General fund	CHC	02/02/23	06/30/23	\$52.00	25	\$1,300.00	EMT Fit Testing <i>Ratification: Did not receive information in time for February board.</i>
De Los Reyes, Chloe Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 9, 2023

[v.2.15.2023.p.4|6]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Ferrari, Edward Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Flory-Sanchez, Pamela Office of Instruction General Fund	CHC	10/14/22	02/15/23	\$52.00	15	\$780.00	AB705 Workshops <i>Ratification: This individual's name was missed when approving workshop attendance.</i>
Gend, Peter Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Greyraven, Ruth Student Equity & Achievement General Funds	CHC	07/11/23	07/11/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Grigsby, Michael Office of Instruction General Fund	CHC	02/10/23	05/24/23	\$52.00	6	\$312.00	AB705 Workshops <i>Ratification: Workshops hours were approved on 2/1/23.</i>
Grounds, John Restricted Strong Workforce	CHC	06/01/23	06/30/23	\$52.00	100	\$5,200.00	EMS Bootcamp
Harris, Kashaunda Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Harris, Matti Office of Instruction General Fund	CHC	02/10/23	05/24/23	\$52.00	12	\$624.00	AB705 Workshops <i>Ratification: Workshops hours were approved on 2/1/23.</i>
Hayes, Ashley Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 9, 2023

[v.2.15.2023.p.5]6]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Hogrefe, Rick Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Jaco, Herberth Alex Student Equity and Achievement Program (SEAP)	CHC	03/10/23	05/31/23	\$57.00	100	\$5,700.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Juan, Shirley Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Kaye, Adelina Office of Instruction General Fund	CHC	02/10/23	05/24/23	\$52.00	6	\$312.00	AB705 Workshops <i>Ratification: Workshops hours were approved on 2/1/23.</i>
Ledoux, Janine Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Lopez, Natalie Office of Instruction General Fund	CHC	01/16/23	05/24/23	\$59.00	126	\$7,434.00	Non-instructional Overload <i>Ratification: Backfilling for Academic Senate President while on out-of-class assignment.</i>
Malloy, David Restricted Strong Workforce	CHC	06/01/23	06/30/23	\$52.00	100	\$5,200.00	EMS Bootcamp
Maloney-Hinds, Colleen Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
McLaren, Meridyth Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>



Non-Instructional Pay for Academic Employees

Submitted for Board Approval March 9, 2023

[v.2.15.2023.p.6]6]

Employee Name Funding Source	Location Assignment	From	To	Rate	Hours	Not to Exceed Amount	Project
Mulder, Kylie Student Equity and Achievement Program (SEAP)	CHC	03/10/23	05/31/23	\$57.00	390	\$22,230.00	Adjunct Counselor, provide counseling, Ed plan development and other counseling services in counseling
Olivera, Christopher Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Ramos, Sefferino Office of Instruction General Fund	CHC	02/10/23	05/24/23	\$52.00	12	\$624.00	AB705 Workshops <i>Ratification: Workshops hours were approved on 2/1/23.</i>
Rippy, Scott Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Robles, Joshua Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Sadiq, Fahima Office of Instruction General Fund	CHC	02/10/23	05/24/23	\$52.00	6	\$312.00	AB705 Workshops <i>Ratification: Workshops hours were approved on 2/1/23.</i>
Toyooka Smith, Yuki Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Zein, George Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>
Zepeda, Isidro Student Equity & Achievement General Funds	CHC	01/10/23	01/10/23	\$52.00	3	\$156.00	USC Race & Equity Training <i>Ratification: Did not receive information in time for February board.</i>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
Dr. Linda Fontanilla, Interim President, SBVC
Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: March 9, 2023

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 March 9, 2023

[v.2.15.2023.p.2]2]

Other Stipend: 01/17/23 – 02/18/23

Employee Name	Location Assignment	Department	Stipend
Airmet, Temria	SBVC	Theatre-Dance	\$600.00

Ratification: Departmnet was notified in late December of an opportunity to perform their musical for a second time. This required additional time to confirm they would be able to perform.

Other Stipend: 01/17/23 – 05/08/23

Employee Name	Location Assignment	Department	Stipend
Airmet, Temria	SBVC	Theatre-Dance	\$2,500.00

Ratification: There was a delay in identifying a choreographer for the two productions this semester.

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: March 9, 2023

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 March 9, 2023

[v.2.27.2023.p.1|1]

Employee Name, Title Location Assignment & Department	Start Date	Salary Schedule, Range & Step	New or Replacing	Fund	Live Scan Clearance
Esparza, Maria Food Service Worker SBVC Food Services	03/13/23	Classified 20A	Tanya Gomez	General	TBD
Kuroda, Kay College Security Officer DSO Police	03/10/23	Classified 33B	Shari McCurry	General	01/24/23
Kim, Matthew Web Developer SBVC Marketing	03/14/23	Classified 54A	New	General	08/15/22
Esparza Jaime, Daniella Senior Executive Administrative Assistant DSO PDC	03/20/23	Confidential 22C	New	General	TBD
Judson, Nicholas Senior Printing Operations Specialist DSO Publications	03/13/23	Classified 39A	Dennis Winters	Printing Services	02/22/23
Kazee, Deontrae Custodian CHC Custodial	03/13/23	Classified 27A	Armando Camarena	General	TBD
Cole, Blake Custodian CHC Custodial	03/10/23	Classified 27B	Regina Pinedo	General	04/20/22
Pinedo, Vanessa Custodian CHC Custodial	03/10/23	Classified 27C	Vanessa Pinedo	General	08/17/15

†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: March 9, 2023

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 March 9, 2023

[v.2.23.2023.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Davis-Brackins, Audrey	SBVC Child Development Center Teacher Classified Salary Schedule Range 35, Step F	SBVC Child Development Center Lead Teacher Classified Salary Schedule Range 39, Step E	Sandy Karge	State Preschool Grant	03/10/23
Garcia, Gabriela	SBVC Financial Aid Financial Aid Specialist Classified Salary Schedule Range 40, Step F	CHC Financial Aid Financial Aid Coordinator Classified Salary Schedule Range 45, Step E	New	Promise Fund	03/10/23
Sanchez, Carmen	DSO Publications Printing Operations Specialist Classified Salary Schedule Range 33, Step F	DSO Publications Senior Printing Operations Specialist Classified Salary Schedule Range 39, Step D	Kevin Sutton	Printing Services	03/10/23
Trussel, Krystal	DSO Facilities Administrative Clerk Classified Salary Schedule Range 29, Step B	DSO Accounting Account Technician Classified Salary Schedule Range 34, Step B	Margarita Aguirre	General	03/10/23

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: March 9, 2023

SUBJECT: Consideration of Approval of Employee Transfers

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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





Employee Transfers

Submitted for Board Approval March 9, 2023

[v.2.23.2023.p.1|1]

Employee Name	From	To	New/ Replacing	Fund	Effective Date
Navarro, Jazmin	CHC Child Development Center Child Development Assistant Classified Schedule Range 21, Step B	CHC Child Development Center Child Development Assistant Classified Schedule Range 21, Step B <i>Note: Transfer and increase from PT to FT position.</i>	Rita Quintana	State Preschool and Parent Fee	02/13/23

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: March 9, 2023

SUBJECT: Consideration of Approval of Reclassification of Employees

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

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





Employee Reclassifications

Submitted for Board Approval March 9, 2023

[v.2.21.2023.p.1|1]

Employee Name Location Assignment & Department	From	To	Effective Date
Fonseca, Katherine SBVC Student Services	Administrative Assistant III Classified Schedule Range 41, Step E	Administrative Coordinator Classified Schedule Range 45, Step D	11/01/22
Ryan, Maureen SBVC Physical Education Instruction	Student Services Technician I Classified Schedule Range 30, Step F	Senior Student Services Technician Classified Schedule Range 38, Step C	10/28/22

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: March 9, 2023

SUBJECT: Consideration of Approval to Place Classified Employees on the 39-Month Reemployment List

RECOMMENDATION

It is recommended that the Board of Trustees approve the placement of classified employees on the 39-Month Reemployment List as indicated on the attached.

OVERVIEW

In accordance with Article 14: Leaves of the Collective Bargaining Agreement between SBCCD and the CSEA, when all an employee's available leaves of absence, paid or unpaid, have been exhausted, the unit member shall be placed on a reemployment list for a period of 39 months.

ANALYSIS

The employees listed on the attached have exhausted all available leaves of absence.

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.





Placement of Classified Employees on the 39-Month Reemployment List

Submitted for Board Approval March 9, 2023

[v.2.16.2023.p.2]2]

Employee Name Title	Location Assignment	Department	Effective Date
Hanna, Samuel Grounds Caretaker	CHC	Facilities	03/24/23

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: March 9, 2023
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 March 9, 2023

[v.2.27.2023.p.1|1]

Employee Name Location Assignment	Effective Dates	Range & Step	New or Replacing	Fund	Live Scan Clearance
Blackmon, Willie Interim Dean, Student Services CHC, Adminssions & Records	03/01/23 to 06/30/23	23A	Jose Cabrales	Student Services	07/11/22

†Live Scan clearance pending; employee will not start without clearance.

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

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: March 9, 2023

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, MESA
 - Director, Secondary Educational Partnerships (SBVC)
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, MESA

Management Range: I 8

Pending Board Approval: 03/09/2023

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

SUMMARY DESCRIPTION

The Director of MESA (Mathematics, Engineering, Science, Achievement), under the general direction of the assigned administrator, plans, coordinates, implements, and oversees a comprehensive program supporting MESA students for the college with an emphasis on reducing equity gaps within STEM education. The MESA Program Director provides a vision and leadership in a multicultural environment, implements plans for student development, leadership, and curricular excellence; creates a coordinated program of activities and events to meet the needs of the current and future diverse student populations pursuing STEM degrees. The Director of MESA also directs activities, performs a variety of professional, administrative, and programmatic work in support of assigned programs including serving as a liaison to, coordinating with, and providing high level administrative support and staff assistance to district staff, boards, committees, and outside agencies. In addition, the director provides leadership with organizational, operational, and structural functions of public and/or private post-secondary institutions; works independently and takes initiative in carrying out assignments. The MESA Program Director is also responsible for ensuring student eligibility, that student contractual agreements are met, maintains program records, coordinates evaluation of program activities and accomplishments, participates in MESA training, evaluation, and other activities, and works to ensure the successful implementation of the program.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Assume program management responsibility for the services and activities of a comprehensive support program including but not limited to, serving as the MESA Director for the state categorical program, and providing leadership and coordination of activities that promote short and long-term student success.
2. Recruit and support students eligible for participation in the MESA program with a focus on racial equity and inclusion.
3. Review all student applications for admission to MESA and make recommendations, as appropriate.
4. Coordinate with key personnel to plan and implement events for MESA students, including academic counseling, the development of semester calendars of campus activities and events, and the overall implementation of the activities needed.
5. Using both qualitative and quantitative data assess student needs related to the MESA program evaluating the efficiency and effectiveness of service delivery methods and procedures to ensure that such services promote racial equity and student success.
6. Collect and compile data and prepare status reports as required by the CCCC and participate in campus activities that lead to the collection and submission of MESA student data for the CCCC Management



Director, MESA

Management Range: I 8

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Information System (MIS).

7. Maintain records on MESA participant with information on students, enrollment, academic performance, participation, and current enrollment status.
8. Prepare mid-year and annual programmatic and financial reports of MESA generated funds.
9. Coordinate Academic Excellence Workshops (AEW) and/or other High Effective Practices with the Academic Senate and Professional Development Lead.
10. Collaborates with the Tutoring Center to develop tutoring and study programs for MESA which includes the recruitment and training of tutors (peer, volunteer, and community college sources), and which incorporates a mix of individual, small and large group study activities, and workshops.
11. Establish and maintain communications with regional high schools, colleges, and universities, articulating programs, and services where appropriate.
12. Establish and maintain relationships and communications with participatory governance committees and faculty in instructional programs directly related to the MESA program and lead the MESA Campus Taskforce.
13. Collaborate with colleagues to recruit and schedule speakers for meetings of MESA participants.
14. Plan, schedule, and coordinate career advising and job orientations for MESA participants.
15. Plan, schedule, and coordinate activities related to academic advising with the designated MESA counselor.
16. Maintain regular contact with Instructional Office, deans, and faculty members to promote an understanding of MESA services, and to build a successful MESA program.
17. Serve as the liaison for the assigned program and coordinate assigned program activities with other District divisions, departments and outside agencies.
18. Develop and implement program goals, objectives, policies, and priorities; recommend and administer policies, procedures, and services, and prepare and manage the program budget.
19. Provide leadership to student leaders and staff to develop workshops for students on such topics as equity initiatives, avoiding microaggressions, addressing implicit bias, leadership development, goal setting, STEM study strategies, and general mentoring.
20. Participate in the selection, training, coordination, and evaluation of assigned personnel; provide and coordinate staff training; and work with employees to correct deficiencies.
21. Perform other related duties as required.



Director, MESA

Management Range: I 8

Pending Board Approval: 03/09/2023

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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 assigned program areas.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Principles and practices of student development and student personnel administration.
- California Community College philosophy and mission.
- Title 5 regulations and Education Codes related to the area.
- Principles of group dynamics and intermediate leadership development training.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of technical, administrative, and financial report preparation and presentation.
- Principles and practices of contract administration.
- Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations and funding sources.

Ability to:

- Oversee and participate in the management of a comprehensive program for a college that includes a series of interrelated projects or functional areas of significant depth and complexity.
- Plan, organize, direct, coordinate, and evaluate assigned programs.
- Plan, schedule, and review the work of assigned staff.
- Advise and direct students and staff in various organizational activities.
- Provide leadership and advisement to all aspects of the program area.
- Instruct leadership workshops.
- Analyze problems, identify alternative solutions, project consequences or proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of budgets.
- Interpret and apply federal, state, and local policies, laws, and regulations related to various funding sources.
- Work effectively under pressure, meet deadlines, and adjust to changing priorities.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical and learning disabilities.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.



Director, MESA

Management Range: I 8

Pending Board Approval: 03/09/2023

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

Education/Training:

- A Master's degree from an accredited institution in any STEM related field (physics, chemistry, biology, mathematics, computer science, earth and spatial sciences, or the equivalent)

Experience:

- One year of teaching experience at the college level.
- Experience that indicates sensitivity to and an understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.

License or Certification:

- Possession of a valid California driver's license.

Special Conditions:

- Hours of work may not coincide with the hours of normal campus activity. Some weekend and evening work required.

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 to different sites and locations; incumbents may be required to work extended hours including evenings and weekends.

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.

This position is contingent on available funding.



Director, Secondary Educational Partnerships (SBVC)

Management Range: 18

Pending Board Approval: 03/09/2023

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

SUMMARY DESCRIPTION

Under the administrative direction of the assigned Dean, the Director, Secondary Educational Partnerships provides leadership, management, and overall coordination for Dual Enrollment Programs, Middle College High School Program, and Secondary Articulations. The Director works collaboratively with external and internal partners, e.g. faculty, deans, secondary partners, and adult education partners to facilitate the offerings of programs, pathways, and courses to enable student progress toward their educational goals. The Director provides direct supervision of faculty and classified staff assigned to the department and other designated programs and is responsible for the overall functioning of the assigned areas.

REPRESENTATIVE DUTIES

The following duties are typical for this classification.

1. Provide leadership and oversight for the implementation of the college's secondary educational programs such as, but not limited to the Middle College High School Program, Early College High School Program, credit and non-credit dual enrollment, CCAP partnerships, and secondary articulation.
2. Establish goals and objectives for assigned areas of responsibility in alignment with strategic plans and administrative program review.
3. Establish and sustain productive relationships with local school districts and community partners; develop relationships within and outside of the College to develop and sustain student recruitment and outreach partnerships; work with administrators and counselors at schools in the district and within the College to deepen stakeholder partnerships across sectors.
4. Coordinate partnerships with high school and adult education partners to build effective dual enrollment/CCAP programs.
5. Oversee the development of class schedule for each school site by collaborating with academic departments and divisions; ensure coordination of support services to faculty and students at high school sites.
6. Oversee the development and delivery of orientation activities for students and faculty in accordance with college policies and procedures.
7. Prepare, maintain, and submit records, reports, and memorandums of understanding (MOUs).
8. Track, monitor, evaluate and improve assigned areas of responsibility.



Director, Secondary Educational Partnerships (SBVC)

Management Range: 18

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9. Maintain current knowledge of trends and innovations in community colleges and higher education as it pertains to dual enrollment.
10. Collaborate to develop and implement effective recruitment marketing strategies related to college and Dual Enrollment Program, publications, distribution of brochures, catalogs, schedule of classes, and other recruitment materials; present at schools, districts, and community events.
11. Oversee the development and maintenance of the areas' websites and brochures.
12. Collaborate with District personnel, school districts, and other Local Education Agencies (LEAs) to ensure compliance with local, regional and state policies and procedures.
13. Monitor budget and expenditures within assigned area; ensures expenditures are within program guidelines and further the goals and objectives of program area.
14. Participate in grant-writing efforts with a focus on supporting college initiatives for assigned areas.
15. Recruit, hire, train, mentor, supervise, and evaluate assigned direct reports, staff, and faculty.
16. Assess and review assigned areas in the annual program review process; recommend data-driven improvements for effectiveness demonstrating collaborative and data-driven decision making in the program review and improvement process.
17. Anticipates, prevents and resolves difficult and sensitive inquiries, conflicts and complaints.
18. Serve on campus and District committees.
19. Performs related duties as required.

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 Student Development program.
- Principles and practices of program development and administration.
- Principles and practices of budget preparation and administration.
- Knowledge of California Community College philosophy and mission, Title 5 regulations and Education Codes related to dual enrollment, articulation, and K-12 education.
- Principles of group dynamics and intermediate leadership development training.
- Principles of supervision, training, and performance evaluation.
- Methods and techniques of technical, administrative, and financial report preparation and presentation.



Director, Secondary Educational Partnerships (SBVC)

Management Range: I 8

Pending Board Approval: 03/09/2023

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- Principles and practices of contract administration.
- Office procedures, methods, and equipment including computers and applicable software applications, such as word processing, spreadsheets, and databases.
- Pertinent federal, state, and local laws, codes, and regulations.
- California Community College and K-12 Dual Enrollment regulations and guidelines.

Ability to:

- Oversee and participate in the management of a comprehensive dual enrollment program for a College that includes a series of interrelated projects or functional areas of significant depth and complexity.
- Plan, organize, direct, coordinate, and evaluate assigned programs.
- Plan, schedule, and review the work of assigned staff.
- Advise and direct students in various organizational activities.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.
- Prepare clear and concise administrative and financial reports.
- Participate in the preparation and administration of budgets.
- Work effectively under pressure, meet deadlines, and adjust to changing priorities.
- Demonstrate a sensitivity to, and understanding of the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college students and personnel, including those with physical and learning disabilities.
- Interpret and apply federal, state, and local policies, laws, and regulations.
- Interpret and apply California Education Code, Title 5, federal, state, and local policies, laws, and regulations as it relates to the position.
- 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 Master's degree from an accredited college or university in education, student services, human services or a related field and/or discipline.

Required Experience:

Three (3) years of experience working in student services or closely related.

Experience that indicates sensitivity to and an understanding of the diverse academic socioeconomic, cultural, disability and ethnic backgrounds of community college students and personnel.

Preferred Experience:

1. One year of administrative or supervisory experience in an educational institution.
2. Experience in the California Community College System.



Director, Secondary Educational Partnerships (SBVC)

Management Range: I 8

Pending Board Approval: 03/09/2023

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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/classroom/clinical setting.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight up to 25 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.

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"> ▪ Assistant Manager, Workforce Development ▪ Caltrans Work Crew Supervisor ▪ Tool Room Supervisor 	\$ 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"> ▪ Circulation Supervisor ▪ Custodial Supervisor 	\$ 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"> ▪ Printing & Graphic Services 	\$ 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"> ▪ Aquatics Director ▪ Braille Program Manager ▪ College Corps Program Manager ▪ Emergency Manager ▪ Food Services Supervisor ▪ Maintenance & Grounds Supervisor ▪ Manager, Workforce Development 	\$ 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"> ▪ Project Administrator, Career Education 	\$ 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"> ▪ Assistant Director of Resource Development ▪ Environmental Health & Safety Administrator 	\$ 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"> ▪ Manager, Regional Employer Engagement 	\$ 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"> ▪ Director, Marketing & Public Relations ▪ Manager, Production ▪ Business Systems Administrator ▪ Director, Child Development Center ▪ Director, Workforce Development ▪ Payroll Manager ▪ Police Sergeant ▪ Manager, CalWORKs & Workforce Development 	\$ 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"> ▪ Accounting Services Manager ▪ Director, Adult Education Block Grant (AEBG) ▪ Police Lieutenant 	\$ 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"> ▪ Facilities Project Manager 	\$ 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	<ul style="list-style-type: none"> ▪ Associate Director of Bond Program Planning and Construction ▪ 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 	\$ 115,550	\$ 119,016	\$ 122,586	\$ 126,264	\$ 130,052	\$ 133,954	\$ 137,973	\$ 142,112	\$ 149,218	\$ 156,679
18	<ul style="list-style-type: none"> ▪ Development Director ▪ Director of Athletics ▪ Director of Operations ▪ Director, Admissions & Records ▪ Director, Development & Strategic Relations - KVCR ▪ Director, EOPS & CARE, SBVC ▪ Director, Financial Aid and Scholarships ▪ Director, MESA ▪ Director, Outreach & Educational Partnerships ▪ Director, Secondary Educational Partnerships (SBVC) ▪ Director, STEM-MESA ▪ Director, Student Accessibility Services (SAS) ▪ Director, Technology Services 	\$ 121,328	\$ 124,968	\$ 128,717	\$ 132,578	\$ 136,555	\$ 140,652	\$ 144,872	\$ 149,218	\$ 156,679	\$ 164,513
19	<ul style="list-style-type: none"> ▪ Associate Dean, Health Services and Director of Nursing ▪ 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 	\$ 127,394	\$ 131,216	\$ 135,152	\$ 139,207	\$ 143,383	\$ 147,684	\$ 152,115	\$ 156,678	\$ 164,512	\$ 172,738

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: 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: March 9, 2023

SUBJECT: Consideration of Approval of Retreat Rights for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve administrator retreat rights for Marty Milligan.

OVERVIEW

Marty Milligan, Director, Student Accessibility Services, CHC, will exercise his retreat rights and move into the position of Counselor, Counseling, SBVC, Academic Salary Schedule, Range H, Step 21, 198 service days at \$143,530.00 annually, effective July 1, 2023.

ANALYSIS

Mr. Milligan has elected to exercise his retreat rights and return to an Academic position per his employment agreement.

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 this employee is included in the appropriate 2023-2024 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: March 9, 2023

SUBJECT: Consideration of Approval of Doctoral Stipend for Management Employee

RECOMMENDATION

It is recommended that the Board of Trustees approve doctorate stipend for Nelky Rodriguez.

OVERVIEW

Nelky Rodriguez, Manager, Regional Employer Engagement, DSO to receive a \$190.00 per month doctorate stipend retroactive to March 1, 2023.

ANALYSIS

Nelky Rodriguez earned her Doctor of Education in Educational Leadership 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: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 9, 2023

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

RECOMMENDATION

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

Event & Location	Sponsoring Group	Date & Time	Type of Alcohol (Beer or Wine)
CHC Foundation Fundraising Event	President's Office	04/06/2023 5-9 pm	Beer, Wine, Mixed Drinks
CHC President's Circle – "Meet the Author" Dinner	President's Office	04/19/2023 5-9 pm	Beer, Wine

OVERVIEW

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

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

ANALYSIS

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



SBCCD GOALS

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 direct financial implications associated with the approval of this board item.

AN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Stacey Nikac, Administrative Officer

DATE: March 9, 2023

SUBJECT: Regular Meeting Calendar of the Board of Trustees

RECOMMENDATION

It is recommended that the Board of Trustees approve the regular meeting calendar for the regular meetings of the Board of Trustees through July 2024.

OVERVIEW

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

A notice identifying the location, date, and time of each regular meeting of the Board shall be posted 10 days prior to the meeting and shall remain posted until the day and time of the meeting, as required by law. Meeting dates and times are subject to change and are posted on the district website www.sbccd.edu.

ANALYSIS

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

The powers and duties of the Board include approval of college policy, community services of the college, interpreting the college needs to the public, adoption of an annual budget for the district, approval of expenditure of all District funds, acquisition of property for District purposes, and approval of employment of academic and classified personnel.



SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications to this item.

MEETING DATE	TYPE OF MEETING
03/23/23	Strategy Session
04/13/23	Business Meeting @ CHC LRC Auditorium
04/27/23	Strategy Session
05/11/23	Business Meeting
05/25/23	Strategy Session
06/08/23	Business Meeting
06/26/23-6/27/23	2-DAY BOARD RETREAT
07/13/23	Business Meeting
07/27/23	Strategy Session
08/10/23	Business Meeting
08/31/23	Strategy Session
09/14/23	Business Meeting
09/28/23	Strategy Session
10/19/2023	Business Meeting <i>(meeting is on the 3rd Thursday due to conflict with ACCT Leadership Conference on 10/09/23-10/12/23)</i>
11/09/23	Business Meeting
12/8/23	Annual Meeting <i>(meeting is on the 2nd Friday to comply with Education Code 72000 (c)(2)(A) for Annual Meeting purposes)</i>
01/11/24	Business Meeting
01/29/24-01/30/24	2-DAY BOARD RETREAT
02/08/24	Business Meeting
02/22/24	Strategy Session
03/14/24	Business Meeting
03/28/24	Strategy Session
04/11/24	Business Meeting

MEETING DATE	TYPE OF MEETING
04/25/24	Strategy Session
05/09/24	Business Meeting
05/23/24	Strategy Session
06/13/24	Business Meeting
06/24/24-06/25/24	2-DAY BOARD RETREAT
07/11/24	Business Meeting
07/25/24	Strategy Session

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: March 9, 2023

SUBJECT: Consideration of Approval to Award RFP #2023-03 and Contract to Pepsi Beverages Company of Riverside, CA

RECOMMENDATION

It is recommended that the Board of Trustees award **RFP #2023-03 | Exclusive Pouring Rights**, and contract, to Pepsi Beverages Company of Riverside, CA. This is an income agreement and SBCCD will receive revenue via product commissions and incentives.

OVERVIEW

SBCCD is in need of a vendor to provide districtwide beverage service in vending machines, direct delivery retail coolers, and fountain dispensing units.

ANALYSIS

The District received and evaluated two proposals. An evaluation committee ranked the proposals as follows:

<u>Vendor</u>	<u>Ranking</u>
Pepsi Beverages Company (Riverside, NY)	1
Reyes Coca-Cola Bottling, LLC (Irvine, CA)	2

Through an analysis of the proposals received and a committee based review process, Pepsi Beverages Company has been determined to be the vendor that will best meet the needs of SBCCD.

SBCCD GOALS

Eliminate Barriers to Student Access and Success

FINANCIAL IMPLICATIONS

Income as determined via commissions and incentives.



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: March 9, 2023

SUBJECT: Consideration of Approval of Conference Requests

RECOMMENDATION

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

OVERVIEW

Faculty and staff attend conferences for various purposes, including professional growth and development, networking with industry peers, discussing best practices, and learning about emerging issues. The SBCCD travel and conference 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.





District & College Expenses

Submitted for Board Approval March 9, 2023

[v.2.23.2023.p.2]2]

Requestor	Conference
<p>Site: DSO</p> <p>Name: Jose Torres</p> <p>Department: Fiscal, Administrative & Media</p> <p>Total Estimated Cost: \$8,000</p>	<p>Conference Name: Gallup Global Strengths Coach</p> <p>Dates of Travel: Various Dates 03/13/2023 – 06/30/2023</p> <p>Location: Virtual</p> <p>Purpose: This course will provide SBCCD leadership with innovative tools and techniques to coach others in integrating the principles of strengths-based development into the workplace; discovering, developing, and using unique talents to produce results and reach goals; and using strengths-based development to address specific team-related challenges and produce greater team engagement and productivity. This training aligns with SBCCD Goal 3, Objective 3.2 to Institutionalize SBCCD's commitment to investing in cultivating leadership skills within our District as a vehicle for expanding SBCCD's ability to influence economic and educational initiatives around the region, state, and country.</p> <p>Funding Source: Controller General Fund</p>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: March 9, 2023

SUBJECT: Consideration of Ratification for Contracts at or Above \$109,300

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 \$109,300.

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 \$109,300. 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 \$109,300**

Board Date 03/09/2023

1 of 1

Control Number	Vendor Name	Dept/Location	Contract Type	Total New Contract Value	Amendment
15296	PBS - Public Broadcasting Services	KVCR/KVCR	Amendment 02	\$421,920.00	\$140,640.00
	Uplink Services for distribution of FNX channel television programs; this is to approve Amendment 05-to extend ending date to 06-30-2023 and increase cost by \$140,640			07/01/2017 Through 06/30/2023	

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

PREPARED BY: Steven J. Sutorus, Business Manager

DATE: March 9, 2023

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 March 9, 2023

[v.2.18.2023.p.1|4]

Site/Date/Cost	Event/Items Purchased/Funding Source
<p>Site: SBVC</p> <p>Date of Event: 02/15/2023</p> <p>Total Estimated Cost: \$1,000</p>	<p>Event: CASAS Training</p> <p>Items Being Purchased: Refreshments for breakfast</p> <p>CASAS training will focus on assessment and curriculum development of basic skills for youth and adults. There will be approximately 100 participants from other consortiums in the surrounding area. Dr. Emma Diaz will be welcoming attendees.</p> <p>Funding Source: California Adult Education Program Categorical Fund</p> <p>Ratification: Details just recently finalized. We missed all previous Board deadlines</p>
<p>Site: SBVC</p> <p>Date of Event: 02/28/2023-03/04/2023</p> <p>Total Estimated Cost: \$6,000</p>	<p>Event: Wolverine Con</p> <p>Items Being Purchased: Food service for approximately 100 people over five days</p> <p>Wolverine Con is a film festival and networking event hosted by FTVM department and Institute of Media Arts. Students, faculty, staff and the community will be in attendance. Food service for approximately 100 people will be provided by SBVC Sunroom/Sunroom catering truck.</p> <p>Funding Source: SBVC Multi Media Categorical Fund</p> <p>Ratification: Wolverine Con spans a whole week and it was decided to do food service for the events throughout the whole week rather than just one day. This decision was made after the deadline for February Board.</p>
<p>Site: CHC</p> <p>Date of Event: 03/07/2023</p> <p>Total Estimated Cost: \$4,000</p>	<p>Event: CHC Student Senate Club Rush</p> <p>Items Being Purchased: Refreshments, snacks, and music entertainment from DJ</p> <p>Funding Source: Associated Students</p> <p>Ratification: Date of event not determined prior to deadline for the February Board.</p>



District & College Expenses

Submitted for Board Approval March 9, 2023

[v.2.18.2023.p.2]4]

Site/Date/Cost	Event/Items Purchased/Funding Source
<p>Site: SBVC</p> <p>Date of Event: 03/10/2023</p> <p>Total Estimated Cost: \$5,000</p>	<p>Event: Black Student Union Conference</p> <p>Items Being Purchased: Meals and refreshments</p> <p>The Black Faculty & Staff Association and First Year Experience are sponsoring the Black Student Union Conference to engage and connect with our Black / African-American students to provide them with a safe and welcoming space. Anticipated attendance is 200 students and staff. Chaperones for this event include Keynasia Buffong and Dr. Alise Clouser.</p> <p>Funding Source: Student Retention and Outreach Categorical Fund</p>
<p>Site: SBVC</p> <p>Date of Event: 03/15/2023</p> <p>Total Estimated Cost: \$8,000</p>	<p>Event: Spring Transfer Fair 2023</p> <p>Items Being Purchased: Refreshments, printing, promotional products, rentals, and giveaways</p> <p>Transfer and Career Center is sponsoring the spring transfer fair to provide students and opportunity to meet with representatives from colleges and universities across the country. Anticipated attendance is approximately 250 students, community members, faculty, and staff. The chaperones will be Botra Moeung and Keynasia Buffong.</p> <p>Funding Source: Transfer Center General Fund</p>
<p>Site: SBVC</p> <p>Date of Event: 03/20/2023</p> <p>Total Estimated Cost: \$5,000</p>	<p>Event: Educational Tour</p> <p>Items Being Purchased: Admissions fee, meals, transportation and promotional giveaways</p> <p>EOPS is sponsoring an educational tour in San Diego CA. Anticipated attendance is 40 students. Joanne Hinojosa, Keenan Giles, Rocio Delgado and Amber Martin will serve as chaperones.</p> <p>Funding Source: EOPS Categorical Fund</p>



District & College Expenses

Submitted for Board Approval March 9, 2023

[v.2.18.2023.p.3|4]

Site/Date/Cost	Event/Items Purchased/Funding Source
<p>Site: SBVC</p> <p>Date of Event: 03/20/2023-03/25/2023</p> <p>Total Estimated Cost: \$65,000 \$67,800</p>	<p>Event: Historically Black College and University Tour (HBCU)</p> <p>Items Being Purchased: Registration, transportation, lodging, meals, and travel expenses.</p> <p>First-Year Experience and Transfer Center will sponsor this University tour for approximately 18 SBVC students and 2-5 chaperones traveling to Washington, D.C. to visit area colleges and universities. This event will provide students with overviews of admission requirements for HBCU's enabling students to embark on new paths and preparing them for transfer. Sharaf Williams, Dr. Alise Clouser, April Dale, Daniele Smith-Morton and Keynasia Buffong will serve as chaperones.</p> <p>Funding Source: Outreach and Retention Categorical Fund</p> <p>Amendment: Board approved January 12, 2023, this item is being amended to increase the estimated cost and add chaperones Dr. Alise Clouser, April Dale, and Daniele Smith-Morton.</p>
<p>Site: SBVC</p> <p>Date of Event: 03/24/2023</p> <p>Total Estimated Cost: \$1,200</p>	<p>Event: SBVC Managers Spring Retreat</p> <p>Items Being Purchased: Refreshments</p> <p>SBVC will host the all-day SBVC Managers Retreat on the SBVC Campus in B-100. Anticipated attendance is approximately 34 managers and guest speakers.</p> <p>Funding Source: President's Office General Fund</p>
<p>Site: SBVC</p> <p>Date of Event: 04/17/2023</p> <p>Total Estimated Cost: \$5,000</p>	<p>Event: Regional Umoja Conference</p> <p>Items Being Purchased: Rentals, meals, refreshments, and registration</p> <p>First Year Experience is sponsoring 20 student to attend the annual Regional Umoja Conference to allow students and staff to engage with the Umoja community and strengthen relationships. Keynasia Buffong, Daniel Smith-Morton, and Dr. Alise Clouser will serve as chaperones.</p> <p>Funding Source: California College Promise Categorical Fund</p>



District & College Expenses

Submitted for Board Approval March 9, 2023

[v.2.18.2023.p.4|4]

Site/Date/Cost	Event/Items Purchased/Funding Source
<p>Site: SBVC</p> <p>Date of Event: 04/28/2023</p> <p>Total Estimated Cost: \$4,000</p>	<p>Event: IE Media Conference</p> <p>Items Being Purchased: Meals and refreshments</p> <p>The Media Educators Conference brings educators from across the Inland Empire together for an immersive day that provides invaluable information on how teachers, professors, and counselors can connect the classroom with the media arts industries in the Inland Empire. Meals and refreshments will be served for approximately 100 faculty, staff, students, and the community.</p> <p>Funding Source: SBVC Multi Media Categorical Fund</p>
<p>Site: SBVC</p> <p>Date of Event: 05/03/2023</p> <p>Total Estimated Cost: \$2,000</p>	<p>Event: Student Show-Art Department</p> <p>Items Being Purchased: Meals, refreshments, and live entertainment</p> <p>The Art department will be holding a student exhibition featuring the best of student art work at the Gresham Gallery. Meals and Refreshments will be served and live entertainment will be available for approximately 150 students, staff, faculty and the outside community.</p> <p>Funding Source: SBVC Art Department General Fund</p>
<p>Site: SBVC</p> <p>Date of Event: 05/24/2023</p> <p>Total Estimated Cost: \$35,000</p>	<p>Event: Pacific Islander Graduation</p> <p>Items Being Purchased: Meals, refreshments, and rentals</p> <p>First Year Experience will be hosting the 5th Annual Island Graduation to uplift and support our Native Hawaiian Pacific Islander graduates from both local high schools and SBVC. Anticipated attendance is 800 students and staff. Chaperones for this event include Sharaf Williams and Amanda Moody.</p> <p>Funding Source: Outreach and Retention Categorical Fund</p>

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 9, 2023

SUBJECT: Consideration of Approval of Nonresident Tuition and Capital Outlay Fees

RECOMMENDATION

It is recommended that the Board of Trustees approve the 2023-24 nonresident tuition fee of \$414 and the election of a nonresident capital outlay fee in the amount of \$46.

OVERVIEW

Education Code 76140 requires that the nonresident tuition fee shall be set by the governing board of each community college district. In addition, Education Code 76141, allows districts to elect a nonresident capital outlay fee, based on approved state calculations.

ANALYSIS

Per the attached worksheets, SBCCD has selected Option B.1, statewide average cost, in the amount of \$414 as its nonresident tuition fee for 2023-24. In addition, the District has elected to charge the nonresident capital outlay fee of \$46 per the approved state computation.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The approval of this board item is estimated to positively impact the colleges' budgets in the amount of \$50,000.



District:	San Bernardino Community College District	
Term:	Semester	
Nonresident Tuition Fee Options		
A.1 District Average Cost		
A. District Expense of Education for Base Year	\$	138,724,348
B. District Annual Total FTES		12,597
C. Average Expense of Education per FTES (A/B)	\$	11,013
D. U.S. Consumer Price Index Compound Factor		1.0970
E. Average Cost per FTES for Tuition Year (C x D)		12,081
F. Nonresident Tuition Fee per Semester Unit (E/30)		403
A.2 District Average Cost with 10 Percent or More Noncredit FTES		
Noncredit FTES percent of Total		1.0%
A. District CREDIT ONLY Expense of Education for Base Year		
B. Annual Total FTES	N/A	
C. Average Expense of Education per FTES (A/B)	N/A	
D. U.S. Consumer Price Index Compound Factor		1.0970
E. Average Cost per FTES for Tuition Year (C x D)	N/A	
F. Nonresident Tuition Fee per Semester Unit (E/30)	N/A	
B.1 Statewide Average Cost		
A. Statewide Expense of Education for Base Year		10,527,821,493
B. Statewide Annual Total FTES		929,867
C. Average Expense of Education per FTES (A/B)	\$	11,322
D. U.S. Consumer Price Index Compound Factor		1.0970
E. Average Cost per FTES for Tuition Year (C x D)		12,420
F. Nonresident Tuition Fee per Semester Unit (E/30)	\$	414
B.2 Highest Statewide Average Cost		
Highest year of the succeeding, current, and 4 prior years.		2023-24
Nonresident Tuition Fee per Semester Unit	\$	414
C Contiguous District		
Contiguous District		
Maximum Fee (Contiguous District Nonresident Tuition Fee)		
Nonresident Tuition Fee per Semester Unit		
D Between Statewide Average Expense of Education and District Average Expense of Education		
Minimum (Option B.1 - Statewide Average Cost) per Semester Unit	\$	414
Maximum (Option A.1 - District Average Cost) per Unit	\$	403
Nonresident Tuition Fee per Semester Unit		
E Comparable States Average		
Nonresident Tuition Fee per Semester Unit	\$	400

Nonresident Capital Outlay Fee		
A. Capital Outlay expense - prior year	\$	17,534,803
B. FTES total from prior year		12,597
C. Capital outlay expense per FTES (A/B)	\$	1,392
D. Capital Outlay Fee per Semester Unit (C/30)	\$	46.40
E. Adopted Nonresident Tuition Fee	\$	414
F. 50% of Adopted Nonresident Tuition Fee	\$	207
G. Maximum Nonresident Capital Outlay Fee (lesser of D or F)	\$	46

**California Community Colleges
2023-24 Nonresident Tuition and Capital Outlay Fee
San Bernardino Community College District**

The district governing board has established Nonresident Fees as shown below.

Adoption Date: March 9, 2023

Nonresident Tuition Fee

	Basis for Adoption (Select one)	Fee
<input type="checkbox"/>	A.1 - District Average Cost	
<input type="checkbox"/>	A.2 - District Average Cost with 10 Percent or More Noncredit FTES	
<input checked="" type="checkbox"/>	B.1 - Statewide Average Cost	\$ 414
<input type="checkbox"/>	B.2 - Highest Statewide Average Cost	
<input type="checkbox"/>	C - Contiguous District	
<input type="checkbox"/>	D - Between Statewide Average Expense of Education & District Expense of Education	
<input type="checkbox"/>	E - Comparable States Average	

Nonresident Capital Outlay

	Maximum Nonresident Capital Outlay Fee is \$ 46	
<input checked="" type="checkbox"/>	Nonresident Capital Outlay Fee	\$ 46

Contact Information

Signature: _____

Name: Lawrence Strong

Title: Director of Fiscal Services

Phone: 909-388-6915

Email: lstrong@sbccd.edu

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: March 9, 2023

SUBJECT: Consideration of Approval to Adopt Resolution #2023-03-09-FS-01
Approving Transfers to the Reserve for Contingencies from Various
Expenditure Classifications

RECOMMENDATION

It is recommended that the Board of Trustees adopt Resolution #2023-03-09-FS-01 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 #2023-03-09-FS-01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS

[v.2.15.2023.p.1]2]

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

WHEREAS, on the 8th 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 March 9, 2023, 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 #2023-03-09-FS-01 OF THE BOARD OF TRUSTEES OF THE
SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
TO APPROVE TRANSFERS FROM RESERVE FOR CONTINGENCIES TO
VARIOUS EXPENDITURE CLASSIFICATIONS**

[v.2.15.2023.p.2]2]

EXHIBIT A

Fund 110/01 General Fund, Unrestricted			19,242,905	2022-23 Initial Fund Balance	
			(117,000)	Net Change from Previously Approved Transfers	
			19,125,905	Fund Balance Before Transfer(s)	
Board Approved	Date of Transfer	Ref #	Amount to/(from) Reserve	Expenditure Classification	Justification
3/9/2023	1/26/2023	017301	(6,000)	5000 Other Expenses	To fund additional cost of CBT contract for DSO plan.
			(6,000)	Total Approved at this Board Meeting	
			19,119,905	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: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: March 9, 2023

SUBJECT: Consideration of Approval of Award Bid #03-2223-04 and Contract to JA Urban Inc. of Monrovia, CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #03-2223-04 | Renovation at 550 E. Hospitality Lane, Suite 300**, and contract, to JA Urban Inc. of Monrovia, CA in the amount of \$862,558.00.

OVERVIEW

This project includes construction services for the renovation of Suite 300 at 550 E. Hospitality Lane and entails renovating an existing building to accommodate new layouts. The buildout will require new flooring, millwork, drywall, framing, new doors, glazing, new acoustic ceiling, paint, electrical to include Title 24 upgrades, plumbing, mechanical upgrades, and modification to include controls and certified air balance.

ANALYSIS

A Notice Inviting Bids was publicly advertised on January 07, 2023, and 11 bids were received on February 07 through PlanetBids. The lowest three responsive bids are below.

Vendor	Total Bid
JA Urban Inc. of Monrovia, CA	\$862,558.00
R Dependable Construction Inc. of San Bernardino, CA	\$890,000.00
Loengreen Inc. of La Canada, CA	\$956,911.00

An analysis of the bids received indicates that JA Urban Inc. of Monrovia, 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: March 9, 2023

SUBJECT: Consideration of Approval of Award Bid #SM 01-2122-05 and Contract to Controls Air Enterprises LLC of Anaheim, CA

RECOMMENDATION

It is recommended that the Board of Trustees award **Bid #SM 01-2122-05 | BAS Replacement at SBVC**, and contract, to Controls Air Enterprises LLC of Anaheim, CA in the amount of \$259,380.00.

OVERVIEW

This project includes the replacement of current Building Automation System equipment at SBVC with new equipment. Four buildings are affected, including Student Health Services, Transportation, Library, and Campus Center.

ANALYSIS

A Notice Inviting Bids was publicly advertised on January 8, 2023, and two bids were received on February 1 through PlanetBids. The submitted bids are below.

Vendor	Total Bid
Controls Air Enterprises LLC of Anaheim, CA	\$ 259,380.00
Sunbelt Controls Inc. of Azusa, CA	\$ 455,570.00

An analysis of the bids received indicates that Controls Air Enterprises LLC of Anaheim, CA is the lowest responsive bidder.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This project is funded by the State Physical Plant and Instructional Supplies block grant.



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: March 9, 2023

SUBJECT: Consideration of Approval to Award Bid #SM 02-2223-01 and Contract to Prestige Paving Company of Corona, CA

RECOMMENDATION

It is recommended that the Board of Trustees:

- 1) Consent to a bid withdrawal by low bidder J B Bostick Company of Anaheim, CA for **Bid #SM 02-2223-01 | CHC Roads Improvement**; and
- 2) Award **Bid #SM 02-2223-01 | CHC Roads Improvement**, and contract, to Prestige Paving Company of Corona, CA in the amount of \$736,521.00.

OVERVIEW

This project is for road improvements at Crafton Hills College. The work is divided into two phases. Phase 1 is to correct and improve the failing entrance and vehicular loop of Parking Lot D at the center of the campus and to refurbish the road up to the radio/cell towers at the north side of the campus. Phase 2 is to refurbish/restripe Campus Drive from the eastern apex of Campus Drive at the Trailhead Parking Lot down to the western entrance of Campus Drive at Sand Canyon Road.

ANALYSIS

A Notice Inviting Bids was publicly advertised on January 14, 2023, and three bids were received on February 7 through PlanetBids. Results are shown in the following table. The low bidder, J B Bostick, submitted a withdrawal letter on February 8, citing a clerical error in its bid calculation.

It is recommended that SBCCD accept the withdrawal due to the following reasons:

- SBCCD's internal cost estimate for this project was closer to the amount of the second low bid, which indicates that there is an error in the J B Bostick bid.
- To avoid engaging in a protracted argument or litigation.
- To keep the project on track and avoid significant delay.



An analysis of the remaining two bids indicates that Prestige Paving Company of Corona, CA is the lowest responsive bidder, if the Board consents to the withdrawal of J B Bostick's bid.

Vendor	Total Bid
J B Bostick Company of Anaheim, CA (requested to be withdrawn)	\$413,000
Prestige Paving Company of Corona, CA	\$ 736,521
Al Camino Asphalt Paving Corp. of Orange, CA	\$ 765,000

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

This project is funded by the State Physical Plant and Instructional Supplies block grant.

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Stacey Nikac, Administrative Officer

DATE: March 9, 2023

SUBJECT: Board Committee and Activity Reports

RECOMMENDATION

This item is for information only.

OVERVIEW

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

Board committees that are 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.

ANALYSIS

The SBCCD Board of Trustees Finance and Legislative Committees exists as standing, advisory committees, each comprised of less than a quorum of Board members and is subject to the California Public Meetings Brown Act. Committee Chairs provide written/oral updates, as needed, to communicate information to the full Board, leading to more engagement and interaction at upcoming board meetings. The Board may ask staff to review a matter or may ask that a matter be placed on a future agenda.

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this Board item.



BOARD COMMITTEE AND ACTIVITY REPORTS

BOARD FINANCE COMMITTEE (BFC)

2023 BOARD MEMBERS
(Committee chair is bold)

Trustee Nathan Gonzales
Trustee Gloria Macias Harrison
Trustee Stephanie Houston

COMMITTEE CHARGE

- Increasing the efficiency of the Board of Trustees by performing time-consuming research on its behalf regarding all fiscal matters of the District.
- Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.
- Promoting transparency of the SBCCD budgeting process and fiscal matters through detailed discussion of these topics in an open forum.
- Fostering an environment of understanding by communicating findings and formulating final recommendations to the Board of Trustees.

BOARD LEGISLATIVE COMMITTEE (BLC)

2023 BOARD MEMBERS
(Committee chair is bold)

Trustee Frank Reyes
Trustee Anne Viricel
Trustee John Longville

COMMITTEE CHARGE

- Increasing the efficiency of the Board of Trustees by performing time-sensitive legislative research on its behalf.
- Improving clarity by providing a platform for detailed questions not conducive to the flow of monthly business meetings.
- Promoting transparency of SBCCD's legislative advocacy priorities through discussions in an open forum.
- Fostering an environment of understanding by communicating findings and formulating recommendations to the full Board of Trustees.

REGIONAL AND STATE BOARD ACTIVITY REPORT

Board of Governors
Women's Caucus
Joint Powers Authority

Trustee Joseph R. Williams
Trustee Anne Viricel
Trustee Stephanie Houston



SBCCD STUDENTS AND LEADERS ADVOCATE IN WASHINGTON, D.C.

In Early February, SBCCD was proud of the hustle, leadership, and advocacy our student leaders, staff, and Trustee Reyes brought to D.C. They advocated to streamline the CalFresh application process and increase federal funding for HSIs and facility improvements. They had the opportunity to represent SBCCD's legislative goals to promote our student's success.



03.09.2023

CHANCELLOR'S REPORT



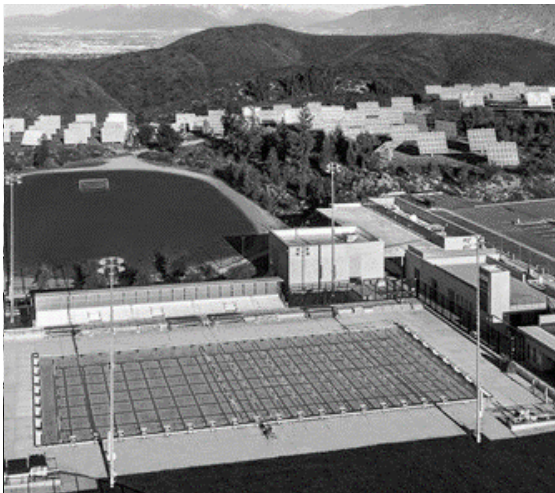
CELEBRATING THE LEGACY OF MARTA MACIAS BROWN

A Distinguished Alumna and faculty at San Bernardino Valley College, Marta Macias Brown, was a lifelong community activist and San Bernardino native who left a legacy of selfless contribution, compassionate giving, and a heart for the students of our region. Marta Macias Brown is best remembered for a lifetime of advocacy for social justice, equity in education, the arts, women's rights, and energy and conservation issues. Continuing her legacy, SBVC Foundation will award memorial scholarships to continuing students. A legacy event will be held at SBVC on 3/16 at 4:00 p.m. RSVP <https://bit.ly/41IDJ3D>.

CHC IMPROVES QUALITY OF LIFE FOR FUTURE STUDENTS

In January, the California Division of the State Architect (DSA) announced the sustainable schools showcase building for the first quarter of 2023: the Kinesiology, Health Education and Aquatics (KHA) Complex at our Crafton Hills College campus!

The goal of the California Sustainable Schools Showcase is to create awareness of strategies that can be ... *cont. page 2*





CAMPUS UPDATE

THIS IS SBCCD

CHC IMPROVES QUALITY OF LIFE FOR FUTURE STUDENTS

...cont. from page 1

implemented in the development of a path to zero net energy, zero carbon, and an overall healthy sustainable school.

Guided by San Bernardino Community College District's commitment to sustainability, innovation, and energy efficiency, Crafton has implemented many sustainability strategies on its campus. The Kinesiology, Health Education and Aquatics (KHA) Complex is powered by 100 percent renewable energy from its nearby solar farm. The seven-acre solar farm, on the upper slopes of the campus, has a 140-panel solar array producing onsite renewable energy that supplies 50–65 percent of the electrical energy needed for the campus.

When it came time for additional space in the KHA Complex (containing fitness studios, offices, and an Aquatics Center), the campus focused on reducing its carbon footprint by blending the new addition into the existing structure using similar materials to create a seamless transition to the new space. The KHA Complex was certified LEED Platinum at its completion.

The DSA is confident the modernization of Crafton Hills College will improve the quality of life for future students, faculty, and the surrounding community for generations to come.

SBVC FILM STUDENTS BRING THE RHYTHM TO KVCR

San Bernardino Valley College students in the Film, Television, and Media Department (FTVM) saw their work on the big screen earlier this month, following the debut of their original show, “Rhythm Lounge.” The series, which features local music artists from the Inland Empire, is the work of Survey of TV Studio and Film Production and TV Studio Production students.

The show aired for the first time on KVCR on January 8, 2023, and featured classic rock revival act Raincross Drive. “This production was great for our students as it gave them a real-world TV production experience that added to their portfolio,” Professor Kevin Lyons told The Rialto Record. “At the same time, [this effort created] original content for KVCR, marketing the Film, Television and Media department, and spotlighting local artists.” Students produced the series in just 58 lab hours.

Lyons told The Rialto Record that students improved their critical thinking, project management and technical production and editing skills. “It’s all part of the game and reflective of a high-budget TV production,” Lyons said.

Rhythm Lounge airs every Sunday at 4 p.m. on KVCR, Channel 24. To learn more about SBVC’s Film, Television, and Media Department, visit valleycollege.edu/FTVM.

FOCUSING ON INNOVATIVE LEADERSHIP & MANAGEMENT PRACTICES



LOCAL BUSINESS TRUSTS EDCT'S LEADERSHIP TRAINING

EDCT has partnered with Becton, Dickinson and Company to host a comprehensive leadership training program at their facility in Redlands, CA. EDCT's Employment Training Panel (ETP) program supports businesses' incumbent worker training to upskill employees and improve employee retention. This program is a valuable resource for companies like Becton, Dickinson and Company, also known as BD, and their employees.

BD is a multinational manufacturer and seller of medical devices, systems, and reagents. The leadership program was facilitated by Mark Morales with Developing Leaders and is a 112-hour program. It is designed to take individuals through a series of competencies in organizational leadership to prepare them for the challenges of leading operations in their industry. Participants are challenged to work through the skill set of effective leaders in an experiential format. Four modules are presented sequentially to prepare leaders for operational processes: Foundational Leadership (Module 1), Complete Communications (Module 2), Coaching (Module 3), and Building Influence/Delivering Performance (Module 4).

Seventeen trainees from BD and six additional local employers began the program's first module on January 25, 2023. Foundational Leadership focuses on innovative leadership and management practices that apply directly to organizational and personal growth missions. EDCT is committed to our local businesses and community by providing incumbent training for an exceptional workforce.



DSO Planning Project Components

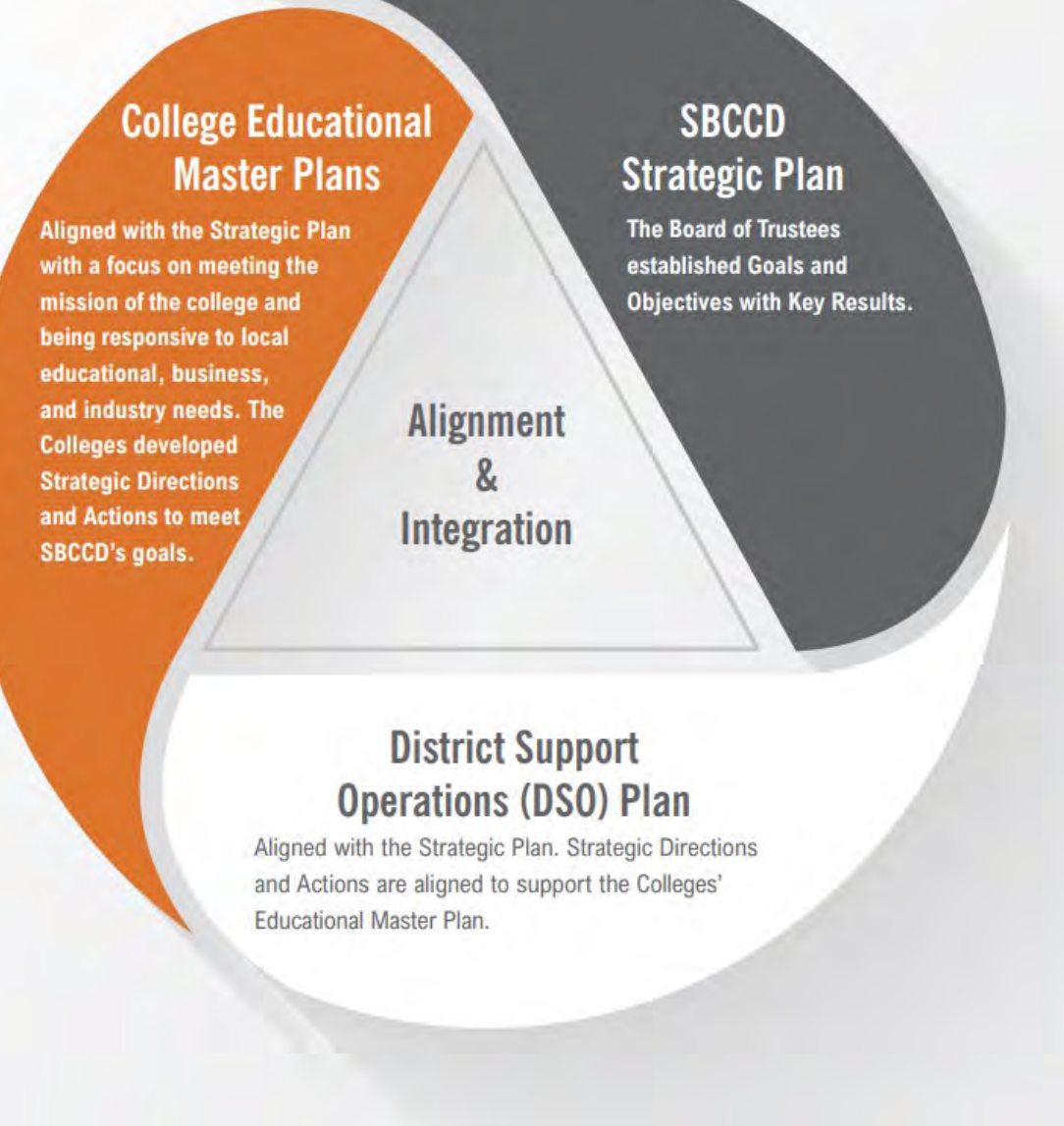
The DSO planning Project has four key components:

1. Develop the five-year DSO Plan Strategic Directions and Supporting Actions
2. Align and refine the SBCCD Integrated Planning Model components
3. Confirm and revise the SBCCD Delineation of Functions Map
4. Continue building collaboration, respect, and a positive culture among DSO, SBVC, and CHC colleagues

Project Timeline, Leadership, and Plan of Work

The five-month Project timeline extends from January to June 2023, with consideration for adoption by the Board of Trustees in June 2023. Dr. Christopher Crew, Executive Director of Research, Planning, and Institutional Effectiveness, serves as the Project Lead; Dr. Nohemy Ornelas, Vice Chancellor of Educational and Student Support Services, serves as the executive liaison to the Chancellor and Chancellor's cabinet; Heather Ford, Senior Executive Administrative Assistant, is providing logistical support for the project. The *Collaborative Brain Trust (CBT)*, a national consulting firm for Community Colleges, has been engaged to provide technical support services for the project. Dr. Nicki Harrington, CBT Senior Consultant, serves as the CBT Project Lead. The Project's plan of work and timeline are delineated below.

...continue page 5



SBCCD's DSO SUPPORT PLAN PROJECT

The Board of Trustees adopted the *San Bernardino Community College District Strategic Plan 2022-2027* on April 14, 2022. A set of four broad goals, and 15 objectives were delineated to guide the District and its two colleges – San Bernardino Valley College (SBVC) and Crafton Hills College (CHC) – in serving the SBCCD region over the next five years. The integrated planning process to support the Strategic Plan includes the development of Educational Master Plans (EMPs) for each of the two colleges, and development of a District Services Operations (DSO) Plan to support both the District Strategic Plan and the two college EMPs. The two EMPs and the DSO Plan each outline a set of Strategic Directions and Supporting Actions to achieve the goals and objectives of the Board-adopted SBCCD Strategic Plan 2022-2027.

From April to December 2022, both Colleges embarked on a comprehensive process to develop their EMPs in alignment with the District Strategic Plan, and in response to the unique needs of the students, communities, and employers in their respective service areas. Beginning in January, 2023, the DSO began its process of developing the DSO Plan, incorporating Strategic Directions with Supporting Actions to operationalize its dual responsibility of supporting **both** the SBCCD Strategic Plan **and** the College EMPs. This project is designed to fulfill that objective.

...continue from page 4

January – February, 2023

- Planning meetings
 - Feb 8th – Project overview to Chancellor’s Cabinet
 - Feb 23rd – Project overview to Institutional Effectiveness Advisory Committee (IEAC)
 - February 27th, 9 am – 5 pm, DSO all staff work session (50-60 people)
 - Interactive session (both large and small groups) to review the overall project, timeline, and plan of work; begin DSO Plan development
 - Activities designed to identify 5-year administrative priorities within each division to advance SBCCD in its Five-Year Strategic Plan; we will draw on a variety of documents already developed, fill gaps, and edit as necessary
 - **Outcome:** Draft 1 of DSO Strategic Directions and Supporting Actions
 - February 28th, 9 am – 5 pm, DSO leadership (15), SBVC and CHC teams (8-12 each)
 - Interactive session (both large and small groups) to review the two colleges’ five-year Educational Master Plans and discuss connections with DSO division plans
 - Activities designed to identify DSO support needed to assist the two Colleges in achieving their EMPs, and to build collaboration among all
 - **Outcome:** Draft 2 of DSO Strategic Directions and Supporting Actions

March, 2023

- DSO Plan Refinement; **Outcome:** Completion of Draft DSO Plan
- Update Delineation of Functions Map
 - March 15th (8:30-12) and 16th (9:30-11-30 if needed) Chancellor’s Cabinet work session(s) to update SBCCD’s Delineation of Functions Map (required by ACCJC: 128 items in alignment with ACCJC’s Standards)
 - **Outcomes:** Revised SBCCD’s Delineation of Functions Map; Ensure alignment of both practice and new organizational structure with written Map
- Review and refine SBCCD Integrated Planning Model
 - Transition from Key Result Activities to CHC, SBVC, and DSO Strategic Directions and Supporting Action Plans
 - Revise and simplify Integrated Planning Model; Plan linkage to Cascade Software
 - **Outcome:** Revised Draft SBCCD Integrated Planning Model
- Review and refine documents with Chancellor’s Cabinet and IEAC
- Project Update to Chancellor’s Council

April, 2023

- Refine Draft DSO Plan, Delineation of Functions Map, and Integrated Planning Model
- Final Reviews by Chancellor’s Cabinet and IEAC
- Project Update to Chancellor’s Council
- **Outcome:** Final Documents: DSO Plan, Delineation of Functions Map, and Integrated Planning Model

May, 2023 – Production Process

June, 2023 – Board of Trustees approval



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, Executive Director, Research & Planning
 DATE: March 09, 2023
 SUBJECT: Strategic Plan Goal-2 Updates

RECOMMENDATION

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

OVERVIEW

The current document provides a midterm review of important actions and highlights related to Goal-2 (Be a Diverse, Equitable, Inclusive and Antiracist Institution).

ANALYSIS

In continued efforts to be a diverse, equitable, inclusive and antiracist institution, SBCCD has continued efforts to grow its dual enrollment programs, advocate for student housing, and enhance its strategic enrollment strategies. SBCCD has also continued its commitment to diversity by allocating \$30,000 to support the district's vested groups in their efforts to develop DEIA initiatives and providing opportunities for students, faculty, and staff to receive professional development training that will expand our ability to implement DEIA efforts locally.

INSTITUTIONAL VALUES

2. Be a Diverse, Equitable, Inclusive and Antiracist Institution

FINANCIAL IMPLICATIONS

There are no financial implications.



SBCCD STRATEGIC PLAN AND OBJECTIVES

MONTHLY STATUS UPDATE

2022-2023

GOAL

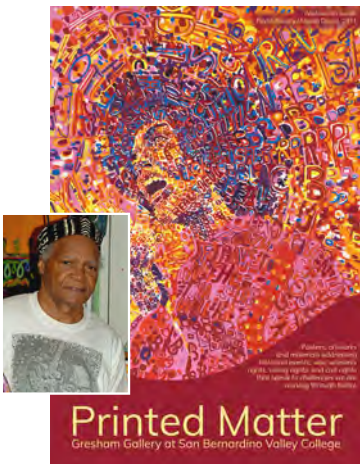
2 BE A DIVERSE, EQUITABLE, INCLUSIVE AND ANTIRACIST INSTITUTION

UPDATES: SPRING 2023

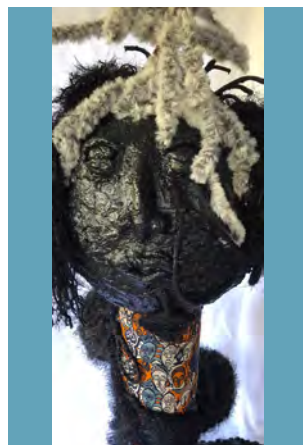
- ✔ SBCCD provided funding to support five faculty members to present at the Asian Pacific Americans in Higher Education (APAHE) Conference.
- ✔ Allocated \$30,000 to support the District's vested groups in the institutionalization of their DEIA efforts.
- ✔ Hosted a student housing discussion with Mayor Helen Tran, Superintendent Joe Baca, Jr., and 12 other local leaders.
- ✔ Held seven strategy meetings with K-12 city managers, superintendents, and agency directors to discuss ways to grow dual enrollment.
- ✔ Sent three students and two staff to the African American Male Education Network & Development (A2MEND)
- ✔ Participating in the CCCCCO's Strategic Enrollment Management Academy to develop strategies to better provide students with access to courses that align with their educational plans and develop methods to increase persistence.

Outcome achieved:

SBCCD hosted 12 events to celebrate various elements of the life, history and creative arts of under represented students and communities.



Wadsworth Jarrell Exhibition



Dellis Frank - Systemic Art Exhibition



Black History Month Presentation Speakers



Zoom Film Watch and Discuss



API Student Resilience Exhibition

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
 FROM: Diana Z. Rodriguez, Chancellor
 REVIEWED BY: Diana Z. Rodriguez, Chancellor
 PREPARED BY: Stacey Nikac, Administrative Officer
 DATE: March 9, 2023
 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 are updated and posted in the monthly board business meeting agendas.

ANALYSIS

The Board Master Planning Action Calendar serves as a blueprint that can be used to improve planning and increase transparency 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 1/27/23)

Monthly	B&FS	- Alcohol at Events - Budget Revenue & Expenditure Summary - Cash Flow Analysis - Contracts Below Bid Limit	- Conferences Over \$5K or Outside US - Fund Balance Transfer Resolution - KVCR Report to the Board - Purchase Order Report	- Ratification of Interfund Transfers Contracts Above Bid Limit - Signature List Changes - Surplus Property
	FPC	- Bond Construction COs/Amendments - CBOC Appointees	- Informal Bid Award (UCCAP) - Non-Bond Construction COs/Amendments	- RFQ/RFP/Bid & Contract Award - Small Scale Construction Contract Award
	HR	- Closed Session Items (Separate Agenda) - 39-Month Reemployment - Adjunct/Substitute Academic - CSEA/CTA Agreements - CSEA/CTA/POA MOUs - Employee Anniversary Celebrations	- Job Descriptions - New Hires- Permanent/Interim - Non-Instructional Pay - Professional Expert, Short-Term, Subs - Promotions - Reclassifications - Resignations & Retirements	- Salary Advancement-Academic - Step Increase - Stipends - Transfers - Tuition Reimbursement - Temporary Academic Employees - Volunteers
	OO, VCSSS, & PRES	- Applause Report - Board Committee Reports - Board Master Planning Action Calendar - Board Policies & Procedures	- Chancellor's Report - Curriculum - Goal 1 – Feb, Goal 2 – March, Goal 3 – April, Goal 4 – May - Year End Goals Summary - June	- Goal 1 –Aug, Goal 2 –Sept, Goal 3 – Oct, Goal 4 – Nov, - Mid-Year Goals Summary - Jan - Individual Memberships - Minutes

JANUARY	FEBRUARY	MARCH
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<ul style="list-style-type: none"> Adopt Budget Calendar (by 2/1) Budget Directives 1st Reading Goals 1-4 Mid-Year Progress Report Quarterly Financial Status Report (CCFS) 	<ul style="list-style-type: none"> Audit Report for Measure CC and Measure M Budget Directives 2nd Reading/Approval (by 3/1) Nonresident Tuition and Capital Outlay Fees (by 3/1) CCCCO ECA requirement (due by 2/28/23): Emergency Conditions Recovery Plan mid-year update due to local Board of Trustees and Chancellor's Office Apportionment Attendance and FTES Calculation Report (CCFS 320) P1 Sabbaticals Granted 	<ul style="list-style-type: none"> Board Calendar of Meeting Dates for Next FY CBOC Annual Report (by 3/31) Selection of Auditor (by 5/15) Grant Tenure/Tenure Contracts Classified Employee of the Year Endorsement (by 3/15) Quarterly Certified Financial Status Report for Second Quarter (311Q by 3/15) Sabbatical Completion Report from last spring and fall (by first semester after return) Financial Statements and Audit Report for Auxiliary Organizations (by 4/1)
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APRIL	MAY	JUNE
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<ul style="list-style-type: none"> 4/10 Alternate Summer Work Schedule for Management & Confidential Employees P&Ps (required 1st read) 2100 (every two years on even election years), 2725 with resolution Board Orientation Handbook Updates 2023 District Technology Strategic Plan (last plan 2020-2023) Student Trustee Privileges (by 5/15) Constitutional Advance (optional) Quarterly Financial Status Report (CCFS) 2022-2027 SBCCD Strategic Plan 	<ul style="list-style-type: none"> P&P (required 1st read) 6320, 4235 (every three years. Last approved 5/13/21) Apportionment Attendance and FTES Calculation Report (CCFS 320) P2 Interfund Transfer Resolution Preliminary Budget & Presentation (strategy session) EEO Multiple Method Certification (by 6/1) Outgoing Student Trustee Recognition 2027 ACCJC Institutional Self-Evaluation Report (by 8/1 every seven years. Last report 2020) 	<ul style="list-style-type: none"> Authorized Signature List Bank Accounts Tentative Budget (by 7/1) PARS Transactions Related to Tentative Budget Prop 30 EPA Expenditures Resolution Meals, Refreshments, Open POs for Next FY Order of Election and the Specifications of the Election Order (every 2 years on even numbered years) New Student Trustee Orientation (information) New Student Trustee Oath of Office Goals 1-4 End of Year Executive Summary Five-Year Construction Plan
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Board Master Planning Action Calendar (as of 1/27/23)

Monthly	B&FS	- Alcohol at Events - Budget Revenue & Expenditure Summary - Cash Flow Analysis - Contracts Below Bid Limit	- Conferences Over \$5K or Outside US - Fund Balance Transfer Resolution - KVCR Report to the Board - Purchase Order Report	- Ratification of Interfund Transfers Contracts Above Bid Limit - Signature List Changes - Surplus Property
	FPC	- Bond Construction COs/Amendments - CBOC Appointees	- Informal Bid Award (UCCAP) - Non-Bond Construction COs/Amendments	- RFQ/RFP/Bid & Contract Award - Small Scale Construction Contract Award
	HR	- Closed Session Items (Separate Agenda) - 39-Month Reemployment - Adjunct/Substitute Academic - CSEA/CTA Agreements - CSEA/CTA/POA MOUs - Employee Anniversary Celebrations	- Job Descriptions - New Hires- Permanent/Interim - Non-Instructional Pay - Professional Expert, Short-Term, Subs - Promotions - Reclassifications - Resignations & Retirements	- Salary Advancement-Academic - Step Increase - Stipends - Transfers - Tuition Reimbursement - Temporary Academic Employees - Volunteers
	OO, VCSSS, & PRES	- Applause Report - Board Committee Reports - Board Master Planning Action Calendar - Board Policies & Procedures	- Chancellor's Report - Curriculum - Goal 1 – Feb, Goal 2 – March, Goal 3 – April, Goal 4 – May - Year End Goals Summary - June	- Goal 1 –Aug, Goal 2 –Sept, Goal 3 – Oct, Goal 4 – Nov, - Mid-Year Goals Summary - Jan - Individual Memberships - Minutes

JULY	AUGUST	SEPTEMBER
<ul style="list-style-type: none"> • P&Ps (required) 6320 • Transfer of Appropriations Resolution • Quarterly Financial Status Report (CCFS) 	<ul style="list-style-type: none"> • P&Ps (required) 2745, 2435, 1100, 1200 • Quarterly Certified Financial Status Report (by 8/15) • Apportionment Attendance and FTES Calculation Report (CCFS 320) P3 • Quarterly Investment Report • Prop 30 EPA Expenditure Accounting (if figures change dramatically based on ReCalc) • Final Budget Presentation (strategy session 4th Thursday) • Reaffirm or revise Evaluation of the Chancellor process (with P&P from Board Retreat) • Reaffirm or revise Board Self Evaluation process (with P&P from Board Retreat) • Reaffirm or revise Mission, Vision, Values, Goals/Strategic Priorities with P&Ps (with P&P from Board Retreat) • Approval of Goals/Key Results (from Board Retreat) • 2024 ACCJC Midterm Report 1st Reading/Approval (by 10/1. Last report 2020) • 2027 ACCJC Institutional Self-Evaluation Report 1st Reading/Approval (by 10/1. Last report 2020) 	<ul style="list-style-type: none"> • 50% Law, Application for Exemption (CCFS-350A by 9/15) due from Districts • Prior year (PY) Final Enrollment Fee Revenue Due (CCFS-323 by 9/15) • Public Hearing and Final Budget Approval (by 9/15) • 2024 ACCJC Midterm Report final approval (by 10/1. Last report 2020) • 2027 ACCJC Institutional Self-Evaluation Report final approval (by 10/1. Last report 2020) • Grant Sabbaticals (notice required to employees by October 1).
		OCTOBER
		<ul style="list-style-type: none"> • Campus Advisory Committees • Initial Proposals to Reopen Negotiations with CSEA/CTA • Annual Security Report (information item) • P&P Review List (information item) • Sabbatical Completion Report from last spring and fall (by first semester after return) • Quarterly Financial Status Report (CCFS)

Board Master Planning Action Calendar (as of 1/27/23)

Monthly	B&FS	- Alcohol at Events - Budget Revenue & Expenditure Summary - Cash Flow Analysis - Contracts Below Bid Limit	- Conferences Over \$5K or Outside US - Fund Balance Transfer Resolution - KVCR Report to the Board - Purchase Order Report	- Ratification of Interfund Transfers Contracts Above Bid Limit - Signature List Changes - Surplus Property
	FPC	- Bond Construction COs/Amendments - CBOC Appointees	- Informal Bid Award (UCCAP) - Non-Bond Construction COs/Amendments	- RFQ/RFP/Bid & Contract Award - Small Scale Construction Contract Award
	HR	- Closed Session Items (Separate Agenda) - 39-Month Reemployment - Adjunct/Substitute Academic - CSEA/CTA Agreements - CSEA/CTA/POA MOUs - Employee Anniversary Celebrations	- Job Descriptions - New Hires- Permanent/Interim - Non-Instructional Pay - Professional Expert, Short-Term, Subs - Promotions - Reclassifications - Resignations & Retirements	- Salary Advancement-Academic - Step Increase - Stipends - Transfers - Tuition Reimbursement - Temporary Academic Employees - Volunteers
	OO, VCSS, & PRES	- Applause Report - Board Committee Reports - Board Master Planning Action Calendar - Board Policies & Procedures	- Chancellor's Report - Curriculum - Goal 1 – Feb, Goal 2 – March, Goal 3 – April, Goal 4 – May - Year End Goals Summary - June	- Goal 1 –Aug, Goal 2 –Sept, Goal 3 – Oct, Goal 4 – Nov, - Mid-Year Goals Summary - Jan - Individual Memberships - Minutes

NOVEMBER	DECEMBER (2 nd Fridays)	DECEMBER (continued)
<ul style="list-style-type: none"> • Closed Session – Notice of Intent to Non-Renew • P&P 2350 Speakers and 2725 Bd Compensation 1st Reading (2022 only) • Full-Time Faculty Obligation Report (110/FFO due by 11/30) • Student Equity Plans (2022-2025) 	<p>ANNUAL MEETING Education Code Section 5017 provides: Each person elected at a regular biennial governing board member election shall hold office for a term of four years commencing on the second Friday in December next succeeding his/her election. Any member of the governing board of a school district or community college district whose term has expired shall continue to discharge the duties of the office until his/her successor has qualified. The term of the successor shall begin upon the expiration of the term of his/her predecessor.</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"> • New Trustee Oath of Office • Nomination and approval of SBCCD Executive Board • Certification of Election of Board Chair and Clerk • Board Member Assignment to the County Committee on School District Organization • Board Member Assignment to the SBRETCJPA 	<p>BUSINESS MEETING</p> <ul style="list-style-type: none"> • Board Member Assignment to Standing BOT Committees. (Note for information: BEC serves as Ethics committee and self-evaluation/chancellor evaluation committees) • Approve Ex Officio Members of the IFF Board • Reaffirm FCC Auction Guiding Principles • Audit Reports: District, CBOC, KVCR (by 12/31) • New Trustee Orientation (every 2 years on even numbered years, if new trustees are elected) • Apportionment Attendance and FTES Calculation Report (CCFS 320 by 1/15) P1

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: March 9, 2023

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

The items below have undergone SBCCD's Board Policies & Administrative Procedures process and are being forward to the Board for first reading. Changes are redlined in the attached policies and procedures.



Policies & Procedures Presented for First Reading	
BP 2210	Officers
BP AP 3420	Equal Employment Opportunity
BP AP 3430	Prohibition of Harassment
BP AP 3433	Prohibition of Sexual Harassment Under Title IX
AP 3434	Responding to Harassment Based on Sex Under Title IX
AP 3435	Discrimination and Harassment Resolution Procedures
BP AP 5030	Fees
BP AP 6320	Investments

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 2210 Officers

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

- Chapter Owner request on behalf of the Board of Trustees

Review Level:
1 | FYI Only (Non 10+1)

Review Level Approved by PPAC:
2/13/2023

BOT 1st Reading:
3/9/2023

BOT 2nd Reading & Approval:
4/13/2023

BP 2210 Officers

With Changes Redlined

(Replaces current SBCCD BP 2100)

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

Duties of the Chair of the Board:

1. Preside over all meetings of the Board;
2. Call emergency and special meetings of the Board as required by law;
3. Consult with the Chancellor on the Board meeting agendas;
4. Communicate with individual Board members about their responsibilities;
5. Participate in the orientation process for new Board members as outlined in the Board Orientation Handbook; The Chair is ultimately responsible for the orientation process of new board members and student trustees.
6. Assure Board compliance with policies on Board education, Board self-evaluation, and evaluation of the Chancellor;
7. Represent the Board at official events or ensure Board representation.
8. The Board Chair may contact District legal counsel regarding business of the District as necessary and the Board Chair will provide a report to the Board and Chancellor.
9. The Chair has the right to vote on all issues and to participate in the discussions. (Note: This is an exception to Robert's Rules of Order.)
10. The Board Chair shall establish ad hoc committees to comply with Board Policies and deadlines.
11. When applicable, the Board Chair will orient the incoming Board Chair in duties and responsibilities.
- ~~12. The Board Chair will attend a New Board Chair Workshop hosted by the California Community College League in January.~~

Duties of the Vice Chair of the Board:

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

P&P 2210 Officers

BP 2210 Officers

With Changes Redlined

Duties of the Clerk of the Board:

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

Board Secretary

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

Duties of the Secretary to the Board:

1. Notify members of the Board of regular, special, emergency, and adjourned meetings;
2. Prepare and post the Board meeting agendas;
3. Have prepared for adoption minutes of the Board meetings;
4. Attend all Board meetings and closed sessions unless excused, and in such cases to assign a designee;
5. Conduct the official correspondence of the Board;
6. Certify as legally required all Board actions;
7. Sign, when authorized by law or by Board action, any documents that would otherwise require the signature of the Secretary or the Clerk of the Board.

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

Reference:

Education Code Section 72000

AP 2210 Officers

No AP

END OF RECOMMENDATION

P&P 3420 EQUAL EMPLOYMENT OPPORTUNITY

Reason for Changes

- Legal Update 38 – The Service updated this policy to add optional language to highlight diversity, equity, and inclusion issues.
- Legal Update 39 – The Service updated this procedure to reflect Government Code provisions regarding mandatory and permissible recruiting practices and to reflect all protected classifications identified in the Fair Employment and Housing Act. (Government Code Sections 7400 et seq. and 12940 et seq.) The Service also added legal citations to the same provisions.
- Correction of website for SBCCD plan.

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

Review Level: 2 Legal Edit (Non 10+1)	Review Level Approved by PPAC: 12/12/2022	Constituent Review: Due 1/31/2023	PPAC Info Item: 2/13/2023
BOT 1st Reading: 3/9/2023	BOT 2nd Reading & Approval: 4/13/2023		

BP 3420 EQUAL EMPLOYMENT OPPORTUNITY
With Changes Redlined

The Board of Trustees supports the intent set forth by the California Legislature to assure that effort is made to build a community in which opportunity is equalized, and community colleges foster a climate of acceptance, with the inclusion of faculty and staff from a wide variety of backgrounds. It agrees that diversity in the academic environment fosters cultural awareness, mutual understanding and respect, harmony and respect, and suitable role models for all students. An equitable and inclusive hiring process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The Board therefore commits itself to promote the total realization of equal employment through a continuing equal employment opportunity program.

The Chancellor shall develop, for review and adoption by the Board, a plan for equal employment opportunity that complies with the Education Code and Title 5 requirements as from time to time modified or clarified by judicial interpretation. The Chancellor shall develop hiring procedures driven by diversity, equity, and inclusion and consistent with the Board's intent described above.

Also see BP/AP 3410 titled Nondiscrimination and BP/AP 7100 titled Commitment to Diversity

AP 3420 EQUAL EMPLOYMENT OPPORTUNITY
With Changes Redlined

The District shall make a continuous good faith effort to comply with the requirements of the Equal Employment Opportunity Plan. <http://www.sbccd.org/-/media/Files/SBCCD/District/HR%20%20Documents/SBCCD%20EEO%20Plan.pdf> <https://www.google.com/url?client=internal-element-cse&cx=009561585056126512430:dz7ibolkrhk&q=https://sbccd.edu/district-services/human-resources/documents/2021-2024-equal-employment-opportunity-plan-ba-2021-05-13.pdf&sa=U&ved=2ahUKEwiK-JCIm-P7AhX1BUQIHQYBAwwQFnoECAUQAQ&usq=AOvVaw29szP-PtlnXeFinLbPN1jc>

Employment Procedures

An equitable and inclusive employment process is essential to improve diversity, reduce barriers to employment, and allow potential applicants the opportunity to demonstrate that they meet or exceed the minimum qualifications for employment. The District's employment procedures are driven by diversity, equity, and inclusion.

Job Analysis and Validation: The Vice Chancellor Human Resources and Police Services shall assure that a proper job analysis is performed for every job filled by the District to determine and validate the knowledge, skills, abilities, and characteristics an employee must possess to perform the job satisfactorily.

P&P 3420 EQUAL EMPLOYMENT OPPORTUNITY

AP 3420 EQUAL EMPLOYMENT OPPORTUNITY

With Changes Redlined

A statement of bona fide essential functions and minimum qualifications shall be developed for all positions.

Job Description: Every job description shall provide a general statement of job duties and responsibilities.

Job specifications shall include functions and tasks; knowledge; skills; ability; and job related personal characteristics, including but not limited to sensitivity to and understanding of the diverse academic, socioeconomic, cultural, linguistic, disability, and ethnic backgrounds of community college students.

Recruitment: Recruitment must be conducted actively within and outside of the District work force.

Open recruitment is mandated for all new full-time and part-time positions, except under limited circumstances involving interim hires.

Recruitment must utilize outreach strategies designed to ensure that all qualified individuals are provided the opportunity to seek employment with the District.

Recruitment for administrative and faculty positions (full and part-time) may include advertisement in appropriate professional journals, job registries and newspapers of general circulation; distribution of job announcements to the EEO Registry, K-12 districts, two and four year colleges, and graduate schools where appropriate candidates might be enrolled; recruitment at conferences, fairs, and professional meetings; notices to institutions and professional organizations.

Recruitment for classified positions shall include notice to all District personnel; notice to Employment Development Department; and advertising in area newspapers of general circulation.

Applicant Pools: The application for employment shall afford each applicant an opportunity to identify himself/herself voluntarily as to gender, ethnicity and, if applicable, his/her disability. This information shall be maintained in confidence and shall be used only for research, validation, monitoring, evaluation of the effectiveness of the Plan, or as authorized by law.

After the application deadline has passed, the initial applicant pool shall be recorded and reviewed by the Vice Chancellor Human Resources and Police Services or designee. All initial applications shall be screened to determine which candidates satisfy job specifications set forth in the job announcement. The group of candidates who meet the job specifications shall constitute the "qualified applicant pool."

Once the qualified applicant pool is formed, the pool must again be analyzed. If the Vice Chancellor Human Resources and Police Services or designee finds that the composition of the qualified applicant pool may have been influenced by factors which are not job related, the District *shall* immediately, and before the selection process continues, consult with legal counsel to determine what, if any, corrective action is required by law.

Screening and Selection: Screening, selecting and interviewing candidates for all positions shall include thorough and fair procedures that are sensitive to issues of diversity. Procedures to be used must address or include that:

- Hiring procedures will be provided to the State Chancellor's Office on request.
- All tests conform to generally applicable legal standards for uniformity.
- A reasonable number of candidates are identified for interview.
- Screening and selection committees are developed that are representative of the District community and campus; include administrators, faculty, and classified staff members; include a diverse membership when possible; do not include applicants or persons who have written letters of recommendation.
- Every screening and selection committee includes an individual trained to monitor conformance with EEO requirements. The Vice Chancellor Human Resources and Police Services assures that the screening and selection process conforms to accepted principles and practices, including preparation of job related questions in advance; maintains records of screening checklists and rating scales, which shall be signed and kept on file; maintains notes for all interviews and record relevant factual reasons stating why a candidate was not hired or was not invited to interview; and monitors the hiring process for adverse impact.
- Selection shall be based solely on the stated job criteria.

P&P 3420 EQUAL EMPLOYMENT OPPORTUNITY

AP 3420 EQUAL EMPLOYMENT OPPORTUNITY

With Changes Redlined

- For faculty and administrative positions, candidates shall be required to demonstrate sensitivity to diversity in ways relevant to the specific position.

If the District determines that a particular monitored group is significantly underrepresented with respect to one or more job categories, the District shall take the following additional steps:

- review its recruitment procedures;
- consult with counsel to determine whether there are other, additional measures that may be undertaken that are required or permitted by law;
- consider various other means of reducing the underrepresentation which do not involve taking monitored group status into account and implement any such techniques that are feasible;

If significant underrepresentation persists:

- ~~review each locally-established job qualification to determine if it is job related and~~
- consistent with business necessity;
- discontinue the use of any non job-related local qualification; and
- continue using job-related local qualifications only if no alternative standard is reasonably available; and
- consider the implementation of additional measures designed to promote diversity.

Delegation of Authority

- The designation of a single person as the "EEO Officer" charged with overseeing the day-to-day implementation of the EEO Plan and programs.
- Processes and responsibilities when the EEO Officer is named in a complaint or implicated by the allegations in a complaint.

Complaint Procedure

The District must identify to the public and to the State Chancellor's Office an individual described in Title 5 as the "responsible District officer," responsible for receiving complaints. Informal charges of unlawful discrimination should be brought to the attention of the responsible District officer. The responsible District officer shall oversee the informal resolution process. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract. An outside investigator must be used when the responsible District officer is named in the complaint or implicated by the allegations in the complaint.

When a person brings charges of unlawful discrimination the officer must:

- Undertake efforts to resolve the charge informally;
- Advise the complainant that he/she need not participate in an informal resolution of the complaint;
- Notify the complainant of the procedures for filing a formal complaint;
- Notify the complainant that he/she may file a complaint with the Office of Civil Rights of the U.S. Department of Education.
- If the complainant, a student or an employee, files a formal complaint, the responsible District officer must also forward a copy of the complaint to the State Chancellor's Office.

A formal complaint not involving employment, must be processed if it is filed within one year of the date of the alleged unlawful discrimination or within one year of the date on which the complainant knew or should have known of the facts underlying the allegation.

P&P 3420 EQUAL EMPLOYMENT OPPORTUNITY

AP 3420 EQUAL EMPLOYMENT OPPORTUNITY

With Changes Redlined

A formal complaint alleging discrimination in employment must be filed within 180 days of the date of the alleged unlawful discrimination, unless the complainant first obtained knowledge of the facts of the alleged violation after the expiration of the initial 180 days.

The complaint must be filed by someone who alleges that he/she has personally suffered unlawful discrimination, or by someone who has learned about unlawful discrimination in his/her official capacity.

When a proper complaint is received, the District will begin an impartial fact-finding investigation, and notify the complainant and the State Chancellor's Office that it is doing so.

When the investigation is done, the results must be set forth in a written report. The written report must include a description of the circumstances giving rise to the complaint, a summary of the testimony of each witness, an analysis of any relevant data or other evidence collected during the investigation, a specific finding as to whether discrimination did or did not occur with respect to each allegation in the complaint, and any other appropriate information.

In any case that does not involve employment discrimination, the District must provide the State Chancellor's Office with a copy of the investigative report within ninety days from the date the District received the complaint. The District must also provide the complainant with a copy or summary of the investigative report within ninety days from the date the District received the complaint. The State Chancellor's Office and the complainant must also be provided with a written notice setting forth the determination of the Vice Chancellor Human Resources and Police Services as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and notice of the complainant's right to appeal to the District's Governing Board and the State Chancellor's Office.

In any case that involves employment discrimination, the District must provide the complainant with a copy or summary of the report, and with written notice setting forth the determination of the Vice Chancellor Human Resources and Police Services as to whether discrimination did or did not occur with respect to each allegation in the complaint; a description of action taken, if any, to prevent similar problems from occurring in the future; the proposed resolution of the complaint; and the complainant's right to appeal to the District's Governing Board and to file a complaint with the Department of Fair Employment and Housing.

If the complainant is not satisfied with the results of the administrative determination, the complainant must be given the opportunity to submit a written appeal to the governing board within fifteen days from the date of the notice of the administrative determination. The Board must review the original complaint, the investigative report, the administrative determination, and the appeal and must issue a final District decision within forty-five days of receiving the appeal.

In any case not involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant and the State Chancellor's Office. The complainant must be notified of his/her right to appeal. In any case involving employment discrimination, a copy of the final District decision must be promptly forwarded to the complainant. The complainant must be notified of his/her right to file a complaint with the Department of Fair Employment and Housing.

Where the Board does not act within forty-five days the administrative determination must be deemed approved and must become the final District decision. The District shall promptly notify the complainant and in cases not involving employment discrimination, the State Chancellor's Office, that the Board took no action and the administrative determination becomes the final District decision. In cases not involving employment discrimination, the complainant must be informed of his/her right to appeal the District's decision to the State Chancellor's Office. In cases involving employment discrimination, the complainant shall be notified of his/her right to file a complaint with the Department of Fair Employment and Housing.

In cases not involving employment discrimination, the complainant must be given the right to file a written appeal with the State Chancellor's Office within 30 days after the Board issues the final District decision, permits the administrative decision to become final or from the date that notice of the District's final decision was provided to the complainant pursuant to Section 59338(b) or (d), whichever is later.

The District should retain and make available the original complaint, and copies of the final decision or a statement indicating the date on which the administrative determination became final, the notice given to complainant, the complainant's appeal of the District's administrative determination, the investigative report and any other information the State Chancellor's Office may require.

P&P 3420 EQUAL EMPLOYMENT OPPORTUNITY

AP 3420 EQUAL EMPLOYMENT OPPORTUNITY

With Changes Redlined

Job Announcements

All job announcements shall contain a statement in substantially the following form: The District is an equal opportunity employer. The policy of the District is to encourage applications from persons who are economically disadvantaged and individuals belonging to significantly underrepresented groups within the District's workforce, including ethnic and racial minorities, women, and persons with disabilities, ~~and Vietnam-era veterans~~. No person shall be denied employment because of ethnicity or race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, ~~or~~ gender, gender identity, gender expression, age, ~~religion, marital status, disability~~, sexual orientation, national origin, medical conditions, status as a Vietnam-era veteran, ancestry, veteran or military status, or political or organizational affiliation.

Dissemination and Revision of the Plan

All managers and supervisors shall be given copies of the plan as revised from time to time and any guidelines for implementing the plan. Copies of the plan shall be provided to the Academic Senate and the exclusive representatives of any units of employees.

Statements of nondiscrimination shall be posted at locations where applications for employment are distributed.

Such plans shall be reviewed at least every three years and, if necessary, revised, and submitted to the State-California Community Colleges Chancellor's Office within 90 days of the effective date of the revision or amendment(s). If the State-California Community Colleges Chancellor's Office determines that the District's policies are do not in compliance, comply with Title 5 Sections 59300 et seq., the State-California Community Colleges Chancellor's Office may require the District to modify its policies.

Accountability and Corrective Action

- The District shall certify annually to the State Chancellor that they have timely:
 - Recorded, reviewed and reported the data required regarding qualified applicant pools;
 - Reviewed and updated, as needed, the Strategies Component of the District's EEO Plan; and
 - Investigated and appropriately responded to formal harassment or discrimination complaints filed pursuant to subchapter 5 (commencing with Section 59300) of chapter 10 of this division.

References:

20 U.S.C. Section 1681 et seq.; Education Code Sections 87100 et seq.; Title 5 Sections 53000 et seq. and Sections 59300 et seq.; ACCJC Accreditation Standard III.A.12

END OF RECOMMENDATION

P&P 3430 PROHIBITION OF HARASSMENT

Reason for Changes

- Legal Update 40 – The Service updated this policy to add reference to Education Code Section 66262.5 and optional language regarding the prevalence of sexual harassment and sexual violence.
- Update of CCCCCO website.

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

Review Level: 2 Legal Edit (Non 10+1)	Review Level Approved by PPAC: 12/12/2022	Constituent Review: Due 1/31/2023	PPAC Info Item: 2/13/2023
BOT 1st Reading: 3/9/2023	BOT 2nd Reading & Approval: 4/13/2023		

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This policy prohibits District employees, students, and student organizations from engaging in unlawful discrimination and harassment including sexual misconduct. Allegations that an employee, student or student organization has violated the Discrimination and Harassment Policy will be resolved consistent with AP 3430: Prohibition of Harassment.

All forms of harassment are contrary to basic standards of conduct between individuals. State and federal law; and this policy prohibit harassment, and the District will not tolerate harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of unlawful discrimination and harassment, including that which is based on any of the following statuses: race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, pregnancy, gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or because an individual is perceived to have one or more of the foregoing characteristics. Sexual violence (e.g.: non-consensual sexual intercourse and non-consensual sexual contact) and interpersonal/relationship violence are always violations of the sex and gender-based discrimination and harassment policies and stalking often can be as well.

The District seeks to foster an environment in which all employees, students, unpaid interns, and volunteers feel free to report incidents of harassment without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of discrimination or harassment or for participating in a related investigation. Such conduct is illegal and constitutes a violation of this policy. The District will investigate all allegations of retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take all reasonable steps within its power to stop such conduct. Individuals who engage in retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion. Retaliation is defined below.

The District recognizes that sex discrimination, including sexual harassment and violence, harms all students, undermines students' physical safety, impedes students' ability to learn, and can reinforce social inequality throughout a student's lifetime. The District has a responsibility to make reasonable efforts to respond effectively when sexual harassment is reported to, or observed by, District employees.

Any individual who believes that they have been harassed, discriminated against, or retaliated against in violation of this policy may report such incidents by following the procedures described in AP 3435. The District requires supervisors to report all incidents of discrimination, harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to admission, classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities and compensation.

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To this end the Chancellor or designee shall ensure that the institution undertakes education and training activities to counter harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

~~This policy applies to behaviors that take place on campus and at school-sponsored events and may also apply off-campus and to actions online when the Title IX Coordinator/Institutional Equity Officer determines that the off-campus conduct affects a substantial school interest or impacts the educational mission of the District.~~

~~A substantial school interest includes:~~

- ~~a. Any action that constitutes criminal offense as defined by federal or state law. This includes, but is not limited to, single or repeat violations of any local, state or federal law committed in the municipality where the school is located;~~
- ~~b. Any situation where it appears that the responding party may present a danger or threat to the health or safety of self or others;~~
- ~~c. Any situation that significantly impinges upon the rights, property or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or~~
- ~~d. Any situation that is detrimental to the educational interests of the school.~~

~~Any online postings or other electronic communication by students, including cyber bullying, cyber stalking, cyber harassment, etc. occurring completely outside of the District's control will only be subject to this policy when those online behaviors can be shown to cause a substantial on campus disruption. Off-campus discriminatory or harassing speech by employees may be regulated by the District only when such speech is made in an employee's official or work-related capacity. The District's policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane, but controversial or sensitive subject matters protected by academic freedom.~~

~~The District reserves the right to address offensive conduct and/or harassment that does not rise to the level of discrimination, or that is of a generic nature not on the basis of a protected status. Addressing such issues may not result in the imposition of discipline under District policy, but will be addressed through civil confrontation, remedial actions, education and/or effective conflict resolution mechanisms.~~

~~Questions about this policy should be directed to the Title IX Coordinator/Institutional Equity Officer.~~

~~The Chancellor shall ensure that the institution undertakes education and training activities to counter discrimination and harassment and to prevent, minimize, and/or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.~~

The Chancellor or designee shall establish procedures that define harassment on campus. The Chancellor or designee shall further establish procedures for employees, students, unpaid interns, volunteers, and other members of the campus community that provide for the investigation and resolution of complaints regarding harassment and discrimination, and procedures to resolve complaints of harassment and discrimination. State and federal law and this policy prohibit retaliatory acts by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, unpaid interns, and volunteers, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedure for making complaints) available in all administrative offices and will post them on the District's website.

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Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the internship or other unpaid work experience program.

References:

Education Code Sections 212.5, 44100, 66252, ~~and 66281.5~~, and 66262.5;
 Government Code Sections 12923, 12940 and 12950.1;
 Civil Code Section 51.9;
 Title 2 Sections 10500 et seq.;
 Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e;
 Age Discrimination in Employment Act of 1967 (ADEA);
 Americans with Disabilities Act of 1990 (ADA)

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Procedures for handling complaints of unlawful discrimination under title 5 sections 59300 ET SEQ.

(Replaces current SBCCD AP 3430)

Introduction and Scope

The District is committed to providing an academic and work environment free of unlawful discrimination and harassment. This procedure defines discrimination and other forms of harassment on campus, and sets forth a procedure for the investigation and resolution of complaints of discrimination by or against any staff or faculty member within the District.

This procedure and the related policy protects students and employees in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

These are procedures for filing and processing complaints of unlawful discrimination at San Bernardino Community College District. These procedures incorporate the legal principles contained in nondiscrimination provisions of the California Code of Regulations, title 5, sections 59300 et seq. as well as other state and federal substantive and procedural requirements.

A copy of relevant procedures on unlawful discrimination will be displayed in a prominent location in the Office of Human Resources, San Bernardino Valley College President's Office, Crafton Hills College President's Office and other areas where notices regarding the institution's rules, regulations, procedures, and standards of conduct are posted.

Authority: 20 U.S.C. § 1681 et seq.; Ed. Code, §§ 66270, 66271.1, 66281.5; Gov. Code, §§ 11135-11139.5; Cal. Code Regs., tit. 5, § 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

The San Bernardino Community College District hereby implements the provisions of California Government Code sections 11135 through 11139.5, the Sex Equity in Education Act (Ed. Code, § 66250 et seq.), title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d), Board Approved February 2010

U.S.C. § 794), section 508 of the Rehabilitation Act of 1973 (29 U.S.C. § 794d), the Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12100 et seq.) and the Age Discrimination Act (42 U.S.C. § 6101).

Authority: Cal. Code Regs., tit. 5, § 59300; Ed. Code §§ 66250 et seq., 66271.1, 66700, and 70901; Gov. Code § 11138.

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Reference: Ed. Code §§ 66250 et seq. and 72011; Gov. Code, §§ 11135-11139.5; Penal Code §§ 422.6 and 422.55; 20 U.S.C. § 1681; 29 U.S.C. §§ 794 and 794d; 42 U.S.C. §§ 6101, 12100 et seq. and 2000d; 36 C.F.R. § 1194.

Responsible District Officer

The San Bernardino Community College District has identified the Vice Chancellor Human Resources and Police Services to the State Chancellor's Office and to the public as the single District officer responsible for receiving unlawful discrimination complaints filed pursuant to title 5, section 59328, and for coordinating their investigation and resolution. Informal charges of unlawful discrimination should be brought to the attention of the Vice Chancellor Human Resources and Police Services, who shall oversee the informal resolution process pursuant to section 59327. The actual investigation of complaints may be assigned to other staff or to outside persons or organizations under contract with the District. Such delegation procedures will be used whenever the Vice Chancellor is named in the complaint or is implicated by the allegations in the complaint.

Administrators, faculty members, other District employees, and students shall direct all complaints of unlawful discrimination to the Vice Chancellor Human Resources and Police Services.

Authority: Cal. Code Regs., tit. 5, § 59324; 34 C.F.R. § 106.8.

Informal/Formal Complaint Procedure

(see Complaint Procedure Checklist at the end of the procedure)

When a person brings charges of unlawful discrimination to the attention of the Vice Chancellor of Human Resources and Police Services, he/she will:

- Undertake efforts to informally resolve the charges;
- Advise the complainant that he or she need not participate in informal resolution;
- Notify the person bringing the charges of his or her right to file a formal complaint and explain the procedure for doing so;
- Assure the complainant that he or she will not be required to confront, or work out problems with, the person accused of unlawful discrimination;
- Advise the complainant that he or she may file a nonemployment-based complaint with the Office for Civil Rights of the U.S. Department of Education (OCR) where such a complaint is within that agency's jurisdiction.
- If the complaint is employment-related, the complainant should also be advised that he or she may file a complaint with the U.S. Equal Employment Opportunity Commission (EEOC) and/or the California Department of Fair Employment and Housing (DFEH) where such a complaint is within that agency's jurisdiction.

Efforts at informal resolution need not include any investigation unless the responsible District officer determines that an investigation is warranted by the seriousness of the charges. Selecting an informal resolution does not extend the time limitations for filing a formal complaint. Efforts at informal resolution may continue after the filing of a formal written complaint, but after a complaint is filed an investigation is required to be conducted pursuant to title 5, section 59334, and will be completed unless the matter is informally resolved and the complainant dismisses the complaint. Even if the complainant does dismiss the complaint, the responsible district officer may require the investigation to continue if he or she determines that the allegations are serious enough to warrant an investigation. Any efforts at informal resolution after the filing of a written complaint will not exceed the 90-day period for rendering the administrative determination pursuant to title 5, section 59336.

In employment-related cases, if the complainant also files with the Department of Fair Employment and Housing or with the U.S. Equal Employment Opportunity Commission, a copy of that filing will be sent to the State Chancellor's Office requesting a determination of whether a further investigation under title 5 is required. Unless the State Chancellor's Office determines that a separate investigation is required, the District will discontinue its investigation under title 5 and the matter will be resolved through the Department of Fair Employment and Housing or the U.S. Equal Employment Opportunity Commission.

The District will allow for representation where required by law and may allow for representation for the accused and complainant in

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other circumstances on a case by case basis.

Authority: Cal. Code Regs., tit. 5, §§ 59327, 59328, 59334, 59336, and 59339; NLRB v. Weingarten, Inc. (1975) 420 U.S. 251.

Filing of Formal Written Complaint

If a complainant decides to file a formal written unlawful discrimination complaint against the District, he or she must file the complaint on a form prescribed by the State Chancellor. These approved forms are available from the District and also at the State Chancellor's website, as follows:

<https://www.cccco.edu/About-Us/Chancellors-Office/Divisions/General-Counsel/Programs/College-District-Discrimination-Appeals>
<http://www.cccco.edu/SystemOffice/Divisions/Legal/Discrimination/tabid/294/Default.aspx>

The completed form must be filed with the District representative or mailed directly to the State Chancellor's Office of the California Community Colleges. Complainants may contact the Vice Chancellor of Human Resources and Police Services for assistance in filling out the form, if necessary.

Once a complaint is filed, the individual(s) accused of engaging in prohibited discriminatory conduct shall be advised of that filing and the general nature of the complaint. This should occur as soon as possible and in a manner that is appropriate under the circumstances. The District will also advise the accused that an assessment of the accuracy of the allegations has not yet been made, that the complaint will be investigated, that the accused will be provided an opportunity to present his/her side of the matter, and that any conduct that could be viewed as retaliatory against the complainant or any witnesses must be avoided.

Authority: Cal. Code Regs., tit. 5, §§ 59311 and 59328.

Threshold Requirements Prior to Investigation of a Formal Written Complaint

When a formal written complaint is filed it will be reviewed to determine if the complaint meets the following requirements:

- The complaint must be filed on a form prescribed by the State Chancellor's Office.
- The complaint must allege unlawful discrimination prohibited under title 5, section 59300.
- The complaint must be filed by one who alleges that he or she has personally suffered unlawful discrimination or by one who has learned of such unlawful discrimination in his or her official capacity as a faculty member or administrator.
- In any complaint alleging discrimination in employment, the complaint shall be filed within 180 days of the date the alleged unlawful discrimination occurred, except that this period will be extended by no more than 90 days following the expiration of that 180 days if the complainant first obtained knowledge of the facts of the alleged violation after the expiration of 180 days.

Authority: Cal. Code Regs., tit. 5, § 59328.

Defective Complaint

If a complaint is found to be defective it will be immediately returned to the complainant with a complete explanation of why an investigation will not be initiated under California Code of Regulations, title 5, section 59300 et seq. The notice will inform the complainant that the complaint does not meet the requirements of section 59328, and shall specify in what requirement the complaint is defective. A copy of the notice to the complainant will also be sent to the State Chancellor's Office.

Authority: Cal. Code Regs., tit. 5, §§ 59328, 59332.

Administrative Determination

In any case not involving employment discrimination, within 90 days of receiving an unlawful discrimination complaint filed under title 5, sections 59300 et seq., the responsible District officer will complete the investigation and forward a copy of the investigative report to the State Chancellor, a copy or summary of the report to the complainant, and written notice setting forth all the following to both the complainant and the State Chancellor:

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- the determination of the chief executive officer or his/her designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint;
- a description of actions taken, if any, to prevent similar problems from occurring in the future;
- the proposed resolution of the complaint; and
- the complainant's right to appeal to the District governing board and to file a complaint with the Department of Fair Employment and Housing.

The District will keep these documents on file for a period of at least three years after closing the case, and make them available to the State Chancellor upon request.

The San Bernardino Community College District recognizes the importance of and is therefore committed to completing investigations and resolving complaints as quickly as possible, consistent with the requirements for a thorough investigation.

Authority: Cal. Code Regs., tit. 5, § 59336.

Complainant's Appeal Rights

Complainants have appeal rights that they may exercise if they are not satisfied with the results of the District's administrative determination. At the time the administrative determination and summary is mailed to the complainant, the responsible District officer or his/her designee shall notify the complainant of his or her appeal rights as follows:

- First level of appeal: The complainant has the right to file an appeal to the District's governing board within 15 days from the date of the administrative determination. The District's governing board will review the original complaint, the investigative report, the administrative determination, and the appeal.
- The District's governing board will issue a final District decision in the matter within 45 days after receiving the appeal. Alternatively, the District's governing board may elect to take no action within 45 days, in which case the original decision in the administrative determination will be deemed to be affirmed and shall become the final District decision in the matter. A copy of the final decision rendered by the District's governing board will be forwarded to the complainant and to the State Chancellor's Office.

Complainants must submit all appeals in writing.

Authority: Cal. Code Regs., tit. 5, §§ 59338 and 59339.

Extensions

If for reasons beyond its control, the District is unable to comply with the 90-day or 150-day deadlines specified above for submission of materials to the complainant and the State Chancellor's Office, the Vice Chancellor of Human Resources and Police Services will file a written request that the State Chancellor grant an extension of the deadline. Where an extension is deemed necessary by the District, it must be requested from the State Chancellor regardless of whether the case involves employment discrimination. The request will be submitted no later than 10 days prior to the expiration of the deadlines established by title 5 in sections 59336 and/or 59340 and will set forth the reasons for the request and the date by which the District expects to be able to submit the required materials.

A copy of the request for an extension will be sent to the complainant, who will be advised that he or she may file written objections with the State Chancellor within 5 days of receipt. The State Chancellor may grant the request unless delay would be prejudicial to the investigation. If an extension of the 90-day deadline is granted by the State Chancellor the 150-day deadline is automatically extended by an equal amount.

Authority: Cal. Code Regs., tit. 5, § 59342.

Definitions

Definitions applicable to nondiscrimination policies are as follows:

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Appeal means a request by a complainant made in writing to the San Bernardino Community College District governing board pursuant to title 5, section 59338, and/or to the State Chancellor's Office pursuant to title 5, section 59339, to review the administrative determination of the District regarding a complaint of discrimination.

Association with a person or group with these actual or perceived characteristics includes advocacy for or identification with people who have one or more characteristics of a protected category listed under "Unlawful Discrimination Policy" and title 5, section 59300, participation in a group associated with persons having such characteristics, or use of a facility associated with use by such persons.

Complaint means a written and signed statement meeting the requirements of title 5, section 59328 that alleges unlawful discrimination in violation of the nondiscrimination regulations adopted by the Board of Governors of the California Community Colleges, as set forth at title 5, sections 59300 et seq.

Days means calendar days.

District means the San Bernardino Community College District or any District program or activity that is funded directly by the state or receives financial assistance from the state. This includes the District Personnel Commission and any other organization associated with the District or its college(s) that receives state funding or financial assistance through the District.

Gender means sex, and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth.

General Harassment is based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation of any person, military and veteran status, or the perception that a person has one or more of these characteristics is illegal and violates District policy. Harassment is found where a reasonable person with the same characteristics as the victim of the harassing conduct would be adversely affected to a degree that interferes with his/her/their ability to participate in or to realize the intended benefits of an institutional activity, employment, or resource.

Sexually harassing conduct can occur between people of the same or different genders. The standard for determining whether conduct constitutes sexual harassment is whether a reasonable person of the same gender as the victim would perceive the conduct as harassment based on sex.

For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Gender-based harassment does not necessarily involve conduct that is sexual. Any hostile or offensive conduct based on gender can constitute prohibited harassment if it meets the definition above. For example, repeated derisive comments about a person's competency to do the job, when based on that person's gender, could constitute gender-based harassment. Harassment comes in many forms, including but not limited to the following conduct that could, depending on the circumstances, meet the definition above, or could contribute to a set of circumstances that meets the definition:

Verbal: Inappropriate or offensive remarks, slurs, jokes or innuendoes based on a person's race, gender, sexual orientation, or other protected status. This may include, but is not limited to, inappropriate comments regarding an individual's body, physical appearance, attire, sexual prowess, marital status, or sexual orientation; unwelcome flirting or propositions, demands for sexual favors, verbal abuse, threats or intimidation; or sexist, patronizing or ridiculing statements that convey derogatory attitudes based on gender, race, nationality, sexual orientation or other protected status.

Physical: Inappropriate or offensive touching, assault, or physical interference with free movement. This may include, but is not limited to kissing, patting, lingering or intimate touches, grabbing, pinching, leering, staring, unnecessarily brushing against or blocking another person, whistling or sexual gestures. It also includes any physical assault or intimidation directed at an individual due to that person's gender, race, national origin, sexual orientation or other protected status. Physical sexual harassment includes acts of sexual violence, such as rape, sexual assault, sexual battery, and sexual coercion. Sexual violence refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent due to the victim's use of drugs or alcohol.

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An individual also may be unable to give consent due to an intellectual or other disability.

Visual or Written: The display or circulation of visual or written material that degrades an individual or group based on gender, race, nationality, sexual orientation, or other protected status. This may include, but is not limited to, posters, cartoons, drawings, graffiti, reading materials, computer graphics, or electronic media transmissions.

Environmental: A hostile academic or work environment may exist where it is permeated by sexual innuendo; insults or abusive comments directed at an individual or group based on gender, race, nationality, sexual orientation, or other protected status; or gratuitous comments regarding gender, race, sexual orientation, or other protected status that are not relevant to the subject matter of the class or activities on the job. A hostile environment can arise from an unwarranted focus on sexual topics or sexually suggestive statements in the classroom or work environment. It can also be created by an unwarranted focus on, or stereotyping of, particular racial or ethnic groups, sexual orientations, genders or other protected statuses. An environment may also be hostile toward anyone who merely witnesses unlawful harassment in his/her immediate surroundings, although the conduct is directed at other(s). The determination of whether an environment is hostile is based on the totality of the circumstances, including such factors as the frequency of the conduct, the severity of the conduct, whether the conduct is humiliating or physically threatening, and whether the conduct unreasonable interferes with an individual's learning or work.

Mental disability includes, but is not limited to, all of the following:

- Having any mental or psychological disorder or condition, such as mental retardation, organic brain syndrome, emotional or mental illness, or specific learning disabilities, that limits a major life activity. For purposes of this section:
 - Limits shall be determined without regard to mitigating measures, such as medications, assistive devices, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - A mental or psychological disorder or condition limits a major life activity if it makes the achievement of the major life activity difficult.
 - Major life activities shall be broadly construed and shall include physical, mental, and social activities and working.
- Any other mental or psychological disorder or condition not described in paragraph (1) that requires specialized supportive services.
- Having a record or history of a mental or psychological disorder or condition described in paragraph (1) or (2), which is known to the District.
- Being regarded or treated by the District as having, or having had, any mental condition that makes achievement of a major life activity difficult.
- Being regarded or treated by the District as having, or having had, a mental or psychological disorder or condition that has no present disabling effect, but that may become a mental disability as described in paragraph 1 or 2.

Mental disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Physical disability includes, but is not limited to, all of the following:

- Having any physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss that does both of the following:
 - Affects one or more of the following body systems: neurological, immunological, musculoskeletal, special sense organs, respiratory, including speech organs, cardiovascular, reproductive, digestive, genitourinary, hemic and lymphatic, skin, and endocrine.
 - Limits a major life activity. For purposes of this section:

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- Limits" shall be determined without regard to mitigating measures such as medications, assistive devices, prosthetics, or reasonable accommodations, unless the mitigating measure itself limits a major life activity.
 - A physiological disease, disorder, condition, cosmetic disfigurement, or anatomical loss limits a major life activity if it makes the achievement of the major life activity difficult.
 - Major life activities shall be broadly construed and include physical, mental, and social activities and working.
- Any other health impairment not described in paragraph (1) that requires specialized supportive services.
 - Having a record or history of a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment described in paragraph (1) or (2), which is known to the District.
 - Being regarded or treated by the District as having, or having had, any physical condition that makes achievement of a major life activity difficult.
 - Being regarded or treated by the District as having, or having had, a disease, disorder, condition, cosmetic disfigurement, anatomical loss, or health impairment that has no present disabling effect but may become a physical disability as described in paragraph (1) or (2).

Physical disability does not include sexual behavior disorders, compulsive gambling, kleptomania, pyromania, or psychoactive substance use disorders resulting from the current unlawful use of controlled substances or other drugs.

Quid Pro Quo sexual harassment occurs when a person in a position of authority makes educational or employment benefits conditional upon an individual's willingness to engage in or tolerate unwanted sexual conduct.

Responsible District Officer means the officer identified by the District to the State Chancellor's Office as the person responsible for receiving complaints filed pursuant to title 5, section 59328, and coordinating their investigation. The Responsible District Officer for San Bernardino Community College District is the Vice Chancellor of Human Resources and Police Services.

Sex includes, but is not limited to, pregnancy, childbirth, or medical conditions related to pregnancy or childbirth. 'Sex' also includes, but is not limited to, a person's gender, as defined in section 422.56 of the Penal Code. Discrimination on the basis of sex or gender also includes sexual harassment.

Sexual harassment is unlawful discrimination in the form of unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the workplace or in the educational setting, and includes but is not limited to:

- Making unsolicited written, verbal, physical, and/or visual contacts with sexual overtones. (Examples of possible sexual harassment that appear in a written form include, but are not limited to: suggestive or obscene letters, notes, and/or invitations. Examples of possible visual sexual harassment include, but are not limited to: leering, gestures, display of sexually aggressive objects or pictures, cartoons, or posters.)
- Continuing to express sexual interest after being informed that the interest is unwelcome.
- Making reprisals, threats of reprisal, or implied threats of reprisal following a rebuff of harassing behavior. The following are examples of conduct in an academic environment that might be found to be sexual harassment: threatening to withhold, or actually withholding, grades earned or deserved; suggesting a poor performance evaluation will be prepared; or suggesting a scholarship recommendation or college application will be denied.
- Engaging in explicit or implicit coercive sexual behavior within the work environment which is used to control, influence, or affect the employee's career, salary, and/or work environment.
- Engaging in explicit or implicit coercive sexual behavior within the educational environment that is used to control, influence, or affect the educational opportunities, grades, and/or learning environment of a student.

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- Offering favors or educational or employment benefits, such as grades or promotions, favorable performance evaluations, favorable assignments, favorable duties or shifts, recommendations, reclassification, etc., in exchange for sexual favors.
- Awarding educational or employment benefits, such as grades or duties or shifts, recommendations, reclassification, etc., to any student or employee with whom the decision maker has a sexual relationship and denying such benefits to other students or employees.
- Unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature made by someone from, or in, the work or educational setting when:
 - Submission to the conduct is explicitly or implicitly made a term or condition of an individual's employment, academic status, or progress.
 - Submission to, or rejection of, the conduct by the individual is used as a basis of employment or academic decision affecting the individual.
 - The conduct has the purpose or effect of having a negative impact upon the individual's work or educational environment.
 - Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the community college.

Sexual orientation means heterosexuality, homosexuality, or bisexuality.

Unlawful discrimination means discrimination based on a category protected under Title 5, section 59300, including retaliation and sexual harassment.

Authority: Gov. Code, § 12926; Cal. Code Regs., tit. 5, §§ 59300, 59311; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Consensual Relationships

Romantic or sexual relationships between supervisors and employees, or between administrators, faculty members, or staff members and students are discouraged. There is an inherent imbalance of power and potential for exploitation in such relationships. A conflict of interest may arise if the administrator, faculty member, or staff member must evaluate the student's or employee's work or make decisions affecting the employee or student. The relationship may create an appearance of impropriety and lead to charges of favoritism by other students or employees. A consensual sexual relationship may change, with the result that sexual conduct that was once welcome becomes unwelcome and harassing. In the event that such relationships do occur, the District has the authority to transfer any involved employee to eliminate or attenuate the supervisory authority of one over the other, or of a teacher over a student. Such action by the District is a proactive and preventive measure to avoid possible charges of harassment and does not constitute discipline against any affected employee.

Confidentiality of the Process

Investigative processes can best be conducted within a confidential climate. Therefore, the District does not reveal information about such matters except as necessary to fulfill its legal obligations.

Potential complainants are sometimes reluctant to pursue a complaint if their names will be revealed. The inability to reveal the name of a complainant or facts that are likely to reveal the identity of the complainant can severely limit the ability of the District to respond. Complainants must also recognize that persons who are accused of wrongdoing have a right to present their side of the matter, and this right may be jeopardized if the District is prohibited from revealing the name of the complainant or facts that are likely to disclose the identity of the complainant.

If a complainant insists that his or her name not be revealed, the responsible officer should take all reasonable steps to investigate and respond to the complaint consistent with the complainant's request as long as doing so does not jeopardize the rights of other

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students or employees.

It is also important that complainants and witnesses understand the possibility that they may be charged with allegations of defamation if they circulate the charges outside of the District's process. In general, persons who are participating in a District investigative or disciplinary process that is related to a charge of discrimination are protected from tort claims such as defamation. However, persons who make allegations outside of these processes or who discuss their claims with persons outside of the process may expose themselves to tort charges. Complainants, witnesses, and those accused of discrimination will all be asked to sign a confidentiality acknowledgement statement.

Where an investigation reveals the need for disciplinary action, the complainant may wish to have information about what disciplinary actions the District took. However, the privacy rights of the persons involved often prevent the District from providing such information. In student disciplinary actions for sexual assault/physical abuse charges, Education Code section 76234 provides that the victim shall be informed of the disciplinary action, but that the victim must keep the information confidential. Disciplinary actions taken against employees are generally considered confidential.

Authority: Cal. Const. Art. I, § 1; Civil Code § 47; Ed. Code, §§ 76234 and 87740; *Silberg v. Anderson* (1990) 50 Cal.3d. 205; Revised Sexual Harassment Guidance: Harassment of Students by School Employees, Other Students, or Third Parties, Title IX, Office for Civil Rights, January 19, 2001.

Notice, Training, and Education for Students and Employees

The San Bernardino Community College District's Vice Chancellor of Human Resources and Police Services shall make arrangements for or provide training to employees and students on the District's unlawful discrimination policy and procedures. Faculty members, members of the administrative staff, and members of the support staff will be provided with notice of online access to the District's written procedure on unlawful discrimination at the beginning of the first semester of the college year each time the procedure is revised.

All District employees will receive this training and a copy of the unlawful discrimination policies and procedures during the first year of their employment. Because of their special responsibilities under the law, supervisors will undergo mandatory training within six months of assuming a supervisory position and annually thereafter. In years in which a substantive policy or procedural change has occurred all District employees will attend a training update and/or receive a copy of the revised policies and procedures.

Authority: Ed. Code, § 66281.5; Cal. Code Regs., tit. 5, §§ 59324 and 59326. Reference: Cal. Code Regs., tit. 5, §§ 59300 et seq.; 34 C.F.R. § 106.8(b).

Academic Freedom

The San Bernardino Community College District Governing Board reaffirms its commitment to academic freedom, but recognizes that academic freedom does not allow any form of unlawful discrimination. It is recognized that an essential function of education is a probing of opinions and an exploration of ideas that may cause some students discomfort. It is further recognized that academic freedom ensures the faculty's right to teach and the student's right to learn. Finally, nothing in these policies and procedures shall be interpreted to prohibit bona fide academic requirements for a specific community college program, course or activity.

When investigating unlawful discrimination complaints containing issues of academic freedom San Bernardino Community College District will consult with a faculty member appointed by the Academic Senate with respect to contemporary practices and standards for course content and delivery.

No provision of this Administrative Procedure shall be interpreted to prohibit conduct that is legitimately related to the course content, teaching methods, scholarship, or public commentary of an individual faculty member or the educational, political, artistic, or literary expression of students in classrooms and public forums. Freedom of speech and academic freedom are, however, not limitless and this procedure will not protect speech or expressive conduct that violates federal or California anti-discrimination laws.

Reference: *Cohen v. San Bernardino Valley College* (1995) 883 F.Supp. 1407, 1412-1414, *affd.* in part and *revd.* in part on other grounds, (1996) 92 F.3d 968; Cal. Code Regs., tit. 5, § 59302.

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Record Retention

Unlawful discrimination records that are part of an employee's employment records may be classified as Class-1 Permanent records and retained indefinitely or microfilmed in accordance with title 5, California Code of Regulations, section 59022. Unlawful discrimination records of a student that are deemed worthy of preservation but not classified as Class-1 Permanent may be classified as Class-2 Optional records or as Class-3 Disposable records. Class-2 Optional records shall be retained until reclassified as Class-3 Disposable Records. Class-3 Disposable Records shall be retained for a period of three years after being classified as Class-3 Disposable records.

Records related to a student discrimination complaint will be deemed worthy of preservation if, at the end of three years after the case is closed, a complaint on similar grounds has been filed against the same employee. In such cases, the records shall continue to be classified as Class 2 records and shall not be reclassified as Class-3 Disposable Records until complaints against that particular employee have been resolved.

Retaliation

It is unlawful for anyone to retaliate against someone who files an unlawful discrimination complaint, who refers a matter for investigation or complaint, who participates in an investigation of a complaint, who represents or serves as an advocate for an alleged victim or alleged offender, or who otherwise furthers the principles of this unlawful discrimination procedure.

Authority: 20 U.S.C. Sections 1681 et seq.; 34 C.F.R. Section 106; Cal. Code Regs., titl 5, Sections 59300 et Seq.;

Complaint Procedure Checklist

- Complaint received by Vice Chancellor of Human Resources and Police Services
 - Acting in role of Equal Opportunity Officer
 - Within 180 days of occurrence
 - Extension of 90 days if knowledge attained after 180 days
- Acknowledgement of receipt in writing to complainant and State Chancellor's Office (SCO)
 - Within 10 days of complaint receipt
 - Designate resolution/investigation coordinator
 - Advise of formal complaint filing with Equal Employment Opportunity Commission (EEOC) or the California Department of Fair Employment and Housing (DFEH).
- Advise individual accused
 - General nature of complaint
 - Assessment of accuracy has not yet been made
 - An investigation will be conducted
 - Accused will be provided an opportunity to present his/her side of the matter
 - Retaliation of complainant or witnesses must be avoided
- District schedules informal resolution efforts or impartial investigation
 - Complete within 90 days of complaint receipt (extensions may be requested from SCO)
 - Extension requests must
 - Be filed at least 10 days prior to the original 90-day deadline

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- State reason why extension is necessary
 - The date by which District expects a determination
 - Corresponding copy sent to complainant
 - Notice to complainant of right to send objection to SCO within 5 days
 - Factual description of the matter
 - Summary of testimony provided by each witness
 - Analysis of data or evidence collected
 - Probable cause determination for each allegation in the complaint
 - Other appropriate information
- If a formal complaint is filed with EEOC or DFEH, send complaint copy to SCO and request whether to continue with District formal investigation
- Investigative report and administrative determination letter forwarded to complainant and SCO
 - Within 90 days of complaint receipt
 - Pertinent information in letter
 - Ultimate determination on probably cause
 - Description of actions taken to prevent similar future allegations
 - Proposed resolution
 - Complainant's appeal DFEH rights
- Complainant may file appeal to governing board
 - Within 15 days from date of administrative determination
 - Board issues final district decision within 45 days of receiving appeal
 - Forwarded to complainant with DFEH appeal rights
- Governing board determination is final
 - No appeal rights to SCO

References:

Education Code Sections 212.5; 44100; 66281.5, and 66281.8;

Government Code Sections 12940 and 12923;

Civil Code Section 51.9;

Title 2 Sections 10500 et seq.;

Title 5 Sections 59320 et seq.;

Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

END OF RECOMMENDATION

P&P 3433 PROHIBITION OF SEXUAL HARASSMENT UNDER TITLE IX

Reason for Changes

- Legal Update 40 – The Service updated this policy to add optional language regarding the prevalence of sexual harassment and sexual violence.

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

Review Level: 2 Legal Edit (Non 10+1)	Review Level Approved by PPAC: 12/12/2022	Constituent Review: Due 1/31/2023	PPAC Info Item: 2/13/2023
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The District recognizes that sex discrimination, including sexual harassment and violence, harms all students, undermines students' physical safety, impedes students' ability to learn, and can reinforce social inequality throughout a student's lifetime.

All forms of sexual harassment are contrary to basic standards of conduct between individuals. State and federal law and this policy prohibit sexual harassment and the District will not tolerate sexual harassment. The District is committed to providing an academic and work environment that respects the dignity of individuals and groups. The District shall be free of sexual harassment and all forms of sexual intimidation and exploitation including acts of sexual violence. The District has a responsibility to make reasonable efforts to respond effectively when sexual harassment is reported to, or observed by, District employees.

The District seeks to foster an environment in which all employees, students, applicants for employment, and applicants for admission feel free to report incidents of sexual harassment in violation of this policy and Title IX, without fear of retaliation or reprisal. Therefore, the District also strictly prohibits retaliation against any individual for filing a complaint of sexual harassment in violation of this policy and Title IX or for participating, or refusing to participate, in a sexual harassment investigation. The District will investigate all allegations of Title IX retaliation swiftly and thoroughly. If the District determines that someone has retaliated, it will take reasonable steps within its power to stop such conduct. Individuals who engage in Title IX retaliatory conduct are subject to disciplinary action, up to and including termination or expulsion.

Any employee, student, applicant for employment, or applicant for admission who believes he/she/they has been harassed or retaliated against in violation of this policy should immediately report such incidents by following the procedures described in AP 3434 Responding to Harassment Based on Sex under Title IX. The District requires supervisors to report all incidents of harassment and retaliation that come to their attention.

This policy applies to all aspects of the academic environment, including but not limited to classroom conditions, grades, academic standing, employment opportunities, scholarships, recommendations, disciplinary actions, and participation in any community college activity. In addition, this policy applies to all terms and conditions of employment, including but not limited to hiring, placement, promotion, disciplinary action, layoff, recall, transfer, leave of absence, training opportunities, and compensation.

To this end, the Chancellor shall ensure that the institution undertakes education and training activities to counter sexual harassment and to prevent, minimize, or eliminate any hostile environment that impairs access to equal education opportunity or impacts the terms and conditions of employment.

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The Chancellor shall establish procedures that define sexual harassment on campus. The Chancellor shall further establish procedures for employees, students, and other members of the campus community that provide for the investigation and resolution of complaints regarding sexual harassment in violation of this policy, and procedures to resolve complaints of sexual harassment in violation of this policy. State and federal law and this policy prohibit retaliatory acts against all participants by the District, its employees, students, and agents.

The District will publish and publicize this policy and related written procedures (including the procedure for making complaints) to administrators, faculty, staff, students, applicants for employment, and applicants for admission, particularly when they are new to the institution. The District will make this policy and related written procedures (including the procedures for making complaints) available in all administrative offices and will post them on the District's website.

Employees who violate the policy and procedures may be subject to disciplinary action up to and including termination. Students who violate this policy and related procedures may be subject to disciplinary measures up to and including expulsion. Volunteers or unpaid interns who violate this policy and related procedures may be subject to disciplinary measure up to and including termination from the volunteer assignment, internship, or other unpaid work experience program.

References:

Title IX of the Education Amendments Act of 1972;
34 Code of Federal Regulations Part 106

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FYI Only | No Change Recommended

The District is committed to providing an academic and work environment free of unlawful sex harassment under Title IX. This procedure defines sexual harassment on campus.

This procedure and the related policy protects students, employees, in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, a District bus, or at a class or training program sponsored by the District at another location.

Definitions

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:
 - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape (except Statutory Rape).** The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their

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temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.

- **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
- **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
- **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**
 - **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
 - **Statutory Rape – Non-Forcible.** Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence.** Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
 - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

References:

Title IX, Education Amendments of 1972; Title 5 Sections 59320 et seq.;
 Title VII of the Civil Rights Act of 1964, 42 U.S. Code Annotated Section 2000e

END OF RECOMMENDATION

P&P 3434 RESPONDING TO HARASSMENT BASED ON SEX UNDER TITLE IX

Reason for Changes

- Legal Update 38 – The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues and to clarify other language.
- Legal Update 39 – The Service updated this procedure to delete language that limited a decision maker’s reliance on evidence from parties or witnesses who are not subject to cross-examination. (Victim Rights Law Center et al. v. Cardona, No. 1:20-cv-111104, 2021 WL 3185743 (D. Mass. July 28, 2021)) The U.S. Department of Education has confirmed that it will not enforce this provision of the Federal Code of Regulations. The Service also clarified language regarding supportive services, confidentiality, and training procedures, in accordance with provisions of the Education Code and Title IX.

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

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No BP

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Introduction

The District encourages members of the District community to report sexual harassment. This procedure only applies to conduct defined sexual harassment under Title IX and applicable federal regulations and that meet Title IX jurisdictional requirements. The District will respond to sexual harassment and sexual misconduct that falls outside that definition and outside the jurisdiction of the Title IX federal regulations using California law and applicable District policies and procedures. In implementing these procedures discussed below, the District will also provide supportive measures, training, and resources in compliance with California law, unless they are preempted by the Title IX regulations.

Title IX Coordinator

Questions concerning Title IX may be referred to the District Title IX Coordinator whose contact information is below.

The District’s Title IX Coordinator: ~~Director of Human Resources~~ is Dr. Aysia Brown, Director of Diversity, Equity, and Inclusion.

The Title IX Coordinator’s contact information is:

550 E. Hospitality Lane Suite 200, San Bernardino, CA 92408

Phone: 909-~~388-6950~~381-8426

Email: ~~hr@sbccd.cc.ca.us~~AyBrown@sbccd.edu

Individuals can also file a complaint at the following link: <http://www.lighthouse-services.com/SBCCD>

CHC’s Title IX Coordinator: Vice President of Student Services

11711 San Canyon Road, Yucaipa, CA 92399

Phone: 909-389-3355

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SBVC's Title IX Coordinator: Vice President of Student Services
 Address: 701 South Mount Vernon Ave, San Bernardino, CA 92410
 Phone: 909-384-8297

The Title IX Coordinator is required to respond to reports of sexual harassment or misconduct. The Title IX Coordinator will handle information received with the utmost discretion and will share information with others on a need-to-know basis. For example, the Title IX Coordinator may need to address public safety concerns on campus, comply with state and federal legal requirements, or share information to implement supportive measures.

A report of sexual harassment to the Title IX Coordinator does not necessarily lead to a full investigation, as discussed more fully below. However, the Title IX Coordinator will make an assessment to determine if there is a safety risk to the campus. If the Title IX Coordinator finds there is a continued risk, the Title IX Coordinator will file the formal complaint without the Complainant's consent or cooperation.

Title IX Harassment Complaints, Investigations, and Hearings

These Title IX sexual harassment procedures and the related policy protect students, employees, applicants for employment, and applicants for admission.

Jurisdictional Requirements – Application of Procedures

These procedures apply if the conduct meets the following three jurisdictional requirements:

- The conduct took place in the United States;
- The conduct took place in a District "education program or activity." This includes locations, events, or circumstances over which the District exercised substantial control over both the Respondent and the context in which the harassment occurred, including on-campus and off-campus property and buildings the District owns or controls or student organizations officially recognized by the District own or control.
- The conduct meets the definition of Title IX "sexual harassment."

Definitions

Advisor: Throughout the grievance process, both the Complainant and Respondent have a right to an Advisor of their choice. If a Party does not have an Advisor at the time of the hearing, the District must provide the Party an Advisor of its choice, free of charge. The District may establish restrictions regarding the extent to which the Advisor may participate in the proceedings as long as the restrictions apply equally to both Parties.

Complainant: A Complainant is an individual who alleges he/she/they is the victim of conduct that could constitute sexual harassment.

Consent: Consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. Both Parties must give affirmative consent to sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that he/she/they has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest, lack of resistance, or silence does not indicate consent. Affirmative consent must be ongoing throughout a sexual activity and one can revoke his/her/their consent at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, is not an indicator of consent.

The Respondent's belief that the Complainant consented will not provide a valid defense unless the belief was actual and reasonable, based on the facts and circumstances the Respondent knew, or reasonably should have known, at the time of the incident. A Respondent's belief is not a valid defense where:

- The Respondent's belief arose from the Respondent's own intoxication or recklessness;
- The Respondent did not take reasonable steps to ascertain whether the Complainant affirmatively consented; or

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- The Respondent knew or a reasonable person should have known that the Complainant was unable to consent because the Complainant was incapacitated, in that the Complainant was:
 - asleep or unconscious;
 - unable to understand the fact, nature, or extent of the sexual activity due to the influence of drugs, alcohol, or medication; or
 - unable to communicate due to a mental or physical condition.

Decision Maker: The person who will oversee the live hearing and make a determination of responsibility. The Decision-Maker cannot be the Title IX Coordinator or the investigator.

Formal Complaint: A written complaint signed by the Complainant or Title IX Coordinator, alleging sexual harassment and requesting an investigation. If the Title IX Coordinator signs the formal complaint, he/she/they will not become a Party to the complaint.

Parties: As used in this procedure, this means the Complainant and Respondent.

Respondent: A Respondent is an individual reported to be the perpetrator of conduct that could constitute sexual harassment.

Sexual Harassment under Title IX: Conduct that satisfies one or more of the following:

- A District employee conditions the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (*quid pro quo* harassment);
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity;
- Sexual assault, including the following:
 - **Sex Offenses.** Any sexual act directed against another person, without the consent of the victim, including instances where the victim is incapable of giving consent.
 - **Rape** (except Statutory Rape). The carnal knowledge of a person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. There is carnal knowledge if there is the slightest penetration of the genital or anal opening of the body of another person.
 - **Sodomy.** Oral or anal sexual intercourse with another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
 - **Sexual Assault with an Object.** To use an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity. An "object" or "instrument" is anything the offender uses other than the offender's genitalia, e.g., a finger, bottle, handgun, stick.
 - **Fondling.** The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her/their age or because of his/her/their temporary or permanent mental or physical incapacity.
 - **Sex Offenses, Non-Forcible Unlawful, Non-Forcible Sexual Intercourse.**

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- **Incest.** Non-Forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.
- **Statutory Rape** – Non-Forcible. Sexual intercourse with a person who is under the statutory age of consent. There is no force or coercion used in Statutory Rape; the act is not an attack.
- **Dating violence.** Violence against a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of a relationship will be determined based on a consideration of the following factors: the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.
- **Domestic Violence.** Violence committed:
 - By a current or former spouse or intimate partner of the victim;
 - By a person with whom the victim shares a child in common;
 - By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner;
 - By a person similarly situated to a spouse of the victim under the domestic or family violence laws of California; or
 - By any other person against an adult or youth victim protected from that person's acts under the domestic or family violence laws of California.
- **Stalking.** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for his/her/their safety or the safety of others or suffer substantial emotional distress.

Reporting Options

Any individual may report sexual harassment to the District's Title IX Coordinator.

The District strongly encourages prompt reporting of sexual harassment. Prompt reporting allows for the collection and preservation of evidence, including physical evidence, digital media, and witness statements. A delay may limit the District's ability to effectively investigate and respond.

Because individuals may be deterred from reporting incidents of sexual harassment if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform individuals that the primary concern is for student and employee safety and that use of alcohol or drugs never makes a Complainant at fault for sexual harassment. If other rules are violated, the District will address such violations separately from an allegation of sexual violence.

Individuals have the opportunity to decide whether they want to pursue a formal Title IX complaint. Reporting sexual harassment to the Title IX Coordinator does not automatically initiate an investigation under these procedures. A report allows the District to provide a wide variety of support and resources to impacted individuals and to prevent the reoccurrence of the conduct. A Complainant or the Title IX Coordinator filing a formal complaint will initiate an investigation.

If there are parallel criminal and Title IX investigations, the District will cooperate with the external law enforcement agency and will coordinate to ensure that the Title IX process does not hinder legal process or proceedings.

The District will document reports of sexual harassment in compliance with the Clery Act, a federal law requiring data collection of crime within the campus geography. Under the Clery Act, the District does not document personal information; the District reports the type of conduct, and the time, date, and location. (Also see BP/AP 3540 Sexual and Other Assaults on Campus)

P&P 3434 RESPONDING TO HARASSMENT BASED ON SEX UNDER TITLE IX**AP 3434 RESPONDING TO HARASSMENT BASED ON SEX UNDER TITLE IX****With Changes Redlined****District Employees and Officials with Authority**

District Officials with Authority are not confidential resources and are required to report allegations of sexual harassment to the Title IX Coordinator promptly. All other employees are encouraged to report allegations to the Title IX Coordinator but are not required to do so.

The District has designated all managers as Officials with Authority

Officials with Authority are required to report all relevant information they know about sexual harassment including the name of the Respondent, the Complainant, any other witnesses, and the date, time, and location of the alleged incident.

Intake and Processing of Report**Receipt of Report**

After receiving a report of sexual harassment, the Title IX Officer will contact the Complainant and reporting party to explain rights under this policy and procedure and invite the Complainant to an in-person meeting. The Title IX Officer will discuss supportive measures with the Parties.

Timeframe for Reporting

To promote timely and effective review, the District strongly encourages individuals to report sexual harassment as soon possible because a delay in reporting may affect the ability to collect relevant evidence and may affect remedies the District can offer.

Supportive Measures

Supportive measures are non-disciplinary, non-punitive individualized services offered free of charge to the Complainant or the Respondent regardless of whether a formal complaint has been filed. The District will provide the Complainant and Respondent with written notice of options for, available assistance in, and how to request available supportive measures. The District will provide such measures to Complainant and Respondent as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activities. ~~The District will provide the Complainant and Respondent with supportive measures as appropriate and as reasonably available to restore or preserve equal access to the District's education program or activities.~~ These measures are designed to protect the safety of all Parties, protect the District's educational environment, or deter sexual harassment. The District will provide supportive measures on a confidential basis and will not disclose that the District is providing supportive measures except to those with a need to know to enable the District to provide the service. ~~Supportive service. Supportive measures may include changes to academic, living, transportation, and working situation or protective measures such as measures may include~~ counseling, extensions of deadlines, other course-related adjustments, modifications of work or class schedules, campus escort services, mutual restrictions on contact between the Parties, changes in work or housing locations, leaves of absence, increased security and monitoring of certain areas of the campus, and other similar measures.

Removal of Respondent Pending Final Determination

Upon receiving a report regarding sexual harassment, the Title IX Coordinator will make an immediate assessment concerning the health and safety of the Complainant and campus community as a whole. The District has the right to order emergency removal of a Respondent, or if the Respondent is an employee, place the employee on administrative leave.

Emergency removal

The District may remove a non-employee Respondent from the District's education program or activity on an emergency basis after it conducts an individualized safety and risk analysis and determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal.

The District may not use emergency removal to address a Respondent's threat of obstructing the sexual harassment investigation or destroying relevant evidence. Emergency removal is only available to address health or safety risks against individuals arising

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out of sexual harassment allegations, not to address other forms of misconduct that a Respondent might commit pending the processing of a complaint.

The ~~District's HR Director~~Title IX Coordinator, Campus Presidents, Vice Presidents or designee will conduct the individualized safety and risk analysis.

If the individuals listed above determines emergency removal is appropriate, he/she/they or designee will provide the person the District is removing from campus on an emergency basis with a notice and opportunity to attend a meeting and challenge the basis of his/her/their removal. The ~~HR Director~~Title IX Coordinator, Campus Presidents, Vice Presidents or designee will determine whether the emergency removal from campus order is warranted after considering information provided by the Respondent challenging the emergency removal.

Administrative leave

The District may place a non-student employee Respondent on administrative leave during the pendency of a grievance process described in the formal complaint process below. The District will follow any relevant policies, procedures, collective bargaining agreements, or state law in placing an employee on administrative leave.

Formal Complaint Grievance Process

Notice to Parties

Upon receipt of a formal complaint, the Title IX Coordinator will provide the following notice in writing, to the Parties:

- Notice of the District's Title IX grievance process;
- Notice of the allegations of alleged sexual harassment with sufficient details known at the time and with sufficient time to prepare a response before any initial interview;
- Statement that the Respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- Notice that the Parties may have Advisor of their choice, who may be, but is not required to be, an attorney;
- Notice that the Parties may inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility, and inculpatory or exculpatory evidence whether obtained from a Party or other source; and
- Inform the Parties of any provision in the District's code of conduct that prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the Complainant or Respondent that are not included in the notice provided above, the Title IX Coordinator will provide notice in writing of the additional allegations to the Parties.

Dismissal of ~~F~~ormal ~~C~~omplaint

The District must investigate the allegations in a formal complaint. However, the District must dismiss the formal complaint and will not process the complaint under these procedures if any of the following three circumstances exist:

- If the conduct alleged in the formal complaint would not constitute Title IX sexual harassment as defined in this procedure;
- If the conduct alleged did not occur in the District's education program or activity;
- If the conduct alleged did not occur against a person in the United States.

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The District has discretion to dismiss a formal complaint or any allegation under the following circumstances:

- If at any time during the investigation or hearing: a Complainant notifies the Title IX Coordinator in writing that the Complainant would like to withdraw the formal complaint or any allegations;
- If the Respondent is no longer enrolled or employed by the District; or
- If there are specific circumstances that prevent the District from gathering evidence sufficient to reach a determination regarding responsibility as to the formal complaint or allegations.

If the District dismissed the formal complaint or any allegations, the Title IX Coordinator shall simultaneously provide the Parties with written notice of the dismissal and reason. The District will also notify the Parties of their right to appeal.

The District may commence proceedings under other policies and procedures after dismissing a formal complaint.

Consolidation of Formal Complaints

The District may, but is not required to, consolidate formal complaints as to allegations of sexual harassment against more than one Respondent, or by more than one Complainant against one or more Respondents, or by one Party against the other Party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Equitable Treatment of the Parties

The District's determination of responsibility is a neutral, fact-finding process. The District will treat Complainants and Respondents equitably. The procedures will apply equally to both Parties. The District will not discipline a Respondent unless it determines the Respondent was responsible for sexual harassment at the conclusion of the grievance process.

Statement of Presumption of Non-Responsibility

The investigation is a neutral, fact-finding process. The District presumes all reports are in good faith. Further, the District presumes the Respondent is not responsible for the alleged conduct. The District makes its determination regarding responsibility at the conclusion of the grievance process.

Bias or Conflict of Interest

The District's Title IX Coordinator, investigator, Decision-Maker, or any person designated by the District to facilitate an informal resolution process, will not have potential actual bias or conflict of interest in the investigatory, hearing, sanctioning, or appeal process or bias for or against Complainants or Respondents generally. Actual bias is an articulated prejudice in favor of or against one Party or position; it is not generalized concern about the personal or professional backgrounds, positions, beliefs, or interests of the Decision-Maker in the process. The District will ensure that the Title IX Coordinator, investigator, Decision-Maker, and facilitator receive training on:

- The definition of sexual harassment in this procedure;
- The scope of the District's education program or activity;
- How to conduct an investigation;
- The grievance process including conducting hearings, appeals, and informal resolution processes; and
- How to serve impartially, including avoiding: prejudice of the facts at issue; conflicts of interest; and bias.

Timeline for Completion

The District will undertake its grievance process promptly and as swiftly as possible. The District will complete the investigation and its determination regarding responsibility or the informal resolution process within **180 days**-calendar days.

When appropriate, the Title IX Coordinator may determine that good cause exists to extend the **180** calendar day period to conduct a fair and complete investigation, to accommodate an investigation by law enforcement, to accommodate the unavailability of

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witnesses or delays by the Parties, to account for District breaks or vacations, or due to the complexity of the investigation. The District will provide notice of this extension to the Complainant and Respondent in writing and include the reason for the delay and anticipated timing of completion.

A Party may request an extension from the Title IX Coordinator in writing by explaining the reason for the delay and the length of the continuance requested. The Title IX Coordinator will notify the Parties and document the grant or denial of a request for extension or delay as part of the case recordkeeping.

Role of Advisor

The role of the Advisor is to provide support and assistance in understanding and navigating the investigation process.

The Advisor may not testify in or obstruct an interview or disrupt the process. The Title IX Coordinator has the right to determine what constitutes appropriate behavior of an Advisor and take reasonable steps to ensure compliance with this procedure.

A Party does not have a right to self-representation at the hearing; an Advisor must conduct any cross-examination. The District must provide an Advisor of its choice, free of charge to any Party without an Advisor in order to conduct cross-examination. If an Advisor fails to appear at the hearing, the District will provide an Advisor to appear on behalf of the non-appearing Advisor. To limit the number of individuals with confidential information about the issues, each Party may identify one Advisor.

Confidentiality Agreements

To protect the privacy of those involved, the Parties and Advisors are required to sign a confidentiality agreement prior to attending an interview or otherwise participating in the District's grievance process. The confidentiality agreement restricts dissemination of any of the evidence subject to inspection and review or use of this evidence for any purpose unrelated to the Title IX grievance process. The confidentiality agreement will not restrict the ability of either Party to discuss the allegations under investigation.

Use of Privileged Information

The District's formal complaint procedure does not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally-recognized privilege (e.g., attorney-client privilege, doctor-patient privilege, spousal privilege, etc.), unless the person holding the privilege provides voluntary, written consent to waive the privilege.

Investigations

The Title IX Coordinator is responsible to oversee investigations to ensure timely resolution and compliance with Title IX and this procedure.

Both Parties have the right to have an Advisor present at every meeting described in this section.

Trained investigators

The District will investigate Title IX formal complaints fairly and objectively. Individuals serving as investigators under this procedure will have adequate training on what constitutes sexual harassment and how the District's grievance procedures operate. The District will also ensure that investigators receive training on issues of relevance to create an investigative report that fairly summarizes relevant evidence and complies with this procedure.

~~Gathering Evidence and Burden of Proof~~Burden of Gathering Evidence

~~The District, not the Parties, has the responsibility to gather information and interview witnesses. As part of the District's burden of gathering evidence, the District's investigator will create an investigative report that fairly summarizes relevant evidence, whether it is inculpatory or exculpatory. The investigator shall not make findings or determinations of law or fact.~~

~~The District, not the Parties, has the responsibility to gather information and interview witnesses. When the investigator evaluates the evidence, he/she/they will do so using the preponderance of the evidence standard. After considering all the evidence gathered, the investigator will decide whether it is more likely than not that reported conduct occurred.~~

Notice of Investigative Interview

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The District will provide written notice of the date, time, location, participants, and purpose of all investigative interviews to a Party whose participation is invited or expected, with sufficient time for the Party to prepare to participate.

Evidence Review

Both Parties have an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint, including the evidence upon which the District does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a Party or other source.

Prior to the investigator preparing an investigative report, the District will send to each Party and the Party's Advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The Parties will have at least ten days to submit a written response. The investigator must consider this written response prior to completing the investigative report.

Investigative Report

The results of the investigation of a formal complaint will be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the formal complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony of each witness the investigator interviewed;
- An analysis of relevant evidence collected during the investigation, including a list of relevant documents;
- A specific finding as to whether the allegations occurred using a preponderance of the evidence standard;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the District.

The investigator will not make a determination regarding responsibility.

The investigator may redact information not directly related to the allegations or privileged information. However, the investigator will keep a log of information he/she/they do not produce to the Parties. The investigator will provide this log only to the Title IX Coordinator. The Title IX Coordinator will not disclose the log to the Parties, but will maintain the log in the Title IX Coordinator's file, in the event it later becomes relevant.

At least ten days prior to a hearing or other time of determination regarding responsibility, the District will send the investigative report to each Party and their Advisors, if any, the investigative report in an electronic format or a hard copy, for review and written response. The Parties will have at least ten days to submit a written response.

Hearing

After completing an investigation and prior to completing a determination regarding responsibility, the District will hold a live hearing to provide the Complainant and Respondent an opportunity to respond to the evidence gathered before a Decision-Maker. Neither Party may choose to waive the right to a live hearing, but the Parties can choose whether to participate in the hearing or answer some or all cross-examination questions.

Notice

If the District proceeds to a hearing, the District will provide all Parties written notice of the date, time, location, participants, and purpose of the hearing with sufficient time for the Party to prepare to participate.

Hearing Format

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The District may provide a live hearing with all Parties physically present in the same geographic location or, at the District's discretion if either Party requests, the District may provide any or all Parties, witnesses, and other participants the ability to appear at the live hearing virtually, with technology enabling participants simultaneously to see and hear each other in real time.

The District will make the information reviewed during the Evidence Review available at the hearing for reference and consultation. The District will not restrict the ability of either Party to discuss the allegations under investigation or to gather and present relevant evidence.

The District will create an audio or audiovisual recording, or transcript, of any live hearing and make it available to the Parties for inspection and review.

Decision-Maker

The Decision-Maker will be free from conflict of interest or bias, including bias for or against Complainants or Respondents. In cases where the Complainant or Respondent objects to the Decision-Maker based on a conflict of interest, the Complainant or Respondent may request the Title IX Coordinator select a different Decision-Maker. The Complainant or Respondent must make this request to the Title IX Coordinator in writing at least five business days prior to the hearing.

The Decision-Maker may ask the Parties and the witnesses questions during the hearing. The Decision-Maker must objectively evaluate all relevant evidence both inculpatory and exculpatory and must independently reach a determination regarding responsibility without giving deference to the investigative report. The Decision-Maker must receive training on issues of relevance, how to apply the rape-shield protections for Complainants, and any technology to be used at the hearing.

Presenting Witnesses

The District will provide the Complainant and Respondent an equal opportunity to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence. Witnesses, like Parties, are not required to participate in the live hearing process.

Only relevant evidence will be admissible during the hearing. Relevant evidence means evidence, including evidence relevant to the credibility of a Party or witness, having any tendency in reason to prove or disprove any disputed fact material to the allegations under investigation.

Cross-Examination

The District will permit each Party's Advisor to ask the other Party and any witnesses all relevant questions and follow-up questions, including those questions challenging credibility. The Party's Advisor must conduct cross-examination directly, orally, and in real time. A Party may never personally conduct cross-examination.

Advisors may only ask relevant cross-examination and other questions of a Party or witness. Before a Complainant, Respondent, or witness answers a cross-examination or other question, the Decision-Maker must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. The Decision-Maker need not provide a lengthy or complicated explanation in support of a relevance determination.

If a Party or witness disagrees with a relevance determination, that individual has the choice of either (1) abiding by the Decision-Maker's determination and answering the question or (2) refusing to answer the question.

The District, not the Parties, has the responsibility to gather information and interview witnesses. As part of the District's burden of gathering evidence, the District's investigator will create an investigative report that fairly summarizes relevant evidence, whether it is inculpatory or exculpatory. The investigator shall not make findings or determinations of law or fact.

~~If a Party or witness does not submit to cross-examination at the live hearing, the Decision-Maker will not rely on any statement of that Party or witness in reaching a determination regarding responsibility. A Party or witness may also decline to answer a question, and the Decision-Maker cannot rely on any statement on which that Party or witness has declined to answer cross-examination questions.~~—A Decision-Maker cannot draw an inference about the determination regarding responsibility based solely on a Party's or witness's absence from the live hearing or refusal to answer cross-examination or other questions.

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The Decision-Maker may also ask any Party or witness questions. If a Party or witness refuses to respond to a Decision-Maker's questions, the Decision-Maker is not precluded from relying on that Party or witness' statements.

Determinations of Responsibility

When the Decision-Maker makes a determination of responsibility or non-responsibility, the Decision-Maker will issue a written determination regarding responsibility, no later than 20 business days after the date that the hearing ends.

When making a determination regarding responsibility, a Decision-Maker will objectively evaluate all relevant evidence, including both inculpatory and exculpatory evidence. A Decision-Maker may not make credibility determinations based on an individual's status as a Complainant, Respondent, or witness. In evaluating the evidence, the Decision-Maker will use the preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that sexual harassment occurred.

The written determination will include:

- Identification of the allegations potentially constituting Title IX sexual harassment as defined in these procedures;
- A description of the procedural steps taken from the receipt of the formal complaint through the determination, including who conducted the investigation and gave notifications to the Parties. The determination will also state when, where, and the date the investigator interviewed the Parties and witnesses, conducted site visits, the methods used to gather other evidence. The procedural section should also discuss the dates and how the Parties were provided the opportunity to review and inspect evidence and the date of any hearings held and who attended the hearing;
- Findings of fact supporting the determination. In making these findings, the Decision-Maker will focus on analyzing the findings of fact that support the determination of responsibility or non-responsibility;
- Conclusions regarding the application of the District's code of conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility;
- A statement of, and rationale for, any disciplinary sanctions the District imposes on the Respondent;
- A statement of whether the District will provide the Complainant with remedies designed to restore or preserve equal access to the District's education program or activity;
- The District need not disclose to the Respondent remedies that do not affect him/her/them as part of the written determination. The District can inform the Respondent that it will provide remedies to the Complainant. However, the District will inform the Complainant of the sanctions against the Respondent;
- The District's procedures and permissible bases for the Complainant and Respondent to appeal.

The District will provide the written determination to the Parties simultaneously. The determination regarding responsibility becomes final either on the date that the District provides the Parties with the written determination of the result of the appeal, if the Parties file an appeal, or if the Parties do not file an appeal, the date on which an appeal would no longer be timely.

Disciplinary Sanctions and Remedies

The District must have completed the grievance procedures (investigation, hearing, and any appeal, if applicable) before the imposing disciplinary sanctions or any other actions that are not supportive measures against a Respondent. If the Decision-Maker determines the Respondent was responsible for conduct that constitutes sexual harassment, the District will take disciplinary action against the Respondent and any other remedial action it determines to be appropriate. The action will be prompt, effective, and commensurate with the severity of the offense.

Remedies for the Complainant might include, but are not limited to:

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- Providing an escort to ensure that the Complainant can move safely between classes and activities;
- Ensuring that the Complainant and Respondent do not attend the same classes or work in the same work area;
- Providing counseling services or a referral to counseling services;
- Providing medical services or a referral to medical services;
- Providing academic support services, such as tutoring;
- Arranging for a Complainant, if a student, to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- Reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant's discipline.

Possible disciplinary sanctions for student Respondents include written or verbal reprimand, required training or counseling, non-academic probation, suspension, and expulsion. Possible disciplinary sanctions for employee Respondents include written or verbal reprimand, required training or counseling, reduction in pay, demotion, suspension, or discharge.

Appeal of Dismissal of a Formal Complaint or of the Determination of Responsibility

A Complainant or Respondent may appeal the District's determination regarding responsibility or the dismissal of a formal complaint or any allegations. A Complainant or Respondent must submit a written appeal within five business days from the date of the notice of determination regarding responsibility or from the date of the District's notice of dismissal of a formal complaint or any allegations.

Grounds for Appeal

The Chancellor or designee will serve as the Decision-Maker on Appeal. In filing an appeal of the District's determination regarding responsibility or the District's dismissal of a formal complaint, the Party must state the grounds for appeal and a statement of facts supporting those grounds. The grounds for appeal are as follows:

- A procedural irregularity affected the outcome;
- New evidence was not reasonably available at the time the District's determination regarding responsibility or dismissal was made, and this new evidence could affect the outcome; or
- The District's Title IX Coordinator, investigator, or Decision-Maker had a conflict of interest or bias for or against Complainants or Respondents generally or the individual Complainant or Respondent that affected the outcome.

Appeal Procedure

If the Complainant or Respondent submit an appeal to the District, the District will:

- Notify the other Party in writing within five business days of receiving a Party's appeal;
- Allow the non-appealing Parties at least ten business days from the date of receipt of the appeal to submit a written statement in support of, or challenging, the outcome;

The appeal Decision-Maker will issue a written decision on whether to grant or deny the appeal, and the rationale for the decision, within 45 business days after the Decision-Maker on appeal receives the response to the appeal or the last day to provide a response. The District will provide the written decision simultaneously to both Parties.

The Decision-Maker on appeal may extend or otherwise modify the deadlines provided above. Either Party may seek an extension by submitting a written request to the appeal Decision-Maker explaining the need for the extension and the proposed length of the

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extension. The Decision-Maker will respond to the request within 48 hours in writing and will inform the Parties simultaneously whether the extension is granted.

Informal resolution

If the District determines that a formal complaint is appropriate for informal resolution, it may provide the Parties with the opportunity to participate in an informal resolution process, including mediation, at any time prior to reaching a determination regarding responsibility.

The District will provide the Complainant and Respondent written disclosure of the allegations, the requirements of the informal resolution process including the circumstances under which it precludes the Parties from resuming a formal complaint arising from the same allegations, and any consequences resulting from participating in the informal resolution process, including the records that will be maintained or could be shared.

The District must obtain the Parties' voluntary, written consent to the informal resolution process. If the Parties reach an agreement, the District does not have to complete a full investigation and adjudication of a report of sexual harassment. At any time prior to agreeing to a resolution, any Party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint.

The informal resolution process is not available to resolve allegations that an employee sexually harassed a student.

Retaliation prohibited

The District prohibits any intimidation, threats, coercion, or discrimination against any individual who made a report or complaint of sexual harassment, testified, assisted, or participated or refused to participate in any manner in a Title IX investigation, proceeding, or hearing. Individuals who experience retaliation may file a complaint using the formal complaint process described above.

Dissemination of Policy and Procedures

The District will provide its policy and procedures related to Title IX on its website and in each handbook or catalog provided to applicants for admission and employment, students, employees, and all unions or professional organizations holding collective bargaining with the District.

When hired, employees are required to sign acknowledging that they have received the policy and procedures. The District will place the signed acknowledgment of receipt in each employee's personnel file.

Training

The District will provide training to Title IX Coordinators, investigators, Decision-Makers, and any individual who facilitates an informal resolution process, on the definition of sexual harassment, the scope of the District's education program or activities, how to conduct an investigation and grievance process including hearings, appeals, and informal resolution processes, as applicable, and how to serve impartially, including avoiding prejudgment of the facts at issue, conflicts of interest, and bias. Any materials used to train the District's Title IX Coordinator, investigators, Decision-Makers, and any person who facilitates an informal resolution process, will not rely on sex stereotypes and must promote impartial investigations and adjudications of formal complaints of sexual harassment.

File retention

The District will retain on file for a period of at least seven years after closing the case copies of:

- The original report or complaint;
- Any actions taken in response to the complaint, including supportive measures;
- The investigative report including all evidence gathered and any responses from the Parties;
- The District's determination regarding responsibility;

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- Audio or audiovisual recording or transcript from a hearing;
- Records of any disciplinary sanctions imposed on the Respondent;
- Records of any remedies provided to the Complainant;
- Any appeal and the result;
- Any informal resolution and the result; and
- All materials used to train Title IX Coordinators, investigators, Decision-Makers, and any person who facilitates an informal resolution process. The District will make these training materials publicly available on its website.

The District will make these documents available to the U.S. Department of Education Office for Civil Rights upon request.

Complaint Reporting

The Chancellor shall provide the Board of Trustees, upon request, a report of complaints filed pursuant to AP 3434. This report must disaggregate the complaints by complaint type (Student Complainant and Student Respondent, Student Complainant and Employee Respondent, Employee Complainant and Student Respondent, Employee Respondent and Employee Respondent, etc.). This report must also disaggregate the complaints by the Complainant's race, age, gender, religion, or any other characteristic identified by the Board.

References

20 U.S. Code Sections 1681 et seq.;
34 Code of Federal Regulations Parts 106.1 et seq.

END OF RECOMMENDATION

P&P 3435 DISCRIMINATION AND HARASSMENT RESOLUTION PROCEDURES

Reason for Changes

- Legal Update 38 – The Service updated this procedure to add optional language to highlight diversity, equity, and inclusion issues and to make further changes resulting from the regulation changes.
- Legal Update 40 – The Service updated this procedure to reflect recent legislation and clarify grievance procedures for adjudicating student complaints of sexual harassment.

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

Review Level: 2 Legal Edit (Non 10+1)	Review Level Approved by PPAC: 12/12/2022	Constituent Review: Due 1/31/2023	PPAC Info Item: 2/13/2023
BOT 1st Reading: 3/9/2023	BOT 2nd Reading & Approval: 4/13/2023		

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For sexual harassment under Title IX, Complainants must proceed under BP 3433 Prohibition of Sexual Harassment under Title IX, AP 3433 Prohibition of Sexual Harassment under Title IX, and AP 3434 Responding to Harassment Based on Sex under Title IX. For other forms of sexual harassment or gender-based harassment, Complainants should use this procedure.

Reporting and Filing Complaints

The law prohibits coworkers, supervisors, managers, and third parties with whom an employee comes into contact from engaging in harassment, discrimination, or retaliation. Any person who has suffered harassment, discrimination, or retaliation ~~may file a formal or informal complaint of harassment, discrimination, or retaliation~~, or who has learned of harassment, discrimination, or retaliation may file a complaint.

All responsible employees are required to report all actual or suspected sexual harassment to the Title IX Coordinator immediately. A responsible employee is any employee who has the authority to take action to redress sexual harassment or provide supportive measures to students, or who has been given the duty of reporting incidents of sexual harassment to an appropriate District official who has that authority.

Confidential Reporting

An employee who is a therapist, physician, psychotherapist, member of the clergy, sexual assault counselor, domestic violence counselor, or other individual acting in a professional capacity for which confidentiality is mandated by law is exempt from having to report sexual harassment concerns to the Title IX Coordinator or other designated employee, unless otherwise required by law.

An employee who is not considered a responsible employee must inform each student who provides him/her/them with information regarding sexual harassment of the student's ability to report to a responsible employee and direct the student to those specific reporting resources.

Outreach

When a responsible employee reports actual or suspected sexual harassment involving students to the Title IX Coordinator the Title IX Coordinator will assess the report of sexual harassment and provide outreach, as appropriate, to each identifiable student who is alleged to be

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the victim of the reported conduct. The outreach shall include all of the following information:

- The District received a report that the student may have been a victim of sexual harassment;
- A statement that retaliation for filing a complaint or participating in the complaint process, or both, under this procedure is prohibited;
- Counseling resources within the District or in the community;
- Where a crime may have occurred, notice that the student has the right, but not the obligation, to report the matter to law enforcement;
- The District's complaint and investigation procedures established pursuant to this procedure;
- Potential interim measures, such as no-contact directives, housing changes, and academic schedule changes, where applicable;
- The importance of preserving evidence;
- A request for the student to meet with the Title IX coordinator or other designated employee to discuss options for responding to the report; and
- The manner in which the District responds to reports of sexual harassment and a description of potential disciplinary consequences.

The District shall consider and respond to requests for accommodations relating to prior incidents of student sexual harassment that could contribute to a hostile educational environment or otherwise interfere with a student's access to education where both individuals are, at the time of the request, subject to the District's policies.

Complaints

A Complaint is a written or verbal statement filed with the District that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures, or in violation of state or federal law. Complaints must be filed with the Vice Chancellor Human Resources and Police Services or designee unless the Party submitting the Complaint alleges discrimination, harassment, or retaliation against the responsible district officer, in which case it should be submitted directly to the Title IX Coordinator.

A Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The Complainant must file any Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation; and
- The Complainant must file any Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Complaint does not meet the requirements set forth above, Vice Chancellor Human Resources and Police Services or designee will promptly contact the Complainant and specify the defect. If the Complainant is unable to fix the defect in the Complaint, the Vice Chancellor Human Resources and Police Services or designee shall consider the allegations contained in the Complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter or a fact-finding investigation.

A formal complaint is a verbal or written and signed statement filed with the District that alleges harassment, discrimination, or retaliation in violation of the District's Board Policies, Administrative Procedures or in violation of state or federal law. An informal complaint is any of the following: (1) An unwritten allegation of harassment, discrimination, or retaliation; (2) a written allegation of harassment, discrimination, or retaliation that falls outside the timelines for a formal complaint; or (3) a written complaint alleging harassment, discrimination, or retaliation filed by an individual who expressly indicates that he/she/they does/do not want to file a formal complaint.

Informal Complaints

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Any person may submit an informal complaint to the Vice Chancellor Human Resources and Police Services or designee, or any other District or college administrator. Administrators receiving an informal complaint shall immediately notify the Vice Chancellor Human Resources and Police Services in writing of all pertinent information and facts alleged in the informal complaint.

Upon receipt of an informal complaint, the Vice Chancellor Human Resources and Police Services or designee will notify the person bringing the informal complaint of his/her/their right to file a formal complaint, if the incident falls within the timeline for a formal complaint, and explain the procedure for doing so. The Complainant may later decide to file a formal complaint, if within the timelines to do so. If the individual chooses not to file a formal complaint, or if the alleged conduct falls outside the timeline to file a formal complaint, the Vice Chancellor Human Resources and Police Services or designee shall consider the allegations contained in the informal complaint and determine the appropriate course of action. This may include efforts to informally resolve the matter, or a fact-finding investigation.

Investigation of an informal complaint will be appropriate if the Vice Chancellor Human Resources and Police Services or designee determines that the allegation(s), if proven true, would constitute a violation of the District policy prohibiting harassment, discrimination, or retaliation. The Vice Chancellor Human Resources and Police Services or designee will explain to any individual bringing an informal complaint that Vice Chancellor Human Resources and Police Services or designee may decide to initiate an investigation, even if the individual does not wish the Vice Chancellor Human Resources and Police Services to do so. The Vice Chancellor Human Resources and Police Services shall not disregard any allegations of harassment, discrimination, or retaliation solely on the basis that the alleged conduct falls outside the deadline to file a formal complaint.

Formal Complaints

Formal Complaints must be filed with the Chancellor of the California Community Colleges or the Vice Chancellor Human Resources and Police Services or designee unless the party submitting the Formal Complaint alleges discrimination, harassment, or retaliation against the responsible district officer, in which case it should be submitted directly to the Chancellor or the Chancellor of the California Community Colleges.

Formal Complaints should be submitted on the form prescribed by the Chancellor of the California Community Colleges. A copy of the form will be available at the following links:

<http://www.lighthouse-services.com/SBCCD>

http://www.sbccd.org/Human_Resources-Jobs/employee-labor-relations/Unlawful_Discrimination

If any party submits a written allegation of harassment, discrimination, or retaliation not on the form described above, the District will seek to have the individual complete and submit the form. However, if the individual chooses not to do so, the District will attach the written allegation(s) to the form and treat it as a Formal Complaint. In no instance will the District reject a written allegation of harassment, discrimination, or retaliation on the basis that it was not submitted on the proper form.

A Formal Complaint must meet each of the following criteria:

- It must allege facts with enough specificity to show that the allegations, if true, would constitute a violation of District policies or procedures prohibiting discrimination, harassment, or retaliation;
- The Complainant must sign and date the Formal Complaint;
- The Complainant must file any Formal Complaint not involving employment within one year of the date of the alleged discriminatory, harassing, or retaliatory conduct or within one year of the date on which the Complainant knew or should have known of the facts underlying the allegation(s) of discrimination, harassment, or retaliation.
- The Complainant must file any Formal Complaint alleging discrimination, harassment, or retaliation in employment within 180 days of the date of the alleged discriminatory, harassing, or retaliatory conduct, except that this period shall be extended by no more than 90 days following the expiration of the 180 days if the Complainant first obtained knowledge of the facts of the alleged violation after the expiration of the 180 days.

If the Formal Complaint does not meet the requirements set forth above, the Vice Chancellor Human Resources and Police Services or designee will promptly return it to the Complainant and specify the defect. If the sole defect is that the Formal Complaint was filed outside the

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applicable prescribed timeline, the Vice Chancellor Human Resources and Police Services or designee will handle the matter as an informal complaint.

Oversight of Complaint Procedure: The Vice Chancellor Human Resources and Police Services or designee is the "responsible District officer" charged with receiving complaints of discrimination or harassment, and coordinating their investigation.

The actual investigation of complaints may be assigned by the Vice Chancellor Human Resources and Police Services or designee to other staff or to outside persons or organizations under contract with the District. This shall occur whenever the Vice Chancellor Human Resources and Police Services or designee is named in the complaint or implicated by the allegations in the complaint.

Who May File a Complaint: Any student, employee, or third party who believes he/she/they has been discriminated against or harassed by a student, employee, or third party in violation of this procedure and the related policy.

Where to File a Complaint: A student, employee, or third party who believes he/she/they has been discriminated against or harassed in violation of these policy and procedures may make a complaint orally or in writing.

If a Complainant decides to file a formal written unlawful discrimination or harassment complaint against the District, he/she/they must file the complaint on a form prescribed by the California Community Colleges Chancellor's Office. These approved forms are available from the District's and at the California Community Colleges Chancellor's Office website.

The completed form must be filed with any of the following:

- Vice Chancellor Human Resources and Police Services or designee
- Chancellor
- All other management or
- California Community Colleges Chancellor's Office

Advisers in Students Student Harassment Complaints

Student Parties in Complaints involving sexual harassment are permitted to have a support person or adviser accompany him/her/them during any stage of the Complaint process described in this procedure. Student Parties in Complaints involving sexual harassment have the right to consult with an attorney, at his/her/their own expense, at any stage of the Complaint process if he/she/they wishes to do so. An attorney may serve as a support person or adviser.

Employment-Related Complaints

Complainants filing employment-related complaints shall be notified that they may file employment discrimination complaints with the U.S. Equal Employment Opportunity Commission (EEOC) or the Department of Fair Employment and Housing (DFEH).

Complaints filed with the EEOC or the DFEH should be forwarded to the California Community Colleges Chancellor's Office.

Any District employee who receives a harassment or discrimination complaint shall notify the Vice Chancellor Human Resources and Police Services or designee immediately.

Filing a Timely Complaint: Since failure to report harassment and discrimination impedes the District's ability to stop the behavior, the District strongly encourages anyone who believes they are being harassed or discriminated against, to file a complaint. The District also strongly encourages the filing of such complaints within 30 days of the alleged incident. While all complaints are taken seriously and will be investigated promptly, delay in filing impedes the District's ability to investigate and remediate.

All supervisors and managers have a mandatory duty to report incidents of harassment and discrimination; the existence of a hostile, offensive or intimidating work environment, and acts of retaliation.

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The District will investigate complaints involving acts that occur off campus if they are related to an academic or work activity or if the harassing conduct interferes with or limits a student's or employee's ability to participate in or benefit from the school's programs or activities.

Communicating that the Conduct is Unwelcome: The District further encourages students and staff to let the offending person know immediately and firmly that the conduct or behavior is unwelcome, offensive, in poor taste or inappropriate.

Intake and Processing of the Complaint: Upon receiving notification of a harassment or discrimination complaint, the Vice Chancellor Human Resources and Police Services or designee shall:

- Undertake efforts to informally resolve the charges, including but not limited to mediation, rearrangement of work/academic schedules; obtaining apologies; providing informal counseling, training, etc.
- Advise all parties that he/she/they need not participate in an informal resolution of the complaint, as described above, and they have the right to end the informal resolution process at any time.
- Advise a student Complainant that he/she/they may file a complaint with the Office for Civil Rights of the U.S. Department of Education and employee Complainants may file a complaint with the Department of Fair Employment and Housing. All Complainants should be advised that they have a right to file a complaint with local law enforcement, if the act complained of is also a criminal act. The District must investigate even if the Complainant files a complaint with local law enforcement. In addition, the District should ensure that Complainants are aware of any available resources, such as counseling, health, and mental health services. Vice Chancellor Human Resources and Police Services or designee shall also notify the California Community Colleges Chancellor's Office of the complaint.
- Take interim steps to protect a Complainant from coming into contact with an accused individual, especially if the Complainant is a victim of sexual violence. The Vice Chancellor Human Resources and Police Services or designee should notify the Complainant of his/her/their options to avoid contact with the accused individual and allow students to change academic situations as appropriate. For instance, the District may prohibit the accused individual from having any contact with the Complainant pending the results of the investigation. When taking steps to separate the Complainant and accused individual, the District shall minimize the burden on the Complainant. For example, it is not appropriate to remove Complainants from classes or housing while allowing accused individuals to remain.

Investigation

The Vice Chancellor Human Resources and Police Services or designee shall:

- Authorize the investigation of the complaint, and supervise or conduct a thorough, prompt and impartial investigation of the complaint, as set forth below. Where the parties opt for informal resolution, the designated officer will determine whether further investigation is necessary to ensure resolution of the matter and utilize the investigation process outlined below as appropriate. In the case of a formal complaint, the investigation will include interviews with the Complainant, the accused, and any other persons who may have relevant knowledge concerning the complaint. This may include victims of similar conduct.
- Review the factual information gathered through the investigation to determine whether the alleged conduct constitutes harassment, or other unlawful discriminatory conduct, giving consideration to all factual information and the totality of the circumstances, including the nature of the verbal, physical, visual or sexual conduct, and the context in which the alleged incidents occurred.

Investigation of the Complaint: The District shall promptly investigate every complaint and claim of harassment or discrimination. No claim of workplace or academic harassment or discrimination shall remain unexamined. This includes complaints involving activities that occur off campus and in connection with all the academic, educational, extracurricular, athletic, and other programs of the District, whether those programs take place in the District's facilities, on a District bus, or at a class or training program sponsored by the District at another location. The District shall promptly investigate complaints of harassment or discrimination that occur off campus if the alleged conduct creates a hostile environment on campus.

As set forth above, where the parties opt for an informal resolution, the Vice Chancellor Human Resources and Police Services or designee may limit the scope of the investigation, as appropriate. The District will keep the investigation confidential to the extent possible but cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation. When determining whether to maintain confidentiality, the District may weigh the request for confidentiality against the following factors: the seriousness of the alleged harassment; the Complainant's age; whether there have been other harassment complaints about the same individual; and the accused individual's rights to receive information about the allegations if the information is maintained by the District as an "education record" under the Family Educational Rights and Privacy Act (FERPA), 20 U.S. Code Section 1232g; 34 Code Federal Regulations

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Part 99.15. The District will inform the Complainant if it cannot maintain confidentiality.

Investigation Steps: The District will fairly and objectively investigate harassment and discrimination complaints. Employees designated to serve as investigators under this policy shall have adequate training on what constitutes sexual harassment, including sexual violence, and that they understand how the District's grievance procedures operate. The investigator may not have any real or perceived conflicts of interest and must be able to investigate the allegations impartially using trauma-informed investigation techniques.

Investigators will use the following steps: interviewing the Complainant(s); interviewing the accused individual(s); identifying and interviewing witnesses and evidence identified by each party; identifying and interviewing any other witnesses, if needed; reminding all individuals interviewed of the District's no-retaliation policy; considering whether any involved person should be removed from the campus pending completion of the investigation; reviewing personnel/academic files of all involved parties; reach a conclusion as to the allegations and any appropriate disciplinary and remedial action; and see that all recommended action is carried out in a timely fashion. When the District evaluates the complaint, it shall do so using a preponderance of the evidence standard. Thus, after considering all the evidence it has gathered, the District will decide whether it is more likely than not that discrimination or harassment has occurred.

The investigation and adjudication of alleged misconduct under this procedure is not an adversarial process between the Complainant, the Respondent, and the witnesses, but rather a process for the District to comply with its obligations under existing law. The Complainant does not have the burden to prove, nor does the Respondent have the burden to disprove, the underlying allegation or allegations of misconduct.

Timeline for Completion: The District will undertake its investigation promptly and swiftly as possible. To that end, the investigator shall complete the above steps, ~~and~~ prepare a written report, and the District shall notify the Complainant and Respondent of the outcome within 90 days of the District receiving the complaint.

Cooperation Encouraged: All employees are expected to cooperate with a District investigation into allegations of harassment or discrimination. Lack of cooperation impedes the ability of the District to investigate thoroughly and respond effectively. However, lack of cooperation by a Complainant or witnesses does not relieve the District of its obligation to investigate. The District will conduct an investigation if it is discovered that harassment is, or may be occurring, with or without the cooperation of the alleged victim(s) and regardless of whether a complaint is filed. No employee will be retaliated against as a result of lodging a complaint or participating in any workplace investigation.

Written Report

The results of the investigation of a complaint shall be set forth in a written report that will include at least all of the following information:

- A description of the circumstances giving rise to the Formal Complaint;
- A description of the procedural steps taken during the investigation, including all individuals contacted and interviewed;
- A summary of the testimony provided by each witness the investigator interviewed;
- An analysis of relevant evidence collected during the course of the investigation, including a list of relevant documents;
- A specific finding as to whether there is probable cause to believe that discrimination, harassment, or retaliation occurred with respect to each allegation in the complaint;
- A table of contents if the report exceeds ten pages; and
- Any other information deemed appropriate by the District.

Confidentiality of the Process

Investigations are best conducted within a confidential climate. Therefore, the District does not reveal information about ongoing investigations except as necessary to fulfill its legal obligations. The District will keep the investigation confidential to the extent possible, but it cannot guarantee absolute confidentiality because release of some information on a "need-to-know-basis" is essential to a thorough investigation and to protect the rights of Accused students and employees during the investigation process and any ensuing discipline.

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Administrative Determination

- In any case involving employment discrimination, within 90 days of receiving a formal complaint, the district shall complete its investigation and forward a copy or summary of the report to the Complainant and written notice setting forth all the following to the Complainant:
 - The determination of the Chancellor or designee as to whether there is probable cause to believe discrimination occurred with respect to each allegation in the complaint; and the basis for that determination including factual findings;
 -
 - A description of actions taken, if any, to prevent similar problems from occurring in the future;
 - The proposed resolution of the complaint; and
 - The Complainant's right to appeal to the district governing board and to file a complaint with Department of Fair Employment and Housing or the U.S Equal Employment Opportunity Commission.

Discipline and Corrective Action

If harassment, discrimination or retaliation occurred in violation of the policy or procedure, the District shall take disciplinary action against the accused and any other remedial action it determines to be appropriate consistent with state and federal law. The action will be prompt, effective, and commensurate with the severity of the offense. Remedies for the Complainant might include, but are not limited to:

- providing an escort to ensure that the Complainant can move safely between classes and activities;
- ensuring that the Complainant and alleged perpetrator do not attend the same classes or work in the same work area;
- preventing offending third parties from entering campus;
- providing counseling services or a referral to counseling services;
- providing medical services or a referral to medical services;
- providing academic support services, such as tutoring;
- arranging for a student-Complainant to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the Complainant's academic record; and
- reviewing any disciplinary actions taken against the Complainant to see if there is a causal connection between the harassment and the misconduct that may have resulted in the Complainant being disciplined.

If the District imposes discipline, the nature of the discipline will not be communicated to the Complainant. However, the District may disclose information about the sanction imposed on an individual who was found to have engaged in harassment when the sanction directly relates to the Complainant; for example, the District may inform the Complainant that the harasser must stay away from the Complainant.

Disciplinary actions against faculty, staff, and students will conform to all relevant statutes, regulations, personnel policies and procedures, including the provisions of any applicable collective bargaining agreement.

The District shall also take reasonable steps to protect the Complainant from further harassment, or discrimination, and to protect the Complainant and witnesses from retaliation as a result of communicating the complaint or assisting in the investigation.

The District will ensure that Complainants and witnesses know how to report any subsequent problems, and should follow-up with Complainants to determine whether any retaliation or new incidents of harassment have occurred. The District shall take reasonable steps to ensure the confidentiality of the investigation and to protect the privacy of all parties to the extent possible without impeding the District's ability to investigate and respond effectively to the complaint.

If the District cannot take disciplinary action against the accused individual because the Complainant refuses to participate in the investigation, it should pursue other steps to limit the effects of the alleged harassment and prevent its recurrence.

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Appeals

If the District imposes discipline against a student or employee as a result of the findings in its investigation, the student or employee may appeal the decision using the procedure for appealing a disciplinary decision.

If the Complainant is not satisfied with the results of the administrative determination, he/she/they may, within fifteen days, submit a written appeal to the Board of Trustees. The Board shall review the original complaint, the investigative report, the administrative decision, and the appeal. The Board shall issue a final District decision in the matter within 45 days after receiving the appeal. A copy of the decision rendered by the Board shall be forwarded to the Complainant and to the California Community Colleges Chancellor's Office. The Complainant shall also be notified of his/her/their right to appeal this decision.

If the Board does not act within 45 days the administrative determination shall be deemed approved and shall become the final decision of the District in the matter.

In any case not involving workplace discrimination, harassment, or retaliation, the Complainant shall have the right to file a written appeal with the California Community Colleges Chancellor's Office within thirty days after the Board issued the final District decision or permitted the administrative decision to become final. Such appeals shall be processed pursuant to the provision of Title 5 Section 59350.

In any case involving employment discrimination, including workplace harassment, the Complainant may, at any time before or after the issuance of the final decision of the District, file a complaint with the Department of Fair Employment and Housing.

Extension of Time

Within 150 days of receiving a formal complaint that does not involve employment discrimination, the District shall forward to the California Community Colleges Chancellor's Office the original complaint, the investigative report, a copy of the written notice to the Complainant setting forth the results of the investigation, a copy of the final administrative decision rendered by the Board or indicating the date upon which the decision became final, and a copy of the notification to the Complainant of his/her/their appeal rights. If, due to circumstances beyond its control, the District is unable to comply with the 150-day deadline for submission of materials, it may file a written request for an extension of time no later than ten days prior to the expiration of the deadline.

File Retention

The District will retain on file for a period of at least three years after closing the case copies of:

- the original complaint;
- the investigatory report;
- the summary of the report if one is prepared;
- the notice provided to the parties, of the District's administrative determination and the right to appeal;
- any appeal; and
- the District's final decision.

The District will make such documents available to the Chancellor of the California Community Colleges upon request.

Dissemination of Policy and Procedures

District Policy and Procedures related to harassment will include information that specifically addresses sexual violence. District policy and procedures will be provided to all students, faculty members, members of the administrative staff and members of the support staff, and will be posted on campus and on the District's website.

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When hired, employees are required to sign that they have received the policy and procedures, and the signed acknowledgment of receipt is placed in each employee's personnel file. In addition, these policies and procedures are incorporated into the District's course catalogs and orientation materials for new students.

Training

By January 1, 2021, the District shall provide at least two hours of classroom or other effective interactive training and education regarding sexual harassment to all supervisory employees and at least one hour of classroom or other effective interactive training and education regarding sexual harassment to all nonsupervisory employees. All new employees must be provided with the training and education within six months of their assumption of his/her/their position. After January 1, 2021, the District shall provide sexual harassment training and education to each employee once every two years. An employee who received this training and education in 2019 is not required to have refresher training until after two years thereafter.

The training and education required by this procedure shall include information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment, a review of "abusive conduct," and harassment based on gender identity, gender expression, and sexual orientation. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. Supervisor's harassment training must also address potential exposure and liability for employers and individuals, supervisor's obligation to report sexual harassment, discrimination, and retaliation when they become aware of it, appropriate remedial measures to correct harassing behavior. Training for responsible employees must also address the responsible employee's obligation to report sexual harassment and instruction on how to report sexual harassment to the responsible District officer.

The District will also provide comprehensive, trauma-informed training to each employee involved in the District's sexual harassment or discrimination grievance procedure including investigating and adjudicating complaints involving sexual violence, sexual assault, domestic violence, dating violence, and stalking. This training shall include information on trauma-informed investigatory and hearing practices that help ensure an impartial and equitable process, best practices for assessment of a sexual harassment or sexual violence complaint, best practices for questioning of the complainant, respondent, and witnesses, and implicit bias and racial inequities, both broadly and in school disciplinary processes. Materials for this training shall include statistics on the prevalence of sexual harassment and sexual violence in the educational setting, and the differing rates at which students experience sexual harassment and sexual assault in the educational setting based on their race, sexual orientation, disability, gender, and gender identity.

The District will maintain appropriate records of the training provided, including the names of the supervisory employees trained, the date of training, sign in sheets, copies of all certificates of attendance or completion issued, the type of training provided, a copy of all written or recorded training materials, and the name of the training provider. If the training is provided by webinar, the District will maintain a copy of the webinar, all written materials used by the training and all written questions submitted during the webinar, and document all written response or guidance the trainer provided during the webinar. The District will retain these records for at least two years.

The District will also provide training to students who lead student organizations. The District should provide copies of the sexual harassment policies and training to all District law enforcement unit employees regarding the grievance procedures and any other procedures used for investigating reports of sexual violence.

In years in which a substantive policy or procedural change has occurred, all District employees will attend a training update or receive a copy of the revised policies and procedures.

Participants in training programs will be required to sign a statement that they have either understood the policies and procedures, their responsibilities, and their own and the District's potential liability, or that they did not understand the policy and desire further training.

P&P 3435 DISCRIMINATION AND HARASSMENT RESOLUTION PROCEDURES**P&P 3435 DISCRIMINATION AND HARASSMENT RESOLUTION PROCEDURES****With Changes Redlined****Education and Prevention for Students**

In order to take proactive measures to prevent sexual harassment and violence toward students, the District will provide preventive education programs and make victim resources, including comprehensive victim services, available. The District will include such programs in their orientation programs for new students, and in training for student athletes and coaches. These programs will include discussion of what constitutes sexual harassment and sexual violence, the District's policies and disciplinary procedures, and the consequences of violating these policies. A training program or informational services will be made available to all students at least once annually.

The education programs will also include information aimed at encouraging students to report incidents of sexual violence to the appropriate District and law enforcement authorities. Since victims or third parties may be deterred from reporting incidents if alcohol, drugs, or other violations of District or campus rules were involved, the District will inform students that the primary concern is for student safety and that use of alcohol or drugs never makes the victim at fault for sexual violence. ~~If other rules are violated, the District will address such violations separately from an allegation of sexual violence. An individual who participates as a Complainant or witness in an investigation of sexual assault, domestic violence, dating violence, or stalking will not be subject to disciplinary sanctions for a violation of the District's student conduct policy at or near the time of the incident, unless the District determines that the violation was egregious, including, but not limited to, an action that places the health or safety of any other person at risk or involves plagiarism, cheating, or academic dishonesty.~~

References:

Education Code Sections 212.5, 231.5, 66281.5, and 67386;
 Government Code Section 12950.1;
 Title 5 Sections 59320, 59324, 59326, 59328, and 59300 et seq.;
 Title 2 Sections 11023 and 11024

END OF RECOMMENDATION

P&P 5030 Fees

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

Chapter Lead response to annual State guidance on student fees received January 25, 2023 *(this version anticipates BOT final approval of previous language change on 2/9/2023)*

Review Level: 2 Minor Edit (Non 10+1)	Review Level Approved by PPAC: 2/13/2023	Constituent Review: Due 2/27/2023	PPAC Info Item: 3/13/2023
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BOT 1st Read: 3/9/2023	BOT 2nd Read: 4/13/2023
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BP 5030 Fees

FYI Only – No Changes Recommended

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

Enrollment Fee (Education Code Section 76300)

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

Course Auditing Fees (Education Code Section 76370)

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

Parking Fee (Education Code Section 76360)

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

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

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

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

Physical Education Facilities (Education Code Section 76395)

Where the District incurs additional expenses because a physical education course is required to use non-district facilities, students enrolled in the course may be charged a fee for participating in the course. Such fee shall not exceed the student's calculated share of the additional expenses incurred by the District.

Student Representation Fee (Education Code Section 76060.5)

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

Student Transportation Costs (Education Code Section 76361)

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

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BP 5030 Fees

FYI Only – No Changes Recommended

Transcript Fees (Education Code Section 76223)

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

International Students Application Processing Fee (Education Code Section 76142)

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

Fee Refunds

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

References:

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

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

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

ACCJC Accreditation Standard I.C.6

AP 5030 Fees

With Changes Redlined

Required fees include:

- Enrollment (Education Code Section 76300 and 76300.5; Title 5 Sections 58500 and 58509)
As prescribed by state law.
- Nonresident tuition with these permissive exemptions (Education Code Sections 76140 and 76140.5):
As prescribed by state law and established by the Board of Trustees no later than March 1 for the succeeding fiscal year.
 - All nonresident students enrolling for 6 or fewer units; or
 - A student who is a citizen and resident of a foreign country who demonstrates financial need and this required exemption (Education Code Section 68130.5);

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AP 5030 Fees

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- All students, other than non immigrant aliens under 8 U.S. Code Section 1101(a)(15), who meet the following requirements:
 - high school attendance in California for three or more years;
 - graduation from a California high school or attainment of the equivalent thereof;
 - registration or enrollment in a course offered for any term commencing on or after January 1, 2002;
 - completion of a questionnaire form prescribed by the California Community Colleges Chancellor's Office verifying eligibility for this nonresident tuition exemption; and
 - in the case of a student without lawful immigration status, the filing of an affidavit that the student has filed an application to legalize his/her immigration status, or will file an application as soon as he/she is eligible to do so.
- Student representation (Education Code Section 76060.5; Title 5 Section 54805)

Fees authorized by law include:

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

P&P 5030 Fees

AP 5030 Fees

With Changes Redlined

- Refund processing (Title 5 Section 58508)
- Telephone registration (Education Code Section 70902 subdivision (a))
- Physical fitness test (Education Code Section 70902 subdivision (b)(9))
- Instructional Tape Lease/Deposit (Education Code Section 70902 subdivision (b)(9))
- Credit Card Use (Education Code Section 70902 subdivision (b)(9))
- International Student Medical Insurance (Education Code Section 70902 subdivision (b)(9))

Prohibited fees include:

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

P&P 5030 Fees

AP 5030 Fees

With Changes Redlined

- Breakage (CCCCO Student Fee Handbook)
- Test proctoring (CCCCO Student Fee Handbook)

Collection and Refund of Fees

- A. Associated Students Discount Sticker
 - \$9.50 - CHC
 - \$7.50 - SBVC
 - \$4.00 - Replacement for lost card
- B. Breakage/Lost Property Fee
 - Replacement cost of item(s) broken or lost
- C. Campus Center Fee
 - \$1.00/unit (not to exceed \$10 per fiscal year)
- D. Capital Outlay Fee
 - As allowed by law and approved by the Board of Trustees prior to March 1 for the succeeding fiscal year.
- E. Catalog
 - \$6.00 - purchased on campus
- F. Credit by Examination
 - \$20.00 plus class unit fee
- G. Document Fee Handling
 - \$40.00 per hour for personnel time to find, retrieve, copy and re-file requested documents;
 - minimum charge of 1 hour
 - \$0.15 per side copy cost
 - Fees must be paid prior to document release
- H. Enrollment Fee
 - \$46.00/unit
- I. Insufficient Funds Check
 - \$15.00
- J. International Student Application
 - \$25.00 (nonrefundable)
- K. Key Deposit/Replacement
 - \$15.00 plus cost of rekeying if needed (metal/electronic key)
- L. Learning Center Reproduction Fees, SBVC
 - \$0.20 - Laser printout: text, black and white printer
 - \$0.50 - Laser printout: graphics, black and white printer (over ½ page)
 - \$1.00 - Laser printout: graphics and/or text, color
 - \$2.00 - Scan text or graphics to disk, per scan

P&P 5030 Fees

AP 5030 Fees

With Changes Redlined

- M. Library Fines – SBVC/CHC
 \$0.10 - Books: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value \$0.25 - Reserve Books/Multimedia: per hour to a maximum of the replacement value of the reserve materials; after 14 days, bill \$5 fine plus the replacement value
 \$0.50 - Videos: per day for 50 days; after 50 days, bill \$5 fine plus the replacement value
 \$0.10 - Per page for laser printout of Internet, CD ROM, Periodicals
 \$2.00 - replacement for lost library card
- N. Parking Permit Fees
~~\$108.00~~ ~~annual permit~~
~~\$42.00~~ \$45.00 - one semester (~~\$20 BOGG~~ \$25 Promise Grants student)
 \$24.00 - summer session
 \$3.00 - daily
- O. Parking Violation Fees
 \$ 50.00 - illegal parking
 \$ 50.00 - decal violation
 \$275.00 - handicap violation
- P. Refund Processing Charge
 A fee of \$10.00 will be charged for each refund transaction, not to exceed \$10.00 per student per semester as defined in the Fee Refund Policy.
- Q. Replacement – Diploma/Certificate
 \$10.00
- R. Student Health and Accident Insurance
~~\$23.00~~ \$26.00 - per semester (includes \$1.50 accident insurance)
~~\$20.00~~ \$20.00 - summer session (includes \$1.50 accident insurance)
 \$1.50 - accident insurance only
- S. Student Representation
 \$2.00
- T. Supplemental Health Services Fee
 At Cost - TB skin test (one-step test)
 At cost - All Vaccines
 \$25.00 - Physical Exams
 \$50.00 - DMV Physical Exams
 At cost - Prescription medications
 At cost - In-house Lab Tests
 At cost - Lab Test sent to external lab
 At cost - Optional Medical Procedures
 At cost - Optional Medical Supplies
 \$ 8.00 - Vision screening (Titmus vision tester)
 \$ 2.00 per item - Duplication of medical records
 \$10.00 - Hearing Screening (Audiometer)
 At cost - Birth Control Pills

P&P 5030 Fees

AP 5030 Fees

With Changes Redlined

U. Testing Fees

At cost - Paramedic National Registry Testing

\$ 25.00 - Retest per skill

\$ 10.00 - CPR card

Repeat course from Career Tech Department

0.5 units - \$12.00

1.0 units - \$23.00

2.0 units - \$46.00

3.0 units - \$70.00

V. Transcripts/Verification

No cost - First two transcripts

\$10.00 - Additional transcripts

\$20.00 - Immediate requests for transcripts

\$5.00 plus cost - Online transcripts

W. Transportation Fee

Students registering for Spring or Fall semester to pay:

\$9.00 for 6 or more credits/semester

\$8.00 for less than 6 credits/semester

\$6.00 for 6 or more credits/summer

\$5.00 for less than 6 credits/summer

X. Crafton Hills College Recreation Fee

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

\$8.00 per semester

Fee Refunds

A. Designated Fees

This regulation covers the following fees:

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

P&P 5030 Fees

AP 5030 Fees

With Changes Redlined

B. Conditions

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

C. Military Service Exception

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

D. Refund Schedule

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

1. Fees collected in error

Fees collected in error will be refunded in their entirety.

2. Class canceled by the college

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

3. Withdrawal from the College

a. Enrollment Fee/Nonresident Tuition

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

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

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

4. Unit Reduction

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

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

E. Refund Processing Fee

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

Waiver of Fees

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

P&P 5030 Fees

AP 5030 Fees

With Changes Redlined

References:

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

Title 5 Sections 51012, 58520, and 58629

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

ACCJC Accreditation Standard I.C.6

END OF RECOMMENDATION

P&P 6320 Investments

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

- BOT annual review as mandated in the BP – **No changes recommended.**

Review Level: 1 FYI Only (Non 10+1)	Review Level Approved by PPAC: 2/13/2023	BOT 1st Reading: 3/9/2023	BOT 2nd Reading & Approval: 4/13/2023
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BP 6320 Investments

Annual review of BP; no changes recommended.

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

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

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

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

Investments shall be made based on the following criteria:

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

References:

Education Code Sections 39315, 39317, 81345, 84030; Government Code Sections 50665 *et seq.*, 53387 *et seq.*, 53600 *et seq.*, 53635.2, 53464, 53651, 53820

P&P 6320 Investments

AP 6320 Investments

FYI only to support annual review of BP

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

Ethics and Conflict of Interest

Officers and employees of SBCCD involved in the investment process shall refrain from personal business activity that may conflict with proper execution of the investment program, or which could impair their ability to make impartial investment decisions. Employees and investment officials who manage public investments shall file a statement of economic interest disclosing his or her investments, interests in real property and income in accordance with Government Code 87200.

Acceptable and Prohibited Investments

District funds may be invested in any of the following:

1. Any eligible security as set forth in sub-sections a, b, c, e, g, h, and n of Government Code Section 53651, namely:
 - a. United States Treasury notes, bonds, bills or certificates of indebtedness, or obligations for which the faith and credit of the United States are pledged for the payment of principal and interest, including the guaranteed portions of small business administration loans, so long as the loans are obligations for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - b. Notes or bonds or any obligations of a local public agency, or any obligations of a public housing agency for which the faith and credit of the United States are pledged for the payment of principal and interest.
 - c. Bonds of California or of any local agency or district of the State of California having the power, without limit as to rate or amount, to levy taxes or assessments to pay the principal and interest of the bonds upon all property within its boundaries subject to taxation or assessment by the local agency or district, and in addition, limited obligation bonds pursuant to Government Code Sections 50665 et seq.; senior obligation bonds pursuant to Government Code Sections 53387 et seq.; and revenue bonds and other obligations payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the state, local agency or district, or by a department, board, agency, or authority thereof.
 - d. Registered warrants of California.
 - e. Notes, tax anticipation warrants, or other evidence of indebtedness issued pursuant to Government Code Sections 53820 et seq.
 - f. State of California notes.
 - g. Any bonds, notes, warrants, or other evidences of indebtedness of a nonprofit corporation issued to finance the construction of a school building pursuant to a lease or agreement with a school district entered into in compliance with the provisions of Education Code Sections 39315 or 81345, and also any bonds, notes, warrants, or other evidences of indebtedness issued to refinance those bonds, notes, warrants, or other evidences of indebtedness, as specified in Education Code Section 39317.
2. Local Agency Investment Fund with the Treasurer's Office of the State of California.
3. A financial institution that is insured by Federal Deposit Insurance Corporation pursuant to Government Code Section 53635.2.
4. San Bernardino County Treasurer's Office, whenever required by law.

P&P 6320 Investments

AP 6320 Investments

FYI only to support annual review of BP

Authorized Personnel

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

- Transfers of funds to the appropriate agency or financial institution for investment purposes,
- Asset allocation and rebalancing; and
- Liquidation of investments.

Safekeeping and Custody

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

Recording and Reconciliation

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

Reporting

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

- Investment types
- Names of issuers
- Maturity dates
- Par and dollar amounts invested in each security, investment, and money
- Weighted average maturity of investments
- Any funds being managed by contracted parties
- Market value as of date of report and source of valuation
- Description of compliance with investment policy
- Current market value of funds managed by a consultant

References:

Government Code Sections 53600 et seq., 87200

END OF RECOMMENDATION

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: March 9, 2023

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 February 14, 2023. As of that date, SBCCD was 62.7% through the fiscal year and had spent and/or encumbered approximately 44.9% of its budgeted unrestricted general fund.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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





Budget Revenue & Expenditure Summary

Year to Date 2/14/23

[v.2.15.2023.p.1]2]

62.7% of Fiscal Year Elapsed

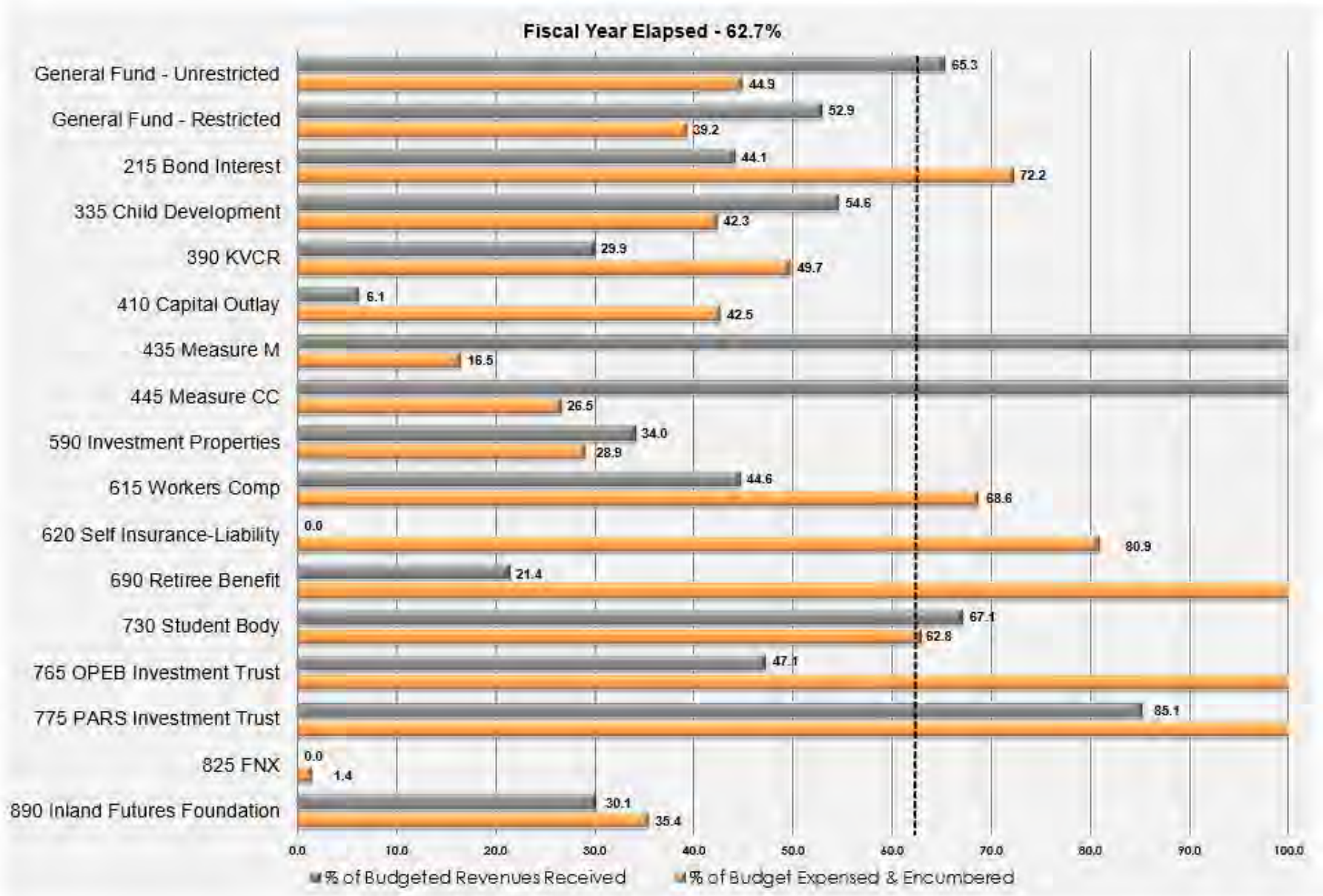
FUND	REVENUES			EXPENDITURES			COMMENTS
	Budget	Received YTD	%	Budget	Expensed/ Encumbered YTD	%	
110 General Fund - Unrestricted	131,574,067	85,956,733	65.3%	130,030,618	58,347,314	44.9%	Expenditures are consistent with the needs of the fund given the current climate.
125 General Fund - Restricted	137,386,895	72,666,761	52.9%	137,386,895	53,884,814	39.2%	Expenditures are consistent with the needs of the fund given the current climate.
215 Bond Interest & Redemption	58,000,000	25,586,323	44.1%	58,000,000	41,880,357	72.2%	Taxes are determined and collected by the County for bond measures.
335 Child Development	4,906,161	2,677,705	54.6%	4,906,161	2,074,333	42.3%	Expenditures are consistent with the needs of the fund given the current climate.
390 KVCR	7,935,109	2,374,709	29.9%	7,616,160	3,786,683	49.7%	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 twice a year.
410 Capital Outlay	34,270,251	2,102,502	6.1%	33,767,726	14,358,087	42.5%	The majority of the budget in this fund relates to the SBVC Technical Building Replacement project. Funding is on the reimbursement basis causing a delay in the receipt of revenues.
435 Measure M	23,500	219,629	934.6%	7,256,170	1,194,619	16.5%	Interest Revenue for the first half of the year was higher than expected at \$215,451.46. Expense budgets are expected to extend over several years.
445 Measure CC	2,000,000	2,168,699	108.4%	266,779,588	70,762,249	26.5%	Interest Revenue for the first half of the year was higher than expected at \$2,168,699.12. Expense budgets are expected to extend over several years.
590 Investment Properties	3,547,299	1,207,478	34.0%	3,339,855	966,745	28.9%	Revenue and expenditure activity posted for the first quarter. Posting in progress for months in the second quarter.
615 Workers Compensation	2,030,000	906,090	44.6%	2,870,000	1,967,833	68.6%	Revenues are transferred a month in arrears. Posting in progress for January activity. Purchase Order created for Insurance premiums for the entire fiscal year.
620 Self Insurance-Liability	800,000	800,000	100.0%	1,145,000	926,174	80.9%	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	95,594	21.4%	447,326	514,765	115.1%	Revenues are transferred a month in arrears. Posting in progress for January activity. Interest revenues are lower than expected due to an underperforming market. Expenses are higher than expected due to the payment of Retirement Incentives.
730 Student Body Center Fee	261,349	175,420	67.1%	261,349	164,228	62.8%	
765 OPEB Trust	1,000,000	471,457	47.1%	82,000	602,209	734.4%	The first quarter resulted in an investment loss (increase to expenses) due to the underperforming market. The second quarter resulted in an investment gain and an increase in interest income compared to the first quarter.
775 PARS Trust	4,250,000	3,618,840	85.1%	3,100,000	4,940,718	159.4%	The first quarter resulted in an investment loss (increase to expenses) due to the underperforming market. The second quarter resulted in an investment gain.
825 FNX	-	1,425	0.0%	199,417	281,841	141.3%	Budget and actuals partially moved to the KVCR fund (390).
890 Inland Futures Foundation	1,119,730	336,701	30.1%	1,119,730	396,409	35.4%	Pledge revenues are posted for the first quarter. Posting in progress for second quarter activity. Expenses related to pledge and donation transfers out are processed twice a year (January and June).
Total (All Funds)	389,551,687	201,366,067	51.7%	658,307,995	257,049,378	39.0%	



Budget Revenue & Expenditure Summary

Year to Date 2/14/23

[v.2.15.2023.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: Farrah Farzaneh, Director, Facilities Planning, Emergency Management & Construction

DATE: March 9, 2023

SUBJECT: Construction Contracts Subject to UCCAP

RECOMMENDATION

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

OVERVIEW

This Board item affects construction contracts subject to the SBCCD’s Uniform Construction Cost Accounting Program, which have a total contract value between \$60,000 and \$200,000. In accordance with SBCCD Board Policy 6100, Delegation of Authority, The Board of Trustees delegates authority to the Chancellor to supervise the general business procedures of the District to assure the proper administration of property and contracts. In line with Public Contract Code Section 17605 and Section 22034(c), the Board of Trustees delegates purchasing and contracting authority to the named agents on the authorized signature list. These designated District Officers have authority to approve purchase requests; award, sign, and execute contracts; and authorize payment under the formal bid limits set by Public Contract Code.

ANALYSIS

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

SBCCD GOALS

Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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





Construction Contracts Subject to UCCAP (\$60,000 to \$200,000)

Presented for Information on March 9, 2023

[v.2.20.2023.p.1|1]

Contract Awards

Contractor & Project	Amount	Funding
Summer Systems of Valencia, CA 03-2223-05 Renovation at 658 Brier Dr – Suite 125	\$98,800.00	The cost of this project will be covered by rental income received from tenants

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: March 9, 2023
 SUBJECT: Contracts Below \$109,300

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 \$109,300. Construction services are not included in this board item.

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

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



Routine Contracts Under \$109,300

Board Agenda 03-09-2023

1 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23987	4 Imprint	Production of Logo Items	Calworks/SBVC	\$11,136.33		
23961	4 Imprint	Production of Logo Items	Calworks/SBVC	\$5,978.80		
23963	Ad Partum Creative LLC	Production of Signs & Posters	First Year/SBVC	\$3,232.50		
24013	Ad Partum Creative LLC	Printing Services	First Year/SBVC	\$1,358.56		
23934	Agile Sports Technologies dba HUDL	Software/ Online Services	Athletics/SBVC	\$549.00		
22600	Albert Risk Management Consulting	Amendment 01	Facilities Planning/SBCCD	\$60,000.00		Time Extension
24014	American Floor Mats LLC	Production of Logo Items	Administrative Services/CHC	\$7,971.60		
23981	Amudipe, William Jr.	DJ Services	Library/SBVC	\$400.00		
23953	Arrowhead Christian Academy	Income - Facilities Use	Pool/CHC		\$500.00	
24015	Articulate Global Inc.	Software/ Online Services	Respiratory Care/CHC	\$1,398.00		
23989	Aument, Madison	Journalism Services	KVCR/KVCR	\$6,000.00		

Routine Contracts Under \$109,300

Board Agenda 03-09-2023

2 of 11

Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23980	Avalon Transportation LLC	Bus Rental	Science/SBVC	\$1,397.25		
23950	Beaumont USD	Income - Facilities Use	Pool/CHC		\$4,000.00	
23988	BIO-Key International Inc.	Software/ Online Services	TESS/SBCCD	\$33,600.00		
23945	Blue Ribbon Ink & Thread, Inc.	Production of Team Uniforms	Athletics/SBVC	\$1,507.28		
23956	Blue Ribbon Ink & Thread, Inc.	Embroidery Services	Athletics/SBVC	\$1,507.25		
24016	Branstetter, Patrick	On Demand Repairs	Music/SBVC	\$720.00		
23984	Burgess Moving & Storage	Rental	Facilities Planning/SBCCD	\$9,346.00		
24017	CAE Healthcare Inc.	Maintenance Agreement	Nursing/SBVC	\$1,592.00		
24019	California Department of Rehabilitation	Income - Grant	EDCT/SBCCD		\$47,186.13	
23964	California State University - San Bernardino	Rental	EOP&S/SBVC	\$3,560.00		
24040	California Youth Leadership Corps	Income - General	Student Services/ SBVC		\$175,000.00	

Routine Contracts Under \$109,300

Board Agenda 03-09-2023

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
24018	CalPERS - Pension Contras & Prefunding Program Division	Services	Human Resources/SBCCD	No Cost		
23948	Card Integrators Corporation dba CI Solutions	Maintenance Agreement	Student Life/CHC	\$800.00		
24020	Card Integrators Corporation dba CI Solutions	Repair Services	Student Life/CHC	\$300.00		
24022	CBRE, Inc.	Real Estate Broker	Facilities Planning/SBCCD	5% Comission		
23935	CCC Chancellor's Office	Income - General	Fiscal Services/SBCCD		\$2,000.00	
23965	ChargePoint, Inc.	Installation Services	Facilities Planning/SBCCD	\$4,364.25		
23992	Collaborative Brain Trust	Independent Contractor	Chancellor/SBCCD	\$93,200.00		
23993	Colton Redlands Yucaipa ROP	Income - General	Grant Development/SBVC		\$7,500.00	
23966	Computerized Embroidery Company, The	Production of Logo Items	Science/SBVC	\$460.52		
23967	Contributor Development Partnerships PBC	Texting Services	KVCR/KVCR	\$350.00		
24036	Corporation for Manufacturing Excellence, The dba Manex	Training Services	EDCT/SBCCD	\$64,400.00		

Routine Contracts Under \$109,300

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23937	CVL Economics LLC	Speaker	Media Arts/ SBVC	\$5,000.00		
23995	Dan Lyman Construction, Inc.	Installation Services	Student Life/ SBVC	\$13,578.00		
23955	Dell Marketing LP	Maintenance Agreement	TESS/SBCCD	\$14,290.64		
23957	Dell Marketing LP	Maintenance Agreement	TESS/SBCCD	\$11,994.92		
23960	Dell Marketing LP	Maintenance Agreement	TESS/SBCCD	\$42,816.45		
23865	Dell Marketing LP	Maintenance Agreement	TESS/SBCCD	\$11,994.02		
23996	Design West Engineering, Inc.	Professional Services	Facilities Planning/SBCCD	\$90,000.00		
23998	Dignity Health	Clinicals	Allied Health/CHC	No Cost		
24034	Dropbox Inc	Software/ Online Services	RTVM/SBVC	\$9,672.00		
23999	ENCO Systems, Inc	Software/ Online Services	KVCR/KVCR	\$2,900.00		
23939	Envision Education LLC	Livescan Services	CTE/CHC	\$1,134.00		

Routine Contracts Under \$109,300

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23969	Envision Education LLC	Livescan Services	CTE/CHC	\$7,620.00		
23968	Envision Education LLC	Training Services	CTE/CHC	\$1,575.00		
24021	File Keepers, LLC	Software/ Online Services	Counseling/ SBVC	\$330.00		
23991	Film Independent Inc.	Rental	FTVMA/SBVC	\$1,750.00		
23940	Foundation for California Community Colleges	Income - Grant	Research & Planning/CHC		\$50,000.00	
24023	Foundation for California Community Colleges	Participation Agreement	TESS/SBCCD	No Cost		
23970	Governmentjobs.com, Inc dba Neogov	Software/ Online Services	Human Resources/ SBCCD	\$5,067.00		
24024	Growing Inland Achievement Inc.	Services	Chancellor/ SBCCD	\$55,000.00		
24025	H & L Charter Co, Inc.	Bus Rental	Puente/SBVC	\$995.00		
24037	H & L Charter Co, Inc.	Bus Rental	Counseling/ SBVC	\$1,346.00		
23958	H & L Charter Co, Inc.	Bus Rental	Theater Arts/ SBVC	\$3,786.92		

Routine Contracts Under \$109,300

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23959	H & L Charter Co, Inc.	Bus Rental	Theater Arts/ SBVC	\$3,786.92		
24026	Immigrant Legal Defense	MOU	EOP&S/CHC	No Cost		
23978	Inland Empire News Radio	Broadcasting Rights	KVCR/KVCR	\$6,000.00		
23504	Inland Empire Stages LTD	Rescinded/ Cancelled	Counseling/ SBVC	(\$864.00)		
23786	In-N-Out Burger	Rescinded/ Cancelled	RTVF/SBVC	(\$2,176.63)		
23997	IPQualityScore LLC	Software/ Online Services	TESS/SBCCD	\$16,199.99		
23971	IronBound Films, Inc.	Software/ Online Services	Library/CHC	\$400.00		
23972	Jim Coleman LTD	Production of Awards	Nursing/SBVC	\$3,474.94		
23985	Key Code Media Inc.	Software/ Online Services	KVCR/KVCR	\$17,432.60		
24027	Klein, Timothy Robin	Speaker	Humanities/SBVC	\$4,000.00		
23397	Konica Minolta	Maintenance Agreement	EDCT/SBCCD	\$2,640.00		

Routine Contracts Under \$109,300

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
24028	Lapel Pins Plus	Production of Logo Items	Marketing/CHC	\$1,136.44		
24000	Leadership Consultancy Inc., The	Workshop/Training	Student Services/ CHC	\$2,150.00		
23973	Letterhead Factory Inc.	Production of Logo Items	Nursing/SBVC	\$2,679.74		
24029	MD Films Co LLC	Production of Media Spots	Marketing/SBVC	\$4,250.00		
24004	Modern Clerisy	Training Services	EDCT/SBCCD	\$19,840.00		
24006	Music Theatre International - MTI	Broadcasting Rights	Theater Arts/ SBVC	\$1,865.00		
23399	Music Theatre International - MTI	Broadcasting Rights	Theater Arts/ CHC	\$1,382.40		
23909	National Bus Charter	Amendment 01	Facilities Planning/SBCCD	\$82,313.00		\$62,002.00
22586	P2S, Inc.	Professional Services	Maintenance/CHC	\$21,000.00		
23976	P2S, Inc.	Services	Maintenance/CHC	\$35,000.00		
24007	Party Plus Rental	Rental	Resource Development /CHC	\$7,745.80		

Routine Contracts Under \$109,300

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23795	Party Plus Rental	Revised	Student Life/ CHC	\$7,911.50		
23975	Pierside Investigations	Services	Human Resources/ SBCCD	\$6,000.00		
24039	Positive Promotions Inc.	Production of Logo Items	Calworks/SBVC	\$12,701.79		
24030	Prime Promos LLC	Production of Logo Items	Student Equity/ SBVC	\$3,679.67		
24001	Prime Promos LLC	Production of Logo Items	Counseling/ SBVC	\$1,092.02		
24008	PSI3G Inc. dba Partition Specialties Inc.	Repairs	Maintenance/CHC	\$5,000.00		
23941	Qualtrics, LLC	Software/ Online Services	TESS/SBCCD	\$10,000.00		
23938	Qualtrics, LLC	Software/ Online Services	TESS/SBCCD	\$2,500.00		
23977	Rancho Santiago CCD	Co-Hosting Agreement	Human Resources/ SBCCD	\$17,000.00		
24031	Redlands Chamber of Commerce	Sponsorship	Marketing/CHC	\$500.00		
23951	Redlands Swim Team	Income - Facilities Use	Pool/CHC		\$12,000.00	

Routine Contracts Under \$109,300

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23986	Ricoh USA Corporation	PO as Contract	Student Life/ SBVC	\$500.00		
23942	Riverside CCD	Income - Grant	CTE/CHC		\$410,005.00	
23946	Riverside CCD	Income - Grant	EDCT/SBCCD		\$38,400.00	
23928	Riverside CCD	Income - Grant	Tech Division/ SBVC		\$509,537.00	
23933	Riverside CCD	Participation Agreement	EDCT/SBCCD	No Cost		
23936	Riverside, County of	Data Sharing	Calworks/SBVC	No Cost		
23962	Salesforce Inc.	Training Services	TESS/SBCCD	\$50,400.00		
23943	San Bernardino Black Culture Foundation	Sponsorship	Chancellor/ SBCCD	\$3,100.00		
24032	San Bernardino City USD	Income - Facilities Use	Administrative Services/SBVC		\$944.16	
24005	San Bernardino City USD	Income - Facilities Use	Administrative Services/SBVC		No Charge	
23983	San Bernardino County Superintendent of Schools	Broadcasting Rights	KVCR/KVCR	No Cost		

Routine Contracts Under \$109,300

Board Agenda 03-09-2023

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
24038	San Bernardino County Superintendent of Schools	Income - Facilities Use	Administrative Services/SBVC		\$1,309.44	
23949	San Canyon Water Polo Club	Income - Facilities Use	Pool/CHC		No Charge	
24003	Signature Print LLC	Production of Logo Items	Student Services/CHC	\$1,147.70		
23979	Smartsheet, Inc.	Software/ Online Services	Research & Planning/CHC	\$990.00		
6239	Spectrasite Communications LLC dba American Tower Corp	Income - Lease/ Amendment 05	Administrative Services/CHC		\$322,867.75	\$71,800.75
24002	Staged Cinema Productions Inc.	Prop Rental	Theater Arts/SBVC	\$2,300.00		
23065	Strategic Energy Innovations (SEI)	Amendment 02	Facilities Planning/SBCCD	\$8,050.00		\$4,600.00
24012	Tilton, Jennifer	Speaker	Student Life/CHC	\$500.00		
23954	Trulycreative Network Solutions Inc.	Software/ Online Services	KVCR/KVCR	\$9,389.77		
24035	University Enterprise Corp at Cal State San Bernardino	Income - Grant Application	Grants/SBVC		\$12,115.23	
24009	University Enterprise Corp at Cal State San Bernardino	Income - Subgrantee	Grants/SBVC		\$36,535.00	

Routine Contracts Under \$109,300

Board Agenda 03-09-2023

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Control No	Vendor Name	Contract Type	Dept/Location	Expense	Income	Amendment
23944	Walgreen Co.	Clinicals	Pharm Tech/SBVC	No Cost		
24033	WIN-OMT Software Inc.	Software/ Online Services	KVCR/KVCR	\$200.00		
23982	Wirz & Company	Production of Logo Items	RTVF/SBVC	\$2,503.04		
24011	Yucaipa High School	Income - Facilities Use	Administrative Services/CHC		No Charge	
23952	Yucaipa Swim Team	Income - Facilities Use	Pool/CHC		\$15,000.00	

Total Number of Contracts 115

Totals

\$971,700.98 \$1,644,899.71

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: March 9, 2023
 SUBJECT: General Fund Cash Flow Analysis

RECOMMENDATION

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

OVERVIEW

The District's budget is a financial plan based on estimated revenues and expenditures for the fiscal year, which runs from July 1 through June 30. Cash refers to what is actually in the District's treasury on a day-to-day and month-to-month basis. District cash balances are reviewed regularly and monitoring the amount of cash available to meet financial obligations is a core responsibility of the Fiscal Services Department. Fiscal year forecasts are updated monthly using the most current actual revenue and expense data and any new guidance from the State. Attached is the restricted and unrestricted General Fund monthly cash flow analysis.

ANALYSIS

As noted in the forecast, cash balances fluctuate throughout the year based on the amount and timing of actual and estimated revenues and expenses. The current cash estimate as of June 30, 2023, decreased \$124,136 to \$63,796,967 from the previous estimate of \$63,921,103. The cash balance remained relatively consistent with the previously projected amount with a small decrease caused by normal cash fluctuations.

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 February 14, 2023, 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	94,238	95,713	99,255	93,373	88,060	87,592	84,052		
Receipts														
Federal			64	-32	-15	-198	5,008	90	29	909	6,608	5,684		18,146
State	12,095	1,758	13,081	25,219	53,436	10,452	9,450	9,437	20,533	13,382	11,685	18,268		198,798
Local	945	2,061	7,277	3,007	5,972	19,527	2,611	1,571	843	3,871	3,923	2,041		53,649
Interfund Transfer & Sale of Assets	952	956	1,461	634	-303	991	993	1,325	2,634	660	108	2,240		12,652
Accounts Receivable/Accruals	-698	-433	2,358	428	2,046	2,346	-47	771	624	147	1,423	-352		8,613
Total Receipts	13,293	4,343	24,242	29,256	61,135	33,119	18,016	13,196	24,663	18,969	23,748	27,880		291,859
Disbursements														
Academic Salaries	13	2,509	4,522	5,053	5,138	5,153	4,892	4,480	5,059	5,156	5,126	8,678		55,779
Classified Salaries	4,108	2,839	3,049	1,934	3,180	3,469	3,282	3,256	3,956	3,696	3,865	6,004		42,639
Benefits	1,654	2,276	635	2,823	2,847	2,267	2,807	1,888	3,370	3,271	3,304	5,078		32,221
Supplies & Materials	197	81		189	138	72	98	227	371	304	444	2,216		4,340
Other Operating Exp	1,696	2,874	2,536	425	1,779	2,167	1,784	5,556	10,941	5,036	9,026	24,713		68,535
Capital Outlay	262	-25	-93	187	669	197	359	2,639	1,353	2,447	3,562	6,780		18,338
Other Outgo	1,015	37	1,607	4,836	1,162	16,607	1,226	1,111	4,786	493	2,042	2,409		37,329
Longterm Post-Employment Benefits	-6	-1	-7	1	-8	8	7		-10	1	-8	5		-18
Accounts Payable/Accruals	2,909	983	3,683	13,907	27,027	1,705	17	-80	148	-967	-74	-7,749		41,509
Total Disbursements	11,847	11,573	15,933	29,355	41,932	31,644	14,474	19,078	29,975	19,438	27,288	48,135		300,672
Increase / (Decrease) in Cash Balance	1,445	-7,231	8,309	-99	19,203	1,474	3,543	-5,882	-5,313	-468	-3,540	-20,255		
Estimated Ending Cash Balance	74,056	66,825	75,134	75,035	94,238	95,713	99,255	93,373	88,060	87,592	84,052	63,797		

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: March 9, 2023

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

February 21, 2023


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

The Parties agree to the following regarding the 4/10 Summer Alternative Work Schedule ("AWS") for the period of Sunday, June 4, 2023, through Saturday, July 29, 2023.

1. All bargaining unit members will participate in the 4/10 Summer AWS except for those employed in the following departments:
 - Child Development Center (SBVC)
 - Aquatic Center (CHC)
 - Police Department (DIST)
 - KVCR (DIST)
2. The 4/10 workweek will be Monday through Thursday, except for those departments with alternative workweek MOUs on file.
3. Permanent unit members participating in an AWS can be exempt from working the 4/10 Summer AWS and may continue working their existing AWS through the expiration date of June 30, 2023 unless extended by mutual agreement. Additionally, permanent unit members may request to opt out of the 4/10 Summer AWS and instead request to participate in an AWS. Unit members requesting an AWS shall submit an Alternative Work Request Form/Agreement to their immediate supervisor for consideration.
4. During the week of July 3, 2023, full-time unit members on the 4/10 Summer AWS will receive ten (10) hours of holiday pay for Independence Day, which will be observed on Tuesday, July 4, 2023, and will be required to work ten (10) hour days on Monday, Wednesday, and Thursday of the workweek.
5. Individual unit members may opt to work four (4) eight (8) hour workdays and use two (2) hours of vacation per workday, consistent with Article 19.11.
6. The 4/10 Summer AWS start and end times shall be based on the existing work schedule by adding two (2) hours; the existing work schedule can be adjusted by no more than two (2) hours before or after start and end times.
7. Unit members will not acquire or lose shift differential during the 4/10 Summer AWS.


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

For the District



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

For CSEA



Cassandra Thomas, President CSEA #291



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

February 21, 2023

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 Maria Davila, Bookstore Assistant, to the Admissions & Records Technician, Crafton Hills College, under the following stipulations:

1. The length of the assignment will be March 1, 2023, through April 30, 2023, or until the Employee or management makes a decision to end the assignment. The Employee began working Out-of-Class on August 29, 2022, as the Admissions & Records Technician.
2. The Employee will be compensated at Range 33, Step D. The salary range and step referenced in this MOU have been predetermined by the CSEA Collective Bargaining Agreement. The Employee will be afforded all the rights, privileges, powers, and leave accruals appropriate for the position, except those expressly stated herein.
3. Upon completion of the Out-of-Class assignment, the Employee shall return to their regular classified position as Bookstore Assistant.
4. The District and the Association agree that during the Out-of-Class assignment, the Employee's seniority as Bookstore Assistant 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 Maria Davila.

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

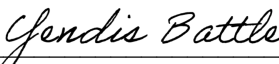
For CSEA



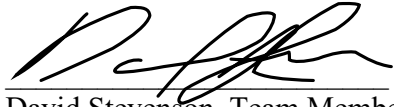
Cassandra Thomas, President CSEA #291



Ernest Guillen, Team Member



Yendis Battle, Team Member

A handwritten signature in black ink, appearing to read "D. Stevenson", written over a horizontal line.

David Stevenson, Team Member

A handwritten signature in blue ink, appearing to read "Noah Snyder", written over a horizontal line.

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

February 21, 2023

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".


In accordance with Article 16: PERSONNEL, specifically subsection 16.3.1 RECLASSIFICATION REQUEST, it has been determined the following bargaining unit members shall be reclassified.

1. Effective November 1, 2022, bargaining unit member Katherine Fonseca, Administrative Assistant III, Range 41 Step E, 8 hours/260-day work year in the Student Services Department at San Bernardino Valley College will be reclassified to the classification of Administrative Coordinator, Range 45 Step D, 8 hours/260-day work year.

2. Effective October 28, 2022, bargaining unit member Maureen Ryan, Student Services Technician I, Range 30 Step F, 8 hours/260-day work year in Physical Education Instruction Department at San Bernardino Valley College will be reclassified to the classification of Senior Student Services Technician, Range 38 Step C, 8 hours/260-day work year.


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

For the District



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


For CSEA



 Cassandra Thomas, President CSEA #291



 Yendis Battle, Team Member



 David Stevenson, Team Member



 Noah Snyder, CSEA LRR



 Ernest Guillen, Team Member

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

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

DATE: March 9, 2023

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

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

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

FINANCIAL IMPLICATIONS

There are no financial implications associated with this information item.



**Memorandum Of Understanding
By and Between The
San Bernardino Community College District Teachers Association
And
San Bernardino Community College District**

Article 13 Grievance Hold

This Memorandum of Understanding (“MOU”) is entered by and between the San Bernardino Community College District Teachers Association (Association), And The San Bernardino Community College District (“District”) Collectively “The Parties”

The SBCCDTA and SBCCD will suspend the article 13 Grievance at level 5 as per the following agreement.

SBCCDTA and SBCCD agree to work on article 13 Grievance on stacked sections as part of the negotiations process.

SBCCDTA and SBCCD will work to achieve common ground on stacked sections and will give an update to SBCCD Chancellor Rodriguez and SBCCDTA President Ed Gomez on May 1, 2023.

If the update given by SBCCDTA and SBCCD are not on track to complete an agreement by June 30, 2023 deadline, the Arbitration process will move forward.

For SBCCD

Dated: 1/20/2023

Kristina Hannon

Kristina Hannon, Vice Chancellor, Human Resources & Police Services

For SBCCDTA

Dated: 1-30-23

Richard Jaramillo

Richard Jaramillo, SBCCDTA Lead Negotiator

**Memorandum Of Understanding
By and Between The
San Bernardino Community College District Teachers Association
And
San Bernardino Community College District**

Article 13 and 20 Grievance Hold

This Memorandum of Understanding (“MOU”) is entered by and between the San Bernardino Community College District Teachers Association (Association), And The San Bernardino Community College District (“District”) Collectively “The Parties”

The SBCCDTA and SBCCD will suspend the article 13 and 20 Grievance at level 3 as per the following agreement.

SBCCDTA and SBCCD agree to work on the article 13 and 20 Grievance regarding safety as part of the negotiations process.

SBCCDTA and SBCCD will work to achieve common ground on class size as it related to safety and will give an update to SBCCD Chancellor Rodriguez and SBCCDTA President Ed Gomez on May 1, 2023.

If the update given by SBCCDTA and SBCCD are not on track to complete an agreement by June 30, 2023 deadline, the grievance process will move forward to the next step.

For SBCCD

Dated: 1/20/2023

Kristina Hannon

Kristina Hannon, Vice Chancellor, Human Resources & Police Services

For SBCCDTA

Dated: 1-30-23

Richard Jaramillo

Richard Jaramillo, SBCCDTA Lead Negotiator

**Memorandum Of Understanding
By and Between The
San Bernardino Community College District Teachers Association
And
San Bernardino Community College District**

Mandatory Training

This Memorandum of Understanding (“MOU”) is entered by and between the San Bernardino Community College District Teachers Association (Association), And The San Bernardino Community College District (“District”) Collectively “The Parties”

The Parties agree that:

1. As of 2-3-23, mandatory training pertains to discrimination and harassment unless otherwise specified by the area of assignment.

2. In the future should mandatory trainings for any reason, laws, policies, regulations, etc., be required, the SBCCD will notify the SBCCDTA in accordance with Article 27.

3. When there is a change to mandated training, the District will make every effort to offer the new training(s) at in-service/orientation.

4. If mandatory training is required, all faculty will be included in such training(s).

For SBCCD

Dated: 2/3/2023

Kristina Hannon

Kristina Hannon, Vice Chancellor, Human Resources & Police Services

For SBCCDTA

Dated: 2-3-23

Richard Jaramillo

Richard Jaramillo, SBCCDTA Lead Negotiator

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Jose F. Torres, Executive Vice Chancellor

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

DATE: March 9, 2023

SUBJECT: Non-Bond Construction Change Orders

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

Any reflected costs will be included in the project budget.





Non-Bond Construction Change Order Log
 Submitted for Information March 9, 2023

Project	Contract	Change Order	Original Contract Amount	Change Order Amount	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	New Contract Amount	Executed Date	Presented for Information & Board Date
MD 02-2122-10 CHC Roofing Upgrades	R&R Roofing	R&R - Change Order #1	\$249,714	\$15,301	6.13%	6.13%	\$265,015	2/1/2023	3/9/2023

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: March 9, 2023

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 March 9, 2023

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Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Arellano, Adam I CHC CIS	Program Assistant	01/27/23	05/24/23	\$25.00
Hanson, Marc CHC CIS	Program Assistant	01/04/23	06/30/23	\$20.00
Cortz, Zachary D CHC Counseling	Program Assistant	01/04/23	06/30/23	\$20.00
Ford, Alexis M CHC Counseling	Program Assistant	01/04/23	06/30/23	\$20.00
Means, Lauren A CHC Counseling	Program Assistant	01/04/23	06/30/23	\$20.00
Ramirez, Lorenzo A CHC Counseling	Program Assistant	01/04/23	06/30/23	\$20.00
Nafzgar, Daniel C CHC Fire Technology	State Fire Training Instructor	02/14/23	06/30/23	\$55.00
Duran, Jonathan D CHC Respiratory Care Program	Respiratory Care Clinical	01/04/23	06/30/23	\$57.13
Yamamoto, June CHC Social, Information & Natural Sciences	Program Assistant	01/04/23	01/31/23	\$49.00
Blood, Nicole E CHC Tutoring Center	Tutor I	01/30/23	06/30/23	\$16.00
Fuentes, Riane Lynne CHC Tutoring Center	Tutor I	01/30/23	06/30/23	\$16.00
Porter, Kaitlyn M CHC Tutoring Center	Tutor I	01/30/23	06/30/23	\$16.00
Sanchez, Darianne D CHC Tutoring Center	Tutor I	02/13/23	06/30/23	\$16.00
Bader, Kelly Ryan CHC Tutoring Center	Tutor II	01/31/23	06/30/23	\$17.00
Johnstone, Roy W CHC Tutoring Center	Tutor II	02/13/23	06/30/23	\$17.00
Valles, Yoana DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	07/01/22	12/31/22	\$60.00
Valles, Yoana DIST Economic Development & Corporate Training	Workforce Development/ PDC Trainer	01/23/23	06/30/23	\$60.00
Velasquez, Maria E DIST Facilities Planning & Construction	Program Assistant	02/01/23	06/30/23	\$45.00



Professional Expert, Short-Term & Substitute Employees Presented for Information on March 9, 2023

[v.2.21.2023.p.2|5]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Armancas, Elizabeth A DIST KVCR	Content Specialist	02/02/23	06/30/23	\$30.00
Hernandez, David J DIST Marketing, Public Affairs & GR	Program Assistant	02/06/23	06/30/23	\$30.00
Hughes, Alyssa A DIST Marketing, Public Affairs & GR	Program Assistant	02/07/23	06/30/23	\$28.00
Jones, Frederick K DIST Marketing, Public Affairs & GR	Program Assistant	01/19/23	06/30/23	\$37.00
Perales Carrion, Omar E SBVC Academic Success & Learning Services	Tutor II	02/06/23	06/30/23	\$17.00
Hanson, Chase C SBVC Art Gallery	Program Assistant	02/06/23	06/30/23	\$25.00
Rivas, Rosemary F SBVC Art Gallery	Program Assistant	02/06/23	06/30/23	\$25.00
Sanchez, Melissa S SBVC English	Tutor III	03/01/23	06/30/23	\$19.00
Zuev, Alexander SBVC Marketing & Public Relations	Program Assistant	02/09/23	06/30/23	\$20.00
Zuev, Vladislav SBVC Marketing & Public Relations	Program Assistant	02/09/23	06/30/23	\$20.00
Sancho, Darrell E SBVC Police Academies/Criminal Justice	Police Science Facilitator/Evaluator	03/01/23	06/30/23	\$50.00
Brar, Sumandip K SBVC STEM-MESA	Tutor I	03/13/23	06/30/23	\$16.00
Guerrero Velandia, Sara SBVC STEM-MESA	Tutor I	03/13/23	06/30/23	\$16.00
Harris, Jaida S SBVC STEM-MESA	Tutor I	03/13/23	06/30/23	\$16.00
Morales, Francine G SBVC STEM-MESA	Tutor I	03/13/23	06/30/23	\$16.00
Padilla, Miguel E SBVC STEM-MESA	Tutor I	03/13/23	06/30/23	\$16.00
Ramirez, Christina SBVC STEM-MESA	Tutor I	03/13/23	06/30/23	\$16.00



Professional Expert, Short-Term & Substitute Employees Presented for Information on March 9, 2023

[v.2.21.2023.p.3|5]

Professional Expert

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Sahadat, Sheik Faizul I SBVC STEM-MESA	Tutor I	03/13/23	06/30/23	\$16.00
Sharif, Mustafa M SBVC STEM-MESA	Tutor I	03/13/23	06/30/23	\$16.00
Hellein, Kailey M SBVC STEM-MESA	Tutor II	03/13/23	06/30/23	\$17.00
Penuelas, Landon J SBVC Valley Now!	Program Assistant	01/04/23	06/30/23	\$25.00

Short-Term

Employee Name Location Assignment & Department	Duties	From	To	Hourly Rate
Randle, Shane J CHC Aquatics	Lifeguard	02/21/23	06/30/23	\$16.50
Monsalve, Krysten M CHC Art	Life Drawing Model	03/01/23	05/24/23	\$25.00
Cruz, Arlene SBVC Counseling	Project Assistant III	01/04/23	06/30/23	\$18.50

Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Hoyt, Trevor CHC Aquatics <i>EXT: Sick/Vacation Coverage</i>	Aquatics Center Pool Attendant	02/21/23	04/20/23	\$20.95
Bustamante, Daniel CHC Biology <i>NEW: Sick/Vacation Coverage</i>	Laboratory Technician I - Biological Sciences	02/08/23	04/07/23	\$33.50
Gardenas, Gilda CHC CDC <i>NEW: Sick/Vacation coverage</i>	Child Development Assistant	02/14/23	04/13/23	\$17.63



Professional Expert, Short-Term & Substitute Employees Presented for Information on March 9, 2023

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Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Shalhoub, Irene CHC CDC <i>EXT: Sick/Vacation Coverage</i>	Child Development Assistant	02/06/23	04/05/23	\$17.63
Gardenas, Gilda CHC CDC <i>NEW: Sick/Vacation coverage</i>	Child Development Teacher	02/14/23	04/13/23	\$24.89
Shalhoub, Irene CHC CDC <i>EXT: Sick/Vacation coverage</i>	Child Development Teacher	02/06/23	04/05/23	\$24.89
Segovia, Endelicia CHC Library <i>Ext: Vacancy</i>	Library Technical Assistant I	02/11/23	04/10/23	\$24.29
Saadeh, Miriam CHC Office of Instruction <i>NEW: Sick/Vacation Coverage</i>	Schedule/Catalog Data Specialist	02/20/23	04/19/23	\$29.62
Freeman, Ilexi DIST Facilities, Planning, & Construction <i>Ext: OOC Coverage</i>	Administrative Clerk	02/04/23	04/05/23	\$21.50
Larry, Nathaniel DIST Facilities, Planning, & Construction <i>Ext: Sick/Vacation Coverage</i>	Custodian	02/13/23	04/13/23	\$20.44
Aycock, Lauren DIST Research, Planning & Institutional Effectiveness <i>Other: OOC Coverage</i>	Research Analyst	12/11/22	12/22/22	\$39.82
Aycock, Lauren DIST Research, Planning & Institutional Effectiveness <i>New: Vacancy</i>	Research Analyst	02/13/23	04/12/23	\$39.82
Cruz, Arlene SBVC Assessment <i>Ext: OOC coverage</i>	Student Services Technician I	02/06/23	04/06/23	\$22.01
Kim, Matthew SBVC Marketing <i>Ext: Vacancy</i>	Web Developer	02/01/23	03/30/23	\$39.82



Professional Expert, Short-Term & Substitute Employees

Presented for Information on March 9, 2023

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Substitute

Employee Name Location Assignment & Department Justification	Duties	From	To	Hourly Rate
Byrd Cross, Matilda SBVC Student Services <i>Ext: LOA/OOC Coverage</i>	Administrative Assistant I	01/30/23	03/30/23	\$23.71
Moreno, Kevin SBVC Technology Services <i>Ext: LOA/OOC Coverage</i>	Technology Support Specialist	02/01/23	03/31/22	\$36.07

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
 FROM: Diana Z. Rodriguez, Chancellor
 REVIEWED BY: Jose F. Torres, Executive Vice Chancellor
 PREPARED BY: Steven J. Sutorus, Business Manager
 DATE: March 9, 2023
 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 1/12/2023 – 2/12/2023 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
March 9, 2023

PO#	Supplier Name	Amount
2303622	SAN BERNARDINO CCD	653.27
2303624	SAN BERNARDINO CCD	236.28
2303625	OMEGA ENVIRONMENTAL SERVICES INC	7,290.00
2303626	JON'S FLAGS AND POLES INC	3,660.27
2303627	STAPLES BUSINESS ADVANTAGE	780.61
2303628	STAPLES BUSINESS ADVANTAGE	1,622.63
2303629	STAPLES BUSINESS ADVANTAGE	298.39
2303631	SAN BERNARDINO CCD	542,010.00
2303633	DELL INC	73,113.16
2303636	SAN BERNARDINO CCD	168.09
2303638	EDUCATIONAL STUDENT TOURS	42,900.00
2303642	ROSE BRAND WIPERS INC	214.43
2303645	CA ASSOC OF COMM COLLEGE REGISTRATERS AND ADMISSION OFFICERS	300.00
2303646	STAPLES BUSINESS ADVANTAGE	1,575.50
2303651	SAN BERNARDINO CCD	358.11
2303652	SAN BERNARDINO CCD	3,600.00
2303661	AZTEC TECHNOLOGY CORP DBA AZTEC CONTAINER	25,084.20
2303663	STAPLES BUSINESS ADVANTAGE	112.97
2303664	STAPLES BUSINESS ADVANTAGE	53.32
2303665	STAPLES BUSINESS ADVANTAGE	515.40
2303669	SAN BERNARDINO CCD	1,021.21
2303670	SAN BERNARDINO CCD	288.67
2303671	THOMAS SCIENTIFIC LLC	2,861.92
2303675	SAN BERNARDINO CCD	961.56
2303677	STAPLES BUSINESS ADVANTAGE	168.43
2303679	IRWIN INTERNATIONAL INC DBA AIRCRAFT SPRUCE & SPECIALTY	1,341.49
2303680	STAPLES BUSINESS ADVANTAGE	46.55
2303681	STAPLES BUSINESS ADVANTAGE	120.81
2303687	SAN BERNARDINO CCD	348.00
2303689	FISHER SCIENCE EDUCATION	379.81
2303690	SAN BERNARDINO CCD	485.78
2303691	DEL RIO, ANGEL	442.00
2303694	RODRIGUEZ, SAMUEL	442.00
2303695	MORALES, SAMANTHA	442.00
2303696	AZARIA, SAIGE	442.00
2303697	HART, MONICA	442.00
2303698	CLARA, MARLENE	442.00
2303699	ROMO, LAWRENCE	442.00
2303700	GODOY, LAVAR	442.00
2303701	GARCIA-ZAVALA, HANNY	442.00
2303702	PEREZ, ELIZABETH	442.00
2303703	RODRIGUEZ, DANIEL	442.00
2303704	PEREZ, ANA	442.00
2303705	RAMIREZ, ALEX	442.00
2303706	SAENZ, AARON	442.00

Purchase Order Report
March 9, 2023

PO#	Supplier Name	Amount
2303709	SALAZAR, NICO	442.00
2303710	MASSIE, MIRACLE	442.00
2303711	GARCIA, MICHAEL	442.00
2303712	ARCHULETTA, GILBERT	442.00
2303713	DE LA CRUZ, DESTINY	442.00
2303714	EDDY, ASHLEY	442.00
2303716	BLACKHAWK NETWORK INC	40,089.00
2303719	SAN BERNARDINO CCD	168.09
2303720	SAN BERNARDINO CCD	168.09
2303721	SAN BERNARDINO CCD	342.11
2303723	FOLLETT CORPORATION	72.19
2303724	CDW LLC	32,613.94
2303726	GARRETT, LYDIA	500.00
2303727	FOUNDATION FOR CALIFORNIA COMMUNITY COLLEGES	75.00
2303729	B&H PHOTO VIDEO	178.07
2303731	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	6,500.00
2303733	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	600.00
2303738	ACCREDITING COMMISSION FOR COMMUNITY & JUNIOR COLLEGES	1,500.00
2303739	SAN BERNARDINO CCD	242.58
2303741	CA COMM COLLEGE WOMEN'S BASKETBALL COACHES ASSOCIATION	240.00
2303742	M-F ATHLETIC CO INC	445.79
2303750	RENEGADE BRANDS USA INC	1,750.47
2303752	STAPLES BUSINESS ADVANTAGE	224.14
2303757	FILMTOOLS INC	445.58
2303760	STEVENS, CAMRYN	442.00
2303761	VERSA PRODUCTS INC	1,256.06
2303762	SNAP-ON INDUSTRIAL	2,830.22
2303763	DE DIOS, ANTHONY	442.00
2303764	DEYON, EDWARD	442.00
2303765	STAPLES BUSINESS ADVANTAGE	357.21
2303766	STAPLES BUSINESS ADVANTAGE	222.41
2303767	STAPLES BUSINESS ADVANTAGE	203.16
2303771	OFFICE & ERGONOMICS SOLUTIONS INC	3,735.89
2303777	STAPLES BUSINESS ADVANTAGE	65.47
2303778	STAPLES BUSINESS ADVANTAGE	1,193.85
2303779	STAPLES BUSINESS ADVANTAGE	1,387.80
2303787	SAN BERNARDINO CCD	884.90
2303788	SAN BERNARDINO CCD	900.00
2303789	SAN BERNARDINO CCD	155.46
2303790	SAN BERNARDINO CCD	155.46
2303792	FOLLETT CORPORATION	662.02
2303793	ESTCO ENTERPRISES INC	4,000.02
2303794	ZOLL MEDICAL CORPORATION	64,535.08
2303796	SAN BERNARDINO, COUNTY OF	30.00
2303800	CALIFORNIA SOCIETY FOR RESPIRATORY CARE	664.00

Purchase Order Report
March 9, 2023

PO#	Supplier Name	Amount
2303801	CLIA LABORATORY PROGRAM	180.00
2303806	STAPLES BUSINESS ADVANTAGE	505.19
2303810	STAPLES BUSINESS ADVANTAGE	797.26
2303814	AC TREE SERVICE INC	26,200.00
2303816	ELLIOTTS PET EMPORIUM	250.00
2303817	ULINE INC	316.25
2303819	STAPLES BUSINESS ADVANTAGE	2,880.55
2303823	STAPLES BUSINESS ADVANTAGE	318.19
2303824	STAPLES BUSINESS ADVANTAGE	75.41
2303825	STAPLES BUSINESS ADVANTAGE	659.15
2303827	GRAINGER INC	278.00
2303829	HEALTH CARE LOGISTICS	3,145.17
2303830	POCKET NURSE ENTERPRISES INC	2,625.86
2303831	TOTAL PHARMACY SUPPLY	236.71
2303832	SAN BERNARDINO CCD	840.45
2303834	FIREBALL TOOL WORKS LLC	64,757.75
2303839	VISUAL PRODUCTS INC	33,689.13
2303841	SAN BERNARDINO CCD	941.00
2303852	ASSOCIATION OF CALIFORNIA COMMUNITY COLLEGE ADMINISTRATORS	385.56
2303854	STAPLES BUSINESS ADVANTAGE	463.83
2303857	ON COURSE INC	395.00
2303858	CDW LLC	1,489.12
2303859	FERGUSON ENTERPRISES INC	9,989.59
2303860	STAPLES BUSINESS ADVANTAGE	296.12
2303861	NATIONAL COLLEGIATE HONORS COUNCIL	550.00
2303862	SWEETWATER SOUND INC	18,845.37
2303863	EVAC + CHAIR NORTH AMERICA LLC	174.69
2303865	STAPLES BUSINESS ADVANTAGE	538.92
2303866	STAPLES BUSINESS ADVANTAGE	28.54
2303867	STAPLES BUSINESS ADVANTAGE	20.24
2303868	SAN BERNARDINO CCD	1,026.81
2303872	DISH FACTORY INC, THE	3,554.62
2303874	STAPLES BUSINESS ADVANTAGE	1,791.84
2303875	STAPLES BUSINESS ADVANTAGE	745.35
2303876	STAPLES BUSINESS ADVANTAGE	450.15
2303877	STAPLES BUSINESS ADVANTAGE	140.85
2303878	STAPLES BUSINESS ADVANTAGE	159.89
2303879	STAPLES BUSINESS ADVANTAGE	603.67
2303881	BIO-RAD LABORATORIES INC	673.22
2303882	SAN BERNARDINO CCD	2,718.75
2303883	SAN BERNARDINO CCD	1,631.25
2303884	SAN BERNARDINO CCD	1,305.00
2303886	SWEETWATER SOUND INC	346.93
2303890	FOLLETT CORPORATION	100.00
2303891	POCKET NURSE ENTERPRISES INC	201.26

Purchase Order Report
March 9, 2023

PO#	Supplier Name	Amount
2303899	SAN BERNARDINO CCD	380.63
2303900	SAN BERNARDINO CCD	228.38
2303904	B&H PHOTO VIDEO	885.92
2303906	SAN BERNARDINO CCD	1,952.06
2303908	DELL MARKETING LP	9,966.61
2303911	ACTF MANAGEMENT LTD	1,680.00
2303912	RIGHTER, NATHANAEL	176.26
2303913	GOLLIHAR, ANDREW	176.26
2303914	COLLINS, COURTNEY	130.52
2303915	FLORES, ERIC	136.28
2303916	JOHNS, BRYAN	115.26
2303917	LEANOS, SHAWNA	166.51
2303918	SO, PERRIS	176.89
2303919	DELL INC	165,325.14
2303921	STAPLES BUSINESS ADVANTAGE	50.81
2303923	R.E. MICHEL COMPANY	2,319.28
2303925	DELL INC	15,336.19
2303926	SAN BERNARDINO CCD	2,218.88
2303927	SIMPSON, TAHIRAH M	400.00
2303931	SESAC INC	1,029.51
2303932	BROADCAST MUSIC INC	2,603.51
2303936	STAPLES BUSINESS ADVANTAGE	110.97
2303938	VELASQUEZ, JESSICA	150.00
2303945	DELTA BIOLOGICALS	520.43
2303946	LEAGUE FOR INNOVATION	1,400.00
2303948	CAROLINA BIOLOGICAL SUPPLY CO	576.25
2303949	GUITAR CENTER STORES INC	43,541.09
2303950	RELYMEDIA	492.42
2303952	MERIT OIL CO	1,101.46
2303953	STAPLES BUSINESS ADVANTAGE	33.95
2303954	VWR INTERNATIONAL LLC	982.55
2303956	FISHER SCIENCE EDUCATION	2,089.22
2303958	MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT	500.00
2303960	ATKINSON ANDELSON LOYA RUUD & ROMO	1,197.00
2303964	SAN BERNARDINO CCD	1,081.19
2303965	STAPLES BUSINESS ADVANTAGE	204.55
2303966	STAPLES BUSINESS ADVANTAGE	826.13
2303967	STAPLES BUSINESS ADVANTAGE	161.59
2303968	STAPLES BUSINESS ADVANTAGE	25.77
2303969	STAPLES BUSINESS ADVANTAGE	2,364.91
2303970	STAPLES BUSINESS ADVANTAGE	316.30
2303971	STAPLES BUSINESS ADVANTAGE	31.52
2303974	B&H PHOTO VIDEO	145.38
2303978	NAVARRETE, BELINDA	416.83
2303979	SAN BERNARDINO CCD	1,170.17

Purchase Order Report
March 9, 2023

PO#	Supplier Name	Amount
2303982	CALIFORNIA, STATE OF	32,000.00
2303984	PALOMAR COMMUNITY COLLEGE DISTRICT	200.00
2303986	COMMUNITY PLAYTHINGS	1,228.35
2303987	FOLLETT CORPORATION	1,600.00
2303988	GAP ARBORIST SUPPLY LLC	3,338.05
2303992	CALIFORNIA, STATE OF	5.00
2303993	MITCHELL, CHANZENA	1,697.06
2303994	SAN BERNARDINO CCD	391.50
2303995	SAN BERNARDINO CCD	224.28
2303996	STAPLES BUSINESS ADVANTAGE	21.54
2303997	STAPLES BUSINESS ADVANTAGE	43.01
2303998	STAPLES BUSINESS ADVANTAGE	16.36
2303999	STAPLES BUSINESS ADVANTAGE	105.30
2304000	STAPLES BUSINESS ADVANTAGE	945.93
2304001	STAPLES BUSINESS ADVANTAGE	175.76
2304002	COMMUNITY PLAYTHINGS	2,868.31
2304006	RP GROUP, THE	1,785.00
2304010	COALITION ON ADULT BASIC EDUCATION INC (COABE)	3,005.00
2304011	DELL INC	8,365.19
2304012	SAN BERNARDINO CCD	380.00
2304013	CDW LLC	439,202.25
2304014	FISHER SCIENTIFIC COMPANY LLC	1,316.25
2304016	DELL INC	20,912.98
2304021	RP GROUP, THE	450.00
2304022	CDW LLC	520.68
2304026	STAPLES BUSINESS ADVANTAGE	304.92
2304029	GENUINE AUTO PARTS	107.74
2304031	PANERA LLC	200.00
2304035	WEBER, PEGGY	200.00
2304036	GENUINE AUTO PARTS	80.80
2304040	JOHNSTONE SUPPLY	1,852.86
2304043	VALLEY POWER SYSTEMS INC	1,761.91
2304044	BLACKHAWK NETWORK INC	1,500.00
2304049	STAPLES BUSINESS ADVANTAGE	180.86
2304050	STAPLES BUSINESS ADVANTAGE	30.34
2304051	STAPLES BUSINESS ADVANTAGE	289.52
2304052	STAPLES BUSINESS ADVANTAGE	355.24
2304053	SAN BERNARDINO CCD	117.75
2304054	SAN BERNARDINO CCD	430.23
2304055	SAN BERNARDINO CCD	430.23
2304056	SAN BERNARDINO CCD	430.23
2304057	SAN BERNARDINO CCD	358.84
2304059	ASSOCIATION OF CA COMMUNITY COLLEGE ELIGIBILITY SPECIALISTS	150.00
2304067	STAPLES BUSINESS ADVANTAGE	341.32
2304070	CA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	695.00

Purchase Order Report
March 9, 2023

PO#	Supplier Name	Amount
2304074	WOOTERS, JORDAN	176.26
2304075	TRAN, TOMMY	139.81
2304076	SVOB, CAITLIN	154.24
2304077	STODDARD, MARCUS	130.52
2304078	EL-SAYED, SARA	176.26
2304079	B&H PHOTO VIDEO	4,423.98
2304080	4IMPRINT INC	220.01
2304081	COURTYARD BY MARRIOTT LOS ANGELES LAX	5,318.20
2304083	SPORTS ENDEAVORS INC	1,381.20
2304084	PROPHET CORPORATION, THE	1,036.39
2304085	CA COMMUNITY COLLEGE ASSOCIATION FOR OCCUPATIONAL EDUCATION	525.00
2304086	LINCOLN ELECTRIC COMPANY, THE	4,874.43
2304087	MSC INDUSTRIAL SUPPLY CO	44,200.97
2304088	HOGI YOGI	735.00
2304089	SAN BERNARDINO CCD	260.00
2304090	AFRICAN AMERICAN MALE EDUCATION NETWORK AND DEVELOPMENT	2,700.00
2304091	SAN BERNARDINO CCD	548.75
2304092	SAN BERNARDINO CCD	2,815.04
2304094	DELL MARKETING LP	7,340.76
2304096	SAN BERNARDINO CCD	186.41
2304097	SAN BERNARDINO CCD	309.01
2304100	AZTEC TECHNOLOGY CORP DBA AZTEC CONTAINER	11,162.90
2304101	STAPLES BUSINESS ADVANTAGE	308.79
2304102	EX LIBRIS USERS OF NORTH AMERICA - ELUNA	650.00
2304105	BRILLE AUTHORITY OF NORTH AMERICA	1,000.00
2304108	HARDCORESPORT	1,239.67
2304109	ULINE INC	1,521.95
2304110	DICK BLICK HOLDINGS INC	1,050.49
2304113	STATE WATER RESOURCES CONTROL BOARD	1,762.50
2304115	AIRCRAFT TOOL SUPPLY COMPANY	91,734.03
2304117	SAN BERNARDINO CCD	1,667.43
2304122	STATE WATER RESOURCES CONTROL BOARD	600.00
2304123	VERIZON WIRELESS	200.00
2304124	TREE CARE INDUSTRY ASSOCIATION INC	3,945.00
2304126	STAPLES BUSINESS ADVANTAGE	391.70
2304127	MAMA HELEN'S BAKER DBA THE ORIGINAL MOMMIE HELEN'S BAKERY	241.63
2304129	STAPLES BUSINESS ADVANTAGE	21.16
2304130	B&H PHOTO VIDEO	322.42
2304134	FLINN SCIENTIFIC INC	286.21
2304135	SIGMA-ALDRICH INC	1,444.73
2304136	STAPLES BUSINESS ADVANTAGE	82.51
2304137	FOLLETT CORPORATION	250.00

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: March 9, 2023
 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 second quarter, ended December 31, 2022.

- Revenues exceed expenses by \$45.7 million.
- With 50% of the year expired, actual revenues and expenses were 74.1% and 39.8% 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 Q2 Closed For Edits.

CHANGE THE PERIOD ▾

Fiscal Year: 2022-2023

District: (980) SAN BERNARDINO

Quarter Ended: (Q2) Dec 31, 2022

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:					
Closed for edits after Feb 16, 2023					
A.	Revenues:				
A.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	129,524,067	129,524,068	97,459,971	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	97,498,449	131,574,068
B.	Expenditures:				
B.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	129,101,597	129,218,597	50,373,186	129,218,597
B.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	812,021	812,021	1,407,720	812,021
B.3	Total Unrestricted Expenditures (B.1 + B.2)	129,913,618	130,030,618	51,780,906	130,030,618
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	1,660,449	1,543,450	45,717,543	1,543,450
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	20,786,355	64,960,448	20,786,355
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	16.1%	16%	125.5%	16%

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)

		Amount as of the Specified Quarter Ended
H.1	Cash, excluding borrowed funds	95,727,583
H.2	Cash, borrowed funds only	0
H.3	Total Cash (H.1+ H.2)	95,727,583

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	
	Total Cost Increase	% *	Total Cost Increase	% *	Total Cost Increase	% *
YYYY-YY						
a. SALARIES:						
Year 1:						
Year 2:						
Year 3:						
b. BENEFITS:						
Year 1:						
Year 2:						
Year 3:						

* As specified in Collective Bargaining Agreement or other Employment Contract

SAVE EDITS >>

c. Provide an explanation on how the district intends to fund the salary and benefit increases, and also identify the revenue source/object code.

2000 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.

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

**CALIFORNIA COMMUNITY COLLEGES
CHANCELLOR'S OFFICE**

Quarterly Financial Status Report, CCFS-31 IQ
VIEW QUARTERLY DATA

CHANGE THE PERIOD ▼

Fiscal Year: 2022-2023

District: (980) SAN BERNARDINO

Quarter Ended: (Q2) Dec 31, 2022

Line	Description	As of June 30 for the fiscal year specified			
		Actual 2019-20	Actual 2020-21	Actual 2021-22	Projected 2022-23
I. 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	129,218,597
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	130,030,618
C.	Revenues Over(Under) Expenditures (A.3 - B.3)	-110,775	9,295,936	49,141	1,543,450
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	20,786,355
F.1	Percentage of GF Fund Balance to GF Expenditures (E. / B.3)	22.4%	23.4%	16.5%	16%

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	12,744.09

III. Total General Fund Cash Balance (Unrestricted and Restricted)

	Description	As of the specified quarter ended for each fiscal year			
		2019-20	2020-21	2021-22	2022-23
H.1	Cash, excluding borrowed funds		48,871,228	55,892,450	95,727,583
H.2	Cash, borrowed funds only		0	0	0
H.3	Total Cash (H.1+ H.2)	60,115,049	48,871,228	55,892,450	95,727,583

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)
I. Revenues:					
I.1	Unrestricted General Fund Revenues (Objects 8100, 8600, 8800)	129,524,067	129,524,068	97,459,971	75.2%
I.2	Other Financing Sources (Object 8900)	2,050,000	2,050,000	38,478	1.9%
I.3	Total Unrestricted Revenue (I.1 + I.2)	131,574,067	131,574,068	97,498,449	74.1%
J. Expenditures:					
J.1	Unrestricted General Fund Expenditures (Objects 1000-6000)	129,101,597	129,218,597	50,373,186	39%
J.2	Other Outgo (Objects 7100, 7200, 7300, 7400, 7500, 7600)	812,021	812,021	1,407,720	173.4%
J.3	Total Unrestricted Expenditures (J.1 + J.2)	129,913,618	130,030,618	51,780,906	39.8%
K.	Revenues Over(Under) Expenditures (I.3 - J.3)	1,660,449	1,543,450	45,717,543	
L.	Adjusted Fund Balance, Beginning	19,242,905	19,242,905	19,242,905	
L.1	Fund Balance, Ending (C. + L.2)	20,903,354	20,786,355	64,960,448	
M	Percentage of GF Fund Balance to GF Expenditures (L.1 / J.3)	16.1%	16%		

V. Has the district settled any employee contracts during this quarter?

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?
Next year?

NO
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: Jose F. Torres, Executive Vice Chancellor
 PREPARED BY: Lawrence P. Strong, Director of Fiscal Services
 DATE: March 9, 2023
 SUBJECT: Quarterly Investment & Deposit Report

RECOMMENDATION

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

OVERVIEW

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

ANALYSIS

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

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

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

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

There are no financial implications associated with this item.





Quarterly Investment & Deposit Report

Quarter Ending December 31, 2022

[v.2.15.2023.p.1|1]

Account	Amount	Interest	Type	Institution
General Fund				
Clearing Account	\$ 814,339.95		Checking	Citizens Business Bank, San Bernardino, CA
Revolving Cash/Flex Fund	\$ 304,005.44		Checking	Citizens Business Bank, San Bernardino, CA
	<u>\$ 1,118,345.39</u>			
Bond Fund	\$ 28,727,270.69		Investment	Bank of New York Mellon, Los Angeles, CA
Enterprise Funds				
Commercial Property Lockbox	\$ 8,226,493.83		Lockbox	Citizens Business Bank, San Bernardino, CA
Commercial Property Disbursing	\$ 143,124.78		Checking	Wells Fargo Bank, San Francisco, CA
Cafeteria	\$ 283,198.97		Checking	Citizens Business Bank, San Bernardino, CA
	<u>\$ 8,652,817.58</u>			
Internal Service Funds				
Workers Comp	\$ 120,000.00	0.10%	Checking	Union Bank, Los Angeles CA
Property & Liability	\$ 50,000.00		Checking	Bank of America, Concord CA
	<u>\$ 170,000.00</u>			
Trust Funds				
Financial Aid	\$ 17,824.89	0.02%	Checking	Citizens Business Bank, San Bernardino CA
Cal Grant Financial Aid	\$ 7,269,821.11	0.02%	Checking	Citizens Business Bank, San Bernardino CA
NDSL/Perkins	\$ 1.17		Checking	Citizens Business Bank, San Bernardino CA
Scholarships	\$ 162,642.44		Checking	Citizens Business Bank, San Bernardino CA
Emergency Loan	\$ 18,601.78		Checking	Citizens Business Bank, San Bernardino CA
ASB, Student Rep Fee & Clubs/Trusts	\$ 829,160.07		Checking	Citizens Business Bank, San Bernardino CA
PERS/STRS Investment Trust	\$ 97,418,734.96		Investment	Public Agency Retirement Services, Newport Beach, CA
OPEB Investment Trust	\$ 8,902,693.23		Investment	Benefit Trust Company
	<u>\$ 114,619,479.65</u>			
Grand Total	<u>\$ 153,287,913.31</u>			

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: March 9, 2023

SUBJECT: Summary of Measure CC Construction Change Orders and Amendments

RECOMMENDATION

This item is for information only and no action is required. It includes a report of all Measure CC construction change orders and amendments to date, including those on today's Board agenda.

OVERVIEW

On August 2020, the Board of Trustees adopted a program-wide Measure CC construction change order percentage goal of 5% or less and approved the implementation of the Construction Change Order Process. The Change Order Process was revised and approved by the Board in January 2022.

ANALYSIS

The identified change orders were determined to be necessary to support the completion of design and construction, found to be fair and reasonable, and written in accordance with the approved procedures and goals. A detailed report is attached which includes construction change orders and amendments.

Total Measure CC Construction Contracts	Total Measure CC Change Order Amount	Program-Wide Change Order %
\$243,919,763.80	\$690,119.14	0.28%

SBCCD GOALS

4. Ensure Fiscal Accountability/Sustainability

FINANCIAL IMPLICATIONS

The costs will be included in the Bond Construction budget.





**SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY**

Campus	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Program Contracts
CC01-1000 : San Bernardino Valley College	\$222,839,195.00	\$489,765.31	\$223,328,960.31	0.22%
CC02-2000 : Crafton Hills College	\$20,894,068.63	\$195,541.81	\$21,089,610.44	0.94%
CC03-3000 : San Bernardino Community College District Wide	\$186,500.17	\$4,812.02	\$191,312.19	2.58%
TOTAL FOR CHANGE ORDERS	\$243,919,763.80	\$690,119.14	\$244,609,882.94	0.28%



SBCCD
CONSTRUCTION CHANGE ORDER SUMMARY
CC01-1000 : San Bernardino Valley College

CC01-1000 : San Bernardino Valley College

Projects	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC01-3601 : Technical Building Replacement (DBB)	\$69,832,624.00	\$71,728.00	\$69,904,352.00	0.10%
CC01-3605 : Softball Field	\$3,605,400.00	\$357,750.00	\$3,963,150.00	9.92%
CC01-3606 : Student Services Building (New Construction)	\$79,028,833.00	\$0	\$79,028,833.00	-
CC01-3608 : Career Pathways Phase 2 (PDB)	\$65,436,634.00	\$0	\$65,436,634.00	-
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	\$4,935,704.00	\$60,287.31	\$4,995,991.31	1.22%
CC01-1000 : San Bernardino Valley College Total	\$222,839,195.00	\$489,765.31	\$223,328,960.31	0.22%

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

Project	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0003	\$1,866,600.00	\$25,839.21	1.38%	2.41%	01-Feb-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0004	\$1,866,600.00	\$1,643.34	0.09%	1.03%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0002	\$1,866,600.00	\$6,884.46	0.37%	0.94%	31-Jan-23	09-Mar-23
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	RAN Enterprises, Inc. SBVC PS&HLS Mechanical Improvements	RAN Enterprises, Inc. - Change Order #0001	\$1,866,600.00	\$10,670.11	0.57%	0.57%	12-Jan-23	09-Mar-23
CC01-3601 : Technical Building Replacement (DBB)	Icon West, Inc.	Icon West, Inc. - Change Order #0001	\$69,832,624.00	\$71,728.00	0.10%	0.10%	22-Nov-22	12-Jan-23
CC01-3605 : Softball Field	Green Contractor Studio Construction Agreement	Green Contractor Studio, Inc Change Order #1**	\$3,587,500.00	\$357,750.00	9.97%	9.97%	09-Sep-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	Neff Construction, Inc.	Neff Construction - Change Order #001*	\$31,585.00	\$2,140.00	6.78%	6.78%	22-Aug-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	C.I. Services Construction Agreement - Campus Roof Replacement	C.I. Services - Change Order #02*	\$398,000.00	\$23,512.86	5.91%	9.41%	18-May-22	08-Sep-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	C.I. Services Construction Agreement - Campus Roof Replacement	C.I. Services - Change Order #01	\$398,000.00	\$13,937.73	3.50%	3.50%	04-May-22	09-Jun-22
CC01-3608 : Career Pathways Phase 2 (PDB)	Sundt Construction Inc.	Sundt CO #01 - Insurance Language Update	\$65,436,634.00	\$0	-	-	10-Jan-22	12-May-22
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction Inc. CO#003	\$483,000.00	-\$10,000.00	-2.07%	-5.04%	29-Jul-21	07-Oct-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #02	\$483,000.00	\$0	-	-2.97%	08-Feb-21	13-May-21
CC01-3610 : Campus-Wide Infrastructure SBVC (DBB)	PGC Construction, Inc. SBVC Library Roofing	PGC Construction, Inc. - Change Order #01	\$483,000.00	-\$14,340.40	-2.97%	-2.97%	28-Oct-20	14-Jan-21
CC01-1000 : San Bernardino Valley College - Executed Change Orders To Date				\$489,765.31				

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

** Change order greater than \$250,000



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

CC02-2000 : Crafton Hills College

Projects	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC02-3623 : Gym Demolition (DBB)	\$1,255,579.18	\$96,347.19	\$1,351,926.37	7.67%
CC02-3625 : Public Safety Training Center (DB)	\$6,781,795.00	\$0	\$6,781,795.00	-
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	\$10,833,686.45	\$99,194.62	\$10,932,881.07	0.92%
CC02-3634 : Child Development Center Renovation (DBB)	\$2,023,008.00	\$0	\$2,023,008.00	-
CC02-2000 : Crafton Hills College Total	\$20,894,068.63	\$195,541.81	\$21,089,610.44	0.94%

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

Project	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	TotalEnergies Renewables, LLC - Change Order #02	\$7,308,428.00	\$17,169.50	0.23%	-0.01%	08-Dec-22	09-Feb-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	TotalEnergies (formerly SunPower) DB Contract - CHC CWI Solar PV	SunPower Corporation, Systems - Change Order #01	\$7,308,428.00	-\$17,891.20	-0.24%	-0.24%	10-Oct-22	10-Nov-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Baker Electric, Inc. CHC LRC Generator & Equipment Dec. 2021	Baker - Change Order #01	\$686,675.00	-\$19,592.00	-2.85%	-2.85%	17-Mar-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #02*	\$392,213.00	\$11,088.23	2.83%	5.54%	14-Feb-22	12-May-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mariposa Landscape, Inc. CWI Campus Wide Irrigation Upgrades	Mariposa - Change Order #01	\$392,213.00	\$10,641.88	2.71%	2.71%	01-Nov-21	13-Jan-22
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair	Borden Excavating - Change Order #01	\$22,000.00	-\$5,225.46	-23.75%	-23.75%	07-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Borden Excavating, Inc. CHC CWI Building 17 Main Repair - Phase 2	Borden Excavating - Change Order #01	\$15,000.00	-\$4,592.20	-30.61%	-30.61%	07-Oct-21	18-Nov-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Mike's Custom Flooring, Inc. M&O Office Trailer Upgrades	Mike's Custom Flooring - Change Order #01	\$8,000.00	-\$418.00	-5.23%	-5.23%	01-Oct-21	18-Nov-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #03*	\$1,074,000.00	\$49,449.22	4.60%	8.26%	07-Sep-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Borden Excavating, Inc. CHC Gym Demo -Bldg 17 Phase 3	Borden Excavation - Change Order #01*	\$77,555.00	\$7,629.57	9.84%	9.84%	26-Aug-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #02*	\$435,592.00	\$41,166.00	9.45%	9.45%	29-Jun-21	07-Oct-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #02*	\$834,900.00	\$62,480.87	7.48%	8.01%	28-Jun-21	07-Oct-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #02	\$1,074,000.00	\$34,757.37	3.24%	3.66%	09-Jun-21	12-Aug-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Champion Electric, Inc. CHC CWI Exterior Lighting Improvements	Champion Electric - Change Order #01	\$834,900.00	\$4,367.00	0.52%	0.52%	01-Apr-21	13-May-21
CC02-3623 : Gym Demolition (DBB)	Mac Dad Builders, Inc.	Mac Dad - Change Order #01	\$1,074,000.00	\$4,511.03	0.42%	0.42%	22-Feb-21	08-Apr-21
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	Climatec LLC	Climatec - Change Order #01	\$435,592.00	\$0	-	-	16-Feb-21	08-Apr-21
CC02-2000 : Crafton Hills College - Executed Change Orders To Date				\$195,541.81				

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

** Change order greater than \$250,000



SBCCD
CONSTRUCTION AMENDMENT SUMMARY
CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College

CC02-2000 : Crafton Hills College - Contract Amendments

Project	Contract	Amendment	Original Contract Amount	Previous Amendments Cumulative Total	This Amendment Amount	Total Contract Amount	Executed Date	Board Date
CC02-3625 : Public Safety Training Center (DB)	Erickson-Hall Construction Co.	Amendment #02 - Establishment of Guaranteed Maximum Price (GMP)	\$6,781,795.00	\$2,095,578.00	-\$376,256.00	\$8,501,117.00	07-Dec-22	12-Jan-23
CC02-3626 : Campus-Wide Infrastructure CHC (DBB)	SunPower Corporation, Systems DB Contract - CHC CWI Solar PV	Amendment #01 - Change in Photovoltaic Module Model and the Production Guarantee (No Cost Impact)	\$7,308,428.00	\$0	\$0	\$7,308,428.00	10-Oct-22	10-Nov-22



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

CC03-3000 : San Bernardino Community College District W

Projects	Original Contract Amount	Change Orders	New Contract Amount	Change Order % of Campus Contracts
CC03-0002 : Program Expenses	\$695.00	\$0	\$695.00	-
CC03-3640 : District-Wide	\$185,805.17	\$4,812.02	\$190,617.19	2.59%
CC03-3000 : San Bernardino Community College D	\$186,500.17	\$4,812.02	\$191,312.19	2.58%

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

Project	Contract	Change Order	Original Contract Amount	Change Orders	Individual Change Order % of Contract	Cumulative Change Order % of Contracts	Executed Date	Board Date
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban PMO TI - Change Order #002 - No Cost Time Extension	\$185,805.17	\$0	-	2.59%	17-Mar-21	13-May-21
CC03-3640 : District-Wide	J.A. Urban, Inc. District PMO Office TI	J.A. Urban District PMO TI - Change Order #001	\$185,805.17	\$4,812.02	2.59%	2.59%	19-Nov-20	14-Jan-21
CC03-3000 : San Bernardino Community College District Wide - Executed Change Orders To Date				\$4,812.02				

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Diana Z. Rodriguez, Chancellor
REVIEWED BY: Diana Z. Rodriguez, Chancellor
PREPARED BY: Kristina Hannon, Vice Chancellor, Human Resources & Police Services
DATE: March 9, 2023
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 March 9, 2023

[v.2.21.2023.p.2]2]

Employee Name	Location Assignment & Department	Years of Service	Last Date of Employment
Bless, Melissa Student Services Technician I	CHC EOP&S	1 month	02/05/23
De Simone, Sarah Assistant Professor, EMS	CHC EMS	1 month	01/27/23

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees

FROM: Diana Z. Rodriguez, Chancellor

REVIEWED BY: Diana Z. Rodriguez, Chancellor

PREPARED BY: Dr. Kevin Horan, President, CHC
 Dr. Linda Fontanilla, Interim President, SBVC
 Kristina Hannon, Vice Chancellor, Human Resources & Police Services

DATE: March 9, 2023

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 March 9, 2023

[v.2.23.2023.p.2]2]

	Location Assignment	Department	From	To
Aguilar, Anthony	SBVC	First Year Experience	3/10/2023	05/23/23
Andres, Abigail	SBVC	First Year Experience	3/10/2023	05/23/23
Beltran, Victoria	SBVC	First Year Experience	3/10/2023	05/23/23
Calderilla, Vanessa	SBVC	First Year Experience	3/10/2023	05/23/23
Deming, Greg	SBVC	Art	3/10/2023	06/30/23
Gutierrez, Priscilla	SBVC	First Year Experience	3/10/2023	05/23/23
Hall, Suzan	SBVC	Student Equity	3/10/2023	06/30/23
Lopez, Karen	SBVC	First Year Experience	3/10/2023	05/23/23
Quintero Duenes, Vanessa	SBVC	First Year Experience	3/10/2023	05/23/23
Rogers, Timothy	SBVC	Art	3/10/2023	06/30/23
Sandoval, Victor	SBVC	First Year Experience	3/10/2023	05/23/23
Sosa, Armando	SBVC	Art	3/10/2023	06/30/23
Vargas, Brian	CHC	Anatomy/Physiology	3/10/2023	06/30/23
Boyd, Lelah	DSO	KVCR	01/15/23	08/30/23

**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!

March 2023

A Sustainable and Zero-Net-Energy College Campus

"We must be a leader as a campus to show not only do we care about our students but our communities and their well-being."



Photo: Crafton's Kinesiology, Health Education and Aquatics (KHA) Complex.

In January, the Division of the State Architect (DSA) announced the sustainable schools showcase building for the first quarter of 2023, the Kinesiology, Health Education and Aquatics (KHA) Complex at Crafton Hills College was featured.

The goal of the California Sustainable Schools Showcase is to create awareness of strategies that can be implemented in the development of a path to zero net energy, zero carbon, and an overall healthy sustainable school.

"We must be a leader as a campus to show

not only do we care about our students but our communities and their well-being. Through sustainable buildings, we help lead the transformation to a clean energy future," said CHC President Dr. Kevin Horan.

Guided by the San Bernardino Community College District's commitment to sustainability, innovation, and energy efficiency, Crafton has implemented many sustainability strategies on its campus. The Kinesiology, Health Education and Aquatics (KHA) Complex is powered by 100 percent renewable energy from its nearby

solar farm. The seven-acre solar farm, on the upper slopes of the campus, has a 140-panel solar array producing onsite renewable energy that supplies 50–65 percent of the electrical energy needed for the campus.

When it came time for additional space in the KHA Complex (containing fitness studios, offices, and an Aquatics Center), the campus focused on reducing its carbon footprint by blending the new addition into the existing structure using similar materials to create a seamless transition to the new space.

Taking advantage of the hillside, architects chose fully grouted concrete masonry units largely buried in the earth for the northern walls. The exposed walls, clad in masonry veneer with an air space in between, create a large thermal mass that absorbs heat during the daytime and releases it slowly at night, easing the loads on the building's heating and air-conditioning systems. Floor-to-ceiling windows on the south facade allow daylight into the building and accentuate the views of different scenic points of the campus. The KHA Complex was certified LEED Platinum at its completion.

For more information and pictures visit: www.shorturl.at/iLPY2

Crafton Hills College’s 99th Paramedics Class Defines Expectations by Becoming the First Program of its Kind of Graduate



Photo: Paramedic Class #99, faculty, and administrators.

Crafton Hills College’s 99th Paramedic Class has its own lucky number: 10.

For 10 weeks, 15 students worked above and beyond to complete the requirements necessary to become paramedics in a field with a growing need. To answer the call, the Yucaipa-based college created a hybrid program that squeezed down 18 weeks of didactic training into that magic number of 10. During the didactic portion of the program, learning occurs through lectures, interactive presentations, skills labs, and simulations.

“What absolutely floored me is [this] entire cohort passed on the first try,” said Amanda Ward, the program’s director, during the group’s graduation celebration, held February 2, in the Finkelstein Performing Arts Center.

Hundreds attended the ceremony, which was filled with many hoots and hollers that were welcomed by each student and Crafton officials in attendance.

Dan Word, dean of career education and human development, exclaimed, “This is a graduation like no other, and the thing that

makes it all happen is really you and your participation,” he told the excited crowd. “At any point that you feel like you need to explode with a round of applause, holler out and give a congratulations.”

The accelerated paramedic program was introduced to Crafton students last June, and Paramedic Class 99 participants volunteered for the chance to become part of campus history. To complete this program, students spent 10-plus hours a day in class or in the field and dozens more soaking in as much information as possible during all-day Sunday study sessions, shared Class Speaker Brian Pillsworth.

“First of all, each and every member of Class 99 should be extremely proud of this great accomplishment here today, not only for completing the rigorous journey that is in itself paramedics school but for completing Crafton’s very first hybrid program,” he said.

“Our class motto was chosen for a specific reason, a motto that we came to respect as time went on and we began to see just how challenging an accelerated paramedic program could be. The motto ... for Class

of 99, ‘Expectations Redefined,’ truly lived up to its weight. The bar was raised as we all accepted the challenges of an expedited paramedic program.”

Although Class 99’s journey is just getting started, they did not leave the Friday night ceremony empty-handed. Each graduate received an award of \$150 from the Crafton Hills College Foundation to use toward licensure fees.

Ceremony guest speaker Andrew Simpson, a captain with the Chino Valley Fire Department and fellow Roadrunner, encouraged each grad to follow “The Golden Rule” of treating others how one wants to be treated in the field no matter what they face.

“Don’t complain about the system and do nothing to fix it,” Smith said. “If you see a problem with the system, look to improve it. Be the one that takes the extra effort. Don’t do it for the money and the success but do it because it is the right thing to do.”

Before the ceremony ended, a pinning event allowed loved ones to be a part of the festivities. Finally, class awards were announced:

- Medical Director’s Award: Brian Pillsworth and Angel Meza
- Cardiology Award: Matthew Garabedian
- Pharmacology Award: Adam Nelson
- Clinical Award: Jose Panuco
- Field and Skills Award: Gregory Pullon
- Assessment Award: Angel Meza
- Director’s Award: Myles Banks

To learn more about Crafton’s paramedic program and to apply, visit www.craftonhills.edu/paramedic.



Photo: (L to R) Allene Kao, Karla Tapia, Rose Romer, Brandon Sierra, and Olivia Peterson.

The event began with sandwiches, chips, and cookies provided by the Crafton Hills College Foundation.

Lunch was followed by a “sorting” exercise in which the students lined up according to the month and day of their birthdays. Teams of six were formed from the line.

The teams competed for awards in a rousing game of Jeopardy, with categories of movies, music, pop culture, academics, and facts about Crafton. The event ended with a highly competitive team-building engineering challenge. The goal was to build the tallest tower using only uncooked spaghetti, marshmallows, and a yard of masking tape. The winning team’s tower stood an impressive 4’6” tall.

Events like this are part of creating an Honors “community” that is an important part of the program’s success.

CHC Honors Institute Hosts Spring Meet & Greet

On Friday, February 3, over seventy members of Crafton’s College Honors Institute participated in a “Meet & Greet” activity that occurs at the beginning of each semester.

Crafton Hills College to Expand Class Scheduling Options for Students



Photo: Crafton students in computer lab.

Crafton Hills College will soon become a member of the California Virtual Campus Consortium (CVC) as a Teaching College.

The CVC is a state-wide initiative that provides students with access to online courses and degrees from participating colleges and universities across California. By becoming a teaching college, students from throughout California will have access to courses offered at Crafton Hills through its online course offerings.

A problem community college students encounter is finding a class they need to complete their program requirements at a time that fits their schedule. Classes that have small enrollment numbers are typically offered only once every two or four semesters. Students may have to wait a semester or even a year to enroll in a

class required to complete their program.

As a Teaching College, Crafton Hills College will offer students a comprehensive range of online courses, as well as opportunities to pursue degrees in a flexible, accessible format. The College’s participation in the CVC will provide students with increased access to high-quality education and a wide selection of programs and courses as well as the student support services needed by students.

Crafton Hills College’s participation in the CVC will allow it to expand its reach and provide more students with access to a quality education, regardless of location.

A Young High Schooler Chooses Crafton Hills College

"I can wholeheartedly say coming to Crafton was the best decision I made for my educational career and personal development."

At age sixteen, CHC graduate Amr Bahjri faced the difficult decision of whether to finish high school with his friends or graduate early to take advantage of the free tuition offered through the Promise Program at Crafton Hills College. Knowing that this program was an opportunity worth taking, Amr enrolled at Crafton. He admitted to feeling extremely nervous about being in a classroom with mostly adults, and not having friends on campus tempted him to return to high school and his former classmates. Yet, he wanted to make a positive change in himself while attending Crafton, so Amr joined the Honors Program, became involved in Student Senate, and found employment as a tutor of STEM subjects on campus. Through these programs Amr found confidence once again and felt his passion for school rekindled.

Amr excelled as a student at Crafton and received multiple awards and scholarships,

including the Raymond Pryke Memorial Honors Scholarship, Kiwanis Club of Yucaipa Valley Scholarship, Promise Program Student of the Year, Tutoring Center Student of the Year, Presidential Volunteer Service Award, and the Gold Honors Research Fellow Award. Amr says receiving CHC Foundation scholarships was one of his greatest achievements at Crafton and he felt honored for the recognition.

Reflecting on his time as a student at CHC Amr shares, "Crafton is such a welcoming environment, and the administration and faculty are extremely devoted to helping students achieve their dreams. I do not know where I would be without some of the mentors I've met throughout my journey here. Wherever you go on campus, someone is always willing to lend a helping hand and make sure your experience is filled with enjoyment."

Since graduating from Crafton in May 2022 with an Associate in Science transfer degree in Biology, Amr has transferred to University of California Riverside to continue his education. He recommends attending Crafton to people he meets



Photo: Amr Bahjri.

and hopes they will have an enjoyable experience just as he did. Amr states, "I am in debt to everything Crafton has done for my life, and I will find a way to return that favor." He concludes, "...I knew this was a chance worth taking. I can wholeheartedly say coming to Crafton was the best decision I made for my educational career and personal development."

For more information on Crafton and its benefits and resources, visit www.craftonhills.edu.



Photo: Timothy Allison.

Crafton Alum Becomes Business Executive/Entrepreneur

Veteran CHC alum Timothy Allison credits his education and life experience for broadening his view of the world. Admitting his struggles with dyslexia, PTSD, and OCD, along with drug and alcohol addiction, he overcame those trials to graduate from Crafton's Paramedic program in 1992. Aware of the excellent reputation of the CHC's EMS program, he decided to enroll as a first-generation college student. When asked what he liked most about his time at CHC, he says it was learning from legendary Professor Jim Holbrook.

The advice Allison offers to anyone trying to choose a college is to spend time researching programs to ensure the school is compatible with their personal ethics. Crafton provided a positive impact on him

and others as they were taught as EMS practitioners to become ambassadors of peace. Allison claims that he became more empathetic, compassionate, and inquisitive about the human condition through his experience.

Since attending Crafton, Timothy has earned his BA in Healthcare Administration and is the President/Senior Program Manager of PureFusion Consulting. He is currently enrolled in a master's program to further his education.

We are proud to have Timothy as part of our Crafton Hills College alumni. For more information about our Alumni Association visit: www.craftonhills.edu/alumni.

Cash-For-College Workshop Addresses Ways to Pay for College and More

“I believe it’s important for students to attend one of these workshops because there’s a lot of fear and stigma associated with how they are going to pay for college.”



Photo: Julissa Loza Mendez, Coordinator of Network Engagement at Growing Inland Achievement.

Need money to attend college? All you need is access to a computer and 30 minutes of your time.

That’s the main takeaway attendees learned at the February 7 Cash-for-College Workshop, hosted by Growing Inland Achievement (GIA) in collaboration with Crafton Hills College.

The hour-long information session introduced dozens of future and current college students (and many parents) to ways they can access free money to attend college by applying online with a Federal Student Aid Application (FAFSA) or applications for scholarships.

“I believe it’s important for students to attend one of these workshops because there’s a lot of fear and stigma associated with how they are going to pay for college,” explained J. Manny Villegas, Crafton’s interim financial aid coordinator. “But little do they know, there’s some sort of resource out there and they can find these answers in

this safe space.”

Accessibility to these resources is key, Villegas continued, no matter a student’s circumstance or immigration status.

For example, students with a social security number can apply for State financial aid with FAFSA, while those without a social security number, such as undocumented students, can apply for aid with a California Dream Act Application (CADAA). “When it comes to these events,” he added, “I hope people feel comfortable enough to ask questions.”

Attending the Tuesday night workshop allowed Enggie Ocampos, a third-year Crafton student, to do two things: Fill out a FAFSA without error and potentially earn a \$1,000 GIA scholarship.

“Throughout my last two years at Crafton, I was struggling to complete the (FAFSA),” explained the psychology and sociology double major. “I felt like I was doing it

wrong and wanted to see if I can complete it without messing something up.”

To help ease Ocampos’ mind, volunteers were on hand to answer questions, and computers earmarked at both the FAFSA and CADDA application site were available. “Even one hour of committing yourself to a workshop will do wonders,” she said, “this will help me out a lot.”

Hearing this feedback is exactly why event organizers hope to bring additional Cash-for-College workshops to campus, and while there are yet no dates established for the next one, Villegas said additional workshops could be scheduled very soon.

Added Julissa Loza Mendez, coordinator of network engagement at GIA the Regional Coordinating Organization (RCO) for California Student Aid Commission (CSAC), Inland Empire, “The reason why it is important to have an event that’s dedicated around financial aid is that education has proven it is one of the best pathways to financial success. [Students] who graduate with a college degree are more likely to find a high paying career and improve their socioeconomic status.”

But what about students whose parents may make too much money? Loza Mendez said to apply for aid anyway because it may bring money that’s available to the student.

To learn more about Cash-for-College and its resources, go to <https://cash4college.csac.ca.gov>.

For more information on Crafton and its benefits and resources, visit www.craftonhills.edu.

CHC Collaborates with CRY/ROP on Career Technical Education Options Fair

High school students in the Yucaipa-Redlands area are receiving valuable information and career guidance thanks to the Outreach and Educational Partnerships team at Crafton Hills College (CHC) in collaboration with Colton-Redlands-Yucaipa (CRY)/Regional Occupational Program (ROP). Resources include information about different career paths, college application support, dual enrollment at CHC, and campus resources.

The first event of this outreach program occurred on Friday, February 10, when Redlands East Valley High School hosted a Career Technical Education (CTE) Options Fair in its gym. Students from Redlands High School, Redlands East Valley High School, Orangewood High School, and Citrus Valley High School attended. Students could visit various tables and network with organizations and employers.

About 30 organizations provided

students with information and resources about careers in their respective fields. Participating organizations included local employers, short-term training programs, community college programs, military recruiters, unions, and organizations that offer internships, education opportunities, and future job information. The variety of participating organizations was impressive, including representatives from Amazon, CHC, CRY/ROP, and San Bernardino County Probation.

At the CHC table, students could spin the prize wheel and win Crafton Hills College gear, including lanyards, pens, pencils, lip balm, and other goodies. They also signed up to receive more information about the College and enrollment steps.

The Outreach and Educational Partnerships team is excited to continue the partnership with our local community organizations, employers, and school districts. Together



Photo: Outreach staff provide information.

we can continue to provide resources to diverse student populations.

To learn more about the Colton-Redlands-Yucaipa/Regional Occupational Program visit: <https://cryrop.edu/>

Local High School Students Get Introduced to 3D Animation at CHC



Photo: Local high school students attend field trip at CHC

On Feb 10, over 100 local high school students interested in the arts, media, and entertainment received a full scope experience of the multimedia programs at Crafton Hills College.

While on campus, the group of students from the Colton-Redlands-Yucaipa (CRY) / Regional Occupational Program (ROP) enjoyed a campus tour, a Crafton information session, free lunch, and a hands-on experience with one of the college's multimedia instructors.

Multimedia Professor Peter Gend provided an immersive introduction to Crafton's multimedia pathway and a demonstration of 3D animation software used in his courses.

Students experienced the software themselves by creating their own 3D characters and saw other students' designs. Gend even showed students how to access

the free software from home and some low-cost drawing pads that are like those used at the collegiate level.

Students learned about the career benefits and academic requirements of the multimedia pathway at Crafton during an information session held by Belinda Navarrete, Coordinator of Outreach and Educational Partnerships at Crafton. During lunch, the CHC mascot, Ryker, passed out Crafton swag (lanyards, lip balm, pens) and took pictures with the students.

For more information on Crafton's multimedia program, visit: <https://www.craftonhills.edu/multimedia>.

Crafton Hills College Celebrates Black History Month



Photo: (L to R) Willie Blackmon, Alexis Ford, Kashaunda Harris, Dr. Aysia Brown.

Crafton Hills College students, staff, and faculty kicked off this year's Black History Month Celebrations with a presentation by Dr. Aysia Brown, Director of Diversity, Equity, and Inclusion at San Bernardino Community College District, along with Roadrunners, Professional Development Coordinator Ms. Kashaunda Harris, Director of Outreach Dr. Willie Blackmon, and Completion Coach Alexis Ford.

This year's theme, "Black Resistance," was intertwined with a message of hope, love, and pride as each of the presenters imparted their inspiring personal experiences and the inspiration for their endurance.

Harris began the ceremony by introducing

the Swahili term Habari Gani, used mostly during Kwanzaa celebrations as a greeting, meaning "what's up?" before reminding the group that Black history is American history and that it should be celebrated year-round, not just in February.

Dr. Willie Blackmon's message focused on mental health struggles. Blackmon stated that "sometimes it's okay to not be okay." Blackmon stressed the stigma in the black community regarding mental health, stating that "63% of black people believe that mental health conditions are a sign of personal weakness." His message culminated with the need for change to remedy healthcare professional bias, inequality of care, and lack of cultural competency.

Harris led a libation ceremony as part of the cultural celebration. "This is how we pay homage to those who are no longer with us. It is tradition to pour libations in remembrance of our ancestors on all special occasions because the ancestors have done the work and led the way for us to be here where we are today. Ashe!" stated Harris.

Dr. Brown incorporated what she referred to as her golden rules as the basis for her presentation while connecting poetry, quotations, and stories to declare love as the sustaining force against oppression. "I've been Black since before I was born. And it has been the most beautiful, burden-es, blessing of my life to navigate that fact and that reality," shared Brown.

Alexis Ford, a recent CHC alumnus who now works in the CHC Student Services department while finishing her bachelor's degree at California State University San Bernardino, shared her experiences and her wishes to be an advocate for students of color. She came to Crafton as a re-entry student when she was 24 years old and soon qualified for and joined the Honors Institute.

Additional Black History Month events and activities are being held throughout the month.

Join us for A Night Out at Crafton Hills!

On Thursday, April 6, 2023, the Crafton Hills College Foundation will hold a night out fundraiser to benefit students. You don't want to miss this casual fun event that will be held for the first time ever in the campus quad with food stations, auctions, games, and more.

Tickets are on sale now for \$100 with discounted tickets available to SBCCD employees.

Funds raised will provide resources that directly support students, programs, and services at the College.

We invite you to join us for a fun night out that will help us provide a pathway to social and economic advancement for thousands of students.

Visit www.craftonhills.edu/foundation for additional information and to reserve your spot.



Economic Development & Corporate Training



Board of Trustees Report

EDCT Provides Training in Partnership with ACT Fulfillment

ACT Fulfillment, Inc. has partnered with EDCT to provide customized training to kick off the company’s 2023 Performance Management Program. Through EDCT’s Employment Training Panel (ETP) program, ACT has further enhanced its professional development efforts and capabilities.



Two cohorts, comprised of thirty-five team leads, began the customized 16-hour training program on January 13, 2022, and completed training on February 9, 2023. Mark Morales of Developing Leaders facilitated the training program at ACT’s facility in Fontana, CA.

Trainees learned strategies for setting SMART goals and performance benchmarks, evaluating performance, and

creating performance plans utilizing Paycom software applications. ACT leads, supervisors, and managers will apply these strategies by conducting annual employee evaluations company-wide. The training was designed to support ACT’s initiatives to enhance workers’ leadership skills.



The partnership between ACT Fulfillment and EDCT is making a positive impact on the organization and its workers.



Economic Development Corporate Training



Board of Trustees Report

Manufacturing Innovation & Automation Strong Workforce Project

EDCT hosted a Strong Workforce event featuring a robotic arm demonstration by Archytas Robotics, followed by small group discussions of programs, curriculum, and industry needs.

Many technologies are emerging, and the pandemic accelerated new process adoption by industry. We cannot fail to develop and implement new & improved curriculum in automation, prototyping, fabrication, composites, robotics, mechatronics, flexible hybrid electronics, and autonomous technologies to insure a sufficiently trained workforce to meet employer demands.

Participant colleges are collaborating with their K-12 feeder institutions to create more and better Career Technical Education (CTE) programs to meet the current and future needs of industry. Alan Braggins, Interim Director, Workforce Development, acting Industry Sector Manager – Advanced Manufacturing and Automation (EDCT) facilitates the discussion for these quarterly Community of Practice meetings.



EDCT: Activator Cohort Training

The Markle Foundation and Rework America Alliance has developed a set of proven tools and practices through its work in communities across the United States with employers and employer associations, the state of Colorado, post-secondary education institutions, and local community organizations that serve job seekers and incumbent workers.

The Activator Cohort Trainings (ACT) enable “Activators” across the country to use Alliance tools and resources, including the Skillful Talent Series, to help employers break away from outdated hiring methods, which overly rely on proxies for skills like degrees, previous titles, years of experience, and subjective evaluation.

Skills-based employment practices focus instead on skills in the recruiting, hiring, onboarding, and training processes. Using these resources, the Alliance is helping Activators across the country to raise awareness among employers and support them in developing and implementing inclusive skills-based practices.

Avi Nair, Interim Director Workforce Development, Industry Sector Manager – ICT & Digital Media Sector, took part in the 9-hour Activator training to become a Certified Activator. In addition, Avi also participated in Rework America Alliance’s “Candidate Evaluation Digital Training” and “Attract the Right Talent Digital Training”.



KVCR Update

March 2022

Around SBCCD

KVCR continues to support student

Interns The Spring semester has started, and we are excited to have four new Interns joining us here at KVCR! Monday thru Friday. Students and staff are interacting every day and learning from each other. Our interns bring a great energy to the station.

Spotlight on Students SBVC Music Major, Totionna Jennings is joining the KVCR team through the Federal Work Study program. Our intention is to have her work with Rick Dulock on our monthly show "Musically Speaking". Musically Speaking is produced by Rick and hosted by SBVC Associate Professor, Margaret Worsley. KVCR Intern Mariana Pineda is in the process of writing and recording some cross promotion content for us. She is producing spots about KVCR TV shows which will air on KVCR Radio.

Rim of the World High School visits KVCR

Representatives from San Bernardino County schools joined these high school students who learned about possible careers in the media and how attending SBVC can lead to those careers!

Check out the
[KVCR Community Calendar](#)
 for all the latest happenings in the
 Inland Empire!

Around the Community

KVCR Welcomes San Manuel On February 2nd Chairwoman Lynn Valbuena and associates met with Chancellor Diana Rodriguez, Executive Vice Chancellor Jose Torres, and Executive Director Connie Leyva to discuss future FNX projects. The meeting and discussion were well received by all participants.

Chino Valley Chamber of Commerce Visits KVCR

On February 6th Chino Chamber President Zeb Wellborn and 20 chamber members visited KVCR. Members were excited to learn about their local PBS and NPR station. Members also recorded "shout outs" on both radio and television to be used in the future here at KVCR.

Redlands Rotary Club Learns About the SBVC Culinary Program and Visits KVCR

Trustee Gonzalez and members of the Rotary Club enjoyed a delicious meal prepared by our own SBVC students, learned about the culinary arts program, and then headed over to KVCR for a tour! They too participated in "shout outs" on both radio and television. The tour was well received by all participants.

Latest Announcements

KVCR Launching "IE Latino Voices" in Conjunction with the Cielo Fund KVCR is thrilled to be launching IE Latino Voices which will begin airing on the radio in March. We have hired Yvette Walker who currently hosts a show on KMET. We are thrilled that she will be able to host Latino Voices for us. Stay tuned!

Experience KVCR

KVCR - 24.1 - OVER THE AIR
 Cable: Frontier FiOS,
 Spectrum, AT&T U-verse

Satellite: DirecTV, Dish TV

Live Streaming: kvcr.org, PBS
 App, and mobile
 VOD: PBS Passport

RADIO - 91.9FM
kvcrnews.org, and the KVCR
 mobile app, NPR One Mobile App
 and on "Alexa" and "Google" smart
 speakers

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: 30 affiliates
 broadcasting in 28 states

**DESERT CITIES - 24.3 -
 OVER THE AIR**
 Cable: Frontier FiOS

CREATE - 24.4
 Over the Air



KVCR Update

March 2022

Balance Sheet As of 01/31/23

	KVCR	FNX
Assets		
Cash in County Treasury	3,133,415	137,482
Estimated Revenues Receivable*	47,000	1,000
Prepaid Expenses	48,246	83,646
Other Assets	33,534	-
Total Assets	3,262,195	222,128
Liabilities		
Accounts Payable	(17,895)	(3,127)
Interfund Payable	4,031,071	3,181
Temporary Loans^	-	1,157,014
Deferred Income	441,203	-
Health and Welfare	32,054	2
Other Miscellaneous Liabilities	7,291	126
Total Liabilities	4,493,724	1,157,196
Fund Balance	(1,231,529)	(935,068)

^ FNX temporary loans from FY20 and FY21 due to end of grant.

* Estimated per bank statements as of January 31, 2023.

Estimated Revenues & Expenditures For 7 Months Ended 01/31/23

	KVCR	FNX
Revenues		
Contributions and Grants	730,992	60
AB 132 Funding	13,381	-
Underwriting	102,324	-
Contributions, Gifts	20,000	-
Rentals and Leases	158,790	-
Estimated Revenues*	47,000	1,000
Interest Revenue	13,796	730
Transfers In--PARS Endowment	765,086	-
Total Revenues	1,851,369	1,790
Expenditures		
Classified Salaries	1,103,743	4,933
Employee Benefits	479,556	4,181
Books and Supplies	9,393	361
Services and Operating Expenditures	1,508,962	148,176
Capital Outlay	1,102	-
Interfund Transfers Out-SBCCD	33,752	-
Total Expenditures	3,136,508	157,651
Revenues Less Expenditures	(1,285,139)	(155,861)

* Estimated per bank statements as of January 31, 2023.

BOARD OF TRUSTEES REPORT

TECH NEWS

San Bernardino Community College District Technology and
Educational Support Service



education

● HelpDesk ●

You can call them at:
(909) 384-HELP

On Site dialing extension:
xHELP (x4357)

Submit a ticket through:
Support.sbccd.org
Support.valleycollege.org
Support.craftonhills.org

"Tech News" is a quarterly newsletter that provides updates and information on various projects the Technology and Education Support Services departments are developing. If there are questions or you would like additional information please contact us. Thank you for taking the time to review our newsletter and we look forward to hearing from you.

• Luke Bixler, Chief Technology Officer

iPads for the Children Development Center

The 80 iPads for the Child Development Center (CDC) is a new project aimed at providing children in the CDC with access to cutting-edge technology. Campus Technology Services is working closely with the CDC to deploy iPads, which will be used to inspire new learning opportunities and encourage their instructors to explore new ideas and concepts. The iPads will be used in a variety of educational and recreational activities and will provide the children with a fun and engaging way to learn.

- SBVC Technology Services

Classroom & Computer Refresh

As part of the annual refresh process, we have purchased hardware for the classrooms and computer labs that are slated to be replaced.

The hardware is being prepared as we speak and installation is planned to take place over the course of the semester and leading into the summer session.

- CHC Technology Services



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 39,000 textbooks that are available to all 118 colleges and serve approximately 7,000 requests per year. The products we supply include braille books, tactile graphics, large print, and electronic textbooks.

Counseling & Outreach Laptops

The Counseling division has acquired several laptops for use in a variety of classroom and training capacities.

We are in the process of preparing all of these devices, as well as configuring the laptop carts that have been designated for them.

These devices will serve to allow greater flexibility during counseling workshops, orientations, and outreach events on campus.

- CHC Technology Services

Multi-Factor Authentication

TESS is working on an MFA (Multi-Factor Authentication) service provider that will support district applications and services to improve overall security when accessing district resources. MFA is an additional layer of authentication verification commonly used in various industries, private consumer websites, and applications. More information to follow as this rolls out to the district community.

- TESS Technology Services



ORACLE®

CLOUD

In February, SBCCD ran its test cycle in conjunction with Fiscal and had 23A installed into our Oracle Production instance. We are now running the latest version of Oracle Fusion. At that time we also changed the Single Sign-On to align with the District's other applications.

Our next step is to update the Wiki page for Oracle, which once completed will be available on the District's Wiki website. We would appreciate any feedback, comments, or suggestions you can provide while we are planning. You can email me at ytram@sbccd.edu

- Business Systems

FERPA Authorization

The colleges now have the ability to track what FERPA authorizations a student has given family members to access their official school records.

There is a business process in place that will allow a student to specify one or more members of their family who can have access to their records such as classes taken, grades etc. by contacting a representative of Admissions and Records. In the future, students will be able to go online and specify these family members who are FERPA authorized and that is in the works.

- Administrative Applications & DE

WebAdvisor to Self-Service Migration

We continue to work with key personnel at the colleges and Ellucian programmers to test the required customizations to Self-service as they are delivered to us. Currently, Ellucian is about 80% through the list of customizations. We have begun to work on documentation of key processes such as registration and add authorizations. We are also in discussions with the colleges on a launch strategy that both colleges can agree upon. Messaging to students is also being discussed as well as coordination with the Professional development coordinators at both colleges.

- Administrative Applications & DE

Onboarding

In collaboration with HR, TESS is exploring ways to improve the onboarding process for incoming employees. This ongoing collaboration aims to find ways of automating and streamlining user account creation and account termination when an employee separates from the District.

- TESS Technology Services



Extron Global Viewer

The Extron Global Viewer is a state-of-the-art control and management system that is designed to provide a centralized and streamlined solution for controlling multiple audiovisual devices and displays. This project will make it easier for administrators to manage and control their audiovisual equipment, reducing the need for manual intervention and increasing the efficiency of the system. The Extron Global Viewer will provide an intuitive interface for controlling multiple devices, making it an ideal solution for administrators looking to simplify their audiovisual management. Currently, CTS has completed its first phase of the project and is moving forward to the second phase of the project where they will be working closely with their partners at Extron to bring the services to SBVC.

- SBVC Technology Services

VR Headsets

The campus is working to deploy 60 VR Headsets for the Humanities Division. Led by Faculty Anthony Blacksher, he will introduce an innovative initiative aimed at introducing cutting-edge technology to enhance the learning experience of students. This project will provide students in the ethnic studies course with an immersive and interactive learning environment, facilitated by VR headsets. Campus Technology Services is working closely with the Humanities Division to bring this new technology to the San Bernardino Valley College campus. The VR Headsets will provide students with a unique and engaging learning experience that will help bring their coursework to life!

- SBVC Technology Services



Printshop

In October Graphics and Printing staff worked on 60 Art Collective Posters for the Art Department at CHC. In November Print Shop staff worked on the layout and print of 400 SBVC Film Festival Posters. In November Printing and Graphics staff also worked on 5,000 Outreach Booklets for SBVC First Year Experience . In November we also worked on creating and printing 1,500 SBVC Theater programs. In December we completed, our yearly, 700, San Bernardino Regional Emergency Training Center Calendars.

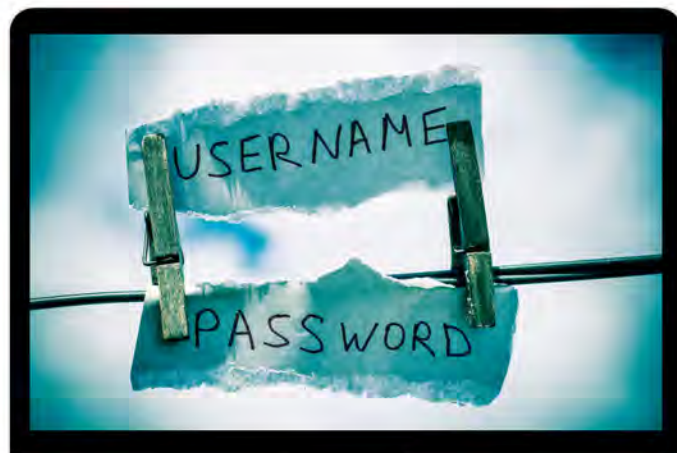
- Print Shop



Self-Service Password Reset

TESS is configuring and testing a self-service password reset feature on the SSO portal to provide Students, Staff, and Faculty the ability to provide question/answer, email, or phone information and reset a forgotten password with that information. We will test the feature and plan a rollout for the district community in the coming weeks. More communication to follow.

- TESS Technology Services



Zoom/SARS Integration

There is a newer product called SARS anywhere that let's areas such as counseling and tutoring access SARS from the web instead of the service being tied to a desktop application. Counselors use SARS to make appointments with students for initial or follow-up meetings. With the increased use of online meetings vs. in-person meetings, SARS has developed a way to work with Zoom that allows for counselors and students to meet online. The student is able to make an appointment on Zoom and the date/time will be sent to SARS and show up on the SARS anywhere interface where counselors normally view.

- Administrative Applications & DE

Conference/Multipurpose Room Upgrade

The initially planned conference rooms have all been upgraded. During the process of getting the previous 9 rooms upgraded, further rooms were identified.

We are in the process of acquiring the necessary hardware and performing the upgrades in the 3 rooms that were identified as being in need during the first round.

- CHC Technology Services



CVC Phase 2 Integration

Both colleges are working to become teaching colleges on the CVC exchange. This would allow students from other CCC's to take online classes at either college.

There is work to be done on the technical end that facilitates the data transfer between the CVC and SBCCD as well as other areas such as transcripts, financial aid, payment vendor, and admissions.

We are currently working on a very accelerated timeline to get all these things in place by April.

- Administrative Applications & DE

Helpdesk

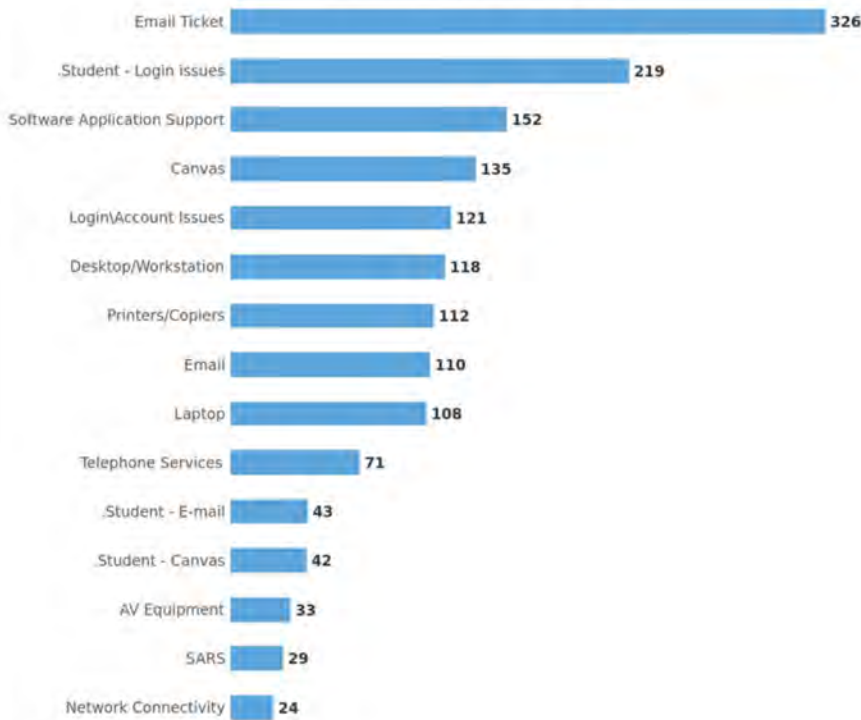
Printshop Orders

The chart below shows the type of Help Desk tickets that are received by volume. Over the past 76 days, the Service Desk received 1799 tickets excluding project requests. Also, there has been a steady increase in the overall usage of Canvas by both colleges.

Between October through December 2022 the Print Shop printed:

- 341 Quick copy job orders (black and white copier) 317,034 impressions
- 232 color copier print job orders 161,404 impressions
- 10 Oki Envelope Printer job orders 4,900 impressions
- 38 wide format orders 2,201 total posters

Created Tickets by Work Type





PRESIDENT'S BOARD OF TRUSTEES REPORT

The President's Monthly Report to the Board of Trustees, Campus & Community

March 2023

GOAL 1
ELIMINATE BARRIERS TO STUDENT ACCESS AND SUCCESS.

GOAL 2
BE A DIVERSE, EQUITABLE, INCLUSIVE, AND ANTI-RACIST INSTITUTION.

GOAL 3
BE A LEADER AND PARTNER IN ADDRESSING REGIONAL ISSUES.

GOAL 4
ENSURE FISCAL ACCOUNTABILITY AND SUSTAINABILITY.



BLUEPRINT FOR SUCCESS
2022-2023

01 | SBVC OFFERS NEW OPPORTUNITIES FOR HIGH SCHOOL STUDENTS



SBVC PARTNERSHIP WITH PACIFIC HIGH SCHOOL LEADS TO NEW CAREER OPPORTUNITIES FOR HIGH SCHOOL STUDENTS

20,060 square
foot building
is a first for
California



The San Bernardino community gathered in front of the new Transportation & Advanced Technology Center at Pacific High School for its ribbon-cutting ceremony on February 9, 2023. The 20,060 square foot building is the first of its kind in California.

Since 2016, the SBVC Applied Technology, Transportation, and Culinary Arts Department has partnered with Pacific High School I to create guided pathways for high school students. SBVC Professor Berchman 'Kenny' Melancon and social studies teacher CJ Eastwood spearheaded the project.

"It started with 15 students that we actually bussed to San Bernardino Valley College," recalls Pacific High School principal Dr. Natalie Raymundo. Funding for the center came to fruition in 2018 and was a "long time in the making" with delays caused by the COVID-19 pandemic.

SBVC offers dual enrollment and has articulation agreements that allow high school students to take courses during the day and receive college credit. With the new state-of-the-art facility, SBVC will bring some of its courses and instructors directly to the students. Students can receive certification as early as their high school graduation and enter high wage and high demand careers in the transportation industry.

"It gives them a fast-track to a career in the industry," said Dr. Vanessa Thomas, Dean of Applied Technology, Transportation, and Culinary Arts at SBVC. "These students can start earning a living wage, they can support their families financially and contribute to the local economy."

The Heavy/Medium Duty Truck program prepares students to repair commercial diesel vehicles, but as Dr. Raymundo stated in her remarks at the ceremony, "this building is of the present and future. It's already outfitted and ready to house future programs such as Commercial Electric Vehicles."

The ribbon-cutting ceremony was followed by an open house of the facility where students in the program were available for questions. The \$12.5 million facility features a prototyping lab, a transportation lab that can accommodate multiple vehicle types and other cutting-edge instructional resources.

02 | SPRING SEMESTER ENROLLMENT



SPRING ENROLLMENT GROWS IN 2023

10,492 students enroll for Spring 2023



If San Bernardino Valley College seems to be bustling with more students lately, it's because we have surpassed last year's spring headcount. There are 10,492 students enrolled in classes at SBVC for Spring 2023. This exceeds the number of Wolverines enrolled in Spring 2021 (10,142) and Spring 2022 (8,988).

"We're thrilled to welcome so many new and returning students to San Bernardino Valley College," SBVC Interim President Dr. Linda Fontanilla said. "They know that at SBVC, they will receive a quality education from knowledgeable and established professors and instructors who put their students first."

SBVC is accessible to more people than ever, with 683 online course offerings available for spring. Nearly three-quarters of all SBVC students are enrolled in at least one online class, with some logging in from as far away as Iowa.

While 60 percent of students also took classes at SBVC during the Fall 2022 semester, more than 1,000 students are enrolled now for the first time. SBVC also continues to inspire people to strive for higher education, as 57 percent are first-generation students. The most common age for students is 19, and 73 percent are attending part-time.

"SBVC faculty and staff are here to help all students succeed," Fontanilla said. "Whether it's putting together an educational plan or answering questions about financial aid, there is someone on campus who can help. We're proud to have counselors, tutors, and special services, from the Veteran's Resource Center to the Valley 360 Resource Center, to provide assistance to every member of the SBVC community."

HIGHLIGHTS



SBVC COLLABORATES WITH METROLINK IN BACK-TO-SCHOOL CAMPAIGN

Blue the Wolverine and several of their mascot friends are the stars of Metrolink's back-to-school campaign. The commercial was filmed November 15 at Union Station in Los Angeles. "During the commercial shoot, Blue finally met some of the local mascots, including the mascot from our sister college, Ryker the Roadrunner," Aguilera said. "We're hoping all the local colleges and universities can collaborate again to remind students of this green-friendly resource." The feedback SBVC has received regarding the commercial has been "amazing," Aguilera added, and the college aims to work with Metrolink again around Earth Day to promote sustainability.

Metrolink Director of Communications Scott Johnson, a resident of San Bernardino, said the commuter rail system is "proud to be there for students, staff, and faculty of San Bernardino Valley College and the hundreds of other campuses our trains serve throughout Southern California. When we launched our fall back-to-school campaign, we wanted to find a fun and engaging way to collaborate with colleges and universities. Showcasing the school mascots doing what they do best and drumming up school spirit seemed like the perfect way to also promote riding the train to school."

College students, faculty, and staff can get free tickets and discounts when they sign up on the Metrolink app using their .edu emails. For more information, visit the Metrolink website at metrolinktrains.com.

SBVC THEATRE ARTS STUDENTS TAKE THE SHOW ON THE ROAD



SBVC's production of Little Shop of Horrors was scouted to attend the Kennedy Center American College Theatre Festival (KCACTF) in Las Vegas from February 13-17.

"KCACTF provides students the opportunity to see the work of their peers, connect with peers and industry professionals, take workshops, and through auditions and interviews, be considered for professional training and employment opportunities," Fogle said. "KCACTF is highly regarded in the theater industry, and this is an honor and an opportunity for the students, the college, and the community."

Little Shop of Horrors was one of only seven productions in our region selected to perform at the festival. Along with this honor, students Ashley Eddy, Raymond Henley, Samuel Rodriguez, and Camryn Stevens have also been nominated for the Irene Ryan Acting Scholarship Auditions; stage manager Angel Del Rio received a nomination for stage management and invited to deliver a presentation in the Design, Technology, and Management Competition. SBVC Film, Television & Media students Marlene Clara, Samantha Morales, and Daniel Rodriguez joined the theater arts team to film a documentary on the experience.

"I am so incredibly proud of our students," Fogle said. "We had to reconfigure and rebuild our set to fit in a truck and onto the stage at our new venue in Vegas. They dedicated their time and energy to rebuild, rehearse, and prepare for the Festival. We are all so incredibly thankful to our Dean Leticia Hector, who has helped us make this dream opportunity a reality. We are also thankful to everyone from the community and college for all their support and generosity."

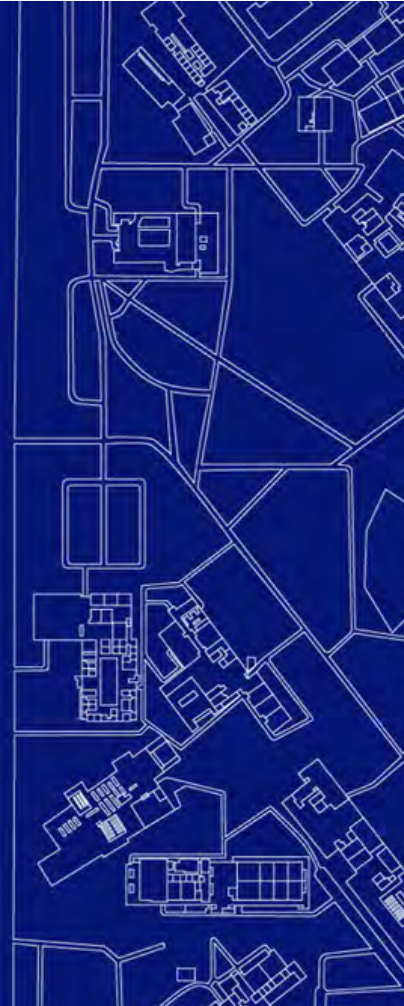


03 | NEW GRANTS FOR SBVC



SBVC FOUNDATION RECEIVES MORE LOCAL AND NATIONAL FUNDING FOR STUDENTS

Awarded over \$500K in new grants



The SBVC Foundation, now in its 50th year of operation, has recently raised more than \$500K in new grants to benefit SBVC students.

The San Manuel Band of Mission Indians donated \$300K to the SBVC Foundation to support its Valley-Bound Commitment Program, which covers the costs for local high school graduates who commit to attending the community college on a full-time basis. San Manuel has provided more than \$2 million in funding to support the program over the past 15 years.

"We are overwhelmed by the continued generosity of the San Manuel Band of Mission Indians," SBVC Foundation Director Mike Layne said. "The long-term support from San Manuel is helping us increase our capacity to provide equitable access to higher education opportunities for everyone in our service area."

The Jay Pritzker Foundation granted \$150K in its third cycle of funding for the Finish Line Scholars Program, a program administrated by the Foundation for California Community Colleges. These funds will directly benefit SBVC students on their way to finishing certificates, degrees or transfer studies at SBVC during the 2023-24 academic year. The majority of funds from the Finish Line Scholars Program will support student scholarships, with a smaller portion providing emergency financial assistance to students facing financial hardship which may hinder their ability to finish their degree or certificate program. Edison International awarded the SBVC Foundation a total of \$75K, with \$25K towards STEM scholarships, and \$50K towards the Clean Energy/EV Tech Program. SoCalGas also awarded \$25K to the EV Tech Program.

For information on how to apply for a scholarship or emergency assistance, visit: www.sbvcfoundation.org.

SBVC OBSERVES BLACK HISTORY MONTH WITH A DISTRICT-WIDE CELEBRATION OF CULTURE & COMMUNITY

For Black History Month 2023, SBVC teamed up with Crafton Hills and district office colleagues to host a special series of events throughout February.

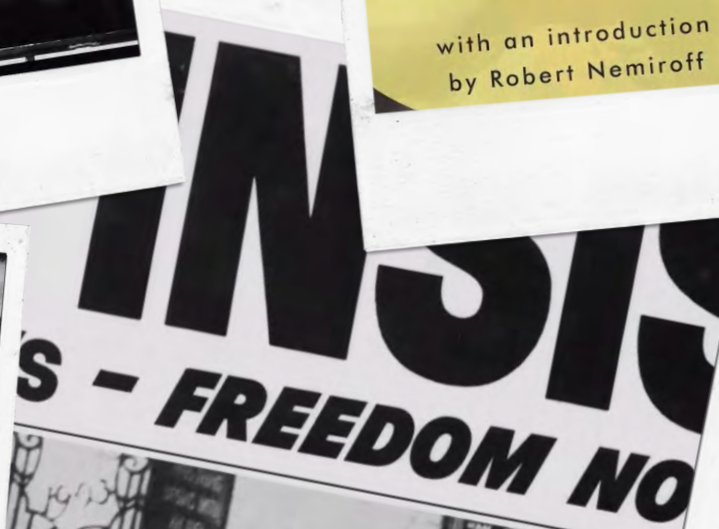
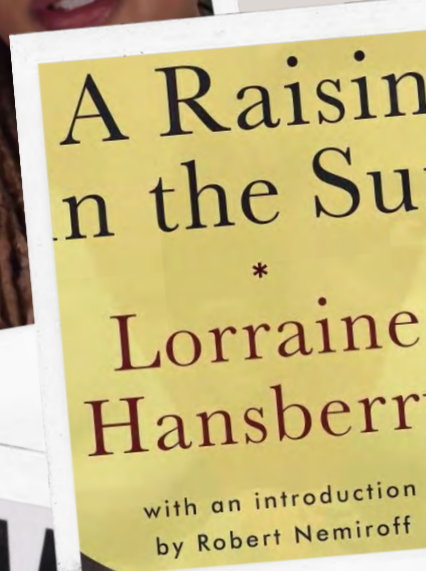
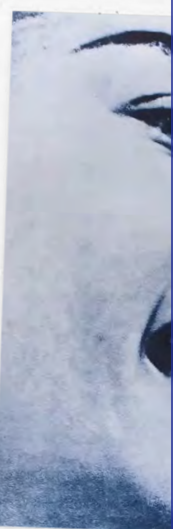
The celebration kicked off with the Black History Month Opening Ceremony on February 1 at Crafton Hills, which also hosted "Unfold Stories of Black History in Redlands", a forum that encouraged participants to understand and share stories of local Black history and a virtual film screening of "How it Feels to Be Free" later in the month.

On February 18, SBVC kicked off its BHM series with Natural Hair Day, followed by a screening and discussion of the television show "The Hair Tails", a show that celebrates the unique ways Black and African American women express themselves through their hairstyles.

Black History Month celebrations concluded on February 28 with Breaking Bread: A Community Gathering, followed by a special fashion show.

On February 8, the district office held a virtual discussion of former First Lady Michelle Obama's latest book, "The Light We Carry: Overcoming in Uncertain Times," followed by a screening and discussion of "Chisholm: Unbought & Unbossed," the Peabody Award-winning documentary that follows Shirley Chisholm's 1972 presidential campaign. Chisholm was the first black woman elected to Congress and the first to seek nomination for the highest office in the land.

All events were open to the public and attended by students, employees and members of the local community. For more information on Black History Month 2023 at SBVC, visit www.valleycollege.edu/bhm.



EVENTS

March 10

10:30 AM-12:00 PM

Financial Aid Dream Act Workshop

B-204

March 22

2:00 PM-8:00 PM

Free Tax Preparation Service

B-100

May 5

5:30 PM-8:00 PM

**Spotlighting Our Success
Awards Celebration**

LCCC

Student Spotlight | JESUS MORENO

Assistant football coach Bobby Hosea didn't realize that the red envelope that had been in his pocket was gone until he had driven home last Thursday night.

He checked around the house. He looked to see if it fell out in his car. The red envelope, which had been full of cash, was gone. It was likely lost somewhere on the San Bernardino Valley College campus. Most likely somewhere in the Kinesiology & Athletics Complex, where members of the football team had gathered earlier in the day.

But that Thursday, members of the SBVC track and field team were gathered in the large lecture hall located in Gym 141. Among the student-athletes there was SBVC student Jesus Moreno — a runner and friend of many of the student-athletes on the squad. And while not officially a member of the team at the time (he is considering joining the team), he spends his free time working out with the team before he has to go to work.

He found the red envelope. And without hesitation, he brought it to the attention of the athletic department's eligibility clerk, Maureen Ryan. She alerted the athletics staff and turned the envelope in to the campus police department.

So, by the time Hosea had realized his money was missing and contacted head coach Daniel Algattas to ask about the envelope, there was good news. His envelope was safe.

Hosea got his chance to thank Moreno on Tuesday this week. He expressed his gratitude to the young runner, while the athletics department presented Moreno with gift cards and team gear as a token of appreciation.

While Moreno was slightly embarrassed by the attention, he knew he had done the right thing.

"I just knew I had to turn it in," he said.



FOLLOW US ON SOCIAL MEDIA!



@sbvalleycollege

701 Mount Vernon Avenue, San Bernardino, CA 92410